



ACT Government Gazette
Gazetted Notices for the week beginning 06 January 2022

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Policy, Partnerships and Programs

Aboriginal and Torres Strait Islander Health Partnerships

Director

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54003)

Gazetted: 12 January 2022

Closing Date: 14 February 2022

Details: We offer a values based culture in which we pride ourselves on inclusion, respect, and integrity. We provide interesting, diverse work in a unique government environment where you can see the impact you have on the Aboriginal and Torres Strait Islander Canberra community.

The broader division (Policy, Partnerships and Programs Division - PPP) provides strategic leadership, direction and action that improves the health of our community and ensures our public health system meets our community's needs, now and into the future. PPP delivers strategic health policy advice on issues including primary care, NDIS, workforce, Aboriginal and Torres Strait Islander health, aged care, LGBTIQ+, inter-governmental negotiations, social and emotional wellbeing and suicide prevention, and legal matters.

We are seeking a values-based leader for the role of Director that can follow the lead of and negotiate with the Senior Director, inspire and manage our capable Aboriginal and Torres Strait Islander Health Partnerships team.

This involves managing and coordinating policies, Cabinet, ACT Legislative Assembly, Ministerial, briefings, Directorate coordination and other related issues impacting on the health and wellbeing of Aboriginal and Torres Strait Islander people in the ACT. The team you lead will be responsible for ensuring coherent, timely, high quality advice, briefing and information to Ministers, the Director-General, Directorate executives and other internal and external stakeholders as required across the range of ACT Health policy and program delivery.

If you are highly organised, and lead with integrity, diligence, and respect at all times, especially under time pressure and in some challenging scenarios, and if business improvement measures and client orientated approach to the work of your team excites you, we would love to hear from you!

This position involves direct supervision of staff. The ACT Health Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, people with disability, veterans, and those who identify as LGBTIQ+ are encouraged to apply.

Notes: This is a temporary position available immediately for up to 6 months. It is important that you can commit to this full period. Selection may be based on application and referee reports only. An order of merit will be established from this process and may be used to fill future identical vacancies over the next 12 months.

The ACT Health Directorate recognises the value of individual differences and encourages diversity in ACTPS workplaces in order to improve the way we deliver services to our Aboriginal and Torres Strait Islander ACT community. In order to support the employment of Aboriginal and Torres Strait Islander people, this position is an identified position that can only be filled by Aboriginal and Torres Strait Islander people.

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: If you are interested in applying for this position, please provide a written statement of no more than two pages addressing the Selection Criteria of the Position Description, your curriculum vitae and contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be sent to the Contact Officer.

Contact Officer: Ginibi Robinson (02) 5124 0000 Ginibi.Robinson@act.gov.au

Corporate Services

Strategic Finance

Financial and Management Reporting

Finance Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 45920)

Gazetted: 07 January 2022

Closing Date: 21 January 2022

Details: The Finance Officer is a permanent position in the ACT Health Strategic Finance team, providing the range of services such as internal budget preparation, management reporting, analysis and financial advice to Divisions within the ACT Health Directorate.

In this role you will be responsible for budgetary and financial management and reporting and assisting in the general administration of the ACT Health Directorate. The role requires experience of month end journals and reconciliations using Australian Accounting Standards, budgeting and monitoring financial performance, management reporting and the ability to manage competing priorities to meet deadlines. The role requires well-developed communication and interpersonal skill to work and liaise with colleagues and external clients, at all levels.

Eligibility/Other Requirements:

This position requires:

Previous experience in a finance related role.

Experience in using Microsoft Office suite applications, with intermediate excel skills and have the ability of performing basic formulas.

High level of customer service, with consistently clear oral and written communication skills.

High level of organisation skills and ability to work under pressure.

Highly Desirable:

A degree level qualification (or progression towards) in accounting or relevant experience in a commensurate finance officer role.

Membership/progression towards ICAANZ or CPA.

Knowledge and experience in the use of ACT Governments financial systems (e.g. Oracle, Web and Excel TM1, APIAS, etc.).

Mandatory:

Undergo a pre-employment National Police Check

Notes: A merit pool may be established from this selection process to fill future identical vacancies over the next 12 months. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role.

How to Apply: Applicants must provide a copy of your current curriculum vitae and a written pitch of no more than two single sided A4 pages addressing the Selection Criteria and listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Yadana Kyu (02) 6207 6949 Yadana.Kyu@act.gov.au

Health Systems, Policy and Research

Public Health, Protection and Regulation

Health Protection Service, Environmental Health Food Safety

Customer Service Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 34462)

Gazetted: 11 January 2022

Closing Date: 25 January 2022

Details: The Environmental Health team is seeking a highly motivated and skilled Customer Service Officer to join the team. The position is responsible for providing high-level customer service and management of customer enquiries via telephone, email and in person on both food safety and environmental health matters. The Customer Service Officer works within a team of Environmental Health professionals and provide liaison to both internal and external stakeholders to manage public health incidences and enquiries.

As the environmental health customer service officer, you will be responsible for liaising with food businesses, healthcare facilities, and the general public regarding a wide range of public health activities. You will often be the

first point of contact for our customers. Successful customer engagements at this position assist facilitation of good public health outcomes and a positive customer experience. You will need to be able to provide sound and confident information and general advice regarding public health legislation and requirements to both customers and stakeholders.

The environmental health customer service officer is an active and integral team member and would suit a person who is passionate about public health and safety and contributes contributing to ongoing procedural improvements. This is a fast pace, dynamic role, requiring multitasking and changing priorities. This position is suited to a person with self-initiative and very good organisational and communication skills.

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 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 the position a written response against each of the selection criteria (Professional/Technical skills and Knowledge and Behaviour Capabilities) demonstrating your suitability for the position must be provided along with a current curriculum vitae. Please note application that do not address the selection criteria will not be considered. Please ensure your written response demonstrates your experience and suitability in each criterion.

The name and contact details of two referees should be included with your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Verity Jennings 0408 434 905 Verity.Jennings@act.gov.au

Mental Health Division

Office for Mental Health and Wellbeing; and Mental Health Policy and Strategy

Executive Officer

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 54362)

Gazetted: 12 January 2022

Closing Date: 26 January 2022

Details: A career opportunity has arisen in the ACT Health Directorate for a highly motivated, organised, delivery focused person to join the Mental Health Division in the newly created Executive Officer position.

The Mental Health Division provides support to the Coordinator General, Mental Health and Wellbeing undertaking coordination, liaison, research, reporting and providing advice on mental health and suicide prevention and related issues. There are two teams within the Division:

Office for Mental Health and Wellbeing

Mental Health Policy and Strategy

The successful applicant will provide coordination and administrative support to the Executive Branch Manager and the two teams in the Division. The occupant will manage and coordinate the preparation of a range of documents, including ministerial briefings, cabinet submissions, correspondence and other requirements as needed. The position requires the ability to exercise sound judgement and flexibility. A high level of independence and a proactive approach will also be important.

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

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

How to Apply: Interested candidates are requested to submit a two-page pitch detailing how you are the right person for this opportunity. Use examples to demonstrate how your Skills, Knowledge, Behavioural Capabilities and Experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cheryl Garrett 0456 790 612 Cheryl.Garrett@act.gov.au

Health Systems Policy and Research

Health Protection Service

Business Management Services

Assistant Director, Business Improvement

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 25193)

Gazetted: 11 January 2022

Closing Date: 18 January 2022

Details: The Health Protection Service manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities. The Business Management Services Unit provide administrative support to the branch, including licensing and registration activities; customer service; general administrative duties; fleet management; information technology; and financial matters. Business Management Services also provide support and coordination of business and quality improvement and database management for the branch.

The advertised position manages the Business Improvement team within Business Management Services. The team is responsible for implementing improvements to the business services within the branch as well as quality activities including document management, customer satisfaction programs and internal compliance. The team is responsible for managing a regulatory database of licenced and registered public health risk activities, provides system support and performance reporting. The role requires a high level of computer literacy, experience in data and reporting plus experience in implementation change and identifying business improvements.

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

How to Apply: Please provide a written response to the Selection Criteria along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cathie Smith (02) 5124 9118 Cathie.Smith@act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Executive Assistant

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (17720)

Gazette Date: 11 January 2022

Closing Date: 18 January 2022

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

Reference Number: 17720

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

Contact Officer: Kanta Toraskar (02) 6201 6101 kanta.toraskar@calvary-act.com.au

Calvary Public Hospital Bruce

Nursing

Intensive Care/Coronary Care Unit - Registered Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (LP8864)

Gazette Date: 12 January 2022

Closing Date: 02 February 2022

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

Reference Number: 17628

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

Contact Officer: Amanda O'Donnell amanda.o'donnell@calvary-act.com.au

Calvary Public Hospital Bruce

Nutrition

Nutrition Assistant

Allied Health Assistant 3 \$68,984 - \$72,369 (up to \$76,559 depending on qualification level), Canberra (17635)

Gazette Date: 12 January 2022

Closing Date: 19 January 2022

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

Reference Number: 17635

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

Contact Officer: Marie Smith (02) 6201 6072 marie.smith@calvary-act.com.au

Canberra Health Services

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

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

Justice Health and Alcohol and drug services

Mental Health

Social Worker

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 13143, several - 0201T)

Gazetted: 11 January 2022

Closing Date: 27 January 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Adult Acute Mental Health Services currently incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH). A project to refurbish 12b is underway and will provide a further 10 low dependency acute inpatient beds. This project is due for completion mid-2021.

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependency Unit (LDU) for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a low dependency 6-bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. The successful applicant of the HP3 social work position is responsible for conducting skilled clinical assessments and delivering individual and group based social work interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically related staff (such as Allied Health Assistants).

The position will report operationally to the Allied Health Manager of AAMHS. Professional governance of this position will come from the Discipline Principal Social work (MHJHADS)

This is a fulltime position within Adult Mental Health Unit working Monday to Friday

Responsibility Statement:

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

Provide individual or group therapy service delivery.

Apply knowledge, skills, and professional judgement in the delivery of routine 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

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

Demonstrated leadership qualities in managing and positively influencing teams, processes and practice improvement in a human services environment.

Ability to mentor more junior staff and students and external parties in a collaborative and influential manner.

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

Competent negotiation and influencing skills in dealing with complex situations.

Position Requirements/Qualifications:

Relevant Qualifications

Degree in Social work

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

Registration under the working with vulnerable people ACT 2011

Applicants must have a minimum of 3 years (ideal 5 years) paid work experience, post qualification, in a related/ relevant organisation/ service

Current passenger Vehicle driver's license.

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.

Highly Desirable:

Experience of working within mental health in either an inpatient unit or community setting.

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

Obtain a compliance certificate from OMU (occupational medicine unit) relating to assessment, screening and vaccination processes against specific infectious diseases

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for the Allied Health professional

Undergo a pre-employment National Police Check.

Notes: A merit list will be established to fill any vacant temporary positions over the next 12 months.

Contact Officer: Katherine Staniewski (02) 5124 7247 Katherine.Staniewski@act.gov.au

Division of Women Youth and Children

Paediatrics

Project Lead- Paediatric Services

Senior Officer Grade A \$155,107, Canberra (PN: 53719 - 01YS4)

Gazetted: 12 January 2022

Closing Date: 26 January 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

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

The Project Lead will oversee the implementation, and on-going monitoring of the recently commissioned Paediatric Service and Organisational review and Community Health Program Governance Redesign Project, including all aspects of organisational change. In addition, the Project Lead will undertake other duties appropriate to this level of classification which contribute to the operation of the Division. Under direction from the Executive Director, you will play a key role in ensuring key recommendations are delivered in consultation with all relevant stakeholders.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability

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

Behavioural Capabilities

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

Think strategically / aware and responsive to political signals and pressures

Leadership, negotiation, and motivation.

Work across boundaries with flexibility to changing demands and priorities

Pragmatic and practical, hands-on approach to achieving project timelines

Position Requirements/Qualifications:

Mandatory:

Experience in a busy clinical operations or change management role.

Highly desirable:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health

Clinical Nurse Educator – Custodial Health

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 42555 - 02076)

Gazetted: 11 January 2022

Closing Date: 25 January 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

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

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/> Justice Health Services (JHS), Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to clients and other key stakeholders and services.

It is expected that in this position you will provide leadership and facilitate high quality education and training for staff across JHS.

This position works collaboratively with the Assistant Director of Nursing (ADON) for JHS and the Clinical Nurse Consultant (CNC) and Clinical Development Nurse (CDN) at AMC to ensure optimum service delivery and best practice.

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 CHS values of Reliable, Progressive, Respectful and Kind.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change

Provide responsive services to meet clients' needs

Position Requirements/Qualifications:

- A minimum of three years' experience working professionally in Custodial health or primary health senior roles is preferred.
- Post graduate qualifications in education or clinical teaching
- Demonstrated experience in a custodial health or primary health setting and experience in a leadership or education role.
- Current drivers' licence.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- 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: Amanda Chase (02) 5124 2523 amanda.chase@act.gov.au

COVID-19 Response Second Year Allied Health, Pharmacy, Physiotherapy and Nursing/Midwifery Students Health Service Officer Level 3/4 \$54,613 - \$58,546, Canberra (PN: 020DP)

Gazetted: 11 January 2022

Closing Date: 25 January 2022

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

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

As you may have heard the Omicron Variant COVID-19 is now active amongst the Canberra community affecting many workforces and families. Canberra Health Services is one of these workforces. To assist in the care of our patients we need your help.

We are looking for second year nursing/midwifery, allied health, physiotherapy, and Pharmacy students to undertake patient transport and wardsperson type roles at our various sites around the ACT.

To be eligible you will need to be able to demonstrate:

enrolment in your second year of Bachelor of Nursing and/or Midwifery, Allied Health, Pharmacy or Physiotherapy degree

be an Australian Citizen, permanent resident or able to work on an eligible visa;

Have completed your manual handling training; and

be physically capable to work in a clinical environment with extended periods of time on your feet required.

Applicants will need to be available for weekend and a rotating roster of Morning, Evening and Night shifts.

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

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

Undergo a pre-employment National Police Check.

Thank you for your interest in the role and assisting Canberra with our response to COVID19.

Note: These positions will be offered on a casual basis.

How to Apply: To apply visit the Canberra health services website here.

Contact Officer: Joanne Keni (02) 5124 2610

Women, Youth and Children

Child At Risk Health Unit

Child Protection Training Coordinator

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 28898 - 01ZXZ)

Gazetted: 07 January 2022

Closing Date: 25 January 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

An exciting opportunity exists for a self motivated nurse educator with knowledge of child protection and experience in the delivery of training programs to health staff. The CHS Child Protection Training program is currently under review and the successful candidate will be responsible for the development and implementation of a refreshed training program to ensure health staff understand their reporting obligations and how they can help families access support.

Please note: this position is being recruited as a full-time RN 3.1 OR HP 4, however part-time and a job share arrangement may be considered if there is more than one suitable candidate to fulfill the role.

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

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

Overview of the work area and position:

The Child Health Targeted Support Services (CHTSS) includes the Community Paediatric and Child Health Service (CPCHS), Child at Risk Health Unit (CARHU), Child Protection and The Strengthening Health Response to Family Violence (SHRFV) training programs and the Child Protection Liaison Officer.

All Canberra Health Service staff are required to undertake essential education regarding their roles and responsibilities in relation to child protection. The Child Protection Training team develops, provides and evaluates all mandatory child protection training for CHS and other health professionals upon request. This includes information around roles and responsibilities according to legislation and policies.

The Child Protection Training Coordinator is responsible for the development, presentation and evaluation of education and training programs and strategies in the broad area of child protection for CHS. An understanding of the impact of violence, abuse and neglect on children is a critical part of this role.

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

Extensive experience in adult education, organisational training/development

Ability to develop and maintain strong, positive working relationships with internal and external stakeholders.

Proactive with strong organisational skills, able to work independently and within a team environment

Adaptability and flexibility to accommodate competing demands.

Position Requirements/Qualifications:

Unconditional registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse and a minimum of 5 years' experience working professionally in a relevant clinical area is preferred.

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:

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

Undergo a pre-employment Police check.

Notes: This is a temporary position available for 11 months with the possibility of extension and/or permanency.

Contact Officer: Meryl Crane (02) 5124 2712 Meryl.crane@act.gov.au

Women, Youth and Children

Child At Risk Health Unit

Child Protection Liaison Officer

Registered Nurse Level 4.2 \$138,255, Canberra (PN: 00103 - 02089)

Gazetted: 07 January 2022

Closing Date: 26 January 2022

Details: Our Vision: creating exceptional health care together

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

POSITION OVERVIEW

This is an exciting opportunity for an experienced senior nurse with an understanding of complex child protection matters and a demonstrated ability to strengthen working relationships to enhance the health services role to protect children. This position sits within a multi-disciplinary service with specialist expertise in family violence and child protection. The successful person will be supported with access to professional supervision and ongoing professional development.

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

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

The Child Health Targeted Support Services (CHTSS) includes the Community Paediatric and Child Health Service (CPCHS), Child at Risk Health Unit (CARHU), Child Protection and Strengthening Health Responses to Family Violence (SHRFV) training programs, The Parenting Enhancement Program and Integrated Multi-agencies for Parents and Children Together program (PEP/IMPACT) and the Child and Youth Protection Services Liaison Officer. The Child and Youth Protection Services (CYPS) Liaison Officer position is a strategic leadership role which promotes positive client outcomes through facilitation of effective communication across CHS to ensure provision of high quality coordinated services and liaison, and negotiation between CHS and the Office for Children, Youth and Family Support in the Community Services Directorate. The position reports operationally to the Senior Manager CHTSS, and strategically to the CHS Executive through the Executive Director, Women, Youth and Children on matters of child safety.

The successful applicant will have advanced clinical skills in working with families experiencing vulnerability, high level negotiation and liaison skills, experience in managing systems of clinical governance and leading quality improvement, and a commitment to working with stakeholders to develop systems and pathways for vulnerable children. This is a rewarding and exciting position that will require someone with the ability to be flexible, responsive and promote excellence in service delivery.

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 encouraged to apply.

Behavioural Capabilities

Ability to develop and maintain strong, positive working relationships with internal and external stakeholders.

Proactive with strong organisational skills, able to work independently and within a team environment

Kindness

Position Requirements/Qualifications:

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse and a minimum of five years' experience working professionally in a relevant field such as Child and Family Health or Paediatrics is preferred.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

NOTES

This is a part-time position available at 32 hours per week. The full-time salary noted above will be paid pro-rata.

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

Contact Officer: Carolyn Thomas (02) 5124 1607 carolyn.thomas@act.gov.au

Medicine

New Graduate Social Worker

Health Professional Level 1 \$65,402 - \$85,685 , Canberra (PN: 18975 - 0209F)

Gazetted: 12 January 2022

Closing Date: 26 January 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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/>

An exciting opportunity to work as a new graduate social worker at the Canberra Hospital in the division of Acute Allied Health Services.

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

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients.

This includes health care and support for people with acute, post-acute and long-term illnesses.

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

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from acute crisis support through to treatment, rehabilitation, recovery and harm minimisation. Services are delivered at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, and other community settings including people's homes. These services include (and are not limited to):

- Alcohol and Drug Services

- Child and Adolescent Mental Health Services
- Community Mental Health Services
- Justice Health Services
- Mental Health Inpatient Services

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The successful applicants 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. Social workers 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.

Successful applicants will be part of a large network of social workers. You will have access to internal training and education targeted at early career allied health professionals, as well as clinical supervision to support development of your social work skills and professional identity.

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Behavioural Capabilities

1. Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
2. Ability to manage confidential and sensitive information.
3. Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
4. Commitment to achieving positive outcomes.

Position Requirements/Qualifications:

Mandatory:

- Tertiary qualification in Social Work.
- Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW).
- Be registered under the Working with Vulnerable People (Background Checking) Act 2011.
- 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:

- Hold a current Passenger Vehicles Driver's licence preferable but not essential depending on area of work.
-

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

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

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

Depending on the team the position is in, some new graduate social workers may be required to participate in overtime, weekend, after-hours, on call, and/or shift work with a rotating roster.

How to Apply: Please visit the Canberra Health Services website [here](#).

Contact Officer: Patrice Higgins (02) 5124 2316 patricia.higgins@act.gov.au

Medicine

Enrolled Nurse - COVID Testing and Vaccination Centres

Health Professional Level 1 \$65,402 - \$85,685 , Canberra (PN: 18975 - 0209F)

Gazetted: 6 January 2022

Closing Date: 13 January 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

Position Overview

Canberra Health Services (CHS) is focused 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/>

Enrolled Nurses required to work in COVID Testing and Vaccination. Full Time and Part Time positions available.

The COVID centres provide services for COVID-19 testing and immunisation throughout the Canberra region.

Enrolled Nurses work in a team with Registered Nurses and AIN's to screen for eligibility, collect specimens and provide education to consumers. Enrolled Nurses provide assistance to the Registered Nurse's undertaking immunisation and pre and post immunisation observation. There are multiple centres, including both drive through and in centre, and the staff work flexibly across all sites.

The COVID centres operate 7 days a week and have varying shift times. Staff may work full or part time and flexible work hours are available.

ABOUT YOU

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Behavioral Capabilities

1. Good Communication Skills
2. Ability to work well in a team nursing environment
3. Adaptable and Flexible to changes

Position Requirements/Qualifications:

Relevant Be registered or be eligible for registration as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications.

- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

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

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

Note: Positions will be offered for three months with a possibility of extension.

How to Apply: For further information and to apply please visit the Canberra Health Services website [here](#).

Contact Officer: Josephine Forrest 0481 465 177 Josephine.forrest@act.gov.au

Medicine

COVID Testing and Vaccination Centres - Registered Nurses

Registered Nurse Level 2 \$99,612 - \$105,575 , Canberra (PN: 48873, Various - 020AG)

Gazetted: 6 January 2022

Closing Date: 13 January 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021. In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>
Seeking Registered Nurses to team lead and provide senior support in COVID 19 Vaccination and Testing Centres. Full time and part time positions available.

The COVID centres provide services for COVID-19 testing and vaccination throughout the Canberra region.

COVID Testing: Registered Nurses work in a team to screen for eligibility, collect specimens and provide education to consumers. Staff also work in Hotel Quarantine and Medihotel.

COVID Vaccination: Registered Nurses provide vaccinations and pre and post vaccination care.

There are multiple COVID services, including both drive through and in centre, and the staff work flexibly across all sites.

Registered Nurse's (Level 2) provide senior clinical and leadership skills to junior staff, including Registered Nurses, Enrolled Nurses, Undergraduate Student Nurses and Assistant in Nurses. This role is also required to team lead on weekends and when required on weekdays in the COVID sites which are off-site to the main hospital services. When team leading they work cooperatively with team leaders for security and administration.

Registered Nurses with an interest in working in Vaccination are encouraged to apply. Vaccination clinics operate on both North and South Canberra.

The COVID centres operate 7 days a week and have varying shift times. Staff may work full or part time and flexible work hours are available.

Please note: Due to the varying roles in the COVID centres it is not a requirement to have an immunisation certificate.

About You

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Behavioural Capabilities

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

- Good, calm leadership skills
- Good communication skills
- Good team working skills
- Be adaptable and flexible to changes

Position Requirements/Qualifications:

Mandatory:

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

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

- Undergo a pre-employment Police check.
- obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases
- Be registered under the Working for Vulnerable People Act.

These positions are open to both New Graduates and experienced Enrolled Nurses.

Desirable:

- Hold a current driver's license
- Holds an Immunisation Certificate

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

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

Note: These positions will be offered on a temporary basis for three months with the possibility of extension.

How to Apply: For further information and to apply, please visit the Canberra Health Services website [here](#).

Contact Officer: Josephine Forrest [tel: 0481 465 177](tel:0481465177) Josephine.forrest@act.gov.au

Medicine

Undergraduate Student Nurse or Midwife(Vaccination Worker)

Undergraduate Nurse Level, Canberra (PN: C11965, several - 020AJ)

Gazetted: 6 January 2022

Closing Date: 20 January 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> As you may have heard the government has decreased the timeframes between boosters and made COVID-19 Vaccinations available to 5–11-year-olds. To ensure that eligible Canberrans can quickly receive the required vaccines CHS is ramping up its vaccination availability. To do this we need help.

We are looking for third year nursing/midwifery students to undertake vaccinations at our various sites around the ACT, you will be engaged on a casual basis.

To be eligible you will need to be able to demonstrate:

- enrolment in your third year of Bachelor of Nursing and/or Midwifery degree
- be an Australian Citizen, permanent resident or able to work on an eligible visa; and
- be physically capable to work in a COVID vaccination or testing site with extended periods of time on your feet required.

Applicants will need to be available for weekend and a rotating roster of Morning, Evening and Night shifts.

This casual position is based in the Canberra Health Services, Division of Nursing and Midwifery, Patient Support Services Unit and will provide direct support to the community in the response to COVID-19 in providing COVID-19 vaccinations and testing.

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Behavioural Capabilities

1. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
2. Ability to work a flexible rotating roster
3. High level communication skills

Position Requirements/Qualifications:

- Currently in your third year of a bachelor's degree in Nursing or Midwifery.
- The successful applicant will need to be available for weekend and a rotating roster of Morning and Evening shifts
- Have an understanding of how the [National Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

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

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

Note: These are casual positions located in various locations across the ACT.

How to Apply: For further information and to apply, please visit the Canberra Health Services website [here](#).

Contact Officer: Josephine Forrest 0481 465 177 Josephine.forrest@act.gov.au

Medicine

COVID Testing and Vaccination Centres - Registered Midwife Registered Midwife Level 1

Registered Midwife Level 1 \$71,730 - \$95,818 , Canberra (PN: 51785, various - 020BH)

Gazetted: 6 January 2022

Closing Date: 13 January 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021. In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

Position Overview

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The COVID centres provide services for COVID-19 testing and vaccination throughout the Canberra region.

COVID Testing: Registered Nurses work in a team to screen for eligibility, collect specimens and provide education to consumers. Staff also work in Hotel Quarantine and Medihotel.

COVID Vaccination: Registered Nurses provide vaccinations and pre and post vaccination care.

There are multiple COVID services, including both drive through and in centre, and the staff work flexibly across all sites. Registered Nurses with an interest in working in Vaccination are encouraged to apply. Vaccination clinics operate on both North and South Canberra.

The COVID centres operate 7 days a week and have varying shift times. Staff may work full or part time and flexible work hours are available.

About You

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Behavioural Capabilities

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

1. Strong organisational skills with a high degree of drive
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
3. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
4. 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.

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

Hold a current driver's licence.

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

Undergo a pre-employment Police check.

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

Note: These are temporary positions for three months with the possibility of extension. Full-time and part-time positions are available and positions will be located across Canberra.

How to apply: For further information and to apply visit the Canberra Health Services website [here](#).

Contact Officer: Josephine Forrest 0481 465 177 josephine.forrest@act.gov.au

Rehabilitation, Aged and Community Services

Client Support Services

NDIS Project Enrolled Nurse

Enrolled Nurse Level 1 \$65,056 - \$69,505, Canberra (PN: 54216 - 01ZQE)

Gazetted: 07 January 2022

Closing Date: 21 January 2022

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

Position Overview

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

RACS requires a dynamic and motivated EN who can work collaboratively with the Community Care Nursing Team, and other CHS Nursing teams under the guidance of the NDIS Nurse project officer. The role is aimed at support the improvement of service provision and processes with an aim to improve client coordination and care. This role will sit within the CHS NDIS Support Project team. The length of the project role is agreed to for a period on 12 months, review will occur near the end of the 2021-22 financial year to confirm further funding.

About You

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

Behavioural Capabilities

Strong organisational skills, including being able to simultaneously manage and prioritise issues, with a high degree of drive.

Excellent interpersonal skills and the ability to develop and maintain relationships within the team, across Canberra Health Services and relevant external stakeholders while demonstrating leadership

Flexibility and adaptability to accommodate change and be responsive.

Position Requirements/Qualifications:

Diploma in Nursing.

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

Hold a current Driver's Licence

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Provide evidence of qualifications and professional registration as well as a current drivers licence.

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

Contact Officer: Barbara Bolton 02 5124 0213 barbara.bolton@act.gov.au

Women, Youth and Children

Child At Risk Health Unit

Child Protection Coordinator

Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 54518 - 0208D)

Gazetted: 10 January 2022

Closing Date: 25 January 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

An exciting opportunity exists for a self motivated health professional with knowledge of child protection and experience in the delivery of training and/or group education programs. The CHS Child Protection Training program is currently under review and the successful candidate will be responsible for the development and implementation of a refreshed training program to ensure health staff understand their reporting obligations and how they can help families access support.

Please

note: this position is being recruited as a full-time RN 3.1 OR HP 4, however part-time and a job share arrangement may be considered if there is more than one suitable candidate to fulfill the role.

POSITION OVERVIEW

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

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

Overview of the work area and position:

The Child Health Targeted Support Services (CHTSS) includes the Community Paediatric and Child Health Service (CPCHS), Child at Risk Health Unit (CARHU), Child Protection and The Strengthening Health Response to Family Violence (SHRFV) training programs and the Child Protection Liaison Officer.

All Canberra Health Service staff are required to undertake essential education regarding their roles and responsibilities in relation to child protection. The Child Protection Training team develops, provides and evaluates all mandatory child protection training for CHS and other health professionals upon request. This includes information around roles and responsibilities according to legislation and policies.

The Child Protection Training Coordinator is responsible for the development, presentation and evaluation of education and training programs and strategies in the broad area of child protection for CHS. An understanding of the impact of violence, abuse and neglect on children is a critical part of this role.

ABOUT YOU

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Behavioural Capabilities

Extensive experience in adult education, organisational training/development

Ability to develop and maintain strong, positive working relationships with internal and external stakeholders.

Proactive with strong organisational skills, able to work independently and within a team environment

Adaptability and flexibility to accommodate competing demands.

Position Requirements/Qualifications:

Tertiary qualifications as a health professional and be registered with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for accreditation with the Australian Association of Social Workers; and a minimum of 5 years' experience working professionally in a relevant clinical area is preferred.

Registration under the ACT Working with Vulnerable People Act 2011

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:

Certificate IV Training and Assessment or an equivalent certificate in group facilitation.

Hold a current driver's licence.

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

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

Undergo a pre-employment Police check.

Notes: This is a temporary position available for 11 months with the possibility of extension and/or permanency.

Contact Officer: Deborah Colliver (02) 5124 1094 deborah.colliver@act.gov.au

Women, Youth and Children

Administration Officer- WYC Outpatient Services

Administrative Services Officer Class 2 \$59,813 - \$66,047, Canberra (PN: 31480, several - 02052)

Gazetted: 06 January 2022

Closing Date: 14 January 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Canberra Health Services' Division of Women's, Youth and Children's provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Health Services, Community Health Centres, client's homes, schools and Child and Family centres.

The position provides administrative and general office support to the Women Youth and Children Department with duties including booking appointments, referral management, screening telephone calls, organisational and time management skills with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health-based Information Technology (IT) systems including ACTPAS and Clinical Portal. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the Women, Youth and Children's Management team as necessary.

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 encouraged to apply.

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Position Requirements/Qualifications:

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.

NOTES

There are several full-time permanent and temporary positions available.

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

Medicine

Renal Service

Renal Outpatients Enrolled Nurse

Enrolled Nurse Level 1 \$65,056 - \$69,505, Canberra (PN: 20715, several - 02054)

Gazetted: 06 January 2022

Closing Date: 20 January 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

The ACT Health Division of Medicine provides a range of medical specialties and 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.

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, renal supportive care and renal transplantation services, acute, satellite and home dialysis and general nephrology. 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 Outpatients enrolled nurse is based at the Canberra Hospital and reports to the Clinical Nurse Consultant of Renal Outpatients.

ABOUT YOU

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Behavioural Capabilities

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

Excellent interpersonal and communication skills with a proven ability to work effectively as part of a multidisciplinary team to provide patient centred care

Drive for ongoing personal and professional development.

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

Position Requirements/Qualifications:

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

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.

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

NOTES

There are several temporary part-time positions available at 24 hours per week for three months with the possibility of extension. The full time salary noted above will be paid pro-rata.

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

Contact Officer: Julie Voutos (02) 5124 3062 Julie.Voutos@act.gov.au

Cancer and Ambulatory Services

Registered Nurse - Covid Vaccination and Testing

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 51785, several)

Gazetted: 11 January 2022

Closing Date: 17 January 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

The COVID centres provide services for COVID-19 testing and vaccination throughout the Canberra region.

COVID Testing: Registered Nurses work in a team to screen for eligibility, collect specimens and provide education to consumers. Staff also work in Hotel Quarantine and Medihotel.

COVID Vaccination: Registered Nurses provide vaccinations and pre and post vaccination care.

There are multiple COVID services, including both drive through and in centre, and the staff work flexibly across all sites.

Registered Nurses with an interest in working in Vaccination are encouraged to apply. Vaccination clinics operate on both North and South Canberra.

The COVID centres operate 7 days a week and have varying shift times. Staff may work full or part time and flexible work hours are available.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

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.

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

Hold a current driver's licence.

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

Undergo a pre-employment Police check.

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

Notes: There are several temporary full-time and part-time positions available. The COVID centres operate 7 days a week and have varying shift times. Staff may work full or part time and flexible work hours are available. The above full-time salary will be pro-rata.

How to Apply: For further information and to apply visit the Canberra Health Services website [here](#).

Contact Officer: Regina Ginich 0466 338 771 Regina.Ginich@act.gov.au

Surgery

Intensive Care Unit

Assistant in Nursing- Intensive Care Unit

Assistant in Nursing \$55,182 - \$57,050, Canberra (PN: 53834, several - 02062)

Gazetted: 07 January 2022

Closing Date: 24 January 2022

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

Position Overview

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

The Intensive Care Unit is a 31-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The unit satisfies College requirements for training in Neurosurgery, Cardiothoracic and Trauma. The unit participates in international multi-disciplinary and multi-center research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. CHS is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000.

Assistant in Nursing works under the supervision of a Registered Nurse to deliver person-centered nursing care within a dynamic health environment. They provide support services to registered nurses and allied health as well as general personal care of patients in the Intensive Care Unit. As a valued member of the critical care team, it is essential that you respond appropriately and report sudden changes of patient's status to the Registered Nurse/Clinical Care Coordinator.

About You

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

High level of customer service and excellent time management skills

Position Requirements/Qualifications:

Relevant Certificate III in Health Services Assistance or recognised equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing) is essential.

The successful applicant will need to demonstrate flexibility to work in a 24-hour rotating roster including morning, evening, and night shifts.

Committed in protecting and promoting patient-centred care through fostering safe and healthy working environment.

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

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

Prior to commencement successful candidates will be required to:

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

Registration under the ACT Working with Vulnerable People Act 2011

Undergo a pre-employment National Police Check.

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

Contact Officer: Amanda McCarthy (02) 5124 2756 amanda.mcCarthy@act.gov.au

Finance and Business Intelligence

Revenue and Financial Services

Interstate Patient Travel Assistance Scheme Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 25101 - 020A8)

Gazetted: 10 January 2022

Closing Date: 24 January 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

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

As part of the Revenue and Hospital Financial Services team the Visiting Medical Officer Claims Manager manages a small team to ensure the performance of compliance audits and the administration of the Interstate Patient Travel Assistance Scheme (IPTAS).

As part of the wider team, the Interstate Patient Travel Assistance Scheme (IPTAS) Administrator is the first point of contact for the Interstate Patient Travel Assistance Scheme. This role is responsible for responding to enquiries, processing claims and coordinating air travel for permanent residents of the ACT who have to travel interstate to access specialist medical services.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

High level of data integrity skills

Strong communication, negotiation and networking skills

Position Requirements/Qualifications:

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.

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: Rebecca Quinn (02) 5124 9082 rebecca.quinn@act.gov.au

Medicine

Executive

Project Manager

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54698 - 0206D)

Gazetted: 11 January 2022

Closing Date: 25 January 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

The Division of Medicine provides adult medicine services to the Canberra community in inpatient, outpatient, and outreach settings. An emphasis is placed on accessible, timely and integrated care, which is delivered to a high standard of safety and quality.

The Project Manager role will report to the Operational Director and undertake key activities to support the planning and delivery of projects for the Division of Medicine. The Project Manager will be responsible for managing a number of projects, ensuring that they are delivered on time. A key element will be engaging with internal and external stakeholders and managing stakeholder expectations to deliver agreed project outcomes.

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, you will be someone who thrives on working in a fast-paced, stimulating and results-orientated environment. You will be able to liaise effectively with a broad range of stakeholders to deliver agreed outcomes. You will also have a demonstrated track record of working in a team environment and supporting and contributing to a healthy workplace that embraces diversity, and encourages collaborative teamwork

Be flexible, adaptable and comfortable with a changing working environment;
Have strong interpersonal and negotiation skills, and the ability to develop and maintain positive working relationships across CHS and with external stakeholders;
Be able to respond to and prioritise competing and often urgent requests in a calm and efficient manner, while maintaining high work standards and accuracy; and
Have a commitment to achieving positive outcomes for clients and the CHS organisation
Position Requirements/Qualifications:
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.
Notes: This is a temporary position available for three months with the possibility of extension and/or permanency. Selection may be based on application alone.
Contact Officer: Liza Marando (02) 5124 8382 liza.marando@act.gov.au

RACS

Social Work

Social Work Allied Health Assistant

Allied Health Assistant 3 \$68,984 - \$72,369 (up to \$76,559 depending on qualification level), Canberra (PN: 54940 - 02060)

Gazetted: 11 January 2022

Closing Date: 25 January 2022

Details: Our Vision: creating exceptional health care together

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

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

POSITION OVERVIEW

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

The Social Work Allied Health Assistant (advanced AHA 3) is expected to have a general understanding of issues that impact the psychosocial well-being of patients and their family/carer, including adjustment to changes in health, ageing and disability. The role promotes positive client outcomes through the provision of high-quality clinical services across a range of areas or units and working in a multidisciplinary team.

The Social work Allied Health Assistant 3 (AHA 3) will receive limited supervision, is competent within their discipline, exercises initiative and judgement, requires limited guidance and is expected to plan and complete work independently. Supervision is provided on an agreed basis and/or as required for unusual or complex to highly complex situations for which there are no documented precedents.

The work of an AHA3 may be subject to progress checks but where these checks are made, they are usually confined to ensuring that, in broad terms, satisfactory progress is being made. In a small number of cases, where the work is critical, checks may include an assessment of the integrity of tasks / activities as they are completed.

ABOUT YOU

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Behavioural Capabilities

Demonstrated aptitude for work in a healthcare environment

Strong organisational skills with a strong work ethic.

Adaptability and flexibility to accommodate change.

Willingness to learn new skills and develop areas of practice under guidance of a supervising social worker.
Strong interpersonal skills to work effectively with patients of all ages, their carers and staff at all levels in the organisation.

Position Requirements/Qualifications:

Relevant Certificate IV in Allied Health Assistance including the successful completion of an Allied Health Assistant Social Work skill set (or recognised equivalent), qualifications and a minimum of 2 years' experience working professionally as an Allied Health Assistant in hospital setting is preferred.

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

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

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

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

Undergo a pre-employment National Police check,

Reference checks

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

Comply with Canberra Health Services credentialing

Notes: Successful applicant maybe decided based on written application only.

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

Rehabilitation, Aged and Community Services

Oral Health Services

Booking and Scheduling Supervisor

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 32441, several - 02078)

Gazetted: 11 January 2022

Closing Date: 25 January 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

POSITION OVERVIEW

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

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

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

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

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

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

These services are delivered in the community to:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconochie Centre

Mobile Dental Clinics

ABOUT YOU

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

A commitment to providing high quality customer service.

Adaptability and flexibility to accommodate change.

Sound computer skills

Position Requirements/Qualifications:

Working towards or holds a certificate in management, customer service, medical terminology or another relevant field is 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.

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

Referee checks

Undergo a pre-employment National Police Check.

Notes: These are temporary positions available for 11 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: Rebecca Cowan (02) 5124 1725 Rebecca.Cowan@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Oral Health Service

Dental Assistant

Dental Assistant Level 2 \$59,818 - \$69,943, Canberra (PN: 25851, several - 0207C)

Gazetted: 12 January 2022

Closing Date: 31 January 2022

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

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

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

Oral Health Services (OHS) 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 successful applicant will be required to work at all OHS service delivery locations.

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

Compassion

High level of customer service

Be proactive, enthusiastic and a strong communicator

Reliability

Position Requirements/Qualifications:

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

Note: This is a temporary position available for 11 months with the possibility of extension.

Prior to commencement successful candidates will be required to:

- A current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

- 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.

How to apply: Applications must be submitted through the e-recruitment system. Applications must include a copy of a current resumé, and

A response to the selection criteria under “what you require” in no more than two pages.

Where possible include specific relevant examples of your work.

CHS Contact: Klara Pap (02) 5124 1215 klara.pap@act.gov.au

Contact Officer: Klara Pap (02) 5124 1215 klara.pap@act.gov.au

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Finance and Business Intelligence

Finance and Business Intelligence

Accounting and Compliance

Finance Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 39528 - 0205A)

Gazetted: 12 January 2022

Closing Date: 26 January 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

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

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

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

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

This role is responsible to assist in the provision for financial accounting services to CHS. This includes, ensuring that financial transaction functions are completed to a high standard and level of accuracy. This position is required to work with large quantities of data, have good attention to detail and the ability to manage and complete tasks in a timely manner in collaboration with various stakeholders across CHS.

ABOUT YOU

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

Behavioural Capabilities

Ability to work in a service delivery team with a commitment to improve service delivery.

Ability to work in accordance with agreed timeframes, follow directions and show initiative.

Ability to effectively communicate with customers and other team members.

Ability to manage own workload, including the ability to work under pressure.

Position Requirements/Qualifications:

Desirable.

- Accounting / finance experience, including the preparation of financial statements, journals, reconciliation of accounts and use of financial systems (e.g. Oracle, TM1).
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Ian Turnbull (02) 5124 9705 ian.turnbull@act.gov.au

Renal Service

Medicine

Renal Transplant Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 27024 - 02053)

Gazetted: 06 January 2022

Closing Date: 20 January 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

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, renal supportive care and renal transplantation services, acute, satellite and home dialysis and general nephrology. 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.

This position is based at the Canberra Hospital and reports to the Clinical Nurse Consultant of Renal Outpatients.
ABOUT YOU

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Behavioural Capabilities

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

Highly developed communication and engagement skills

Drive for ongoing personal and professional development

Good organisational skills and a positive attitude

Proactive and able to work independently and within a team

Position Requirements/Qualifications:

Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA)
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:

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

Undergo a pre-employment Police check.

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

Contact Officer: Julie Voutos (02) 5124 3062 Contact Officer Number (02) 5124 3062 Julie.Voutos@act.gov.au

CHS Chief Operating Officer Clinical Services

Territory Wide Surgical Services

Surgery Access Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 36798 - 02020)

Gazetted: 06 January 2022

Closing Date: 20 January 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>
Territory Wide Surgical Services forms part of the Division of the Deputy Chief Executive Officer within Canberra Hospital and Health Services of ACT Health and supports the provision of effective public surgical services in ACT public hospitals.

The role of the Territory Wide Surgical Services Team is to establish, review and update policy that governs the management of elective surgery for ACT public hospitals. The service also provides support for initiatives to

improve the efficiency and effectiveness for elective surgery including managing access to surgery through the Central Waitlist Service and the Telephone information Service.

A key strategic priority for this service is to deliver timely access to effective and safe hospital care. Therefore, another key role of this service is to work collaboratively with all hospitals to develop and implement Territory Wide initiatives that are aimed at improving access to elective surgery and services.

ABOUT YOU

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Behavioural Capabilities

Advanced communication and interpersonal skills

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

Problem solving skills with a high degree of drive and the ability to work autonomously in a small team environment

Position Requirements/Qualifications:

Relevant tertiary Bachelor of Nursing qualifications and a minimum of four years' experience working professionally as a registered nurse is preferred. Perioperative or Surgical Nursing experience is highly desirable. eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)

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:

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

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for 11 months with the possibility of extension and/or permanency.

Contact Officer: Jelena Gissane (02) 5124 8660 Jelena.Gissane@act.gov.au

Women Youth and Children

Community Health Program

Maternal and Child Health

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 54699, several - 01ZWT)

Gazetted: 10 January 2022

Closing Date: 28 January 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multi-disciplinary team

Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child development concerns; and information and support for parenting. This is the only child and family health service across the ACT

Maternal and Child Health nurses are supported by the National Framework for Universal Child and Family Health services.

MACH Nurses are guided by the seven standards outlined in the National Standards of Practice for Maternal Child and Family Health nurses in Australia (2017).

Maternal and Child Health (MACH) nurses support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context.

MACH Nurses deliver services across the ACT from health centre locations, outreach clinic sites and in client's homes.

Supporting families, parents and carers to build skills and confidence in their parenting role is a core element of the ACT Children and Young People Plan 2015-2025. The WYCCHP seeks to contribute to this objective by providing MACH support for families with a primary health care approach, recognising the importance of optimal health and physical and mental wellbeing of parents and other primary carers. Universal child and family health services also contribute to the health of the general population through health promotion and preventive health initiatives such as breastfeeding promotion immunisation programs, child safety and parenting support. These are full time temporary positions, part time hours may be considered, several positions are available. There is potential for permanency.

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Behavioural Capabilities

Strong organisational skills with a high degree of drive and able to contribute positively to team culture

Strong communication and interpersonal skills.

demonstrates kindness to colleagues and clients

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

Position Requirements/Qualifications:

Relevant post graduate Qualifications in Child and Family health nursing.

Be eligible for nurse's registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold a current driver's licence

Post graduate qualifications in Child and Family Health or equivalent

Desirable: Relevant tertiary qualifications are highly desirable, including midwifery, paediatrics and education, Family Partnership Model Training (or commitment to complete training, Circle of security Training, International Board-Certified Lactation Consultant

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:

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

Undergo a pre-employment Police check.

provide the names of 2 referees, one the current manager

Notes: These are temporary positions available for six months with the possibility of extension and/or permanency. Part-time hours will be considered, and the above full-time salary will be pro-rata. A merit list may be created to fill future vacancies.

Contact Officer: Liz Pedley (02) 5124 1538 Liz.Pedley@act.gov.au

Women, Youth and Children

Maternity Services

Registered Midwife Level 2

Registered Midwife Level 2 \$99,612 - \$105,575, Canberra (PN: 38112, several - 01ZR2)

Gazetted: 10 January 2022

Closing Date: 26 January 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

This recruitment is for Registered Midwife RM Level 2, various (multiple) permanent positions available in Antenatal, Birthing and Postnatal/Gynaecology. Full time and part time positions available. Financial assistance with relocation may be available.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Maternity Department at the Centenary Hospital for Women and Children (CHWC) is a tertiary centre (Level 6) for the ACT and southern New South Wales. The maternity services at CHWC provide women-centred evidence-based quality maternity care to approximately 3600 women per year.

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 2 with an interest in providing clinical leadership in the areas of antenatal, intrapartum, or postnatal care.

ABOUT YOU

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

Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive

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

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

Position Requirements/Qualifications:

Registered Midwife with preferably a minimum of five years of midwifery experience.

The successful applicant will need to be available rotational shift work roster which includes weekends and night duty.

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.

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Michelle Thinius (02) 5124 7392 Michelle.Thinius@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Home Assessment and Acute Response Team

Health Professional Officer 3

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 25973 - 0200B)

Gazetted: 10 January 2022

Closing Date: 26 January 2022

Details: Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

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

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

The Home Assessment and Acute Response Team (HAART) provides community in-reach into inpatient units to facilitate early discharge, and hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

HAART operates as an extended hour's service, operating seven days a week from 08:00 to 22:00 and the position holder will be required to work a rotating roster including morning, evening, and weekend shifts, on call arrangements and public holidays.

The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

ABOUT YOU

Personal Attributes

To be successful in this position, it is expected that the successful candidate will have the following attributes: good customer service skills to provide helpful and professional experiences to people who access the service

administration skills to be able to provide quality work outputs

organisational skills to be able to manage workload

Position Requirements/Qualifications:

Mandatory Qualifications:

For Occupational Therapy:

Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.

Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

For Psychology:

Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.

Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

For Social Work:

Degree in Social Work

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

Registration under the ACT Working with Vulnerable People Act 2011

Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

Other qualifications:

Current Passenger Vehicles Driver's.

Highly desirable qualifications:

Have a strong understanding of working in an adult community mental health service.

For Psychology: Approved or eligible for approval as a Psychology Board of Australia Supervisor.

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

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

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

Undergo a pre-employment Police check.

Provide referee report from current or previous line manager (if previous within the last 18 months)

Contact Officer: Kelly Chase (02) 5124 9152 Kelly.R.Chase@act.gov.au

Medicine

Clinical

Administration Officer - Clinical

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 53759, several - 0208F)

Gazetted: 11 January 2022

Closing Date: 25 January 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

Position Description

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

About You

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

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

Self-Directed and a high level of emotional intelligence.

Position Requirements/Qualifications:

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

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

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

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

Undergo a pre-employment Police Check.

Note: Full-time permanent and temporary opportunities are available.

How to Apply: to apply for these positions please visit the Canberra Health Services website here.

Contact Officer: Ruby Fleming (02) 5124 2923 ruby.fleming@act.gov.au

Canberra Institute of Technology

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

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

Education and Training Services

Student Services

Client Relationship

Client Service Coordinator

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 20985)

Gazetted: 10 January 2022

Closing Date: 14 January 2022

Details: Applications are sought for the position of Client Service Coordinator in Canberra Institute of Technology (CIT) Student Services. The Client Service Coordinator manages the day-to-day operations of CIT Student Services at any of the CIT locations.

This includes:

first-point-of-contact enquiries;

all general counter services and issuing student/staff cards;

enrolments and re-enrolments;

specialist student services, including referrals to services and information sources;

and use of student information systems.

Applications are welcome from self motivated candidates with a drive to achieve excellence in customer service in line with CIT's Client Service Standard Charter.

The suitable candidate will be required to work with limited supervision; will be skilled in building and maintaining positive working relationships with a range of CIT staff; will have the ability to supervise and effectively manage a team, especially supporting and motivating teams to embrace challenges and change; and possess good knowledge of the Vocational Education and Training (VET) sector and the needs of students within the VET environment. Sound knowledge of a student administration system admissions and enrolments and accounts receivable are highly desirable.

Eligibility/Other Requirements:

Tertiary qualifications relevant to the position are highly desirable.

Educational experience, preferably in a Tertiary Education environment is highly desirable.

To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens).

Drivers licence.

Note: This is a permanent position. The occupant of this position will be required to work 73.5 hours per fortnight which may be on a rotating shift, including Saturdays depending on location. Selection may be based on application and referee reports only.

How to Apply: Applicants should send a copy of their current curriculum vitae, a detailed response to the Selection Criteria and two completed referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Meena Divakaran 0404004540 meena.divakaran@cit.edu.au

Administrative Services Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 44322)

Gazetted: 07 January 2022

Closing Date: 17 January 2022

Details: Canberra Institute of Technology are looking for an enthusiastic and motivated person to apply for an Administrative Service role at an ASO3 level in the Children's Education and Care Department. We may have a temporary position available for full-time work depending on business requirements and this may be required to be filled at short notice.

This application can be used across the department to access skilled and capable people for future vacancies as they arise. Vacancies will be filled in a temporary capacity.

You should indicate in your submission why you are the best person for the role and how your skills, knowledge and experience are relevant to the role. Remember to update your resume so it reflects your current and previous work history.

Upon submitting your application, you may be contacted by a member of the department to further discuss your submission and suitability for the upcoming vacancy.

Our ideal candidates

Our work is supported by building a high-performance organisation. We continue to invest in our people and seek new approaches that will allow us to achieve our objectives and realise our vision in a rapidly changing and challenging environment.

Our ideal candidates are effective communicators, have good digital and organisational skills and be eager to learn.

We are committed to improving and sustaining employment outcomes for people from diverse backgrounds and recognise that diversity generates creativity and innovation, and produces more sustainable and effective outcomes for the community we serve.

The Position Description contains further details of the role and skills required, and the required attributes.

Prospective applicants are also encouraged to discuss the position with the contact officer before applying. This is a great time to join our team, which engages with and supports the whole of the organisation.

The key duties of the position include:

Administrative Support Officer (ASO) at the ASO3 level will support the Head of Department as directed.

As an ASO, you will be responsible for providing administrative support to teachers more broadly across the Department and will demonstrate organisation and office management skills with a focus on successful student outcomes.

As an ASO Level 3 you will:

- display a keen interest to expand your skills, knowledge and experience
- have experience using the Microsoft Office Suite
- have the ability to use initiative and contribute to a positive work environment
- be able to effectively communicate with internal and external stakeholders
- have good attention to detail.
- be comfortable and adaptable to changing priorities.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Certificate II in Business, Certificate III in Business Administration or equivalent would be desirable.

Notes: This is a temporary position for 12 months with the possibility of extension for another 12 months.

How to Apply: Please submit current curriculum vitae, contact details for two referees and two-page written response to the Selection Criteria within the Position Profile attached.

For more information, please contact the contact officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Grieves (02) 6207 3345 Sarah.Grieves@cit.edu.au

Education and Training

Technology and Design

Information, Communication, and Technology

ICT Teacher

Teacher Level 1 \$79,598 - \$106,208, Canberra (PN: 51503)

Gazetted: 07 January 2022

Closing Date: 19 January 2022

Details: The Canberra Institute of Technology (CIT) Information, Communications, and Technology (ICT) team is looking for innovative and professional teachers to deliver subjects within the Software and Networking streams offered by our department. We provide training and assessment for the Certificate III, Certificate IV, and Diploma of Information Technology qualifications. Training is delivered part-time and full-time; students are provided with authentic learning environments where simulated practices are provided in class. The ICT department works collaboratively with industry and with other areas across the Cyber department, where teaching is common across both departments. The modes of learning and assessment is inclusive of face to face, blended and fully online, our goal is to support the learners in a way that is best suited for them to achieve the required outcomes.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor

Skill Set); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Notes: This is a temporary position available for a two year contract. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, and include a current curriculum vitae and contact details of referees. Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Webber (02) 6207 4916 Mark.Webber@cit.edu.au

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

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

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Governance and Support Services

Governance and Assurance Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 49473)

Gazetted: 11 January 2022

Closing Date: 25 January 2022

Details: The Portfolio Governance and Support Services Team is looking for a suitable, enthusiastic Governance and Assurance Officer to join our Project Assurance team on a temporary basis for the next 3-6 months. The suitable applicant will have to be an enthusiastic go getter who loves a challenge and has an eye for detail.

To be successful, you would be someone with:

Experience in a project environment.

Ability to promote governance principles and frameworks.

Good organisation skills with the ability to learn quickly and juggle multiple tasks.

Experience working with ServiceNow and its reporting functionality.

Collaborative approach and the initiative to contribute effectively as a member of a small multidisciplinary team.

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

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

This position is in a team with hybrid working arrangements and mostly working from home. Officers will not have a designated workstation/desk.

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

Your curriculum vitae;

Names and contact details of two professional referees; and

A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position

Applications should be sent to the Contact Officer.

Contact Officer: Aiswarya Sunilduth (02) 6207 5690 Aiswarya.Sunilduth@act.gov.au

Procurement ACT

Procurement Policy and Capability Branch

Procurement Policy Section

Procurement Policy Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 49338)

Gazetted: 06 January 2022

Closing Date: 13 January 2022

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

We operate in a fast paced and dynamic environment to deliver on key Government priorities through procurement policy with diverse topics ranging from gender equality, diversity, circular economy, modern slavery and business development. You will work within a small and dedicated team of experts to develop and revise procurement related legislation and policy working from the planning stage through to implementation and evaluation. Our team believes in solving problems through collaboration, supporting innovation, while also injecting fun into what we do.

Our ideal candidate is a policy officer who has exceptional organisational skills with the ability to work with competing priorities and tight deadlines, well developed communication skills with experience preparing formal government documentation, and a high level of initiative and personal motivation they carry through their work. While an understanding of government procurement, and in particular, the ACT Government procurement framework is highly desirable, it is not mandatory.

In return, we will offer you a supportive and professional team environment that allows you to apply and build on your skills.

If joining a super policy team has been on your to-do list, what are you waiting for?! Send us your application and get started on the next exciting chapter in your career!

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

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

How to Apply: Please apply by providing a one page (maximum) Expression of Interest responding to the Selection Criteria and a copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julijana Desa (02) 6207 7435 Julijana.Des@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

Networks, Communications Services and ICT Facilities

ICT Facilities Support Officer

Information Technology Officer Class 1 \$72,935 - \$83,023, Canberra (PN: 30512)

Gazetted: 07 January 2022

Closing Date: 9 February 2022

Details: We're looking for a someone with Information Technology (IT) Facilities experience and a can-do attitude to join a great team. The successful individual will be responsible for assisting in the management of ACT Government Data Centres and Communications rooms and all associated infrastructure ensuring the timely response and rectification work of all activities in accordance with relevant Service Level Agreements.

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

Eligibility/Other requirements:

Current Australian Government Security Vetting Agency Negative Vetting 1 (AGSVA NV1) security clearance or ability to obtain and hold an AGSVA NV1 security clearance is mandatory.

Current holder of an Occupational Health and Safety Construction Induction White Card or ability to obtain and hold an Occupational Health and Safety Construction Induction White Card is mandatory.

Current holder of an Asbestos Awareness Card or ability to obtain and hold an Asbestos Awareness Card is mandatory.

This position does not require a pre-employment medical.

Driver's licence C class is essential.

A Working with Vulnerable People General Registration is not essential, but desirable.

Note: Selection may be based on application and referee reports only. This position is within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please provide a maximum two-page 'pitch' response to the Position Description addressing your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and explicit outcomes you achieved. Also attach your current curriculum vitae and name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nathan Butcher (02) 6207 6840 nathan.butcher@act.gov.au

Economic Development

Venues Canberra

Venue Manager

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 34220)

Gazetted: 12 January 2022

Closing Date: 26 January 2022

Venues Canberra manage GIO Stadium Canberra, Exhibition Park in Canberra (EPIC) and Manuka Oval - Canberra's leading sporting, event and function venues. The Venue Manager based at Manuka Oval is a key position within Venues Canberra and is responsible for managing event and non-event operations at the venue. The Venue Manager works under the general guidance of the Senior Director, Commercial and supervises staff, interacts with clients and promotes the venue. In this role, you will be expected to prepare and manage the day-to-day operations of Manuka Oval in event and non-event mode. Excellent communication skills are needed to engage with relevant stakeholders and external contractors. It is expected that the successful applicant will be able to demonstrate experience managing a major sporting venue with a capacity of 10,000 patrons or more and delivery of high profile national and international sporting events. The successful applicant will be able to prepare event day rosters and budgets, work with others to enable the long-term strategic management of Manuka Oval and ensure the venue is a safe and secure environment for staff and patrons.

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

How to apply: Applicants 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.

Eligibility/Other requirements:

Highly desirable:

One to three years' experience in venue/event management for mass gatherings managing a venue with a capacity of 10,000 patrons or more.

C class driver's licence is essential.

Ability to perform after hours, public holiday or weekend work to support bookings may be required.

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

Shared Services

Partnership Services

HR and Finance Service Desk

Customer Service Agent

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 36219, several)

Gazetted: 11 January 2022

Closing Date: 25 January 2022

Details: Here at Shared Services, we are essential cogs in the ACT Government wheel, the enablers, providing corporate support to Directorates and Agencies so they can focus on service delivery to our community.

If you like helping people, this job is for you;

If you want to work in a collaborative team environment, this job is for you;

If you're looking for a rewarding customer service job that can lead to excellent future career opportunities, this is the job for you!

Our Customer Service Agents are at the coal face, providing 1st level support for ACT Government staff on human resource and finance related matters. We are a call centre environment interacting with customers via phone, live chat, and email, transferring matters to the experts where required.

We work hard, support each other, and have fun. We place a big emphasis on personal development, encouraging training opportunities and involving you in the delivery of our team's strategic objectives.

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

Eligibility/Other Requirements:

You will need to be customer focused and dedicated to resolving customer issues to be successful in this role.

Hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or ability to obtain and maintain a certificate is mandatory.

Advanced computer keyboard skills.

Note: We currently have full-time and part-time temporary vacancies available, for part-time vacancies the full-time salary noted above will be paid pro-rata.

Candidates who are shortlisted based on their initial application will be required to undergo a comprehensive selection process which may include job-related skills tests and other assessments. Successful candidates will be offered a temporary contract of three months and will be provided with training appropriate to the job description and role requirements. The ability to successfully progress through the training and receive a 'competent' grading may result in an offer of a longer-term temporary contract of up to 12 months with the possibility of permanency, as positions become vacant.

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 complete the attached application questions and provide them along with your curriculum vitae and contact details of at least two referees.

Candidates are encouraged to discuss the position with the contact officer (via email preferably) before submitting an application.

If you have any questions regarding these vacancies, please contact Jenny Edmiston on (02) 620 52367 or at jennifer.edmiston@act.gov.au

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Edmiston (02) 6205 2367 jennifer.edmiston@act.gov.au

Property and Shared Services

Executive

Executive Assistant

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 04437)

Gazetted: 07 January 2022

Closing Date: 24 January 2022

Details: Are you an expert at organising a busy executive? Do you have exceptional attention to detail?

The Office of the Executive Group Manager, Property and Shared Services is currently seeking an organised, delivery focused person for the role of Executive Assistant to provide professional administrative support. Property and Shared Services, enables the business of the ACT Government by providing a range of centralised corporate support services to directorates, agencies and/or the community including but not limited to:

Strategic asset management.

Property projects.

Trade services.

Tenancy management.

Financial functions (accounts payable, accounts receivable, salary packaging, financial reporting and advice and debt management services).

Payroll and payroll reporting, recruitment and new employee onboarding.

Corporate functions (including service desk, mailroom, physical and electronic records management services).

The position works alongside the Executive Officer to ensure the smooth operation of the Executive Group Manager's office. Responsibilities include diary management, minute taking, documentation co-ordination and maintaining efficient and effective office systems. The position requires commitment to quality customer service, and the ability to exercise sound judgement, and flexibility. A high level of independence, proactive approach, impartiality, and discretion are also important.

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

Eligibility/Other requirements: Previous experience as an Executive Assistant would be highly regarded.

Note: A Merit Pool will be established from this selection process and will be used to fill any potential vacancies over the next 12 months. This position may move to a workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Interested candidates are requested to submit a two-page pitch detailing how you are the right person for this opportunity. Use examples to demonstrate how your Skills, Knowledge, Behavioural Capabilities and Experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees. A Position Description is attached for your information.

Applications should be submitted via the Apply Now button below.

Contact Officer: Izzie Gosling (02) 6205 2043 izzie.gosling@act.gov.au

Economic Development

Skills Canberra

Skills Policy and Strategy

Assistant Director VDS Management

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 54531)

Gazetted: 07 January 2022

Closing Date: 25 January 2022

Details: The VET Data Streamlining (VDS) project, led by the Skills Policy and Strategy Section is part of a national initiative that will seek to transform the way vocational education and training data is collected, reported and used. The ACT implementation team will be responsible for how the project is implemented in the ACT, and will produce a policy framework as well as an engagement and implementation plan.

Skills Canberra is seeking an experienced ICT project manager to support VDS implementation in the ACT. As an assistant director you will be part of a small team undertaking complex tasks, and shaping policy that encompasses a large part of the ACT VET sector. You will work across Skills Canberra, VDS partners, and key stakeholders, including registered training organisations, to support the ACT implementation of the VDS project. This includes working with a range of current and proposed systems, and helping to ensure integration. You will therefore have knowledge of data systems and how these are implemented and used by governments.

You will use high-level analytic skills to examine problems from multiple angles and propose optimal solutions. You will produce high-quality written documents and presentations for senior management and external stakeholders.

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

Eligibility/Other Requirements:

Experience in ICT project management or any other related field, ideally in a government, is desirable.

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

How to Apply: Applications should include a curriculum vitae and a pitch of no more than 1,500 words addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Bayer (02) 6205 9134 Chris.Bayer@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Delivery Office

Program Manager

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 16337)

Gazetted: 07 January 2022

Closing Date: 2 February 2022

Details: The Program Manager role is part of a multi-disciplinary team within Strategic Business Branch, Portfolio Delivery Office. This role will be required to lead and manage a team of project managers and other professionals, responsible for delivering a variety of ICT and business projects across the organisation. You will be required to coordinate and support a suite of project delivery activities, including program and project outcomes, quality assurance, budgets, resource management and governance, on behalf of ACT Government Directorates. This position is the senior contact point for all key stakeholders for project activities. To be successful in this position, you will have a proven record in successful program delivery, exercising both initiative and judgement in the interpretation of Programme Management practices and procedures and provide detailed technical, professional and governance advice for complex problems.

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

Eligibility/Other requirements: Hold a current CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance is mandatory.

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

How to apply:

Please submit the following:

- A written response of no more than two pages. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements. Your pitch should also address your ability and experience and what you can bring to the role.
- A current curriculum vitae.
- Details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor. 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: Andrew Burnet 0430 170 800 andrew.burnet@act.gov.au

Access Canberra

Corporate Support and Capability

Gambling and Harm Prevention

Project/Policy Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 01869, several)

Gazetted: 10 January 2022

Closing Date: 31 January 2022

Details: Can you shift gears like a Formula One driver, working between issues, stakeholders and tasks? Can you handle the corners of legislation, research, event management and policy, especially in the gambling and racing space? If so, you won't be bored in the Gambling and Harm Prevention team. With such variety in the work we do, from writing briefs to running campaigns, you won't be boxed into one lane. The positions will help Access Canberra implement policy and legislative changes in gambling and harm prevention and work on projects for the Gambling and Racing Commission. We're looking for people who are passionate about helping our community, are quick thinkers who can analyse the issues and see the terrain ahead, people with initiative who can put the pedal

to the metal as soon as they arrive. If this sounds like something you can strap into and accelerate, send your expression of interest today.

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

Notes: There are two temporary vacancies one is available up to 30 June 2022 and one up to 15 November 2022 with possibility of permanency. Access Canberra operates under activity-based working (ABW) arrangements. Under ABW arrangements, officers do 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. Selection may be based on application and referee reports only.

How to Apply: To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the selection criteria, your current curriculum vitae and details of two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tanya Armstrong (02) 6207 8220 Tanya.Armstrong@act.gov.au

Access Canberra

Fair Trading and Compliance

Compliance

Assistant Director - Compliance

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 28801)

Gazetted: 10 January 2022

Closing Date: 19 January 2022

Details: Are you a solutions-focussed person with an appreciation of how to achieve positive regulatory outcomes? Do you enjoy bringing an innovative approach to your work and are capable of demonstrating the positive impacts of the team's work? If so, we love to hear how you could lead, support and shape our Compliance team's program and outputs.

Access Canberra is a straight talking, innovative and exciting place to be. As an Assistant Director you will have a direct impact on making Canberra a better place to live. You will operate with a high degree of independence and make major contributions to the service delivery and regulatory landscape in the ACT.

The Fair Trading and Compliance branch comprises a number of units responsible for ensuring legislative compliance relating to consumer protection and regulatory compliance (including liquor, security, fair trading, gaming and racing, working with vulnerable people, agents). This branch achieves its objectives through a combination of inspections, investigations, education, compliance action and enforcement.

The Compliance team is responsible for providing information to businesses and consumers to ensure they are informed and confident when trading or making purchases and to minimise any harm to individuals or the community through the conduct of proactive compliance programs, responding to complaints or enquiries from members of the public and/or regulated industries and through the conduct of investigations.

The team interacts with other teams within Access Canberra and external agencies in order to collect and share information that supports meeting stated strategic objectives and to enhance and refine current practices to ensure we are operating to a 'best practice' standard.

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

Eligibility/Other Requirements:

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 until 28 February 2022 with the possibility of extension up to six 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. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a written Expression of Interest response of no more than two pages, detailing how your Skills, Knowledge and Behaviour will support you in delivering the duties and responsibilities of the position as outlined in the Position Description.

Applications should be sent to the Contact Officer.

Contact Officer: Callan McPhan on Callan.McPhan@act.gov.au or (02) 6207 0195

Treasury

Shared Services

Finance Services, Finance Operations

Finance Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 07727)

Gazetted: 10 January 2022

Closing Date: 24 January 2022

Details: The Shared Services Finance Operations team provide accounts payable, accounts receivable, banking, debt management and business intelligence functions for the ACT Government. The team are experts in their field providing a customer focused business area that works collaboratively with stakeholders and partners to deliver integrated finance service operations on behalf of the Territory.

We are seeking enthusiastic and highly motivated individuals to join our team. In this role you will be responsible for undertaking a range of support services and processing functions in a Finance Operations environment. This may include, raising and issuing invoices/credit notes, receipting, undertaking bank account reconciliations, credit card acquittals, preparation of journals, processing supplier invoices for payment and resolving routine client enquiries in a timely manner.

You will be someone who is able to work cooperatively within a team environment, be a strong and clear communicator with exceptional time management skills. You will also possess well-developed problem solving and analytical skills and be able to effectively prioritise workloads in order to meet tight deadlines in a fast-paced operational environment.

To be successful in this role you should have a strong understanding of the work practices and procedures that underpin a successful finance operations environment.

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

Eligibility/Other requirements: Previous experience in a finance operations or processing environment would be highly regarded.

Note: This is a temporary position available immediately for six months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be made on application and referees report only.

How to apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" sections and submit a personal pitch of no more than two pages.

Your personal pitch should include information that provides evidence of your capabilities against the professional and technical skills and the behavioural capabilities and highlights your skills and experience in a finance operations or processing environment. A current curriculum vitae should be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tash Grant (02) 6205 4066 tash.grant@act.gov.au

Economic Development

Skills Canberra

Skills Policy and Strategy

Assistant Director, VDS Implementation

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 54532)

Gazetted: 07 January 2022

Closing Date: 25 January 2022

Details: The VET Data Streamlining (VDS) project, led by the Skills Policy and Strategy Section is part of a national initiative that will seek to transform the way vocational education and training data is collected, reported and used. The ACT implementation team will be responsible for how the project is implemented in the ACT, and will produce a policy framework as well as an engagement and implementation plan.

Skills Canberra is seeking an organised and strategic-minded individual to support VDS implementation in the ACT. As an assistant director you will be part of a small team undertaking complex tasks, and shaping policy that encompasses a large part of the ACT VET sector.

You will work across Skills Canberra, ACT Government, VDS partners, and key stakeholders, including registered training organisations. The interdisciplinary nature of the work means you should be a 'big picture' thinker, with a strong ability to link information from different sources. You will have some knowledge of data systems and how these are implemented and used by governments.

You will use high-level analytic skills to examine problems from multiple angles and propose optimal solutions. You also have the ability to produce high-quality written documents and presentations for senior management and external stakeholders.

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

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

How to Apply: Applications should include a curriculum vitae and a pitch of no more than 1,500 words addressing the Selection Criteria (Professional/Technical Skills and Knowledge and Behavioural Capabilities).

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Bayer (02) 6205 9134 Chris.Bayer@act.gov.au

Digital Data and Technology Solutions

Strategic Business Branch

Licensing and Compliance Advisor

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 00968)

Gazetted: 12 January 2022

Closing Date: 26 January 2022

Details: Digital Data and Technology Solutions, Strategic Business Branch is seeking a highly motivated Licensing and Compliance advisor to contribute to a multi-disciplinary team. You will be a self-starter who accepts challenges and takes responsibility for delivering outcomes. This role requires a commercial focus, ability to identify commercial opportunities for innovation, and is responsible for providing software licensing advice. You will be responsible for facilitating the administration of Information and Communication Technology (ICT) software licensing and associated support services.

Eligibility/Other requirements: • Results oriented, accepting accountability for delivering quality business outcomes and solutions. • Able to communicate and collaborate effectively within teams across all levels to create trust and authenticity. • Possess representational, negotiation, and liaison skills including demonstrated ability to present to key stakeholders. Highly Desirable: • You should possess strong communication and customer service skills. • Experience working within an ICT environment and culture. Desirable: • Relevant knowledge of adapting cloud service and Software as a Service (SaaS) license functionality or certified Microsoft 365 fundamentals (MS-900) or certified Microsoft Azure Fundamentals (AZ-900) will be an advantage.

Notes: This is a temporary position available for 6 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit list will be established from this selection process and may be used to fill future vacancies over the next twelve months.

How to Apply: Applications should submit a two-page pitch (maximum) outlining your suitability for the position in line with the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description; a current curriculum vitae with details of at least two referees.

Applications should be submitted via the Apply Now button below.

Economic Development

VisitCanberra

Senior Director, VisitCanberra

Senior Officer Grade A \$155,107, Canberra (PN: 46125)

Gazetted: 07 January 2022

Closing Date: 16 January 2022

Details: VisitCanberra is looking for a Senior Director to support the Executive Branch Manager in delivering the organisations strategic objectives. The position will support management of a range of key internal and external relationships and lead the development of strategic and operational plans for the organisation.

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

Eligibility/Other requirements: The position requires high level communication skills and demonstrated experience leading teams and managing budgets. Strong marketing skills and knowledge of the tourism sector would also be an advantage.

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

How to apply: Please submit no more than a two-page written application addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be sent directly to the Contact Officer.

Contact Officer: Manasi Ahuja (02) 6207 0215 manasi.ahuja@act.gov.au

Economic Development

Skills Canberra

Skills Policy and Strategy

Assistant, Director Skills Strategy

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 50008)

Gazetted: 10 January 2022

Closing Date: 27 January 2022

Details: Skills Canberra is seeking an interdisciplinary-minded individual to support the work of the Skills Policy and Strategy section. As an assistant director you will manage 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, multi-disciplinary 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) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please include a curriculum vitae and a pitch of no more than 1,500 words addressing the selection criteria (Professional/Technical Skills and Knowledge and Behavioural Capabilities).

Applications should be submitted via the Apply Now button below.

Contact Officer: Andre Diez de Auz (02) 6205 7035 Andre.DiezdeAuz@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

Networks, Communications Services and ICT Facilities

Senior ICT Facilities Officer

Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 14384, several)

Gazetted: 10 January 2022

Closing Date: 7 February 2022

Details: We're looking for candidates with Information Technology (IT) Facilities experience and a can-do attitude to join a great team in assisting with the management of ACT Government Data Centres and ICT Facilities with all associated infrastructure, ensuring the timely response and rectification work of all activities in accordance with relevant Service Level Agreements.

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

Eligibility/Other Requirements: The successful applicants will have experience in the management of Data Centre Facilities, general ICT Facilities, restoring data from tape, disk and media management. There are over 600 UPS and Air Conditioning units dispersed through the ACT under management.

Please note: Current AGSVA NV1 security clearance or ability to obtain and hold an AGSVA NV1 security clearance is mandatory.

Current holder of an Occupational Health and Safety Construction Induction White Card or ability to obtain and hold an Occupational Health and Safety Construction Induction White Card is mandatory.

Current holder of an Asbestos Awareness Card or ability to obtain and hold an Asbestos Awareness Card is mandatory.

Driver's licence C class is essential

A Working with Vulnerable People General Registration is not essential, but desirable.

Notes: Selection may be based on application and referee reports only. This position is within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk.

How to Apply: Please provide a maximum two-page 'pitch' response to the Position Description addressing your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and explicit outcomes you achieved. Also attach your current curriculum vitae and name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nathan Butcher (02) 6207 6840 Nathan.Butcher@act.gov.au

Economic Development

National Arboretum Canberra and Stromlo Forest Park

National Arboretum Canberra

Senior Horticulturalist

Technical Officer Level 4 \$90,099 - \$103,117, Canberra (PN: 30956)

Gazetted: 06 January 2022

Closing Date: 28 January 2022

Details: The National Arboretum Canberra is seeking an experienced and highly motivated candidate to fill the Senior Horticulturalist role within its dynamic team, based at the Arboretum. The successful candidate will report directly to the Arboretum's Horticultural Manager, and will be responsible for providing technical advice regarding the management and health of the Arboretum's living collection.

With limited supervision, the Senior Horticulturalist will provide guidance and direction with regard to the planning, implementation and review of a range of operational and project based programs to manage the Arboretum's forests and landscaped areas.

Strong communication skills and digital aptitude are essential for this role, the successful candidate will be required to liaise at various levels across a range of areas with contractors, external stakeholders and throughout Government, whilst maintaining a high degree of professionalism. The candidate will also need to adhere to and

promote the principles of the Respect Equity and Diversity (RED), Work Health and Safety, and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff.

If you are an experienced and passionate professional in the horticulture and/or arboriculture industry, who takes pride in your work and your ability to unite and motivate your team members, we want to hear from you.

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

Eligibility/Other Requirements:

Mandatory:

Relevant tertiary qualifications in Horticulture and or Arboriculture/Forestry

Current C Class driver's licence

Highly Desirable:

Project management qualifications

Irrigation and water management experience/qualifications

MR truck licence

Plant operator's licences

Side by side ATV licence

ChemCert accreditation

Working with Vulnerable People (WWVP) registration

WHS/construction industry White Card

Other Requirements:

First aid certificate or willingness to obtain

This position requires a pre-employment medical

This position involves direct supervision of staff

This position requires a general commitment to specified start and finish times

Notes: This is a permanent full-time position; Selection may be based on application and referee reports only. The interview process may require some level of practical assessment, for which you will be notified prior to interview.

How to Apply: Applicants should provide a written Expression of Interest of no more than three pages, current curriculum vitae, and contact details for two referees. Please also provide copies of any relevant qualifications and/or licences.

Within the application, applicants should demonstrate applicable evidence of their skills and experience with consideration for the professional and technical skills and knowledge, and behavioural capabilities outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amalie Shawcross 0401 730 530 Amalie.Shawcross@act.gov.au

Economic Development

Skills Canberra

Skills Policy and Strategy

Director, Strategic Policy

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54530)

Gazetted: 06 January 2022

Closing Date: 25 January 2022

Details: Skills Canberra is looking for a strategic and multi-disciplinary thinker to lead its Strategic Policy team. You and your team will deliver on a range of projects to strengthen the ACT Vocational Education Sector (VET). The successful candidate will lead a small, multi-disciplinary team that works across Skills Canberra, and consults regularly with other directorates, the Canberra Institute of Technology (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 and oversee the production of high-quality written documents and presentations for senior management and external stakeholders.

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

Note: This is a temporary position available from 15 February 2022 until 14 February 2023 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the

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

How to apply: Applications must include a curriculum vitae and a pitch of no more than 1,500 words addressing the Selection Criteria (Professional/Technical Skills and Knowledge and Behavioural Capabilities).

Applications should be submitted via the Apply Now button below.

Contact Officer: Andre Diez de Auz (02) 6205 7035 andre.diezdeaux@act.gov.au

Economic and Financial Group

Economic and Financial Analysis

Economic and Regulatory Policy

Policy Analyst

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 14099)

Gazetted: 06 January 2022

Closing Date: 4 February 2022

Details: Do you enjoy a challenge and want to be part of a high performing team that tackles complex economic policy issues head on? This is a fantastic opportunity for you to contribute to achieving great outcomes for the ACT community.

The Economic and Regulatory Policy Unit within Treasury is looking for an enthusiastic and committed self-starter to join our team, with an aptitude for undertaking economic analysis and research across a range of complex public policy issues.

As a Policy Analyst in our team, you will contribute to the wellbeing of Canberrans through your advice on a range of projects and policy proposals, including climate change initiatives, water, energy and regulatory reforms and competition policy.

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

Eligibility/Other Requirements:

Highly Desirable

have a relevant tertiary degree qualification in economics/commerce finance; and/or

have some relevant experience in an economics focused policy role; and/or

be at an advanced stage of completing a relevant economics/commerce/finance based tertiary degree qualification.

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: Interested applicants are asked to submit:

an application cover sheet

a two-page pitch (maximum) outlining their suitability for the position in line with the Selection Criteria; and
a current curriculum vitae with details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Wong (02) 6207 0275 Nicole.Wong@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Governance and Support Services

ITSM Governance Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 23876)

Gazetted: 10 January 2022

Closing Date: 24 January 2022

Details: The Portfolio Governance and Support Services Team is looking for a suitable, enthusiastic ITSM Governance Officer to join our ITSM Governance team. The suitable applicant will have a passion for IT Service Management and Governance with experience in ITIL best practice framework, a flair for supporting continuous improvement across business process and practices and providing high level administrative support.

To be successful, you would be someone with:

A working knowledge of ITSM best practice framework ITIL version four.

Excellent time management skills with the ability to establish and manage competing priorities and meet tight deadlines. Ability to proactively establish and maintain effective and diverse business partnerships, including stakeholders, through collaboration, engagement, and responsiveness.

Good analytical and reporting skills and ability to analyse information and data from a range of sources to identify gaps and suggest improvements.

Collaborative approach and the initiative to contribute effectively as a member of a small multidisciplinary team.

Note: This is a temporary position available from 21 February 2022 until 17 February 2023. This position is in a team with hybrid working arrangements and mostly working from home. Officers will not have a designated workstation/desk.

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

Your curriculum vitae.

Names and contact details of two professional referees.

A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position

Applications should be submitted via the Apply Now button below.

Contact Officer: Jolina Ohair (02) 6205 9804 jolina.ohair@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

Housing ACT

Policy and Business Transformation

Quality Management, Risk, Response and Review

Assistant Director Client Review and Response

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 49989)

Gazetted: 10 January 2022

Closing Date: 24 January 2022

Details: Are you a Human Services Professional with proven experience working in a diverse, fast-paced environment? Are you up for a challenge? Do you have experience in managing a dynamic team providing complaints and review services as part of a Human services environment? As the Assistant Director you will provide a key support role to the Senior Director of Quality Management Risk Review and Response. The role will work collaboratively across all levels with internal and external staff and agencies. At Housing ACT, we provide social housing and specialist homelessness funding to meet the needs and circumstances of low income and disadvantaged people.

you will: Play a lead coordination role to ensure the readiness and responsiveness to the dynamic requirements of the role this may involve complaint investigate, recommend action and response to complaints.

Provide leadership, management and team administration to ensure the delivery of a consistent high-quality service based on documented procedures and Key Performance Indicators.

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

How to apply: Please submit a written application of no more than three pages, responding to the required Position requirements (Selection Criteria) in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of whom is your current manager/supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Satnam Singh (02) 6207 6957 satnam.singh@act.gov.au

Strategic Policy

Policy and Service Design

Human Services Cluster

Director, Human Services Cluster

Senior Professional Officer Grade B \$133,552 - \$150,347, Canberra (PN: 43556)

Gazetted: 10 January 2022

Closing Date: 17 January 2022

Details: The Human Services Cluster team is looking for a passionate and enthusiastic Director to contribute to a range of human service reforms particularly with a focus on child development services.

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

Note: This is a temporary position available immediately for six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. This position may be performed in a range of settings including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria 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: Jancye Winter (02) 6207 0038 jancye.winter@act.gov.au

Housing ACT

Policy and Business Transformation

Solutions Delivery

Director Solutions Delivery

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 42319)

Gazetted: 07 January 2022

Closing Date: 28 January 2022

Details: The Policy and Business Transformation Branch of Housing ACT has a vacancy in an exciting leadership role in the Solutions Delivery Team. This team is focused on the delivery of high quality, effective, client centred solutions for Housing ACT systems and workers.

This position will be managing, advising and empowering the Business Transformation Team, working the subject matter experts to find innovative ways to improve business practices across Housing ACT. This role includes staff management, use of best practice frameworks to increase the capability, capacity and maturity of the Business Transformation Team.

We are a dedicated, fun, hard-working team committed to supporting Housing ACT workers to deliver business objectives and help drive positive change in the community through effective, timely and progressive policy, process, and technology solutions. Working with us, you will ensure the right solution is delivered to the right audience, at the right time.

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 list may be established from this selection process to fill future vacancies at level over the next 12 months.

How to Apply: If you are interested in joining this high performing team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, along with your curriculum vitae and contract details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penny Neuendorf (02) 6207 9726 pennyj.neuendorf@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Practice and Performance

Family Group Conference Facilitator

Child and Youth Protection Professional Level 3 \$106,450 - \$117,147, Canberra (PN: 03296)

Gazetted: 06 January 2022

Closing Date: 24 January 2022

Details: The Family Group Conference Facilitator is responsible for the management and facilitation of Family Group Conferences for Child and Youth Protection Services. This will be done through working in collaboration with CYF Case Managers, children, young people, their families and relevant agencies.

The position will be required to work closely with all people involved in the Family Group Conference process to ensure a structured and supportive approach is undertaken. This will enable families to address issues and concerns raised by Child and Youth Protection Services and enable them to identify their own family plan to move forward with the child's needs always being the primary focus.

The role requires compliance with the relevant provisions of the Children and Young People Act 2008 and other legislation to consider the child protection issues and determine outcomes in the best interests of children and young people.

Eligibility/Other Requirements:

Essential qualifications and experience:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline and/or equivalent work experience in child protection and/or youth justice

Experience in facilitation of groups / Mediation i.e. training, chairing meetings, group counselling sessions

Proficiency in Aboriginal and Torres Strait Islander culture

At least 3 years practice experience working with children, young people and their carers or families.

Current Driver's Licence

Desirable qualifications and experience:

Diploma or relevant tertiary qualifications in human services or community services is highly desirable.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This 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 take into consideration the duties and personal qualities outlined above when addressing how you have demonstrated the Selection Criteria. The examples supporting the selection criteria are intended to assist you by providing context and as such you are not expected to specifically address the examples in your responses. Limit your responses to 400 words per criteria. Please also submit a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anita Chettur (02) 6207 6982 Anita.Chettur@act.gov.au

Cultural Facilities Corporation

Canberra Museum and Gallery

Digital Marketing Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 8531)

Gazetted: 06 January 2022

Closing Date: 10 January 2022

Details: Canberra Museum and Gallery (CMAG) is seeking an experienced and enthusiastic Digital Marketing Officer to create engaging digital content, communication strategies, and social media campaigns which further CMAG's mission to connect people with the Canberra region's rich visual arts landscape and diverse stories and social history. The successful applicant will develop, write and publish creative and engaging content for CMAG's digital channels including social media, website and e-newsletters, with an emphasis on social media.

This is rare opportunity for a dynamic self-motivated individual to respond to CMAG's exciting exhibition and public event program. The successful applicant will have strong writing skills and a good eye for appealing design and creating engaging visual material. They will work with the marketing team to develop and implement

publication schedules, publish content to all CMAG's digital channels, and evaluate projects and analytics data to inform activity and ongoing audience development.

CMAG is part of the Cultural Facilities Corporation (CFC), an ACT Government enterprise. CMAG maintains and actively grows a permanent collection of around 11,000 objects which span the visual arts and social history.

Eligibility/Other Requirements:

Relevant tertiary qualifications or experience working professionally in digital communications is highly desirable.

Other highly desirable skills include:

- Understanding Australian accessibility standards
- Experience in using Adobe Creative Suite and videography production software such as Final Cut Pro, Adobe After Effects and/or Adobe Premiere.
- Experience in graphic design is also beneficial.

Note: This is temporary part-time position available immediately for a period of up to 12 months with the possibility of permanency. This position is part-time at 29:24 hours per week (four days) and the full-time salary noted above will be pro-rata.

How to Apply: Applicants must submit a current curriculum vitae and a written response to the Selection Criteria. Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Schmidt 0481 065 659 sarah.schmidt@act.gov.au

Central

Corporate/HR

Cultural Facilities Corporation Chief of Staff

Senior Officer Grade A \$155,107, Canberra (PN: 1118)

Gazetted: 12 January 2022

Closing Date: 19 January 2022

Details: The Cultural Facilities Corporation is looking for an experienced, dynamic, and collaborative leader for this new role – the CFC Chief of Staff.

The successful applicant will be part of the Senior Leadership team, working directly to the CEO, overseeing areas of strategy, HR, Corporate compliance as well as liaison and support on matters relating to the Minister for the Arts and their responsibilities to the ACT Legislative Assembly.

Note: This is a temporary position available

Eligibility/Other Requirements:

Highly Desirable:

A Bachelor's (or higher) degree.

At least 3 years' experience working in a Chief of Staff or equivalent role in government and/ or business

Current driver's licence.

How to Apply: Please provide a two-page response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gordon Ramsay on gordon.ramsay@act.gov.au or (02) 6207 3976

Environment, Planning and Sustainable Development

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

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

Environment, Water and Emissions Reduction

Environment, Heritage and Water

ACT Heritage

Conservation Officer (Advice)

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 13659)

Gazetted: 11 January 2022

Closing Date: 28 January 2022

Details: ACT Heritage, within the Environment, Planning and Sustainable Development Directorate, is looking for a suitably qualified Conservation Officer (Advice) to assist ACT Heritage and the ACT Heritage Council in providing advice on the conservation and management of places and objects subject to Heritage Act 2004 provisions, primarily relating to built and historic heritage places and objects. The position would suit a professional with strong experience in and knowledge of heritage conservation and management principles, and their application in a statutory context. Strong project management and representation skills are required, as are excellent time management and communication skills. The successful applicant will be able to demonstrate strong teamwork skills, as well as an ability to work independently. 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 candidate will ideally have qualifications and experience in heritage management, architecture, planning, archaeology or a related discipline.

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

How to Apply: Please submit a written application addressing the selection criteria limiting responses to 350 words per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Contact officer: Meaghan Russell Meaghan.Russell@act.gov.au or (02) 6205 5497

Office of the Director General

Communications, Engagement and Media

Engagement and Major Projects

Senior Communications and Engagement Officer

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 16616)

Gazetted: 06 January 2022

Closing Date: 27 January 2022

Details: Like working in a dynamic environment where you are encouraged to test new ideas?

The Communications, Engagement and Media branch are responsible for community engagement, issues and media management, project management of key directorate communication strategies, publications, campaigns, website management and design, media and internal communications.

The Senior Communications and Engagement Officer will be primarily responsible for a range of community engagement priorities and communication projects across our diverse directorate, including the lead Senior Communications and Engagement Officer on the ACT Planning System Review and Reform Project. The successful candidate will be able to further their experience by working with multiple line areas, each with a role in making Canberra a better place to live.

If this sounds like you, we would love to hear from you!

Eligibility/Other Requirements:

Relevant tertiary qualifications and a minimum of five years' experience working professionally in the fields of strategic engagement, strategic communications, media or public relations is preferred.

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: 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 Selection Criteria, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally-Anne Clark (02) 6207 0825 Sally-Anne.Clark@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.

Environment and Planning

Environment

Conservation and Water Policy and Planning

Assistant Director/Planning Officer, multiple

Senior Officer Grade C \$113,397 - \$122,062 , Canberra (PN: 04387, several)

Closing Date: 27 January 2022

Weeks to Close: 3

Details: The Conservation and Water Planning and Policy Branch comprises four sections focused on Biodiversity Planning and Policy, Biosecurity and Agriculture Policy, Parks Planning and Policy, Environmental (Strategic) Planning, and Water Policy. The branch develops, administers and oversees implementation of several key environmental and conservation strategies, policies and plans to support the environment and the community. The Branch is responsible for legislation relating to nature conservation, fisheries, biosecurity, biodiversity and water. The Branch also provides policy support for the Directorate's engagement in inter-jurisdictional fora including on biodiversity, biosecurity, environment, water and primary industries. We are recruiting for multiple positions, outlined below. The positions are all opportunities for highly motivated candidates to progress environmental planning and policies for biodiversity conservation and environmental outcomes in the ACT. We also will create a merit pool from the applicant

The current vacancies include the following roles and responsibilities:

Assistant Director, Biosecurity and Agriculture Policy

This Assistant Director position will work to the Director Biosecurity and Agriculture Policy to:

- Provide high level policy and strategic advice to senior management and the Minister on biosecurity, agriculture and related matters, including preparing and coordinating briefings for AGMIN and Agriculture Senior Officials Committee (AGSOC) meetings.
- Coordinate and manage staff in the provision of evidence-based biosecurity and agriculture-related policy advice and legislation, and the development and drafting of ministerial correspondence and other relevant government documentation.
- Undertake high level communication, negotiation, representation and liaison with Commonwealth, state and territory governments and other key stakeholders, including representing the ACT as required on the Environment and Invasives Committee, Agriculture Minister's committees and the National Biosecurity Management Consultative Committee.
- Provide policy advice to, and perform secretariat functions for, biosecurity and agriculture committees convened by the EPSDD.
- Liaise and collaborate with relevant teams (including operational and research teams) across the ACT Government to strengthen the ACT's approach to biosecurity and agriculture to improve on-ground outcomes consistent with policy objectives and associated strategies.

Offsets Planning Officer

This position will work to the Senior Director Conservation and Water Planning and Policy to:

- Provide high-level policy and strategic advice on offsets policy development for the ACT.
- Review the current ACT Offsets Policy and assess its effectiveness in achieving optimal on-ground outcomes consistent with policy objectives.
- Develop a strategic framework for strengthening the effectiveness of the ACT's offsets policy.
- Assess the efficacy and appropriateness of the ACT's offsets calculator.
- Liaise and collaborate with relevant teams across the ACT Government to strengthen the ACT's approach to environmental offsets to improve on-ground outcomes consistent with policy objectives and future offsets planning.
- Contribute to the work of the branch as required.

Biodiversity Planning Officer

This position will work to the Senior Director Conservation and Water Planning and Policy and the Director Biodiversity Planning and Policy to:

- Lead a scoping project that assesses capability and capacity requirements of ACT biodiversity data needs and governance arrangements in a context of future national BDR requirements.
- Undertake relevant ACT government stakeholder consultation and liaison on geospatial data and other data capability, capacity, needs and governance, including as required on national biodiversity data repository issues.
- Potentially undertake procurement to engage consultants to undertake various aspects of the project.
- Manage reporting and policy input on the project and its implications to the executive and stakeholders.

- Deliver a scoping report that outlines a roadmap towards establishment of a biodiversity data repository for the ACT.
- Contribute to the work of the branch as required.

Eligibility/Other requirements: Your suitability for any of these positions will be assessed based on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities and any other Eligibility/Other requirements listed in the relevant Position Description. Note: These are temporary positions available immediately with the possibility of extension and/or permanency. The Assistant Director, Biosecurity and Agriculture Policy role is a temporary position available from 31 January until 30 June 2023, with a possibility of permanency. The Offsets Planning Officer role is a temporary position available immediately until 30 June 2023. The Biodiversity Planning Officer role is a temporary position available immediately until 30 June 2022 with a possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria in relation to the primary duties/responsibilities and eligibility/other requirements of the role, and a current curriculum vitae. The successful applicant may be selected based on their application and referee report/s only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jasmyn Lynch (02) 6205 4815 jasmyn.lynch@act.gov.au

Environment, Heritage and Water

Executive and Business Support

Business Support Unit

Government Business Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 52715)

Gazetted: 07 January 2022

Closing Date: 21 January 2022

Details: What We Do

The Environment, Water and Heritage (EHW) Division delivers the following functions for the ACT government:

Nature conservation policy, planning and delivery;

Heritage conservation policy and regulation;

Environment protection policy;

Catchment management, water policy delivery and water regulation;

Conservation research and evaluation;

Management of Parks and Reserves;

Fire and Forest Management; and

Biosecurity policy and delivery.

The Division also supports ACT NRM and ACT Heritage.

The Team

In supporting the Executive Group Manager – Environment, the Business Support Unit (BSU) coordinates, administers and delivers effective corporate and business management functions across the Environment, Heritage and Water Division. This unit has strong collaborative links with Senior Directors, Managers and Administration staff across the Environment Portfolio. The Business Support Unit also works collaboratively with the Directorate's corporate groups reporting to the Chief Operating Officer (COO).

The Role

The Government Business Officer will report to the Senior Director - Business Manager but work closely with the EGM and other Senior Directors, to provide a range of administrative support functions in the preparation of ministerial replies, briefs, constituent inquiries and Questions on Notice.

Ideally, you will be able to demonstrate that you have high level communication skills, including the ability to manage effective relationships with internal and external stakeholders, high quality writing skills to prepare constituent responses, Ministerials, briefs and a capacity to advise, negotiate and consult to gain input. You will have outstanding organisational skills, including the ability to effectively prioritise workloads and meet deadlines.

Eligibility/Other Requirements:

Knowledge of government business processes, in particular ministerial procedures would be an advantage.

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applications are required to prepare a covering application (max four pages) which specifically addresses each of the Selection Criteria (under headings Skills, Knowledge and Behaviour) in the context of the Duties and Responsibilities of the role. Please also include a curriculum vitae with at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Malouf (02) 6205 4678 Chris.Malouf@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Custodial Operations

Detainee Services

Detainee Services Support Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 25052)

Gazetted: 12 January 2022

Closing Date: 26 January 2022

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and conscientious individuals to join the Detainee Services Unit as the Detainee Services Support Officer (ASO5), at the Alexander Maconochie Centre (AMC).

The successful applicant will provide administrative support to Detainee Services functions, with particular focus on aiding the Women's and Children's Coordinator. You will work closely with external service providers and internal stakeholders to manage appointments, scheduling, and related activities, providing both organisational and individual support related to Women in custody.

Further to this, you will be responsible for managing the day to day operations including the Detainee Services bookings inbox, Criminal background checking administration, confirmation of services and reporting, assisting the Shine for kids' program, and facilitating the record keeping of external service providers on individual detainee files.

To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

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

Eligibility/Other Requirements:

An understanding of, and sensitivity to Aboriginal and Torres Strait Islander cultural issues and issues relevant to other minority groups.

Current driver's licence is essential.

Qualification and/or experience in case management and/or community services areas is highly desirable.

This position requires a Criminal Background check

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 maybe required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job

requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager) and (3) a copy of their drivers licence. Please ensure you submit all required items. Applications should be submitted via the Apply Now button below.
Contact Officer: Jenny West (02) 6205 3478 Jenny.West@act.gov.au

ACT Corrective Services

Custodial Operations

Custodial Operations

Senior Director, Operations

Senior Officer Grade A \$155,107, Canberra (PN: 35165)

Gazetted: 12 January 2022

Closing Date: 4 February 2022

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the role of Senior Director, Operations (SOGA), within Custodial Operations. The successful applicant will be responsible for the leadership of the security portfolio and the management of the dynamic and static security strategies at the Alexander Maconochie Centre (AMC). Areas of responsibility for this role include armoury management, evidence, searching, detainee visits, movement control, security equipment, urinalysis, dog handlers, detainee property, incident response, detainee discipline, Management Unit and emergency management.

The Senior Director, Operations also plays a key role in contributing to the management of intelligence, ensuring a collaborative environment.

Further to this, you will maintain responsibility for the Emergency Management Framework, regularly staging exercises to test the effectiveness of all emergency plans, contribute to and have accountability for the implementation of policies and procedures within functional responsibility and actively contribute to a positive and innovative workplace culture that helps to develop and implement change within the workplace.

To be successful you will demonstrate the ability to lead and manage a complex, dynamic and operationally demanding custodial environment, possess exceptional communication and interpersonal skills and demonstrate an ability to develop and compose complex workplace documents.

Note: This position is required to be part of an on-call roster working evenings and weekends.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications and/or equivalent experience are desirable.

Recent demonstrated experience in leading security practices within a correctional setting is desirable.

The successful candidate will be required to undergo a criminal history check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 maybe required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

A current drivers licence.

How to Apply: Applicants are required to submit the following three items: 1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your driver's licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Corinne Justason (02) 6205 9788 Corinne.Justason@act.gov.au

ACT Corrective Services

Operational Support

Organisational Capability Unit

Senior Trainer, Custodial Operations

Senior Professional Officer Grade C \$113,397 - \$122,062, Canberra (PN: 53506, several)

Gazetted: 12 January 2022

Closing Date: 31 January 2022

Details: ACT Corrective Services (ACTCS) is seeking highly motivated and experienced people to fill the position of Senior Trainer, Custodial Operations (SPOC) within the Organisational Capability Unit (OCU). The Senior Trainer, Custodial Operations is primarily responsible for the development, delivery and assessment of operational training for ACTCS Correctional Officers and Custodial Operations. The position will also be responsible for providing support in the assessment of related accredited qualifications. In addition, the successful applicant will promote practices and objectives that cultivate and support a high performing organisation to increase productivity and standards; provide quality services to detainees and offenders; and shape and develop our workforce to access the capabilities needed to achieve our vision. The Senior Trainer, Custodial Operations will be required to work weekends and after hours as directed by the Director, Custodial Operations Training, to meet the training and assessment needs of the broader workforce. To be successful, you will demonstrate experience in developing, delivering and assessing correctional theoretical and practical training or similar training in an RTO environment, in addition to possessing excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

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

Eligibility/Other requirements:

Certificate III in Correctional Practice.

Current custodial experience in a correctional facility.

Certificate IV in Correctional Practice (custodial specialisation) is highly desirable. If not held, must be obtained within 12 months of employment.

Certificate IV in Training and Assessment (TAE40116 or equivalent) is highly desirable. If not held must be obtained within six months of employment.

Diploma of Vocational Education and Training (TAE50116) or Training Design and Development (TAE50216) is highly desirable.

A Diploma or Degree in leadership or management is highly desirable.

The successful candidate will be required to undergo a criminal record check.

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).

Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Tindale (02) 6205 1828 ian.tindale@act.gov.au

Corporate Services

ICT, Capital Works and Infrastructure

ICT

(ICT) Director, Architecture and Governance

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 34352)

Gazetted: 12 January 2022

Closing Date: 28 January 2022

Do you like a challenge and want to be a key part of a high performing team?

ICT, Capital Works and Infrastructure (ICTCWI) are seeking a highly motivated, industry professional to fill the position of Director, Architecture and Governance.

The Director, Architecture and Governance in the ICTCWI branch will be responsible for providing support to the JACS Chief Information Officer (CIO) in developing and implementing the JACS ICT Strategy, which will include: reporting demand across the ICT portfolio

developing and maintaining an Enterprise Architecture

developing roadmaps for changes to the ICT landscape to ensure business needs are supported and ICT investment maximised

monitoring and reporting on ICT controls at an enterprise level and identifying improvements to mitigate risk in line with the ACT Government Cyber Security Policy and the Protective Security Policy Framework

identifying opportunities for improvement across the ICT landscape, and

maintain a centralised view of the JACS portfolio of ICT systems, services, programs and projects.
(Note – this is not an IT Infrastructure role, it is focused on business systems, data and functionality.)

Eligibility/Other Requirements:

Ability to obtain a security clearance if required.

Relevant industry or tertiary qualifications with 5 years experience in IT Architecture, IT Security, or the management and governance of an ICT portfolio is highly desirable.

A driver's licence is required.

ICT Capital Works and Infrastructure is located at 220 London Circuit which is an activity-based working (ABW) environment.

Orders of merit: 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.

ABW: 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.

Note: This is a temporary position available until the 30 June 2022 with the possibility of extension or permanency.

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate. Applications should be submitted via the Apply Now button below.

Contact Officer: Serena Perinovic (02) 6205 0542 Serena.Perinovic@act.gov.au

Human Rights Commission

Discrimination, Health Services, Disability and Community Services Commissioner

Senior Conciliator and Review Officer

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 09942)

Gazetted: 07 January 2022

Closing Date: 30 January 2022

Details: The ACT Human Rights Commission is an independent agency established by the Human Rights Commission Act 2005. The role of the ACT Human Rights Commission is to resolve complaints and promote rights, including to:

provide an independent, fair and accessible process for resolving individual complaints;

promote service improvement;

promote the human rights and welfare of people; and

foster understanding of particular legislation.

The ACT Human Rights Commission is seeking experienced, highly motivated people with excellent communication and interpersonal skills to join our team as a Senior Conciliator and Review Officer. The Senior Conciliator and Review Officer will manage a caseload of complex complaints across multiple jurisdictions including discrimination, health services, disability and community services.

The role also involves the investigation and conciliation (alternative dispute resolution) of complaints and undertaking legal research and policy and project work.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the contact officer for the role.

Eligibility/Other Requirements:

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804position.

Relevant tertiary qualifications in law or health are highly desirable.

Qualifications and experience in statutory conciliation/alternative dispute resolution are desirable

Note: This is a temporary position commencing as soon as possible until the 27 January 2023 with the possibility of extension or permanency. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a 'pitch' of no more than two (2) pages describing how your knowledge, experience and qualifications meet the Professional/Technical Skills and Knowledge and the Behavioural Capabilities of the role, as described in the position description. Please also provide your resume/curriculum vitae and contact details of at least two referees.

Contact Officer: Alison Murley (02) 6205 4102 Alison.Murley@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.

ACT Corrective Services

Custodial Operations

Custodial Operations

Senior Director, Accommodation

Senior Officer Grade A \$155,107, Canberra (PN: 39808)

Gazetted: 11 January 2022

Closing Date: 20 January 2022

Details: ACT Corrective Services (ACTCS) are seeking Expressions of Interest from highly motivated, experienced and suitable individuals to fill a temporary vacancy for the role of Senior Director, Accommodation (SOGA) within Custodial Operations. This is a temporary vacancy, available for up to six months.

The Senior Director, Accommodation is responsible for providing leadership and management across the majority of accommodation units within the AMC, and is accountable for maintaining a high standard of detainee welfare and general living conditions across the centre.

In addition, the successful applicant will be responsible for the oversight of safe custody strategies, including the induction of new detainees, and continual improvement in the delivery of a structured day and management of at-risk detainees. As the Senior Director, Accommodation, you will also Chair the High Risk Assessment Team.

Further to this, the position holder will contribute and implement their functions objectives as defined in both the Organisation's and establishment's business plans and work collaboratively with all stakeholders to reduce re-offending.

To be successful you will demonstrate the ability to lead and manage a complex, dynamic and operationally demanding custodial environment, possess exceptional communication and interpersonal skills and demonstrate an ability to develop and compose complex workplace documents.

Please note - This position is required to be part of an on-call roster including evenings and weekends.

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 or equivalent experience are desirable.

Demonstrated experience or background in contemporary detainee management, within a Custodial Facility is desirable.

The successful candidate will be required to undergo a criminal history check.

A current working with vulnerable people check is required before commencement.

Current drivers licence.

Notes: This is a temporary position available immediately for up to six months.

How to Apply: Applicants must provide the following to ACTCSPeopleandCulture@act.gov.au by close of business Thursday 20 January 2022.

A current curriculum vitae, including the names and contact details of two referees (one of which should be your current supervisor); and

A written supporting statement of no more than two pages addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements.

Applications should be sent to ACTCSPeopleandCulture@act.gov.au

Contact Officer: Corinne Justason (02) 6205 9788 Corinne.Justason@act.gov.au

ACT Corrective Services

Operational Support

Organisational Capability Unit

Director, Custodial Operations Training

Senior Professional Officer Grade C \$113,397 - \$122,062, Canberra (PN: 53880)

Gazetted: 12 January 2022

Closing Date: 31 January 2022

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Director, Custodial Operations Training (SPOB), within the Organisational Capability Unit (OCU). The successful applicant will primarily be responsible for the transitional leadership, compliance, risk mitigation and people relationships within the Custodial Operations training space. You will also provide support in the assessment of related accredited qualifications. In addition, you will create and edit training materials to meet agreed training needs, liaise and consult with senior Corporate and Custodial Operations Managers to prioritise training requirements and develop and maintain internal training specific policies, procedures, and standards, including the student training handbook. Further to this, the successful applicant will promote practices and objectives that cultivate and support a high performing organisation to increase productivity and standards; provide quality services to detainees and offenders; and shape and develop our workforce to access the capabilities needed to achieve our vision. To be successful, you will demonstrate experience in developing, delivering and assessing correctional theoretical and practical training or similar training in an RTO environment. You will also possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating strong leadership and management qualities.

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

Eligibility/Other requirements:

Certificate III in Correctional Practice.

Current custodial experience in a correctional facility.

Certificate IV in Correctional Practice.

Certificate IV in Training and Assessment (TAE40116 or equivalent).

Diploma of Vocational Education and Training (TAE50116), Training and Development (TAE50216) or tertiary qualification in education is highly desirable.

A Diploma or tertiary qualification in leadership or management is highly desirable.

The successful candidate will be required to undergo a criminal record check.

How to apply: To apply, applicants are required to submit the following 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 resume with the names and contact details of two referees (one should be a current Supervisor/Manager).

Copies of the required qualifications.

Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Tindale (02) 6205 1828 ian.tindale@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

Program Solutions

Marketing

Digital and Creative Services Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 11273)

Gazetted: 07 January 2022

Closing Date: 25 January 2022

Details: Are you passionate about graphic and digital design? Are you a creative person who loves turning great ideas into innovative designs? Come and join the Suburban Land Agency's marketing team. We are looking for an

enthusiastic Digital and Creative Services Officer to support the agency in delivering engaging designs, and to ensure the right information is provided to the right audience, at the right time.

We are looking for a team player who is passionate about the customer experience, making a difference and new ways of thinking. Importantly, we are looking for people who are flexible, proactive and able to establish good relationships across the agency.

The role works in a fast-paced environment and is responsible for the coordination and development of graphic design materials including advertising, digital, signage, photography and video.

Eligibility/Other Requirements:

Skills in graphic and/or multimedia design, and significant skills in the use of industry standard software.

Immediate ability to commence.

Note: This is a temporary position available immediately until 30 June 2022 with possibility of extension up to 12 months and/or permanency.

How to Apply: Applications are sought from potential candidates and should include a pitch of no more than two A4 pages outlining experience and/or ability based on the position description, and links to the candidates design portfolio or examples of previous design projects. Please also include contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chantelle Lustri (02) 6205 3338 chantelle.lustri@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

Territory and Business Services

Capital Linen Service

Senior Director, Business Management

Senior Officer Grade A \$155,107, Canberra (PN: 18920)

Gazetted: 11 January 2022

Closing Date: 18 January 2022

Details: The role reports directly to the Executive Branch Manager and works under limited direction. It requires a highly motivated, flexible, critical thinker capable of seeing the bigger picture, with the ability to connect teams to encourage collaboration, innovation, staff development whilst fostering a safe, positive and respectful workplace culture.

The position is diverse and experience managing in a commercial setting along with strong financial management experience and or qualifications is essential.

The primary focus of the role is responsible for all aspects of financial management including:

The development of budgets and financial modelling, reporting and analysis

End-of-period accounting processes such as accounts receivable, accounts payable and detailed payroll reconciliations

NTER and payroll taxation

Management of the organisations asset register and coordinate stocktakes, asset write-offs, revaluations and depreciation in line with relevant accounting standards and directorate requirements.

Other aspects of the role include:

Preparing ministerial/executive and other briefings in responses to, and requests from TCCS and other agencies which are timely, relevant and fit-for-purpose

Contributing to the management of risk in a range of areas along with experience interpreting Government Enterprise Agreements and Industrial Awards.

Working collaboratively with operational teams to enable efficient and effective utilisation of resources and to foster proactive and sustainable workforce planning.

Ensuring CLS procurement and contract management practices are efficient and compliant with Government and TCCS procurement, tendering and contract management requirements.

Management, reporting and coordination of contract and procurement activities including reporting of contract spends and internal procurement plans associated with goods and services, equipment acquisitions and linen.

Notes: This is a temporary position available immediately for six months. Selection may be based on application and referee reports only.

How to Apply: The capabilities (Skills/Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications sections) contained in the attached position description form the criteria that is required to perform the duties and responsibilities of the position. Please address these capabilities in a statement of two pages or less and provide a curriculum vitae and the contact details of at least one referee.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Childs (02) 6213 3204 Daniel.Childs@act.gov.au

Transport Canberra

Strategic Policy and Customer Policy and Legislative Solutions

Solution Design Lead

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 34453)

Gazetted: 10 January 2022

Closing Date: 24 January 2022

Details: Are you a highly motivated and committed individual with policy experience looking for your next challenge? An exciting opportunity exists in the role of Solution Design Lead in the Policy and Legislative Solutions team (PALS) in Transport Canberra and City Service's (TCCS) Strategic Policy and Customer branch.

The PALS team provides flexible project-based support across TCCS to develop strategic policy and legislation. We work closely with a range of operational areas to utilise subject matter expertise and create effective policy change. Examples of our projects include developing legislation to enact the Cat Plan and Dog Model, implementing policy elements of the Urban Forest Strategy and developing and contributing to a range of whole-of-government strategic policy.

As a PAL'S team member, you will work across multiple projects to maximise your (and the team's) diverse skills and experience. Excellent stakeholder engagement and management and strong interpersonal skills are a must, as are:

Highly developed written and verbal communication.

Critical analysis and creative problem-solving skills.

An ability to be flexible and adaptable in approach and change course to reflect changing environments and priorities.

Experience identifying and prioritising needs and workload, including effectively managing multiple issues at once.

A strong understanding of the fundamentals of policy and legislative development is essential, and an individual with the ability to identify and interpret relevant legislation, policy frameworks, and Government processes to support policy development will be a valuable addition to the team. Also highly valuable are project management skills, research skills, and experience working with Cabinet processes and documents.

This is a highly collaborative team that thrives by actively communicating ideas, sharing skills, and seeking and providing support to other team members regularly. An inclusive workplace culture has been established and has enabled the team to flourish while working remotely. Working in this team, you will have the opportunity to upskill, develop strong networks and contribute to varied pieces of work across the TCCS.

Note: This is a temporary position available immediately for a period until 20 May 2022. 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. TCCS encourages flexible working from home arrangements. When in the office this position is within an ABW environment. The SPC Branch is currently undergoing an organisational restructure. This will not impact this role for the duration of this appointment.

How to apply: Using the Selection Criteria as a guide, please complete an Expression of Interest of no more than two pages outlining why you are the best person for the position. Please include a current curriculum vitae and the names of two referees.

Applications should be sent directly to the Contact Officer.

Contact Officer: Alex Ball 0262074022 alex.ball@act.gov.au

City Services

Roads ACT

Business Support

Contracts and Procurement Admin Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 53694)

Gazetted: 12 January 2022

Closing Date: 2 February 2022

Details: Roads ACT are seeking a suitable candidate who can provide support to contract managers in the delivery of procurement and contract management services. The successful candidate will have experience in contract administration (preferably in a government environment); have exceptional communication (oral and written) skills with an ability to negotiate outcomes and the ability to work independently with 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

A qualification in government procurement and contracting along with experience in construction-related procurements and contracts is desirable.

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

How to Apply: Please provide a response to the Selection Criteria (What you require in the Position Description) along with a current curriculum vitae (resume) and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bronwen Duke (02) 6207 5763 Bronwen.Duke@act.gov.au

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

Chief Operating Officer Group

People and Capability

Organisational Development

Senior Advisor, Workforce Insights and Recruitment

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 25135)

Gazetted: 11 January 2022

Closing Date: 1 February 2022

Details: Work with great people in rewarding careers that shape our city's future.

Transport Canberra and City Services (TCCS) is seeking a Senior Advisor to join the Organisational Development team. As the go-to person for workforce insights and recruitment, the ideal team member is someone who is highly organised, displays initiative with a good attention to detail and who enjoys managing processes, creating reports and analysing data to identify trends and make connections.

With experience in using both Excel and Power BI, you'll have some experience working in a human resources environment and will work alongside senior leaders to develop, maintain and distribute strategic workforce data analysis and reporting to the TCCS Executive and management.

Recruitment is another key element of this role, and the position works collaboratively with TCCS staff to ensure the provision of timely and accurate advice relating to recruitment and selection processes and coordination of position establishments and variations.

Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great working conditions, where you will work to make a difference to the everyday lives of your family, friends and community.

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. Shortlisted applicants may be asked to complete a short desk-top exercise as part of the selection process.

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: Interested applicants are invited to submit a statement of claim against the selection criteria outlined in the position description (no more than 750 words), accompanied by a recent CV and the details of two (2) referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peta Harding (02) 6207 1949 Peta.Harding@act.gov.au

City Services

City Presentation

Licensing and Compliance

City Ranger

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 32124, several)

Gazetted: 10 January 2022

Closing Date: 24 January 2022

Details: Licensing and Compliance (LC) is seeking highly motivated people to join the City Rangers team. The team is responsible for investigating breaches of legislation enforced by TCCS under relevant legislation including, the Public Unleased Land Act 2013, Litter Act 2004, the Trespass on Territory Lands Act 1932 and Uncollected Goods Act 1996. Currently based at Reid, the team is responsible for keeping unleased Territory land safe and amendable by responding to applications and complaints, which include:

investigation of unapproved use of unleased land including illegal camping and unapproved storage of materials;

investigation of littering offences and illegal dumping;

investigation of line-of-sight problems pertaining to nature strip developments, objects, trees or foliage;

enforcement of the Code of Practice for Movable Signs;

investigation of overhanging foliage obstructing public footpaths;

compliance checks for permits issued under the Public Unleased Land Act 2013;

abandoned vehicle and shopping trolley regulation; and

sharps removal where identified. City Rangers participate in a seven-day roster, on-call arrangement and will assist and report directly to the Operations Manager, City Rangers as required. LC achieves its objectives through a combination of engagement, education and enforcement action using a risk-based and proportionate enforcement regime to ensure that the amenity and natural value of public unleased land is protected; and facilitating the use of public unleased land. You will be responsible for the review and processing of municipal, event and long-term land use requests.

Eligibility/Other Requirements:

Mandatory:

Permanent Resident of Australia

Driver's licence Class 'C' or higher is essential

This position does require a pre-employment medical check

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 maybe required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

This position does require a National police check

ACT Occupational Health and Safety Construction Induction (White Card)

The ability to work after normal business hours including call-outs, weekends and public holidays on a rotating roster basis

Willingness to wear a uniform

Desirable:

Demonstrated experience in working in a regulatory/compliance environment.

Certificate IV in Government Investigation or equivalent or an ability to obtain within 12 months of employment

Current First Aid Certificate

Excellent verbal and written communication skills

Excellent administrative skills

Excellent organisational skills

Strong operational knowledge of office and field-based information technology

Notes: There are several positions available, one permanent and several temporary available for six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. Interviews may be conducted via video link. An order of merit list may be established to fill future vacancies at level over the next 12 months. This position is activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written application addressing the Selection Criteria (no more than 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: Heather Cross (02) 6205 3249 Heather.Cross@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.

APPOINTMENTS

ACT Audit Office

Senior Auditor \$90,992 - \$110,810
Aden Pulford, Section 68(1), 10 January 2022

ACT Health

Administrative Services Officer Class 6 \$90,099 - \$103,117
Sarah Peluchetti, Section 68(1), 1 January 2022

Administrative Services Officer Class 5 \$83,620 - \$88,510
Sanjeev Kumar: 87237595, Section 68 (1), 11 January 2022

ACT Integrity Commission

Legal Officer Grade 2 \$152,603 - \$158,874
Kate Hannah Von Forell, Section 68(1), 12 January 2022

Canberra Health Services

Health Professional Level 2 \$69,738 - \$95,736
Verity Barber, Section 68(1), 15 December 2021

Pharmacist Level 1 \$74,225 - \$85,685
Georgia Clark, Section 68(1), 23 December 2021

Health Professional Level 2 \$69,738 - \$95,736
Ann-Maree Daley, Section 68(1), 5 February 2022

Senior Officer Grade C \$113,397 - \$122,062
Emily De Alvia, Section 68(1), 10 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818
Paul Guevarra, Section 68(1), 24 December 2021

Registered Nurse Level 1 \$71,730 - \$95,818
Jaran Hicks, Section 68(1), 18 February 2022

Technical Officer Level 1 \$61,765 - \$64,757
Sarita Koju, Section 68(1), 10 January 2022

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)
Hayley McKenna, Section 68(1), 13 January 2022

Registered Midwife Level 2 \$99,612 - \$105,575

leilani Pescador, Section 68(1), 25 December 2021

Registered Nurse Level 1 \$71,730 - \$95,818
Sukhjivan Sidhu, Section 68(1), 17 January 2022

Administrative Services Officer Class 2/3 \$59,813 - \$72,935
Bharat Valluripalli, Section 68(1), 30 December 2021

Registered Nurse Level 1 \$71,730 - \$95,818
Charlotte Wilkinson, Section 68(1), 24 December 2021

Chief Minister, Treasury and Economic Development

Senior Officer Grade C \$113,397 - \$122,062
Benjamin Joll, Section 68(1), 7 January 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935
Tyrone McCarroll, Section 68(1), 10 January 2022

Community Services

Child and Youth Protection Professional Level 1 \$72,526 - \$90,904
Kira Armarego, Section 68(1), 10 January 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117
Chloe Coelho, Section 68(1), 22 December 2021

Administrative Services Officer Class 6 \$90,099 - \$103,117
Johanna Larkin, Section 68(1), 10 January 2022

Education

Administrative Services Officer Class 6 \$90,099 - \$103,117
Peter Thomson, Section 68(1), 13 January 2021

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$90,099 - \$103,117
Madeleine Gisz, Section 68(1), 10 January 2022

Park Ranger 1 \$67,770 - \$72,935
Cathey Vincent, Section 68(1), 12 January 2022

Justice and Community Safety

Health Professional Level 1 \$65,402 - \$85,685
Laura Gerstenberg, Section 68(1), 10 January 2022

Senior Officer Grade C \$113,397 - \$122,062
Natalie Johnson, Section 68(1), 13 January 2022

Senior Officer Grade C \$113,397 - \$122,062

Meg McLoughlin, Section 68(1), 10 January 2022

Administrative Services Officer Class 5 \$83,620 - \$88,510
Beryl Ouma, Section 68(1), 10 January 2022

Prosecutor Grade 1 - 2 \$80,621 - \$126,027
Stafford Whitfield, Section 68(1), 10 January 2022

Suburban Land Agency

Administrative Services Officer Class 5 \$83,620 - \$88,510
Taylor Kunkel, Section 68(1), 10 January 2022

Transport Canberra and City Services

Infrastructure Officer 2 \$90,210 - \$103,785
Luke Halgren, Section 68(1), 23 January 2022

Infrastructure Officer 2 \$90,210 - \$103,785
Malkotuwe Gedara Thilakarathna, Section 68(1), 10 January 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117
Leana Vivarelli, Section 68(1), 10 January 2022

TRANSFERS

Chief Minister, Treasury and Economic Development

Ryoko Goto
From: Administrative Services Officer Class 6 \$90,099
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development, Canberra (PN. 54365) (Gazetted 1 December 2021)

Scott Shanahan
From: Administrative Services Officer Class 5 \$83,620
Canberra Institute of Technology
To: Administrative Services Officer Class 5 \$83,620 - \$88,510
Chief Minister, Treasury and Economic Development, Canberra (PN. 33413) (Gazetted 8 October 2021)

Community Services

Ling Palm
From: Administrative Services Officer Class 6 \$90,099 - \$103,117
Community Services
To: Administrative Services Officer Class 6 \$90,099 - \$103,117
Community Services, Canberra (PN. 46586) (Gazetted 12 October 2021)

Education

Simon Vaughan

From: School Leader A 2 \$186,748

Education

To: School Leader A 2 \$186,748

Education, Canberra (PN. 45307) (Gazetted 7 October 2021)

Transport Canberra and City Services

Lauren Hendriks

From: Senior Officer Grade C \$122,062

Environment, Planning and Sustainable Development

To: Senior Officer Grade C \$113,397 - \$122,062

Transport Canberra and City Services, Canberra (PN. 50505) (Gazetted 9 November 2021)

PROMOTIONS

Canberra Health Services

Clinical Services

Michelle Angove

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 31654) (Gazetted 1 December 2021)

Clinical Services

Carmel Bumpus

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 1212p) (Gazetted 25 October 2021)

Clinical Services

Madelaine Byrne

From: Health Professional Level 2 \$68,809 - \$94,461

Canberra Health Services

To: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 27522) (Gazetted 19 April 2021)

Clinical

Bamelaku Digafe

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 26327) (Gazetted 1 December 2021)

Maria Harman

From: Registered Nurse Level 4.3 \$147,398

Canberra Health Services

To: †Registered Nurse Level 5.5 \$176,157

Canberra Health Services, Canberra (PN. 11362) (Gazetted 22 November 2021)

Maybelline Katindoy

From: Enrolled Nurse Level 1 \$65,056 - \$69,505

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 53903) (Gazetted)

Norette Leahy

From: Registered Nurse Level 3.2 \$129,103

Canberra Health Services

To: †Health Professional Level 5 \$133,552 - \$150,347

Canberra Health Services, Canberra (PN. 50777) (Gazetted 15 September 2021)

Joanne Lindbeck

From: Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services

To: †Registered Midwife Level 3.2 \$129,103

Canberra Health Services, Canberra (PN. 51393) (Gazetted 12 November 2021)

Emma Pennifold

From: Health Service Officer Level 2 \$69,738 - \$95,736

Canberra Health Services

To: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 53594) (Gazetted 8 November 2021)

Clinical Services

Ruth Pollard

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 22146) (Gazetted 1 December 2021)

Clinical Services

Stjepan Sculac

Canberra Health Services

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Canberra Health Services

To: Senior Officer Grade C \$113,397 - \$122,062

Canberra Health Services, Canberra (PN:35667) (Gazetted 12 November 2021)

Allied Health

Jenna Wheatley

From: Health Professional Level 2 \$69,738 - \$95,736

Canberra Health Services

To: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 50847) (Gazetted 10 November 2021)

Chief Minister, Treasury and Economic Development

Finance and Budget Group

Various

Shan Huang

From: Graduate Administrative Assistant \$75,239 - \$77,544
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$83,620 - \$88,510
Chief Minister, Treasury and Economic Development, Canberra (PN. 36374) (Gazetted 8 October 2021)

Shared Services
ACT Property Group
Integrated Facilities Management
Kassandra Keppell
From: Senior Officer Grade C \$113,397 - \$122,062
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$133,552 - \$150,347
Chief Minister, Treasury and Economic Development, Canberra (PN. 50473) (Gazetted 4 August 2021)

Workforce Capability and Governance
Workplace Safety and Industrial Relations
Injury Management
Nicole Luteru
From: Administrative Services Officer Class 5 \$83,620 - \$88,510
Community Services
To: Administrative Services Officer Class 6 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development, Canberra (PN. 44303) (Gazetted 9 November 2021)

Shared Services
Finance Services
Reporting
Sumati Mahajan
From: Administrative Services Officer Class 5 \$83,620 - \$88,510
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 6 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development, Canberra (PN. 07310) (Gazetted 10 November 2021)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Shared Services
Finance Services
Reporting
Madushani Muhandiramlage
From: Administrative Services Officer Class 5 \$83,620 - \$88,510
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 6 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development, Canberra (PN. 11430) (Gazetted 10 November 2021)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Finance and Budget Group
Various
Nghị Dung Nguyen Phuoc
From: Administrative Services Officer Class 4 \$75,239 - \$81,466
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$83,620 - \$88,510
Chief Minister, Treasury and Economic Development, Canberra (PN. 31630) (Gazetted 8 October 2021)

Procurement ACT
Goods and Services
Lucienne Pratt

From: Graduate Administrative Assistant \$75,239 - \$77,544
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$83,620 - \$88,510
Chief Minister, Treasury and Economic Development, Canberra (PN. 28135)
This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022.

Community Services

Children Youth and Families
Child and Youth Protection Services
Belinda Brewer
From: Administrative Services Officer Class 3 \$67,770 - \$72,935
Canberra Health Services
To: Administrative Services Officer Class 4 \$75,239 - \$81,466
Community Services, Canberra (PN. 07518) (Gazetted 15 October 2021)

Education

School Performance and Improvement
Belconnen Network
Hawker College
Sarah Dawson
From: School Assistant 2 \$50,861 - \$56,161
Education
To: School Assistant 3 \$57,626 - \$62,020
Education, Canberra (PN. 46661) (Gazetted 30 November 2021)

School Improvement Group
Linda Francis
From: School Leader B \$151,757
Education
To: †School Leader A 1 \$173,364
Education, Canberra (PN. 04149) (Gazetted 7 October 2021)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Improvement Group
William Johnston
From: School Leader A \$173,364
Education
To: †School Leader A 2 \$186,748
Education, Canberra (PN. 29141) (Gazetted 7 October 2021)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Improvement Group
Deborah Lowrey
From: School Leader B \$151,757
Education
To: †School Leader A 1 \$173,364
Education, Canberra (PN. 16020) (Gazetted 7 October 2021)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

School Improvement

North Gungahlin Network

Harrison School

Jatinder Sarowa

From: Classroom Teacher \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 25398) (Gazetted 18 November 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Environment, Planning and Sustainable Development

Environment, Heritage and Water

Conservation Research and Evaluation

Brett Howland

From: Professional Officer Class 2 \$90,099 - \$103,117

Environment, Planning and Sustainable Development

To: †Senior Professional Officer Grade C \$113,397 - \$122,062

Environment, Planning and Sustainable Development, Canberra (PN. 00637) (Gazetted 18 November 2021)

William Nguyen

From: Technical Officer Level 3 \$78,051 - \$88,207

Environment, Planning and Sustainable Development

To: Technical Officer Level 4 \$90,099 - \$103,117

Environment, Planning and Sustainable Development, Canberra (PN. 35855) (Gazetted 30 July 2021)

Justice and Community Safety

Emergency Services

ACT Fire and Rescue

Operations

Mark Brennan

From: FB6 (Station Officer) \$113,626

Justice and Community Safety

To: †FB7 (Commander) \$135,354

Justice and Community Safety, Canberra (PN. 43801)

ACT Courts and Tribunal

Registry Operations Branch

Criminal Section and Civil Section

Ashleigh Dewar

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Justice and Community Safety

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Justice and Community Safety, Canberra (PN. 44446, several) (Gazetted 9 November 2021)

ACT Courts and Tribunal

Registry Operations Branch

Criminal Section and Civil Section

Jacqui Fisher

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Justice and Community Safety

To: Administrative Services Officer Class 4 \$75,239 - \$81,466
Justice and Community Safety, Canberra (PN. 44446) (Gazetted 9 November 2021)

Emergency Services
ACT Fire and Rescue
Operations
Brett Slater

From: FB6 (Station Officer) \$113,626
Justice and Community Safety
To: †FB7 (Commander) \$135,354
Justice and Community Safety, Canberra (PN. 41769)

Human Rights Commission
Discrimination, Health Services, Disability and Community Services Commissioner
Caitlin Stamford
From: Administrative Services Officer Class 5 \$83,620 - \$88,510
Justice and Community Safety
To: Administrative Services Officer Class 6 \$90,099 - \$103,117
Justice and Community Safety, Canberra (PN. 45268) (Gazetted 28 October 2021)

Transport Canberra and City Services

City Services
Roads ACT
Road Maintenance
Arun Yadav

From: Infrastructure Officer 1 \$74,782 - \$88,358
Transport Canberra and City Services
To: Infrastructure Officer 2 \$90,210 - \$103,785
Transport Canberra and City Services, Canberra (PN. 26315) (Gazetted 27 September 2021)