



ACT Government Gazette

Gazetted Notices for the week beginning 09 June 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>

Population Health Group

COVID-19 Response Branch

Office of the Chief Health Officer

Business Improvement Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 50816)

Gazetted: 14 June 2022

Closing Date: 28 June 2022

The Office of the Chief Health Officer is looking for highly motivated and skilled staff to join the team. As a member of this team you will be responsible for meeting specific objectives related to the successful public health response to COVID-19. These roles will be responsible for providing high level executive, systems and administrative support to the COVID-19 Response Executive and broader Branch.

The successful applicant will be required to operate in a busy, rapidly changing and fast paced environment, meaning the ability to meet tight deadlines, and prioritise workloads will be essential. This role will also need to collaborate with a wide range of government stakeholders so highly developed interpersonal skills and demonstrated ability to establish and maintain effective working relationships will be critical to success.

Eligibility/Other Requirements: Undergo a pre-employment National Police Check.

Note: This is a temporary position available immediately for three months with the possibility of extension up to 12 months. Appointment may be made on written applications and referees only.

How to apply: In two pages or less tell us why you want the role and outline your demonstrated experience as they apply to the Position Description, with a particular focus on the Skills, Knowledge and Behavioural Capabilities section. You should also submit your curriculum vitae and the contact details of two referees who have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

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

Contact Officer: Laura McNeill (02) 5124 9605 Laura.McNeill@act.gov.au

Population Health Group

COVID-19 Response Branch

Office of the Chief Health Officer

Senior Executive Assistant

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53239)

Gazetted: 14 June 2022

Closing Date: 21 June 2022

Details: The Office of the Chief Health Officer is looking for highly motivated and skilled staff to join the team. As a member of this team you will be responsible for meeting specific objectives related to the successful public health response to COVID-19. These roles will be responsible for providing high level executive, systems and administrative support to the COVID-19 Response Executive and broader Branch.

The successful applicant will be required to operate in a busy, rapidly changing and fast paced environment, meaning the ability to meet tight deadlines, and prioritise workloads will be essential. This role will also need to collaborate with a wide range of government stakeholders so highly developed interpersonal skills and demonstrated ability to establish and maintain effective working relationships will be critical to success.

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

Eligibility/Other Requirements: Undergo a pre-employment National Police Check.

Note: This is a temporary position available immediately for three months with possible extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: In two pages or less tell us why you want the role and outline your demonstrated experience as they apply to the Position Description, with a particular focus on the skills and knowledge and behavioural capabilities section. You should also submit your curriculum vitae and the contact details of two referees who have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura McNeill (02) 5124 9605 Laura.McNeill@act.gov.au

Health Systems, Policy and Research

Office of Professional Leadership and Education

Office of the Chief Nursing and Midwifery Officer

Assistant Director of Midwifery (ADOM), Ratios Implementation

Registered Midwife Level 4.3 \$149,388, Canberra (PN: 57516)

Gazetted: 15 June 2022

Closing Date: 29 June 2022

Details: Are you a midwifery workforce change management extraordinaire? If so, we have the job for you! Join the Office of the Chief Nursing and Midwifery Officer to support the successful implementation of the Nurse/Midwife-to-Patient Ratio Framework across ACT public health services.

This position reports to the Ratios Implementation Manager and is responsible for analytical, administrative and project related tasks as well as assisting the Ratios Implementation Manager and Executive Directors of Midwifery/Nursing within public health services with change management in clinical settings.

In our Office we are busy creating a better working environment for nurses and midwives. We do this through stakeholder collaboration, by being “problem solvers”, by writing persuasive, high quality, and well-informed documents, and by sharing with and caring for our colleagues. It’s important to us that you support our team culture and contribute to maintaining our upbeat momentum. The Chief Nursing and Midwifery Officer is responsible for the provision of professional and strategic leadership for the nursing and midwifery professionals within the ACT Health Directorate, Canberra Health Services, Calvary Public Hospital Bruce and across the ACT. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/other requirements:

Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Midwife. Have a minimum of five years’ experience working professionally in midwifery management or a leadership role.

A postgraduate tertiary qualification related to midwifery or project management is desirable.

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

Note: This is a Part-Time temporary position at 24 hours per week available immediately until November 2023 with the possibility of extension and/or permanency subject to funding approvals.

The full-time salary noted above will be pro rata.

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

How to apply: Please submit a two-page written pitch addressing the Capabilities listed under ‘What You Require’ in the Position Description along with a current curriculum vitae and contact details of at least two referees, one of which is your current manager.

Shortlisted candidates may be required to submit two written referee reports prior to interview.

Applications should be submitted via the Apply Now button below

Contact Officer: SarahM Stewart (02) 51248237 Sarah.M.Stewart@act.gov.au

Health Systems, Policy and Research

Office of Professional Leadership and Education

Assistant Director, Office of the Chief Psychiatrist

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57596)

Gazetted: 10 June 2022

Closing Date: 28 June 2022

Details: The Office of Chief Medical Officer and Chief Psychiatrist (CMO and CP) is responsible for supporting ACT-wide health workforce planning, clinical system governance and ACT public health system-wide quality improvement and patient safety systems. It is also the point of liaison for intra-jurisdictional, inter-jurisdictional and national health quality and patient safety initiatives and conversations and ensures that the Chief Psychiatrist's statutory responsibilities are fulfilled.

This role will be responsible for providing high level strategic and clinical advice to enable the Chief Psychiatrist to fulfil his responsibilities. We are looking for someone with a high level of understanding of mental health care provision, the provision of involuntary mental health care and fulfilling legislative requirements for mental health treatment, care, and support in accordance with the *Mental Health Act 2015*. Proven interpersonal and organisational skills are also critical to engage and consult with stakeholders and support programs of work. Our team works collaboratively and highly values our positive workforce culture.

Eligibility/Other Requirements:

Highly desirable:

High level of understanding of mental health care provision, the provision of involuntary mental health care and fulfilling legislative requirements for mental health treatment, care, and support.

Proven strong and effective listening, oral and written communication skills, including the ability to liaise and negotiate effectively with a broad range of stakeholders.

Ability to lead a program of work against specified timelines, including the effective coordination of a number of projects simultaneously

A tertiary qualification in a health-related field and/or experience in providing treatment, care and support to mental health consumers.

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 may be used to fill vacancies over the next 12 months.

How to Apply: Please submit a current curriculum vitae, contact details of two referees (one being a current supervisor) and a written statement in the form of a pitch of no more than two pages addressing the Selection Criteria. The statement should explain how you have the technical skills, necessary experience and knowledge to perform in this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Cramond, Sarah. Cramond@act.gov.au (02) 5124 6137

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

Finance and Business Intelligence

Strategic Finance

Assistant Director, Financial Reporting

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57687 - 023FN)

Gazetted: 09 June 2022

Closing Date: 17 June 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.

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

Canberra Health Services Finance and Business Intelligence 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 have a dedicated team that covers a diverse range of functions. We are committed to attracting and retaining people with the right skills, knowledge, and behaviours to ensure we can deliver on our vision and mission.

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

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.

Skills

Highly developed organisational skills with an emphasis on managing competing priorities and deadlines either independently or within a team,

Highly developed interpersonal and written communication skills with a focus on delivering complex information in clear and concise terms for multiple audiences,

Highly developed analytical skills,

Experience working with TM1 and Oracle financial management information system.

Knowledge

Demonstrated understanding and experience in of accrual-based accounting principles and the implication of the *Financial Management Act 1996* on public sector budgeting and financial management and reporting.

Demonstrated use of financial information systems, ability to establish and maintain accounting information systems and prepare financial reconciliations.

Demonstrated highly developed knowledge and experience working with spreadsheets and financial management information systems to provide accurate financial analysis and advice that meets the needs of stakeholders.

Behavioural Capabilities

Proven ability to work as part of a team and contribute to a positive team culture.

Sound people management skills, including the ability to lead, direct, provide feedback and develop staff in a small, interactive team environment. Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WHS) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

Position Requirements/Qualifications:

Highly Desirable: Tertiary qualifications in accounting and professional membership of CPA / CA or comparable bodies. 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: 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.

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.

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

Contact Officer: Elanor Hughes (+61) 0418 616 721 elanor.hughes@act.gov.au

Cancer and Ambulatory Support

Radiation Oncology Clinical

Radiation Therapist Grade 4.1

Radiation Therapist Level 4.1 \$131,862 - \$136,225, Canberra (PN: 57519 - 023CU)

Gazetted: 10 June 2022

Closing Date: 12 July 2022

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

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Our Values: Reliable, Progressive, Respectful and Kind

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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Radiation Oncology Department is located at the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for the ACT and surrounding regions cancer patients. The department is currently equipped with the latest technology including Varian TrueBeam and Edge linear accelerators, two dedicated CT Simulators, SXRT, Eclipse Treatment Planning System with HyperArc, HDR brachytherapy and Cloud based ARIA Oncology Information System.

ABOUT YOU

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Behavioural Capabilities

Adaptability, decisiveness, and perseverance.

Problem solving and change capable.

Ability to build strong relationships.

Position Requirements/Qualifications:

A recognised tertiary qualification in Radiation Therapy, with a minimum of five years postgraduate clinical experience.

Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia.

ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes.

The successful applicant will need to be available for occasional weekend on-call 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.

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.

Contact Officer: Martin Seng (02) 5124 2284 martin.seng@act.gov.au

Acute Allied Health Services

Exercise Physiology Department

Allied Health Assistant

**Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level),
Canberra (PN: 22882 - 023A8)**

Gazetted: 10 June 2022

Closing Date: 24 June 2022

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

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

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The Exercise Physiology Department is based within Acute Allied Health Services and provides Exercise Physiology services and interventions to a range of clients in an inpatient and outpatient setting. The Exercise Physiology Department specialises in the provision of clinical exercise prescription and lifestyle modification for individuals with chronic disease and/or injury. The Department also provides support to the School Kids Intervention Program, Cardiac Rehabilitation and Heart Function Rehabilitation Programs.

Under the direct or indirect supervision of an Allied Health Professional, the Exercise Physiology Allied Health Assistant plays a key role in the day to day functioning of the Exercise Physiology Department, working flexibly and effectively as a team member providing services to the community.

This position will be required to work flexibly across the provided services. The Exercise Physiology Allied Health Assistant may, with guidance have limited supervisory responsibilities for Allied Health Assistant students or guidance of new staff.

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website: www.canberrahealthservices.act.gov.au

ABOUT YOU

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Behavioural Capabilities

Strong organisational and interpersonal.

Adaptability and flexibility.

Able to work with others in a team.

Position Requirements/Qualifications:

Certificate IV in Allied Health Assistance or equivalent

Current Driver's Licence desirable

Previous experience in a hospital/clinical setting and/or exercise setting

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for Allied Health Professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made.

Note: A merit list may be established from this recruitment round, which may be used to offer similar permanent, temporary or casual contracts within the next 12 months.

Contact Officer: Dave Turner 0251243616 dave.turner@act.gov.au

Nursing and Midwifery and Patient Support Services

Nursing Clinical Support

Personal Assistant to Director of Nursing

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 13674 - 0233N)

Gazetted: 10 June 2022

Closing Date: 24 June 2022

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POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

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

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.

Strong communication skills and a high attention to detail.

A commitment to providing high quality customer service.

Adaptability and flexibility to accommodate change.

Shows initiative to identify areas for improvement.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Chris Mead 5124 3642 Chris.Mead@act.gov.au

Medical Services

Medical Imaging

MRI Radiographer

Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA), Canberra (PN: 19408 - 0236C)

Gazetted: 09 June 2022

Closing Date: 28 June 2022

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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

Medical Imaging provides state of the art diagnostic imaging and interventional radiology services for patients in Canberra and the Southeast Region of NSW. The Canberra Hospital site consists of 2 CT scanners, 3 MRI scanners, 2 angiography suites, 5 ultrasound rooms, 5 general x-ray rooms, OPG, Mammography, radiography services for theatre, mobile x-ray to the entire hospital, 3 gamma cameras (2 with SPECT/CT) and 1 PET/CT scanner with 3 uptake rooms. A satellite x-ray room also operates at the University Canberra Hospital.

Upcoming projects will see Medical Imaging expand into the proposed Clinical Services Building to be built on the Canberra Hospital campus, and a proposed satellite outpatient clinic to be located in Weston Creek.

The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

This MRI level 4 Radiographer position will need to perform all aspects of MRI while always observing departmental protocols and MRI Safety. The position will participate in more complex procedures in MRI including interoperative MRI. In addition to the provision of excellent patient care, the position contributes to scheduling and throughput of patients, as well as immediate interactions with students and staff across the multidisciplinary team.

Positional responsibilities include effective utilisation of available resources to support MRI in the Medical Imaging Department, the provision of leadership, management, and supervision to junior staff and students to ensure high quality clinical service, and timely patient care.

The Medical Imaging Department is a 24/7 service, this role may include shift work, overtime and on-call duties outside normal working hours when required.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a strong work ethic and ability to work within a multi-disciplinary team.

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

Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders.

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications in Medical Radiation Science (Radiography) or equivalent.

Be registered or be eligible for registration as a Medical Radiation Practitioner in the division of Radiography with AHPRA.

Eligible for membership with the Australian Society of Medical Imaging and Radiation Therapy.

Australian Society of Medical Imaging and Radiation Therapy MRI Level 1 certification.

Eligible to be registered under the Working for Vulnerable People Act.

Desirable

Experience in a trauma and teaching hospital.

Experience teaching and/or mentoring Medical Imaging MRI staff and students.

Qualification and/or experience in a relevant education field e.g. Graduate Certificate in MRI and/or willingness to work towards relevant education qualifications.

Minimum 5 Years MRI Experience

As required, hold or be eligible for an ACT Radiation licence.

Expertise in advanced MRI applications

Other:

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:

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 National Police Check.

Note: A merit list may be established from this process to fill identical vacancies at level over the next 12 months.

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

Contact Officer: Sam Wilson 51242111 sam.wilson@act.gov.au

Mental Health Justice Health Alcohol and Drug Services

Mental Health Service for people with Intellectual Disability

Clinical Nurse Consultant

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 33437 - 022QP)

Gazetted: 09 June 2022

Closing Date: 23 June 2022

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Adult Community Mental Health Services (ACMHS) provide services for people aged over 18 years with a strong focus on the provision of timely and effective mental health interventions in the community, including the Home Assessment and Acute Response Team (HAART) which provides community-based crisis interventions and support.

This RN3.1 position will provide clinical leadership, in reach and support for the Southside Community Step Up Step Down (SCSUSD) facility and outreach service. This is a community-based mental health service that provides specialist care for people needing additional support that cannot be provided safely in their usual home environment. SUSD services focus on prevention and recovery care. They provide:

support to prevent a deterioration in a person's mental health and unnecessary hospital admissions (Step Up). a gradual transition for people exiting acute mental health inpatient units and going back to their usual home environment (Step Down).

People admitted to the SCSUSD will receive 24/7 psychosocial and rehabilitation support provided by a contracted community agency and outreach support after their discharge. This RN3.1 position and other mental health services will deliver the specialist mental health services to this 6-bed facility and outreach service.

The position reports to the MHS-ID Team Leader for line management purposes including clinical governance but will also work closely in partnership with the community agency providing 24/7 psychosocial support for the facility and outreach services centre.

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

Behavioural Capabilities

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

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

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

Flexibility and initiative to be able to work effectively with multidisciplinary teams.

Position Requirements/Qualifications:

Mandatory

Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse with Australian Health Practitioners Regulatory Agency.

Extensive clinical experience, minimum of 3 years postgraduate.

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:

Post Graduate Qualification in Mental Health Nursing or working towards such.

Experience in working in partnership with community and emergency services personnel that promotes a spirit of cooperation and collaboration, and respect for each other's philosophy, priorities, knowledge, skills, and experience.

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

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 National Police Check.

Contact Officer: Janelle Walker (02) 5124 1144 janelle.walker@act.gov.au

Rehabilitation, Aged and Community Services

Oral Health Services

Interagency Coordinator

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 14540 - 023EL)

Gazetted: 09 June 2022

Closing Date: 23 June 2022

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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: www.canberrahealthservices.act.gov.au

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

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

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

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

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

These services are delivered in the community to:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconochie Centre

Mobile Dental Clinics

The Interagency Coordinator position is currently located in Civic and is part of the Oral Health Services Administration Team.

Under limited direction, you will play a key role in the coordination of the Mobile Dental Clinic that provides services throughout Canberra to Residential Aged Care facilities with tasks such as liaising with both internal and external stakeholders, overseeing processes and procedures in relation to its services and work with the Operational Managers of OHS for rostering and reporting. You also play a key role in the coordination of Oral Surgery appointment bookings within OHS.

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

High level of customer service

Sound time management and communication skills

Position Requirements/Qualifications:

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

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

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

Note: This is a temporary position available for eight 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.

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

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Clinical Nurse Educator

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 22810 - 0236H)

Gazetted: 09 June 2022

Closing Date: 28 June 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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POSITION OVERVIEW

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

and surrounding region. More information can be found on the CHS website: www.canberrahealthservices.act.gov.au

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

The Clinical Nurse Educator reports to the Manager of Service and Staff Development and is responsible for clinical teaching and the development of nursing practice. This position will identify and assist with the progression and implementation of education projects and liaise with other MHJHADS educators to deliver and lead education, both internal and external to the Division.

In this role you will be required to undertake professional development and supervision, participate in quality improvement initiatives, and contribute to the team processes and projects.

The position requires sound interpersonal and written communication skills and a demonstrated ability to think critically, and problem solve. The position is required to work collaboratively with other members of the team in completing joint projects.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high level of computer literacy and a high degree of drive.

Strong clinical leadership for professional and clinical practice, education and research.

Adaptability and flexibility to accommodate change and provide responsive services to meet divisional needs

Position Requirements/Qualifications:

Mandatory:

Be registered or be eligible for registration as a nurse with the Nursing and Midwifery Board of Australia with a minimum 3 years' experience working professionally in a mental health service.

Holds a specialist post graduate qualification in mental health, and has demonstrated advanced knowledge, skills and experience, in the area of adult education and clinical practice development.

Holds or working towards a Certificate IV in Training and Assessment or equivalent.

Current driver licence

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.

Contact Officer: Rebecca Furlan (02) 5124 1715 Rebecca.Furlan@act.gov.au

Rehabilitation, Aged and Community Services

Client Support Services

CHS NDIS Mental Health Project Officer

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 54215 - 022YE)

Gazetted: 14 June 2022

Closing Date: 30 June 2022

Please note there are two advertisements running concurrently on Req ID 022YE and Req ID 02321, however there is only one position available. The position will be filled at the classification commensurate to the applications received.

Please ensure you apply for the classification appropriate to your qualifications and experience. You may apply for both should you wish.

Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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

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 project team will be based at Village Creek Centre Kambah with requirements to work across other CHS sites as needed.

RACS is looking for dynamic and motivated HP3s keen to take on the leadership of quality improvement projects aimed at improving client support and management in relation to NDIS and the health service interface. The positions will be responsible for scoping, developing, coordinating and delivering on projects aimed to improve NDIS client management across CHS care continuum in both community and inpatient settings.

The roles will work as part of the CHS NDIS Project Team and in coordination with services across CHS under the broad guidance and support of the CHS NDIS Lead.

ABOUT YOU

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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 to provide responsive services with an innovative approach.

Position Requirements/Qualifications:

Tertiary qualifications (or equivalent) in an Allied Health discipline.

Hold registration with the Australian Health Practitioner Regulation Agency (AHPRA), or be registered under the Working for Vulnerable People Act, as required for your profession.

Tertiary Qualification (or equivalent) in relevant science and/or health related field.

Relevant experience in Mental Health Service provision and stakeholder engagement.

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.

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

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

Medical Services

Healthcare Technology Management

Biomedical Technician

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 28582 - 023GC)

Gazetted: 09 June 2022

Closing Date: 23 June 2022

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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: www.canberrahealthservices.act.gov.au

This position reports to the Healthcare Technology Management (HTM) Operations Manager for daily operations and for learning and professional development requirements. The position is primarily responsible for the repair and maintenance of clinical equipment at The Canberra Hospital.

ABOUT YOU

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Behavioural Capabilities

Strong stakeholder management skills.

Demonstrated effective interpersonal, written, and verbal communication skills.

Time management and workload prioritisation skills to complete tasks in accordance with program deadlines.

Attention to detail and reliability for preparing high quality documents.

Position Requirements/Qualifications:

Associate Diploma or equivalent in a relevant Mechanical/Electronic/Biomedical Engineering discipline and/or training/experience which in the opinion of the Directorate enables you to perform the duties of the office

Desirable

Practical working experience within the Biomedical Engineering field.

Experience in the application of Biomedical Engineering, Australian and international Standards relevant to Healthcare Technology Management, and best practices relevant to biomedical equipment safety.

The successful applicant will:

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: Alan Ringland (02) 5124 3816 alan.ringland@act.gov.au

Medical Services

CHS Library and Multimedia

Client Services Librarian

Professional Officer Class 1 \$64,473 - \$89,398, Canberra (PN: 56914 - 023G2)

Gazetted: 10 June 2022

Closing Date: 29 June 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

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website: www.canberrahealthservices.act.gov.au

CHS Library and Multimedia provides modern, digital, client focused services and up-to-date, evidence-based, reliable, relevant, and respected client driven resources and multimedia artifacts, supporting people-centred care, and the research, teaching and training priorities of its clients. Our objective is to continually evolve our services through ongoing co-creation with our clients to ensure optimal online and face-to-face experiences.

This position reports to the Director CHS Library and Multimedia and is primarily responsible for the provision of client services in partnership with other Client Services Librarians.

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.

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

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

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

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

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

Position Requirements/Qualifications:

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

The successful applicant will need to be available for occasional 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](#).

Note: This is a temporary position available for 11.5 months with the possibility of extension and/or permanency. Previous applicants will need to reapply to be considered.

You need to hold an accredited degree, (not an associate diploma) in Library and Information Science recognised by the Australian Library and Information Association or equivalent qualifications.

You will need to apply for either or both positions currently advertised to be considered for each position.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Michelle Woodcroft 0408283808 michelle.woodcroft@act.gov.au

Rehabilitation, Aged and Community Services

Podiatrist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 21615 - 023E6)

Gazetted: 09 June 2022

Closing Date: 14 July 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

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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:

www.canberrahealthservices.act.gov.au

RACS, Community Care Podiatry services are offered from community health centres within the ACT, and the University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research. The hospital is located on the grounds of the University of Canberra, and it is the ACT's first sub-acute rehabilitation hospital. UCH is part of Canberra Health Service's network of health facilities designed to meet the needs of our ageing and growing population.

Podiatrists within Canberra Health Services have strong peer support and supervision structures. We pride ourselves on our continual drive to deliver exceptional patient care. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

In this role you will be part of a friendly and engaging interprofessional program where the Podiatrist is responsible for the provision of high-quality clinical assessment and intervention in a range of settings. This involves promoting positive patient outcomes through the provision of exceptional clinical services, networking, and health promotion activities under the direction of the Podiatry Manager. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

Podiatrists within Canberra Health Services work collaboratively and are required to participate in regular clinical supervision.

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 and ability to work independently with a high degree of drive

Adaptability and flexibility to accommodate change

Strong interpersonal skills and confidence communicating across a range of media

Ability to work within an interdisciplinary team environment

Position Requirements/Qualifications:

Tertiary qualifications in Podiatry

Be registered with the Podiatry Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA).

Current Driver's Licence (Desirable)

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

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

Note: This is a 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.

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

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

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

Contact Officer: Amanda McLean 0251241229 Amanda.Mclean@act.gov.au

Women, Youth and Children

Clinical Support and Projects

Paediatric Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 56759, several - 023DS)

Gazetted: 09 June 2022

Closing Date: 23 June 2022

Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The Paediatric Service at Canberra Hospital provides coordinated and integrated health services for children and young people, and their families/carers, for medical, surgical, and mental health care, up to the age of 16 years. The care provided is family centred, safe and effective.

The Paediatric Service is an interdisciplinary service comprising medical, nursing, and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics. As a Clinical Development Nurse

(CDN), together with the team CDNs and Clinical Support Nurses (CSNs), you will support nursing staffs' professional development in paediatrics to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education will be provided across morning and evening shifts, seven days/week.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

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

Position Requirements/Qualifications:

Relevant Certificate IV in Workplace Training and Assessment, postgraduate qualification in paediatric nursing and/or clinical education, qualifications and a minimum of two years' experience working professionally in paediatric nursing is preferred.

The successful applicant will need to be available for morning and evening shifts, Monday to Friday.

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

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: These are temporary positions available for 12 months with full-time and part-time hours considered, the full-time salary noted will be paid pro-rata.

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: Chelsey Helliwell (+61) 0422 189 893 chelsey.helliwell@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Occupational Therapy

Occupational Therapist Specialised Wheelchair and Posture Seating Service

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 20622 - 023EE)

Gazetted: 09 June 2022

Closing Date: 28 June 2022

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POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

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

Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele

The Specialised Wheelchair and Posture Seating (SWAPS) Service is based within the Community Care Occupational Therapy team at the Village Creek Health Centre. The SWAPS therapist is a consultative role that provides tertiary level assessment, advice, prescription and review of specialised wheelchairs and/or seating needs for clients with complex needs in conjunction with a client's primary therapist. The service also has a role in providing education and support to other clinicians regarding wheelchair assessment and prescription.

Clients are primarily community based however support for inpatient clients is also provided as required. The successful applicant will work closely with the primary treating therapists, clients, carers, technicians of the Clinical Technology Workshop and suppliers. They are involved in arranging the appropriate trial of wheelchair and seating products, and the fabrication, modification and customisation of wheelchairs and seating systems.

In addition, dependant on caseload, the SWAPS therapist may be required to provide clinical services to clients of the Community Care Occupational Therapy team. The team provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years who may be National Disability Insurance Scheme participants or Commonwealth Home Support Program clientele. Clients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a strong work ethic.

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

Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders.

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

Ability to work autonomously as well as part of a team.

Position Requirements/Qualifications:

Degree in Occupational Therapy

Be registered as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Current Drivers licence

Applicants must have a minimum of three years (ideal five years) post-qualification experience.

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

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

Desirable:

Experience in wheelchair and seating assessment and prescription.

Knowledge of pressure mapping.

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

Applications from this recruitment process may be used to form a merit pool to fill part-time and full-time, temporary, or permanent identical positions within RACCS over the next 12 months. Recruitment may be determined by application and referee reports only. Professional development and support will be provided to the successful applicant to assist with transition to this role.

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.

If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

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

Contact Officer: Emily Peelgrane Emily.Peelgrane@act.gov.au

Medical Services

Pharmacy

Intern Pharmacist 3 Year Graduate Program

Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications), Canberra (PN: 45089, several - 023GA)

Gazetted: 09 June 2022

Closing Date: 28 June 2022

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Canberra Health Services is seeking to recruit intern pharmacist positions for the 2023 intern year. It is anticipated that these positions will start in January 2023 for 12 months to complete the intern training program, with an extension for a further two years following successful completion of this program.

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

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

This 3 year position incorporates the 1 year intern training program followed by a 2 year post registration pharmacist position at Canberra Hospital. This position provides additional job security for intern pharmacists and a defined pathway for career progression following registration as a pharmacist, in line with the ACT Health Professionals Enterprise Agreement for pharmacist competency based progression. There may be the potential to enrol in the SHPA accredited CHS Pharmacy Foundation Residency Program on completion of the pre-registration training program.

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

Passion for learning and contributing to great healthcare, so as to achieve the best patient care outcomes possible, with the patient's goals and objectives in mind

Strong organisational skills with a strong work ethic.

Self-motivated, ability to demonstrate initiative and thrive in a busy and dynamic environment.

Position Requirements/Qualifications:

Relevant tertiary qualifications (or equivalent) in Pharmacy is required. The successful applicant should be:

Eligible for provisional registration with Australian Health Practitioner Regulation Agency (AHPRA).

Eligible to enrol in an Intern Training Program accredited by the Australia Pharmacy Council.

The successful applicant will need to be available for occasional weekend and after-hours work, according to the departmental roster.

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:

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 National Police Check.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: These are temporary positions for a period of 12 months to commence January 2023, with extension following successful completion of the pharmacy intern training program. Successful applicants will be expected to sit for their written AHPRA exams and oral AHPRA exams at the earliest scheduled session where they have met the practice hour requirements.

Contact Officer: Jessica Barnard 02 5124 2121 jessica.m.barnard@act.gov.au

Pathology

Haematology

Senior Scientist Morphology

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 30481 - 022UB)

Gazetted: 09 June 2022

Closing Date: 28 June 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.

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Haematology laboratory is a tertiary facility performing highly complex investigations in the areas of Transfusion, Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology and Morphology on patients with a wide range of co-morbidities.

Haematology is committed to providing an efficient, high-quality service for all our clients through, training and education, adherence to validated procedures, ongoing professional development, commitment to meeting and exceeding customer requirements, compliance with relevant regulatory requirements and best practice, and maintaining an organisational culture that fosters continuous education and improvement.

The Haematology Morphology Senior Scientist has an important role in the day-to-day operations of the laboratory. Under broad direction, you will play a key role in day to day supervision, reviewing full blood counts including, validation, blood film review and escalation of blood films for registrar review. The morphology senior scientist is responsible for complex testing including haemoglobin electrophoresis and training programs for staff in the morphology area of the laboratories at Canberra and Calvary Hospitals.

A current working knowledge of haematology, morphology and continuing accreditation requirements is essential. Knowledge of haemostasis and transfusion would be advantageous. The position of senior scientist will work as part of a multi-disciplinary team.

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Behavioural Capabilities

High level evaluation and analytical skills with strong written and communication skills

Experience in the training of staff

Ability to work as an individual and as part of a team.

Position Requirements/Qualifications:

Relevant tertiary qualifications in Medical Science or similar and a minimum of five years' experience working professionally in Haematology is preferred.

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).

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

Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Jackie Pratt 51242034 jackie.pratt@act.gov.au

ACT Pathology

Calvary Laboratory

Chief Scientist

Health Professional Level 5 \$133,552 - \$150,347, Canberra (PN: 25158 - 023G0)

Gazetted: 09 June 2022

Closing Date: 28 June 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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The Chief Scientist (Laboratory Manager) role is to support and work collaboratively with the Pathology Executive Director, the Director of Operations, Laboratory Managers, and relevant Department Directors to ensure the effective and efficient delivery of pathology services at the Calvary Branch Laboratory located at the Calvary Public Hospital Bruce campus.

This temporary contract coincides with Canberra Hospital Services implementation of the DHR Project, for ACT Pathology this involves change over from Kestral PLS to the new Beaker and Evolution Laboratory Information Systems. The successful applicant will be required to play an important change management role for the DHR Project implementation at the Calvary Laboratory, as such, applicants are advised there will be limited opportunities for taking leave between 1st August to 30th November 2022.

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Chief Scientist (Laboratory Manager) role is to support and work collaboratively with the Pathology Executive Director, the Director of Operations, Laboratory Managers, and relevant Department Directors to ensure the effective and efficient delivery of pathology services at the Calvary Branch Laboratory located at the Calvary Public Hospital Bruce campus.

You will be responsible for the strategic and operational management of the Calvary Laboratory providing leadership and governance for the non-medical staff, providing input into facility design and planning, budget planning and budget preparation, human resource management and workforce development including education and mentoring.

The Calvary Laboratory operates a 24-hour service. It encompasses routine Haematology, Coagulation, Transfusion and Clinical Chemistry. The successful candidate may be required to participate in the on-call roster.

DUTIES

Be responsible for the day-to-day management of the multi-disciplinary Calvary Laboratory. Provide leadership and promote a commitment to the principles, practices, and attributes of a high-quality customer focused service.

2. Be responsible for the preparation of financial and staffing budgets and monitor budget programs.

3. Provide an efficient and cost-effective service within approved programs. Implement operational policies and procedures for the laboratory on technical matters, service delivery and safety issues, ensuring, consistency and conformity with ACT Pathology's overall policies across all disciplines.

4. Plan, allocate and co-ordinate the work of the laboratory including rosters, developing, and implementing training programs for all staff. Participate in the work of the laboratory.
5. Review current programs and service, identify options for new programs and services, monitor technical developments and make recommendations for service development.
6. Maintain laboratory manuals to accreditation standards. Overseeing the care, maintenance and use of laboratory equipment and supplies. Monitor quality control procedures for the laboratory. Develop and maintain performance indicators for the section.
7. Advise clinicians on the provision and interpretation of tests where required. Authorise and issue laboratory reports.
8. Liaise with users of the service, industry representatives and educational bodies. Represent the laboratory on various committees and working groups within ACT Pathology, the Calvary Hospital and outside stakeholders.
9. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

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Behavioural Capabilities

Well-developed leadership qualities, including the ability to inspire and motivate others to achieve departmental and divisional goals.

High level interpersonal skills to influence and lead change.

Ability to think strategically while focussing on the process and procedures necessary to deliver services.

Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders.

Position Requirements/Qualifications:

Relevant Tertiary qualification in Medical Laboratory Science or similar, with a minimum of ten years' experience working and/or managing a pathology diagnostic laboratory is preferred.

Tertiary qualifications (or equivalent) in Business, Public Sector or Human Resource Management highly desirable.

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).

Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Mary Brun 5124 2893 mary.brun@act.gov.au

Mental Health Justice Health, Alcohol and Drug Services

Adult Acute

Registered Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 30458 - 023EC)

Gazetted: 15 June 2022

Closing Date: 29 June 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration.

Under the general direction of the AMHRU Clinical Nurse Consultant, the Registered Nurse role within AMHRU is responsible for the provision of individual and group rehabilitation and healthy lifestyle programs with the aim of graduated community re-integration. This involved completing assessments, providing pharmacotherapy, and evidence based and person-centred care within a recovery orientated and therapeutic environment.

The Registered Nurse role is required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses. The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

This position is required to participate in afterhours, on call and/or rotation roster.

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Behavioural Capabilities

1. Strong organisational skills with a high degree of drive
2. The ability to priorities and work independently
3. Positive team spirit.
4. Adaptability and flexibility to accommodate change.

Position Requirements/Qualifications:

- Relevant tertiary qualifications, be registered (or be eligible for registration) as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and a minimum of one years' experience working professionally in a mental health setting is preferred.
- The successful applicant will need to be available for afterhours, on call and/or rotation roster
- Post Graduate Qualification (or equivalent) in Mental Health Nursing, or working towards
- 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.

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

Contact Officer: Susan Jacques (02) 5124 0220 susan.jacques@act.gov.au

Medicine

Obesity Management Service

Psychologist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 45851 - 023EY)

Gazetted: 09 June 2022

Closing Date: 8 July 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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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The position entails working as part of a Chronic Disease Management inter-disciplinary team to promote positive patient outcomes through the provision of high-quality clinical services, case management, health promotion activities and education. This position may also work collaboratively with the Research School of Psychology at the ANU.

Clinical service delivery may include group and individual therapy for people with psychological issues related to their obesity, which may include strategies for self-monitoring, eating behaviours, physical activity behaviours, body image issues, life stress, motivation, realistic goal setting, and social relationships. The focus of intervention provided by the Psychologist within the service is on improving and maintaining lifestyle behaviours. The position may also assess patient's psychological suitability for bariatric surgery.

DUTIES

Under limited direction of the Obesity Manager Service Coordinator you will perform high quality psychology clinical service delivery (group and individual), case management, health promotion, and research. You will:

Provide a high level of skilled clinical assessment and interventions across a range of clinical areas, in particular, management of patients with obesity and chronic disease. Normal clinical work under general professional guidance and novel or complex tasks under professional supervision.

Establish effective working relationships and liaison with other health professionals, service administrators and community organisations to ensure effective management of patients with chronic disease.

Encourage and support patient's self-management at home and in the community setting through the provision of patient-centred clinical care coordination, patient/carer/family education and assisting with access to appropriate health and community services.

Contribute to the planning, development and evaluation of patient programs and services. Under supervision, participate in and/or implement and coordinate research programs in relevant areas of service delivery.

Work with other services and community agencies/groups to develop partnerships for health promotion, education and other service delivery activities identified in the business plan.

Participate in and provide professional supervision and/or training to other staff and students.

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

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Behavioural Capabilities

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

Ability to manage confidential and sensitive information.

Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

Position Requirements/Qualifications:

Essential tertiary qualification in Psychology, and relevant registration with the Psychology Board of Australia.

Minimum of 12 months paid work experience, post qualification, in a related/relevant organisation or service.

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 permanent part-time position available at (22.05) hours per week. The above full-time salary will be pro-rata.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Jane Osborne (02) 51241552 jane.osborne@act.gov.au

Acute Allied Health Services

Social Work

Social Worker

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 28712 - 023J1)

Gazetted: 14 June 2022

Closing Date: 30 June 2022

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

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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

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

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

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

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

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

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Behavioural Capabilities

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Willingness to critically reflect on and develop practice skills and framework

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of 1 years' experience working professionally in Social Work is required.

Degree in Social Work (or equivalent).

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

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

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

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

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:

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.

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

Medical Services

Pathology

Phlebotomist

Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 28763 - 023DX)

Gazetted: 15 June 2022

Closing Date: 1 July 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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POSITION OVERVIEW

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ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

Customer Services, ACT Pathology is primarily the liaison between patient, clinician, and laboratory. Customer Services is responsible for the collection of pathology samples from patients within the Canberra Hospital, Calvary Public Hospital Bruce, National Capital Private Hospital, outpatient collection centres within the community and a home collection service for those that are too frail to attend an outpatient room.

Under direction of the Customer Services Manager and the Senior Supervisor Pathology Collections you will be required to perform collection procedures working across all sites, perform reception duties, data entry, stock maintenance and a liaison role with patients and clinicians.

Customer Services routinely operates Monday through to Saturday between the hours of 7am to 5:30pm. However, there may occasionally be a requirement to work outside these routine days due to public holidays and operational requirements.

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Behavioural Capabilities

Ability to work in a team environment.

Good written and oral communication skills and the ability to liaise with a diverse range of clients.

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

Self-motivated.

Position Requirements/Qualifications:

Relevant Certificate III in Pathology Collection or other approved qualification with a minimum of twelve months venepuncture experience.

A current Australian driver's licence is highly desirable.

Supply certified copy of all qualifications.

Supply a minimum of two referees willing to be contacted

The successful applicant will need to be available for occasional weekend and public holiday shifts and is expected to be available during school holiday periods.

Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

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.

Note: This is a permanent part-time position available at (25) hours per week. The above full-time salary will be pro-rata.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Louise Hyndes (02) 5124 2932 Louise.N.Hyndes@act.gov.au

Infrastructure and Health Support Services

Facilities Management

Administrative Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 39524 - 023JS)

Gazetted: 15 June 2022

Closing Date: 29 June 2022

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POSITION OVERVIEW

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

The Infrastructure Safety and Risk Section provide specialised advice and oversight on all areas of construction work undertaken on behalf of CHS. This includes planned and reactive maintenance as well as minor and major construction projects on both brown and greenfield sites.

The Infrastructure Safety and Risk Section is involved in all stages of construction from concept, through design, delivery, commissioning, and demolition. Frequently, this is undertaken in an operating health care environment with many inherent, complex challenges.

The role of the Administrative Support Officer is to provide support to the Safety and Risk Section in a wide variety of tasks. This includes monitoring multiple email accounts, collation and upload of documents into Microsoft SharePoint, management of multiple registers, of business systems, training and compliance for all employees, embedded staff and contractors. Additionally, the Administrative Support Officer will assist to maintain the IHSS SharePoint site as a SharePoint Administrator.

ABOUT YOU

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Behavioural Capabilities

Logical and critical thinking with the ability to identify and implement meaningful solutions to identified challenges
Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
Integrity, compassion, enthusiasm, and empathy to provide the best possible outcome for all clients, carers, consumers and clinicians.

Strong organisational skills with the ability to manage competing priorities.

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

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

Desirable:

Intermediate to advanced knowledge of the Microsoft Office suite of programs

Recent administration experience

Minute taking and writing (or ability to obtain)

Strong Microsoft Outlook calendar management for a senior executive

Note: This is a temporary position available for 12 months.

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: Sarah Barnes (02) 5124 3868 Sarah.Barnes@act.gov.au

Endocrine

Medicine

Endocrine Clinic Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22215 - 022YF)

Gazetted: 15 June 2022

Closing Date: 4 July 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.

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Endocrine Nurse is responsible for caring for patients with endocrine disorders, including performing dynamic testing relating to those disorders. The nurse role in this position will work autonomously in coordinating nurse led clinics that include education and diagnostic testing and treatment to patients with endocrine disorders. The role includes triaging referrals, physical assessment of patients, coordinating patient care with collaboration with multidisciplinary teams.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Ability to work with a high degree of autonomy

Strong communication skills

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

Position Requirements/Qualifications:

Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)

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 position is a fulltime position working Monday to Friday in an outpatient clinic setting based at Canberra Health Services.

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.

Be granted with their scope of Clinical practice and credentialing through the CHS Nursing and Midwifery Scope of Practice and Credentialing Committee.

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

Contact Officer: Tracey Duggan (02) 5124 7929 Tracey.Duggan@act.gov.au

Rehabilitation, Aged and Community Services

Client Support Services

CHS NDIS Mental Health Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 56054 - 02321)

Gazetted: 14 June 2022

Closing Date: 30 June 2022

Please note there are two advertisements running concurrently on Req ID 02321 and Req ID 022YE, however there is only one position available. The position will be filled at the classification commensurate to the applications received.

Please ensure you apply for the classification appropriate to your qualifications and experience. You may apply for both should you wish.

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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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 project team will be based at Village Creek Centre Kambah with requirements to work across other CHS sites as needed.

RACS is looking for dynamic and motivated HP3s keen to take on the leadership of quality improvement projects aimed at improving client support and management in relation to NDIS and the health service interface. The positions will be responsible for scoping, developing, coordinating and delivering on projects aimed to improve NDIS client management across CHS care continuum in both community and inpatient settings.

The roles will work as part of the CHS NDIS Project Team and in coordination with services across CHS under the broad guidance and support of the CHS NDIS Lead.

ABOUT YOU

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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 to provide responsive services with an innovative approach.

Position Requirements/Qualifications:

Tertiary Qualification (or equivalent) in relevant science and/or health related field is preferred.

Relevant experience in Mental Health Service provision and stakeholder engagement.

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.

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

Contact Officer: Barbara Bolton 0251240213 barbara.bolton@act.gov.au

Allied Health

Nutrition Department

Administration Support Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 21000 - 023HW)

Gazetted: 14 June 2022

Closing Date: 28 June 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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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Acute Allied Health Nutrition 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. This position is primarily based in Nutrition however provides support to all services within the Acute Allied Health Service as required as part of the administration team.

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

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.

Contact Officer: Andrew Slattery (02) 51245135 andrew.slattery@act.gov.au

Women's, Youth and Children's Community Health Program

Child and Adolescent Immunisation Team

Child and Adolescent Immunisation Team - Clinical

Co-ordinator

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 40061 - 0234B)

Gazetted: 14 June 2022

Closing Date: 1 July 2022

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POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Child and Adolescent Immunisation Team (CAIT) is part of the Division of Women, Youth and Children, Community Health Program's (WYCCHP). This team deliver the High School Immunisation, Early Childhood Immunisation, Seasonal Infant Influenza and the Kindergarten Health Check Programs. Team members work Monday to Friday, are credentialed to work across all areas and an allocation roster is provided. More information about the teams is provided below:

High School Immunisation Program

All high school students in the ACT are offered free vaccinations in Year 7 and Year 10 as part of the National Immunisation Program. These are delivered in all ACT high schools and are scheduled across the school year.

Early Childhood Immunisation Program and the Childhood Seasonal Influenza vaccine

The Early Childhood Immunisation Program provides immunisation to children from 6 weeks to 5 years, according to the Australian National Immunisation Program schedule. This includes the seasonal influenza immunisation program for all children aged 6 months to 5 years. Immunisation occurs in dedicated, booked immunisation clinics across the ACT.

Kindergarten Health Check Program

All Kindergarten students who attend an ACT primary school are offered a Kindergarten Health check. This includes a physical component that is delivered by the team in schools across the school year and includes vision, hearing, height, weight, and BMI.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change

An ability to work respectfully in partnership with a range of stakeholders.

Position Requirements/Qualifications:

Mandatory:

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

Current driver's licence

Hold a recognised immunisation qualification

Desirable:

Holds or is progressing towards a post graduate qualification in management and/or in a relevant clinical or primary health specialty

Leadership experience

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

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

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

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.

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

Holds a current driver's licence.

Provide two referee names, including current manager

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

Contact Officer: Louise Hawkins Louise.Hawkins@act.gov.au

Health Professional Officer

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 04556 - 02317)

Closing Date: 28 June 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:

www.canberrahealthservices.act.gov.au

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

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

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

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

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

ABOUT YOU

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Behavioural Capabilities

1. Good organisational skills with a high degree of drive
2. Adaptability and flexibility to accommodate change and provide responsive services to meet client's needs
3. Effective communication and interpersonal skills
4. Ability to perform novel, complex, critical or difficult tasks with professional supervision.

Position Requirements/Qualifications:

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

Note: This is a temporary position available for six months with the possibility of extension. This position may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

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

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

Finance and Business Intelligence

Supply Services

Health Services Officer Level 4/5

Health Service Officer Level 4/5 \$57,149 - \$63,169, Canberra (PN: 26250, several - 023E8)

Gazetted: 10 June 2022

Closing Date: 28 June 2022

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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.

Two Health Services Officer Level 4/5 roles available for six months with possibility of extension and/or permanency. Candidates should have Warehouse experience and a forklift licence will be highly regarded. Please submit a current curriculum vitae, and a pitch of no more than two pages outlining what sets you apart from other candidates by highlighting your skills, experience and knowledge and using specific examples of your work. Please submit applications through the Taleo system.

POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

The position reports to the Senior Store Supervisor of Canberra Health Supply Services.

This position is rotated between the Supply Services Warehouse, Mitchell, and Canberra Hospital.

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.

Understanding of supply chain processes within a warehouse environment.

Adaptability and flexibility to accommodate change and provide responsive services.

Position Requirements/Qualifications:

Mandatory:

Duties of the position include the requirement to drive vehicles, therefore possession of a driver's licence is required.

Relevant work experience.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: These are temporary positions available for six months with possibility of extension and/or permanency.

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

Rehabilitation, Aged and Community Services

Allied Health Assistant

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level), Canberra (PN: 40155, several - 02311)

Gazetted: 14 June 2022

Closing Date: 1 July 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

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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:

www.canberrahealthservices.act.gov.au

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

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, provides a variety of inpatient, day, ambulatory and community-based rehabilitation services. Allied Health assistants (AHAs) work within all of these settings delivering rehabilitation programs as part of the Occupational Therapy, Physiotherapy and Speech pathology teams, or within the interprofessional Allied Health team comprising Brindabella Day and Ambulatory Rehabilitation Services.

All teams have a focus on improving patients' independence, and ability to engage in activities and their community. They provide rehabilitation for persons with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. All AHAs work under the direct or indirect supervision of an Allied Health Professional (AHP) and play a key role in the day to day functioning of the team in which they work. They are provided with regular clinical supervision and access to education and training. Therapy can be provided to individuals or in group settings.

If you are an enthusiastic, flexible, patient and team focused Allied Health assistant who enjoys working with patients requiring rehabilitation, these services will provide a you with constant diversity, rewarding challenges and the opportunity to help patients improve their health, function and well-being.

Allied Health Assistants in RACS work flexibly across services, and locations where services are offered and may be required to participate in a weekend roster.

ABOUT YOU

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Behavioural Capabilities

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

Friendly, warm, caring and empathetic

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

Able to work with others in a team.

Position Requirements/Qualifications:

Mandatory:

Certificate IV in Allied Health Assistance, or equivalent or higher qualifications in a related field.

Current Australian driver 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: There are several permanent positions available and two temporary positions for 12 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.

Comply with Canberra Health Service 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.

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

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

Contact Officer: Grace Field (02) 5124 0154 Grace.Field@act.gov.au

Medical Services

Pharmacy

Emergency and Acute Medicine Pharmacist

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 18773 - 023FF)

Gazetted: 10 June 2022

Closing Date: 8 July 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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The department is progressive and forward thinking, optimising the use of technology, and looking to progress extended scope roles for pharmacists and technicians across key areas of the organisation. The department already runs a successful SHPA accredited residency program, has an excellent intern training program and recently achieved SHPA accreditation for our first Advanced Training Residency. We are also introducing a new student scholarship program this year. The successful candidate will be joining the organisation at an exciting time where the department is looking to introduce more advanced training residencies and the implementation of a partnered pharmacist charting model at Canberra Health Services.

POSITION OVERVIEW

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

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians, and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

The Emergency and Acute Medicine Pharmacist will work within the Emergency Department and Medical Team, to promote quality use of medicines that is safe and cost-effective within Canberra Health Services (CHS). The position holder will provide clinical input under the supervision of the Lead Pharmacist.

The position holder will integrate into the CHS Pharmacy team and will provide a range of pharmacy services on a rostered basis.

ABOUT YOU

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Behavioural Capabilities

- Passion for learning and contributing to great healthcare, so as to achieve the best patient care outcomes possible, with the patient's goals and objectives in mind

Strong organisational skills with a high degree of personal drive and integrity

Developed or emerging leadership skills and motivation with the ability to participate in the department's quality improvement projects, educational programs and research activities.

Position Requirements/Qualifications:

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

Experience of working professionally as a registered pharmacist in an Australian hospital environment is essential (or in a country where reciprocal arrangements apply with the Australian Pharmaceutical Council Competency Stream Skills Assessment method).

The successful applicant will be appointed to the relevant level 2 or 3 pharmacist position increment based on their qualifications and experience in line with the following criteria:

For a level 2 pharmacist position increment – minimum of 2 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level.

For a level 3 pharmacist position increment – minimum of 4 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Consolidation Level in this specialty area, which may include a post graduate qualification at diploma level or above.

The successful applicant will need to be available for shift work, including on call and occasional weekends, working across hospital sites as necessary.

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:

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

Contact Officer: Fallon Grieve (02) 5124 2203 Fallon.Grieve@act.gov.au

Canberra Health Services
Nursing

Chronic Obstructive Pulmonary Disease Specialist Nurse
Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 11913 - 023DZ)

Gazetted: 14 June 2022

Closing Date: 1 July 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.

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Division 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 Chronic Obstructive Pulmonary Disease (COPD) Nurse works within the Department of Respiratory and Sleep Medicine at Canberra Hospital. The department provides nursing services to both inpatient and outpatients for COPD, Tuberculosis (TB) case management, TB employment screening, asthma education, adult Cystic Fibrosis, supports the Medical Officers (MO) clinics and provides nursing care and support to Respiratory and Sleep Medicine outpatient clients.

The Chronic Obstructive Pulmonary Disease (COPD) Nurse role is responsible for providing support and co-ordinating the care of clients with complex needs, related to a diagnosis. The nurse requires advanced clinical skills in respiratory nursing and have complex decision-making skills to deliver advanced nursing care for individuals.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Ability to prioritise workloads

Well-developed negotiation skills

Position Requirements/Qualifications:

Relevant qualifications and experience working professionally in respiratory related services is preferred.

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

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 seven 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.

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: Kim Bailey (02) 5124 2702 Kim.bailey@act.gov.au

Healthcare Technology Management (HTM)

Senior Biomedical Engineer

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 57577 - 023IG)

Gazetted: 10 June 2022

Closing Date: 29 June 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

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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: www.canberrahealthservices.act.gov.au

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.

The Canberra Hospital Expansion Project includes the new Critical Services Building (CSB) on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, coronary care and support services, such as a central sterilising services department and a helicopter Landing Site. The CSB will be located to the Northern end of the campus, between Hospital Road and Palmer Street.

This new role (Senior Biomedical Engineer) will be working as a dedicated resource representing Healthcare Technology Management (HTM) on biomedical engineering inputs and requirements in relation to the CSB.

ABOUT YOU

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Behavioural Capabilities

Strong stakeholder management skills.

Demonstrated effective interpersonal, written and verbal communication skills.

Time management and workload prioritisation skills to complete tasks in accordance with program deadlines.

Attention to detail and reliability in preparing high quality documents.

Position Requirements/Qualifications:

Tertiary qualification in Biomedical Engineering or relevant engineering field is mandatory, along with a minimum of five-years working within the Biomedical Engineering field.

Desirable

Experience in the application of Biomedical Engineering, Australian and international Standards relevant to Healthcare Technology Management, and best practices relevant to biomedical equipment safety.

Working knowledge/ experience of Medical Networks, hospital wide systems configuration and management.

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of 2.5 years.

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

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health

Alcohol and Other Drug

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 45093 - 023GF)

Gazetted: 10 June 2022

Closing Date: 28 June 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.

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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporates 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

The Opioid Treatment Service pharmacotherapy program provides opiate substitution treatment to people in the ACT.

The Withdrawal Service provides a secure and supportive environment for safe, medically supervised withdrawal from alcohol and other drugs.

Consultation and Liaison Service provides assessment, support and referral for clients who have been admitted to CH who also have an alcohol and/or drug issue.

Alcohol and Drug Services provides information, advice, referral, intake, assessment and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

Under supervision of the Team Leader, the Registered Nurse role at this level is responsible for the provision of provide sound clinical services and interventions to clients of Alcohol and Drug Services. This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies The Registered Nurse position is supported by a cohesive and multi-disciplinary team. This position(s) maybe required to participate in overtime, and/or rotation roster.

DUTIES

Under limited direction of the Clinical lead for AOD you will perform Under supervision of the Team Leader, the Registered Nurse role at this level is responsible for the provision of provide sound clinical services and interventions to clients of Alcohol and Drug Services. This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies The Registered Nurse position is supported by a cohesive and multi-disciplinary team.

This position(s) maybe required to participate in overtime, and/or rotation roster. You will:

Provides nursing care in accordance with the Australian Nursing and Midwifery Council (ANMC) National Competency Standards and performs a role specific to alcohol and other drugs.

Apply comprehensive alcohol and drug knowledge and assessment skills to make clinical decisions and to develop patient care plans and evaluate outcomes of own practice.

Identify and contribute to risk management, quality improvement, nursing practice review and clinical research activities.

Accepts accountability and responsibility for own actions and decisions within the scope of practice for a Registered Nurse.

Comply with the relevant legislation, code of ethics, codes of practice and the Australian Nursing and Midwifery Council National Competency Standards

Maintain required clinical core competencies and skills, accessing appropriate education and staff development opportunities. Practices within professional scope of practice.

Undertaking other duties as directed, within the approved scope of clinical practice

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

ABOUT YOU

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Behavioural Capabilities

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

Ability to synthesise and analyse information and make decisions.

Effective communication skills and the ability to develop procedures as required. Ability to manage confidential and sensitive information.

Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

Position Requirements/Qualifications:

Relevant qualifications and a minimum of three years post graduate experience working professionally in custodial health / AOD is preferred.

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

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

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

Prior to commencement successful candidates will be required to:

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.

Security Clearance from ACT Corrective Service

Note: This is a temporary position available for 11.5 months with possibility of extension and/or permanency.

Appointment may be made on application and referee reports only

Contact Officer: Nicole Stubbs 51242424 Nicole.Stubbs@act.gov.au

Pathology

Haematology

Senior Scientist - Immunophenotyping

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 21259 - 022TX)

Gazetted: 10 June 2022

Closing Date: 29 June 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 OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Haematology laboratory is a tertiary facility performing complex investigations in the areas of Transfusion, Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology and Morphology on patients with a wide range of co-morbidities.

The Immunophenotyping section of the laboratory performs flow cytometry in application to the diagnostic investigation of malignant and non-malignant haematological disorders as well as immunological disorders. Other assays performed by this section includes foeto-maternal haemorrhage quantitation and stem cell enumeration in application to autologous peripheral blood stem cell and bone marrow transplant procedures.

ABOUT YOU

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

Behavioural Capabilities

- Adaptability and flexibility to accommodate and lead change

High level evaluation and analysis skills with strong written and communication skills.

Ability to work as an individual and as part of a team.

Position Requirements/Qualifications:

Relevant tertiary qualification (or equivalent) in Medical Science, Pathology or alternate relevant field with a minimum of 5 years' experience working professionally in Pathology is preferred.

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).

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

Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

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](#)

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

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: Jackie Pratt (02) 5124 2034 jackie.pratt@act.gov.au

Division of Medicine

Cardiology

Office Manager Cardiology

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 38885 - 023EU)

Gazetted: 10 June 2022

Closing Date: 24 June 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 OVERVIEW

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

An exciting opportunity exists for an experienced administration officer to lead and manage the administration team and deliver personal assistant duties the department's personnel (medical, nursing and allied health). The cardiology department at Canberra Hospital provides both inpatient and outpatient services to the ACT and surrounding region. The coronary care unit manages approximately 2,000 acute admissions annually. The department also provides approximately 7,000 occasions of service per year to outpatients, including medical clinics, nursing clinics and cardiac diagnostic investigations and therapeutic interventions (including electrophysiology and cardiac CT). The department provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region.

The department is supported by dedicated heart function and pulmonary hypertension clinics designed to provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care. Planning is underway for state-of-the-art

expanded acute cardiac care unit and cardiac catheterisation laboratories in the Canberra Hospital Expansion Project (scheduled for completion in 2024).

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, and manage, change and provide responsive services to meet the needs of clients and the organisation.

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

Position Requirements/Qualifications:

No relevant qualifications, but a minimum of 12 months' experience working professionally in a similar setting 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](#).

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. This recruitment round will be used to develop a merit pool to fill future vacancies for similar roles at the same classification within the Division of Medicine.

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.

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

Medicine

Obesity Management Service

Psychologist

Psychologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 33458 - 023DQ)

Gazetted: 10 June 2022

Closing Date: 8 July 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 OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The position entails working as part of a Chronic Disease Management inter-disciplinary team to promote positive patient outcomes through the provision of high-quality clinical services, case management, health promotion activities and education. This position may also work collaboratively with the Research School of Psychology at the ANU.

Clinical service delivery may include group and individual therapy for people with psychological issues related to their obesity, which may include strategies for self-monitoring, eating behaviours, physical activity behaviours, body image issues, life stress, motivation, realistic goal setting, and social relationships. The focus of intervention

provided by the Psychologist within the service is on improving and maintaining lifestyle behaviours. The position may also assess patient's psychological suitability for bariatric surgery.

ABOUT YOU

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Behavioural Capabilities

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

Ability to manage confidential and sensitive information.

Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

Position Requirements/Qualifications:

Mandatory Qualifications:

Be registered or be eligible for general registration with the Psychology Board of Australia (AHPRA)

Minimum of three years (ideal five years) post qualification experience

Current driver's licence.

Highly Desirable:

Hold approval or be eligible for approval as a Psychology Board of Australia Supervisor.

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

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

Note: This is a Permanent, full time position, working within the Obesity Management Service. Selection may be done based on application and referee reports only.

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 National Police Check.

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

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

Contact Officer: Jane Osborne (02) 51241552 jane.osborne@act.gov.au

Medical Services

CHS Library and Multimedia

Client Services Librarian

Professional Officer Class 1 \$64,473 - \$89,398, Canberra (PN: 56913 - 023G4)

Gazetted: 10 June 2022

Closing Date: 29 June 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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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

CHS Library and Multimedia provides modern, digital, client focused services and up-to-date, evidence-based, reliable, relevant, and respected client driven resources and multimedia artifacts, supporting people-centred care,

and the research, teaching and training priorities of its clients. Our objective is to continually evolve our services through ongoing co-creation with our clients to ensure optimal online and face-to-face experiences. This position reports to the Director CHS Library and Multimedia and is primarily responsible for the provision of client services in partnership with other Client Services Librarians.

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

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

Sound client liaison, written and verbal communications skills and the ability to set priorities for self, working independently as required, while monitoring client service activity progress, responding proactively to ensure client services are delivered within agreed time frames. Ability to investigate, interpret and evaluate information and apply critical and creative thinking to ensure projects and client services are delivered efficiently and effectively. Commitment to continuous operational process improvement and the capacity to positively participate in such improvements.

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

Position Requirements/Qualifications:

Accredited degree in Library and Information Science recognised by the Australian Library and Information Association or equivalent qualifications. Experience working professionally in a library or related information unit is highly desirable. The successful applicant will need to be available for occasional 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.

Note: Previous applicants will need to reapply to be considered.

You need to hold an accredited degree, (not an associate diploma) in Library and Information Science recognised by the Australian Library and Information Association or equivalent qualifications.

You will need to apply for either or both positions currently advertised to be considered for each position.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Michelle Woodcroft 0408283808 michelle.woodcroft@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Childhood Early Intervention Clinician

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 20269 - 023IH)

Gazetted: 15 June 2022

Closing Date: 4 July 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.

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Child and Adolescent Mental Health Services (CAMHS) sits within the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) division of CHS. CAMHS provides assessment and treatment for children and young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The Childhood Early Intervention Program (CEIP) is a specialist team within CAMHS with a focus on mental health well-being and early intervention for primary school aged children. The CEIP is a multidisciplinary team that work in collaboration with the Education and Community Services Directorates delivering primarily group based and secondary specialist consultation and support.

CEIP deliver both group-based intervention and support to children and families within ACT primary schools as well as mental health in-reach through co-facilitation of groups and Emotional and Behavioural Wellbeing Clinics, and secondary consultation, to the Child and Family Centres at which they are co-located. Core business days for the program are Tuesday, Wednesday and Thursday.

The role contributes to the success of CHS through collaboration with various schools to develop and deliver services to ensure the consistent early detection, treatment and prevention of emerging severe social, emotional and behavioural difficulties in primary school aged children.

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 within a team, alongside other stakeholders and be flexible and adaptable to a changing environment.
- Commitment to achieving positive outcomes for children and young people, their families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

Position Requirements/Qualifications:

- A current driver's licence.
- Relevant degree in Social Work/Psychology/Occupational Therapy qualifications and a minimum of one years' post-qualification experience working professionally in respective field.

Occupational Therapists must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.

Psychologists must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).

Social workers must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the ACT Working with Vulnerable People Act 2011

Highly desirable for all disciplines:

- Experience working with children, young people, and adults with a Mental Illness.
- A thorough understanding of child development.
- Availability for occasional out of hours work, with access to time off in lieu.
- 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 permanent part-time position 22.05 hours per week (3 days) and the full-time salary noted above will be pro-rata. Core program business days are Tuesday, Wednesday and Thursday. The team are co-located within the Child and Family Centres North and Southside. 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.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Renae Nardi (02) 5124 1880 renae.nardi@act.gov.au

Allied Health
Nutrition Department
Dietitian
Dietitian

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 26450 - 023HX)

Gazetted: 14 June 2022

Closing Date: 28 June 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 OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

Services include:

Clinical Dietetic Services to:

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

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

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

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

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

An order of merit will be established from this selection process and may be used to fill future identical vacancies (permanent, temporary, or casual) over the next 12 months.

This role is required to participate in an after-hours roster, including potential for weekend and public holiday work.

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

Flexible and adaptive approach to work

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

Position Requirements/Qualifications:

Mandatory:

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics.

Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.

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

Other:

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

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

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

Note: This role is required to participate in after-hour shifts, including potential for weekend and public holiday work. This recruitment will be used to establish a merit list of candidates which may be used to fill any permanent, temporary, or casual HP2 positions which may arise in the next 12 months.

Prior to commencement successful candidates will be required to:

Comply with Canberra Health Services 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 National Police Check.

Contact Officer: Andrew Slattery (02) 5124 5135 andrew.slattery@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

CIT Pathways College

CIT Year 12 and General Education for Adults

Head of Department, CIT Year 12 and General Education for Adults

Manager Education Level 1 \$133,267, Canberra (PN: 51884)

Gazetted: 15 June 2022

Closing Date: 29 June 2022

Details: The Head of the Department (HOD) is responsible for managing the design, development, delivery and evaluation CIT Year 12 and Certificate of General Education for Adults (CGEA) in line with policies and procedures of the ACT Board of Senior Studies (BSSS), Australian Skills Quality Authority (ASQA) and CIT.

The HOD works as part of team, across CIT Pathways College and CIT. As its name suggests, CIT Pathways College creates pathways through developing programs of learning and support to enable students to develop skills to thrive in further education, employment, and community. The HOD of CIT Year 12 and CGEA leads their team to connect within CIT and with external agencies to encourage students to consider a wide range of possible futures. The HOD requires a high-level knowledge of the VET sector and sound understanding of the operational environment of CIT as well as a sound understanding of the BSSS policies and procedures.

Eligibility/Other Requirements:

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING/INDUSTRY EXPERIENCE

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). Equivalent is usually formal qualifications in adult education (or part of qualification).

For managers at or above Manager Education – Level 1:

Vocational qualifications are highly desirable; however, where managers engage in direct teaching activity (anywhere within CIT) subclause 40.10 will also apply to them, as it relates to the teaching activity.

Industry experience is highly desirable (although this does not have to be in the disciplines being supervised).

Notes: This is a temporary position available from 18 July 2022 to 30 June 2023. Selection may be based on application and referee reports only.

How to Apply: To apply please submit your curriculum vitae and statement of claims against the Selection Criteria. Applications should be submitted via the Apply Now button below.

Contact Officer: Lucy Marchant (02) 6207 4956 Lucy.Marchant@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.

Teaching

HC and S

Human Services

Administrative Service Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 19125)

Gazetted: 14 June 2022

Closing Date: 21 June 2022

Details: CIT Human Services Department has an exciting opportunity for an Administrative Officer Level 4 to join a high performing team of teachers and other support staff. The primary focus of this position is to collaborate with all student applicants, including international students, industry and peak bodies on matters relevant to student entry requirements and Australian Health Professionals registration Agency (AHPRA) registration for the Diploma of Nursing program and ensure the regulatory requirements of Australian Skills Quality Authority (ASQA) and Australian Nursing and Midwifery Accreditation Council (ANMAC) are adhered to.

CIT Human Services delivers a range of programs from the National Training Packages in Health Care and Community Services. These include the Diploma in Nursing, Certificate III in Individual Support (Ageing, Disability and Home and Community), Certificate IV in Ageing and Disability, as well as a range of non-accredited, industry specific programs for the continual education of industry professionals.

The Administrative Service Officer Level 4 will perform administrative tasks including, but not limited to:

Participate in course information sessions, student entry into the program across Human Services department

Coordinate student recruitment processes for the Diploma of Nursing program and monitor entry requirements for students are met. Work across the department and support other administrative tasks such as, liaise with CRN

creation team, lab/room bookings and collectively problem solve student issues

Have an understanding of commonly used databases in the VET sector for student management processes and in the health industry for student placements

Lead student tracking processes in collaboration with other administrative staff ensuring student compliance for graduation Assist with ASQA audit processes, ANMAC Accreditation, audits, subpoenas and other regulatory requirements relating to programs delivered in Human Services department.

With an impressive 90 year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels. The benefits of working at CIT include:

Access to facilities to support your health and wellbeing, including CIT Fit and Well Fitness centre at Bruce Campus, as well as a strong Employee Assistance Program

Flexible work options
Free parking

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

Flexible work options

Free parking

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

Eligibility/Other Requirements:

Mandatory:

A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Desirable:

Relevant qualifications in the field of administrative support

Digital skills

Current drivers license

How to Apply: Applicants are asked to submit a response to the Selection Criteria outlined in the Position Description, as well as a current curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lily Muthurajah (02) 6205 7381 Lily.Muthurajah@cit.edu.au

**Children's Education and Care
Health Community and Science**

Early Childhood Education and Care Teacher

Teacher Level 1 (EDS CIT) \$80,673 - \$107,642 (conditions outlined in the Canberra Institute of Technology (Teaching Staff) Enterprise Agreement), Canberra (PN: 55219)

Gazetted: 09 June 2022

Closing Date: 23 June 2022

Details: The CIT Children's Education and Care department is seeking an exceptional individual to fill the position of Teacher Level 1 in the department. The individual will have experience and knowledge of contemporary VET and assessment strategies, digital literacy, and compliance requirements. An in-depth and broad knowledge of the Early Childhood sector is essential for this position.

The successful applicant will have experience in working collaboratively and effectively within a team and have the ability to develop high quality innovative teaching and assessment resources. A demonstrated interest in adult education and evidence of the ability to teach and assess a range of Children's Education and Care programs delivered face to face, online and in the workplace is required.

With an impressive 80 year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provide in Canberra, we are committed to recruiting, developing and retaining the best possible people at all levels. The benefits of working at CIT include:

Access to facilities to support your health and wellbeing, including CIT Fit and Well Fitness Centre at Bruce campus, as well as a strong Employee Assistance Program.

Flexible work options.

Free parking.

Extended holidays.

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

Eligibility/Other Requirements:

Mandatory Qualifications:

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

A Teacher Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent). Where the full qualification is not held the successful applicant must 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 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 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

A minimum of five years' experience together with a senior leadership role in the Early Childhood Education and Care sector is highly desirable. A Bachelor of Early Childhood is highly desirable.

How to Apply: Applicants are asked to submit a written application of no more than three (3) pages addressing the Selection Criteria, as well as a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Chief Minister, Treasury and Economic Development

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

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

**Executive Branch Manager, Communications, Engagement and Government Support
Temporary Vacancy (4 July 2022 to 29 July 2022)**

Education Directorate

Business Services

Position: E1128

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 10 June 2022

The position requires a person with exceptional leadership and executive management skills to provide leadership and direction in communications, specifically community engagement, Government and Ministerial support and management of a large portfolio of Assembly business. The position reports to the Executive Group Manager, Business Services and will deliver on the Director-General's key focus of community engagement. Strong strategic and negotiation skills are critical to this role. Knowledge of the Territory Government and demonstrated capacity to contribute to, and support, various activities across the Directorate is also required.

The Executive Branch Manager, CEGS is responsible for leading the Government Services and Communications teams in delivering high quality and value services across government and to the community.

This position is also responsible for leading a positive culture, collaboration across areas to, inclusively operationalise sound governance and risk management behaviours across the Environment, Planning and Sustainable Development Directorate.

The Executive Branch Manager leads the Directorate's professional communications and engagement staff to deliver an efficient, effective and educated communications and engagement function.

The position works collaboratively with the Ministers' offices, Directors-General, Executives and officers across the ACTPS, and key government and non-government stakeholders, and will:

- Design and implement an annual Communications and Engagement Plan and Budget (CandE), in collaboration with the senior executive leadership team and Ministers.
- Provide strategic communications and engagement advice to Executives and Ministers.
- Ensure the directorate has the capability and capacity to delivery CandE fit for purpose, promoting a learning culture.
- Work collaboratively across the directorate to ensure engagement is embedded in policy and project development.
- Ensure all significant CandE programs are evaluated to demonstrate impact and return-on-investment of spend.
- Comply with WHOG CandE principles and practices and contribute to the WHOG Communications and Engagement Service.
- Participate in WHOG emergency communications, including acting as Public Information Officer (PIC) in an emergency.
- Contribute to the overall management of the directorate as part of the Directorate management team. Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

This position leads two teams and involves direct supervision of staff.

To apply: Interested candidates should submit a one-page Expression of Interest and a current curriculum vitae (including the contact details of two referees) to Paul Short via email, paul.short@act.gov.au by COB Friday 17 June 2022.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$258,398 - \$269,925 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$230,539.

Contact Officer: Paul Short (02) 6207 2809 paul.short@act.gov.au

Deputy Director-General, Access Canberra

Temporary Vacancy (4 July 2022 to 15 July 2022 and 31 October 2022 to 11 November 2022)

Chief Minister, Treasury and Economic Development Directorate

Access Canberra

Position: E827

(Remuneration equivalent to Executive Level 3.2)

Circulated to: ACTPS Band 2 and Band 3 Executive List,

Date circulated: 10 June 2022

Are you looking for an opportunity to develop or grow your executive skills by leading an operationally diverse high profile organisation that performs both regulatory and customer service functions? An exciting opportunity is coming up to temporarily perform the role of Deputy Director-General, Access Canberra.

As the Head of Access Canberra, you will be responsible for supporting a safe and liveable city by delivering a regulatory one stop shop for government. Access Canberra is all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience.

At Access Canberra, we seek to help community organisations, business and individuals work with the ACT Government and constantly look for new and improved ways to deliver our services. We actively engage in a risk and harm approach to support regulatory compliance outcomes across a broad range of industry sectors to help build a strong economy, safe community and sustainable environment. Access Canberra also plays an important role in the government's response to COVID-19.

The Deputy Director-General works collaboratively with the CMTEDD Director-General, other Executives across the ACT Public Service (ACTPS), and key non-government stakeholders to implement government priorities and support our community.

To apply: If you think you have what it takes to lead Access Canberra or want to test your leadership skills running a busy operational organisation, please submit an Expression of Interest of no more than one page to David Pryce via email, david.pryce@act.gov.au by COB Friday 17 June 2022.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$370,574 - \$387,154 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$331,598. Contact Officer: David Pryce (02) 6205 9898 david.pryce@act.gov.au

Executive Branch Manager, People and Capability

Temporary Vacancy (4 July 2022 to 17 July 2022)

Chief Minister, Treasury and Economic Development Directorate

Corporate

Position: E421

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 06/06/2022

Expressions of Interest are sought for the position of Executive Branch Manager, People and Capability. This temporary vacancy is from 4 July 2022 to 17 July 2022.

The People and Capability Branch provides solutions, advice and support to the leaders and staff of CMTEDD to enable them to fulfil their people management responsibilities. The branch's services encompass work health safety and wellbeing, employee relations, injury management, learning and development and workforce data analytics. The successful candidate will possess outstanding leadership, strategic, relationship management, communication and change management skills with a strong background in leading strategic human resource initiatives across a complex and diverse workforce.

For further information please see the Executive Capabilities attached.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

To apply: Interested candidates should submit a short Expression of Interest, of no more than one page addressing the Executive Capabilities, details of two referees and a current curriculum vitae to Steven Wright via email to steven.wright@act.gov.au by COB Thursday 16 June 2022.

Remuneration: The position attracts a remuneration package ranging from \$258,398 - \$269,925 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$230,539.

Contact Officer: Steven Wright (02) 6207 1356 steven.wright@act.gov.au

Economic Development

Property and Venues

National Arboretum Canberra and Stromlo Forest Park

Visitor Services Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: C12885, Several)

Gazetted: 15 June 2022

Closing Date: 8 July 2022

Details:

Are you a people person who enjoys delivering fantastic customer service to visitors of all ages and backgrounds?

Do you have experience delivering tours and programs to members of the public?

Do you appreciate the outdoors, nature and want to work at one of the most beautiful parts of Canberra?

If this sounds like you, we encourage you to apply!

The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world that are cultivated for conservation, education and recreation. The National Arboretum welcomes its diverse audience to a range of events, programs, workshops and guided tours. The primary focus of the Visitor Services team is providing high quality and pro-active customer service to all visitors while working at Village Centre Information Desk; and delivering interpretive experiences across the site to visitors of all ages. The successful applicant will have experience working in a busy and dynamic environment, capably managing competing demands and emergency situations.

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

Driver's licence, with ability to obtain a public 'O' bus licence.

First Aid Certificate

Ability to undertake manual handling as required

Availability across weekdays, evenings, weekends and public holidays to allow for rostering across the Arboretum's range of programs and events

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

Notes: This is a casual position with varying working hours, the full-time salary noted above will be paid pro-rata. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please leave a voicemail message if your call isn't answered in the first instance when contacting the Contact Officer.

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

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

Please submit the following:

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

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cally Earnshaw (02) 6207 9347 Cally.Earnshaw@act.gov.au

Economic Development

National Arboretum Canberra

Commercial Innovation Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57014)

Gazetted: 15 June 2022

Closing Date: 11 July 2022

Are you a successful sponsorship and fundraising manager?

We are looking for a highly motivated and experienced person to source, pitch and deliver sponsorship, donations, bequests and other funding opportunities for Stromlo Forest Park and the National Arboretum Canberra. You will have proven success in delivering key commercial targets across a range of projects and developing new revenue streams. In addition to realising new commercial innovative opportunities, you will also drive our existing self-generating revenue teams and maintain existing business relationships.

You will be joining a positive, environmentally focused brand, with a dynamic and enthusiastic team to meet the onsite needs of our rapidly growing visitation. Your exceptional relationship skills will attract and ensure our partners feel genuinely appreciated and inspired to support us in a long-term capacity.

The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world that are cultivated for conservation, scientific and educational study, display and preservation. Stromlo Forest Park is a world-class, multi-use recreational sporting facility available to both recreational and professional users.

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:

A current Driver's licence

A bachelor's degree level or equivalent qualifications and/or experience in fundraising, sponsorship, communications, public relations, business studies or related/applicable area would be an advantage.

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.

The role includes supporting events outside of regular business hours. This may include early mornings, evening, public holidays and weekend shifts, and interstate travel

Note: This is temporary position available from 11 July 2022 for up to 12 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. The position may include travel, some evening and weekend work.

How to apply: Please respond with:

A two-page pitch addressing the Selection Criteria.

Your curriculum vitae.

Contact details for two referees.

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

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

Corporate Management

Corporate

Governance, Security and Audit

Chief Internal Auditor

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 48831)

Gazetted: 15 June 2022

Closing Date: 22 June 2022

Details: Corporate provides a range of strategic, governance, organisational development, administrative and human resource functions for the Chief Minister and Treasury and Economic Development Directorate (Directorate). It administers the governance framework, corporate policies, audit and compliance assurance programs, as well as drives our strong risk framework including supporting business continuity, emergency management and protective security.

Corporate are seeking an organised and driven Chief Internal Audit Officer who will be responsible for leading, developing and delivering the internal audit functions and the compliance review functions of the Directorate. The Chief Internal Auditor is responsible for managing strategic relationships across the Directorate to support the development and delivery of a risk based, value add internal audit and compliance review program, and to support the CMTEDD Audit and Risk Committee. For administrative functions the Chief Internal Auditor reports to the Senior Director, Governance, Security and Audit.

This is a wonderful opportunity to work in a supportive environment with a great team of people who want to help their staff develop and grow their skill set. We are open to discussing flexible working arrangements.

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

Eligibility/Other Requirements: Qualifications/professional membership as outlined below, or a similar level of experience and qualifications is preferred: professional membership or above of the IIA (Institute of Internal Auditors in Australia); CPA or above (CPA Australia); CA or above (Institute of Chartered Accountants in Australia); or MIPA or above (Institute of Public Accountants).

Note: This position is a temporary vacancy available for up to three months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is available to ACT Government officers and employees only. Please note, this position will be based in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Selection may be based on application and referee reports only. Please provide a one-page expression of interest for this position. Please also provide your current curriculum vitae and contact details for two referees.

Please note that the position may be assessed on applications only, and the applicant should be able to commence in the role as soon as possible.

Applications should be sent to the Contact Officer.

Contact Officer: Fleur Reid (02) 6207 7860 Fleur.Reid@act.gov.au

Economic Development

Events ACT

Senior Director, Events ACT

Senior Officer Grade A \$157,201, Canberra (PN: 11728)

Gazetted: 15 June 2022

Closing Date: 6 July 2022

Details: You will lead the charge for our small, dynamic teams of talented high performing dynamos as you oversee the Event Delivery, Marketing and Business Services teams.

Our ideal candidate will have a deep well of business and commercial acumen to draw from and be a champion for positive culture. You will be an expert juggler and thrive in a fast-paced work environment which understands the role our people and our culture play as the key to our success.

So, if you have a drive for collaboration, kicking goals and sharing success we'd love to hear from you.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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.

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

How to apply: Please provide a pitch of no more than two pages outlining how your skills and experience align to the Professional/Technical Skills and Knowledge and the Behavioural Capabilities of the Position Description making you the best candidate for this position.

Please include your curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ross Triffitt (02) 6207 1383 Ross.Triffitt@act.gov.au

Economic Development

Senior Business Services Officer - HR

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 42593)

Gazetted: 14 June 2022

Closing Date: 28 June 2022

Details: The Finance and Business Services Unit is seeking a highly capable individual to provide Human Resource services to the business units within the Economic Development Division of the Directorate. As the Human Resources Officer for the division, you will provide support and advice in relation to recruitment, workforce planning, work health and safety, and human resource reporting. To be successful in this role, you must be a

collaborative team player, provide excellent customer service and be able to quickly adapt to changing requirements in an administrative setting.

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 immediately until 31 January 2023 with the possibility of extension. 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 an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

The ACT Government provides a contemporary and progressive range of flexible working options for its employees. Following a long period of working from home where possible, our workforce has commenced a safe and gradual transition back into the workplace as part, with most employees working under a flexible hybrid arrangement. The successful candidate will be provided information on how to safely and effectively work from home as required.

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae with the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona Moore (02) 6205 7031 Fiona.Moore@act.gov.au

Venues Canberra

Events and Operations

Event Operations Coordinator

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 30702)

Gazetted: 15 June 2022

Closing Date: 7 July 2022

Details: The Event Operations Coordinator provides event administrative and operational support to the Event Delivery Manager. The position coordinates all administrative and compliance requirements of events/festivals/conferences/functions hosted at EPIC are met and required documentation is in place.

The Event Operations Coordinator is also responsible for ensuring all operational components of events, conferences and functions hosted at EPIC are implemented in an accurate and timely manner.

The position will also provide support across Venues Canberra's events and sites as required.

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

Eligibility/Other Requirements:

Driver's License (essential).

Fork Lift License or ability to obtain a forklift licence (desirable).

White card, working at heights, asbestos awareness certificates or ability to obtain (essential)

At times this role is hands on and includes manual handling tasks requiring a good level of physical fitness.

This role is required to perform regular after hours, public holidays and weekend work in support of booked events.

Previous experience in Event Draw or PriavaO4 programs (desirable)

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

How to Apply: Applicants are asked to please respond to each of the Selection Criteria and provide a copy of your most recent resume or curriculum vitae. In addressing the Selection Criteria, please include examples in your response.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Drake (02) 6205 0991 Alexandra.Drake@act.gov.au

Property and Shared Services

ACT Property Group

Estate and Procurement Management

**Assistant Director, Operational Estate Management and Aquatics (OEMA)
Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46723)**

Gazetted: 14 June 2022

Closing Date: 30 June 2022

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

The person in this role leads the Operational Estate Management and Aquatics (OEMA) team, ensuring expert asset and estate inspections and condition assessments are undertaken for the ACT Property Group's property and aquatics portfolio. This is an operational team responsible for day to day activities relating to the operation of buildings including the building inspection requirements of a large number of ACT Government owned properties and assets, and ensuring planned and reactive maintenance works are prioritised appropriately. The team is also responsible for management of the Aquatics Operator Contracts, with complex contract management requirements for on-the-ground services delivery and minor aquatics project works delivery.

Asset information gathering and operational decision making are key functions of this role. You will be responsible for obtaining and maintaining data in an easily accessible asset information base. You will utilise a variety of mechanisms, including property condition assessment/inspection programming, managing the HAZMAT and passive fire inspection programs, bushfire and other audits.

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

Eligibility/Other Requirements:

Hold or have the capacity to obtain White Card and Asbestos Awareness.

Hold a current driver's licence (car)

Having relevant industry or tertiary qualification/s is highly desirable.

Holding or having the ability to obtain membership of a relevant professional organisation is desirable.

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nathan Joseph Smith (02) 6207 3533 actpgcorporate@act.gov.au

Revenue Management

Operations

Assistant Director - Operations

Senior Officer Grade C \$114,928 - \$123,710 , Canberra (PN: 36312, several)

Advertised Date: 14 June 2022

Closing Date: 28 June 2022

Details: The Assistant Director of Operations is responsible for leading and managing customer service teams, which may include a call centre. Operations receive high volume enquiries, applications, forms and submissions. It is a dynamic and fast paced work environment characterised by rapid change, complexity and contestability. We are looking for experienced, organised and agile leaders to assist in implementing change, process improvement and the delivery of quality customer service in a regulatory/tax environment. The Assistant Director will establish and maintain professional working relationships with internal and external stakeholders and manage complex, high value and/or escalated revenue matters.

Note: There is 1 x permanent position and 1 x 5 month temporary vacancy with the possibility of extension and/or permanency position available immediately. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

How to Apply: Please submit the following: a two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities. Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past. Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role. A current curriculum vitae and contact details of at least two referees.

Contact Officer: Evelyn McCarthy (02) 6205 0315 Evelyn.McCarthy@act.gov.au

Corporate

People and Capability

HR Projects and Policies Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38769)

Gazetted: 14 June 2022

Closing Date: 30 June 2022

Details: This is a new role, with an opportunity to apply your policy, project, strategic and analytical skills to build organisational capability and support a safe, inclusive workplace.

You will play a key role in building the capability of staff across the directorate by providing advice, implementing projects and designing or reviewing policies and information materials that provide the foundation for a positive culture across the organisation.

The specific topics and focus area will vary in accordance with changing operational needs, therefore the successful applicant must have the ability to quickly understand and effectively communicate about a variety of Human Resource (HR) topics including anti-discrimination, bullying and harassment, absence management, people management, leadership, recruitment, conflict of interest and the like.

You'll join a great team and culture, with a wide range of entitlements including flexible working arrangements to work from home and in the office.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace where everyone belongs. As part of this commitment, Aboriginal and Torres Strait Islander Peoples, People with Disability and those who identify as LGBTIQ+ or are a former Defence Force member/Reservist are encouraged to apply.

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

How to Apply: Please submit a response of no more than three pages demonstrating how you meet the Selection Criteria in the Position Description, along with your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leesha Pitt (02) 6205 0566 Leesha.Pitt@act.gov.au

Access Canberra

Education, Compliance and COVID-19 Response

Communications and Community Education

**Assistant Director, Communications and Community Education
Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57837)**

Gazetted: 10 June 2022

Closing Date: 17 June 2022

Details: Are you a communications professional with a relentless drive to provide clear information to our community and to business – in the way they want to receive it?

Have a knack at working collaboratively with all stakeholders to ensure the audience is at the centre of all you do?

Do you think creatively and push the boundaries in how information is presented to achieve cut-through and effect behaviour change?

Then we want you!

Access Canberra is looking for an experienced and motivated communication professional, someone who is a strategic thinker and a good stakeholder manager, to help a busy team deliver on multiple priorities simultaneously.

You will be joining a great new, supportive, and enthusiastic team where you'll have the opportunity to develop, deliver and improve content to support the way in which Access Canberra engages and educates industry to achieve positive outcomes – as well as many other professional challenges!

This is a great opportunity to work in a diverse, challenging, and dynamic organisation where each day you will have the opportunity to do something different – so get in quick to express your interest now!

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 a minimum of five years' experience working in multidisciplinary communications or in a similar role is preferred.

Note: These are temporary positions available from 20 June 2022 until 20 December 2022. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. 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 and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elisha Hammond (02) 6205 3614 Elisha.Hammond@act.gov.au

Property and Shared Services

ACT Property Group

Corporate Governance, Quality, Risk, Compliance and Safety

Assistant Director, Quality Assurance

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46705)

Gazetted: 09 June 2022

Closing Date: 23 June 2022

Details: ACT Property Group is looking for a highly skilled Quality Management System leader who is able to work with organisational leaders to ensure ACT Property Group has good quality management and risk management systems in place. As a Quality Assured organisation ACT Property Group needs a passionate manager to ensure that the quality system is reviewed, updated and maintained, risks are identified and managed and our staff use the systems. This person is a leader who works within a team and across the organisation to drive management and implementation of the Quality Management System, risk management, continuous improvement and compliance in the organisation. The successful person will be able to work with the Executive and senior leaders, and staff in operational and service delivery roles. This role needs someone who has experience leading and managing quality systems, an eye for detail and can draft policy and procedure documents to a high standard. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other Requirements:

This position requires qualifications, extensive experience and/or training in Quality Management Systems. ISO 9001- Lead Auditor- Quality Management Systems will be highly desirable.

A current driver's licence (car) and experience in a construction or property management environment is desirable

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

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

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark DaSilva (02) 6207 2832 Mark DaSilva

Digital, Data and Technology Solutions

Strategic Business Branch

DDTS ICT Finance

Senior Finance Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 01579)

Gazetted: 09 June 2022

Closing Date: 23 June 2022

Details: The Digital, Data and Technology Solutions (DDTS) ICT Finance team is looking for a motivated and well-rounded applicant to fill the role of Senior Finance Officer. The winning applicant will join a high performing team which provides a range of financial and accounting services to the Territory's ICT operations. We are looking for a self-motivated individual who is able to learn new skills and systems quickly, has good communication skills, and is able to address and resolve complex accounting issues related to business requirements. This role would suit someone looking to expand their career in accounting, budgets, forecasting and financial services, with a range of formal and on-the-job learning opportunities available to support your professional and career development. The team also offers a range of flexible working options including flex-time and work from home arrangements.

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 up to 12 months available immediately 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. This position may combine working from home and working in an office. The office is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To apply for this position please provide a personal pitch of no more than two pages describing your relevant skills, experience and suitability for this position focusing on the Professional and Behavioural Capabilities. Please also include a copy of your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Premila Gopallen (02) 6205 5069 premila.gopallen@act.gov.au

Policy and Cabinet

Cabinet, Assembly and Government Business

Assistant Director Cabinet, Assembly and Government Business

Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 42604)

Gazetted: 09 June 2022

Closing Date: 23 June 2022

Details: The Cabinet, Assembly and Government Business branch has an exciting opportunity at the SOGC level. This position would suit a person who is interested in being at the forefront of government decision making and supporting the passage of Cabinet and Government Business.

To be considered for this role it would be expected that you have a curious mind, possess or have the ability to gain, a strong understanding of the ACT Government's Cabinet, Assembly and Government Business activities, and thrive in a team environment.

This is a diverse and interesting role as part of a high functioning branch, who willingly support each other in meeting critical timeframes.

The successful applicant will be expected to have sound administrative, organisational, and technical skills and the ability to demonstrate resilience in a high-pressure environment. A demonstrated knowledge and understanding of Sharepoint, TRIM (HPE Content Manager) or similar information/document system would be highly regarded.

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 immediately until January 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 working in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applicants should submit:

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

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

Applications to be submitted via the "Apply Now" button below:

Contact Officer: Pam Darville (02) 6205 0543 Pam.Darville@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

Homelessness Services

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57507)

Gazetted: 15 June 2022

Closing Date: 29 June 2022

Details: Homelessness Services (HS) is looking for an experienced and committed individual to join the team in ensuring people who are at risk of, or experiencing, homelessness in the Canberra community have access to high quality support services and programs to assist in breaking cycles of disadvantage and homelessness.

The successful applicant will possess excellent relationship management, communication (oral and written) and negotiation skills within a human services environment. The Assistant Director assists the Director and Senior Director in leading the HS team and is responsible for developing, monitoring and reporting on funded contracts and programs, including relationship management and providing operational advice on social housing and the specialist homelessness sector. Experience in program development, service design and/or procurement is also seen as highly desirable.

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

How to Apply: Applicants are asked to please submit a two page statement against the Position Requirements (Selection Criteria), keeping in mind the duties and responsibilities of this position. Selection may be made based on expression of interest only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rita Kritikos (02) 6205 5100 Rita.Kritikos@act.gov.au

Inclusion and Participation

Senior Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 33393, several)

Gazetted: 14 June 2022

Closing Date: 28 June 2022

Details: The Inclusion and Participation Division is a multi-disciplinary, highly skilled, and motivated team working to ensure all Canberrans have are represented, included and have equitable access to ACT Government services and programs.

The Division is a multi-disciplinary, highly skilled, and motivated team working to address some of the most challenging problems related to discrimination and exclusion in the ACT.

We are looking for motivated, friendly, and energetic Senior Policy Officers who can provide a range of support functions in the different Offices in the Division.

As a Senior Policy Officer, you will be a skilled and valued collaborator, providing support across a number of functions, including policy development, program management, communications, briefings and cabinet submissions, evaluation, and reporting.

The role is an opportunity to be a part of creating real, positive change for the ACT community.

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

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

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

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

How to apply: Please submit a two-page pitch addressing the Selection Criteria and a curriculum vitae.

Applications should be submitted via the Apply Now button below:

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

Contact Officer: Jenny Wells (02) 6207 9432 Jenny.Wells@act.gov.au

Children, Youth and Families

Children and Families

Team Leader

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 12155)

Gazetted: 10 June 2022

Closing Date: 28 June 2022

Details: The Children and Families Branch provides early intervention and prevention services to ACT children and young people and their families, and services to children with developmental delays. The Branch manages the three Child and Family Centres and the Child Development Service.

Child and Family Centres provide a range of universal and targeted services based on the needs of children and their families, with a strong emphasis on providing outreach services in homes, schools and the community. The Centres are staffed by professionals, including social workers, psychologists and maternal and child health nurses

and are designed to provide a range of support programs to assist parents and young children (pre-birth to 8 years).

The Team Leader will report to the Centre manager and work closely with Team Leaders from the other Centres and the broader management team to provide clinical supervision, mentoring and support of workers within the Child and Family Centres, as well as contributing to the professional learning strategies that enhance staff competencies in working with children and families. The position will participate in the development and maintenance of government and community partnerships, program planning, review and evaluation and will be an active member of the management team within the unit. This position is located at Tuggeranong Child and Family Centre.

Eligibility/Other Requirements:

Essential qualifications and experience:

Health Professional Level 4: Social work degree or related discipline with eligibility for membership of the Australian Association of Social Workers or professional equivalent, plus a minimum of 3 years practice experience in a relevant field.

Note: Working with Vulnerable People registration 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. Current vacancy is based at Tuggeranong Child and Family Centre.

A Merit list may be established from this selection process and maybe used to fill temporary and permanent vacancies across any of the three Child and Family Centres over the next 12 months.

Selection may be based on application and referee reports only.

Educational, suitability and professional qualification checks may be carried out prior to employment.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Joe.Hutchinson (02) 6207 8228 Joe.Hutchinson@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Health and Safety Officer - Bimberi Residential Services

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46894)

Gazetted: 10 June 2022

Closing Date: 29 June 2022

Details: Bimberi Residential Services is seeking a highly motivated individual with excellent leadership, advocacy and communication skills to join the team as Health and Safety Officer, Bimberi Residential Services.

The Health and Safety Officer is a key role that is responsible for leading, facilitating and implementing the Bimberi Residential Services Work, Health and Safety framework. The role will also be responsible for providing high level policy and legislative advice and technical expertise to ensure the safety and wellbeing of employees, clients, visitors and contractors at Bimberi Youth Justice Centre, Narrabundah House and Franklin House. They will also assist with preparing and coordinating, high level briefing papers, ministerial briefs, correspondence and reports in relation to Bimberi Residential Services projects and commitments.

The Health and Safety Officer will work closely with lead organisations and stakeholders to ensure best practice approaches in managing safety and wellbeing issues/matters.

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

Eligibility/Other Requirements:

Essential:

Possession of a current driver's licence.

First Aid Certificate or willingness to attend training.

Working With Vulnerable People (Background Checking) ACT 2011 will be required

For further information on Working with Vulnerable People registrations refer to:

www.legislation.act.gov.au/a/2011-44/default.asp and

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Highly desirable:

Current tertiary qualifications in Work Health and Safety at Certificate IV or Diploma level and experience as a Safety Advisor.

Chemical safety and waste management experience

Regulatory reporting (e.g. notifiable incident reporting)

Australian and International Management Standards (e.g. 9001, 14001, 31000, 45001).

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: Applications are sought from potential candidates that should include; supporting statement addressing each of the criteria should be limited to 400 words per criteria outlining your knowledge, experience, professional/technical skills and behavioural capabilities in carrying out the duties outlined in the Position Description; and.

names and contact details of at least two referees, including your most recent/current supervisor or manager, and a current curriculum vitae must also be included.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Lewthwaite (02) 6207 8801 Kim.Lewthwaite@act.gov.au

Education

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

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

Service, Design and Delivery

Learning Wellbeing Policy Service and Design

Aboriginal Torres Strait Islander Education

Cultural Integrity Coordinator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 42914)

Gazetted: 14 June 2022

Closing Date: 28 June 2022

Details: The Aboriginal and Torres Strait Islander Section is looking for an individual to lead and mentor Indigenous Education Officers and school-based staff in the development of Cultural Integrity awareness and practice.

You will collaborate with school-based staff and communities, to develop and implement programs, activities and resources aimed at embedding Aboriginal and Torres Strait Islander perspectives in student learning.

As a Cultural Integrity Coordinator, you will have highly developed communication skills, both written and oral.

Including the ability to communicate effectively and sensitively with school staff, students, families, community members and other stakeholders. As well as sound problem solving and decision-making skills, along with the ability to work both independently and as part of a team

Eligibility/Other requirements:

MANDATORY

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

HIGHLY DESIRABLE

Relevant qualifications in Education, Community Services, Youth Work or related fields.

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

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

Selection may be based on application and referee reports only.

This is an Identified position for Aboriginal and Torres Strait Islanders.

How to apply: Please submit a response to the Selection Criteria (maximum three pages), current curriculum vitae and contact details for two referees.

Applications to be submitted via the "Apply Now" button below:

Contact Officer: BenN Johnston (02) 6207 4782 BenN.Johnston@act.gov.au

School Improvement

Tuggeranong Network

Lanyon High School

Finance and Administration Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 44754)

Gazetted: 10 June 2022

Closing Date: 24 June 2022

Details: Lanyon High School is looking for an enthusiastic and dedicated person, with exceptional customer service skills to join our school support team as a Finance and Administration Officer. Working closely with the Principal and the Business Manager, the position provides high level support in all aspects of the financial procedures and processes within the school. The role sits within the front office team to provide administrative, finance and business services to support the needs of the school community. The role requires excellent organisation and administration skills with proficiency with a variety of computer applications, databases and spreadsheets, and a focus on best practice business processes.

Eligibility/Other Requirements:

Compliance Requirements / Qualifications

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

This position is required to work during stand down periods between school terms to undertake duties as directed. This will be subject to negotiation with the Principal/Business Manager prior to commencing in this role.

Desirables

First Aid Certificate or a willingness to undertake appropriate training.

Financial qualifications or relevant experience

Knowledge of school specific software including Sentral and Xero

Note: This is a temporary position available 14 July 2022 to 26 January 2023.

How to Apply: Please complete a two page pitch outlining your experience and focusing on the six points in the Selection Criteria Professional/Technical Skills and Knowledge and Behavioural Capabilities. Please include your curriculum vitae and the names and contact of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny Cavalier (02) 6142 1800 jenny.cavalier@ed.act.edu.au

School Performance and Improvement

North Gungahlin Network

Harrison School

Defence School Mentor

School Assistant 2 \$51,548 - \$56,919, Canberra (PN: 16643)

Gazetted: 09 June 2022

Closing Date: 23 June 2022

Details: Harrison School is a Preschool to Year 10 school based in Gungahlin. We have a large defence community and are seeking to appoint a Defence School Mentor (DSM) who is passionate about the wellbeing of children and young adults as part of the Defence School Mentor Program (DSMP). This program, delivered in schools, is designed to provide practical assistance to Defence families and support the social and emotional wellbeing of Defence students within their schools.

The role provides specialised, on-site support to meet the needs of Defence students and their families within the school community.

The successful applicant will support students from Kindergarten to Year 10 and their families.

The primary objectives include but are not limited to:

Supporting the integration of new Defence students into the school environment.

Supporting Defence students experiencing any social, emotional or academic challenges.

Supporting Defence students experiencing the impacts of Defence-related parental absence and relocation.

Directing students to school, Defence or external programs, services or opportunities that meet their support needs.

Organising specific whole school events in the annual calendar to recognize and celebrate the service of the defence force in our country

Increasing the awareness and appreciation of the unique Defence lifestyle and associated challenges for students in schools and local communities.

Eligibility/Other requirements: 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.

Note: This is a temporary full time position available from June 2022 until 26 January 2023 with the possibility of extension. The standard working hours for the role are 8:30am-3:30pm, Monday – Friday. There may be requirement to fulfill other Learning Support Assistant responsibilities as part of this role.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria as outlined in the Selection Criteria, together with your curriculum vitae and contact details of two referees before the closing date.

Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

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

Contact Officer: Kirralee Larkin (02) 6142 2200 Kirralee.Larkin@ed.act.edu.au

Education

Primary and Early Childhood Teachers - Classroom Teacher

Classroom Teacher \$88,805 - \$114,624, Canberra (PN: TBD)

Gazetted: 09 June 2022

Closing Date: 20 June 2022

Details:

Primary and Early Childhood Teachers

Competitive salary up to \$114,624 (dependent on experience) +11.50% employer superannuation

Reimbursement of reasonable relocation costs up to \$12K plus dependents allowance

Permanent and contract positions starting now through to 2023

Looking to embrace a better work life balance with everything within an easy reach?

Teachers – Early Childhood Educators

Our teachers specialising in Early Childhood Education will help to deliver programs to our youngest students, from 3 years old attending our Preschools through to those in kindergarten and into years 1 and 2.

Teachers- Primary School

The Directorate is looking for Primary School teachers – Year 1 to Year 6 who are enthusiastic, dedicated and can show innovation with quality learning programs that will cater for the diverse needs and interests of our students.

Why Canberra?

Enjoy a relaxed lifestyle in a progressive city, where everything is within an easy 30-minute drive. Embrace a better work-life balance in a city which has the most physically active population in Australia, is brimming with culture and art, has a buzzing café and dining scene and is just a stone’s throw from natural bushland. Discover more at canberra.com.au

Our Directorate

Become part of a welcoming, caring system that has some of the leading employment conditions in the country.

Some examples of conditions covered in our Teaching Staff Enterprise Agreement include:

Competitive wages and superannuation benefits

Agreed class sizes

Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption or permanent care leave.

Future of Education in the ACT

ACT’s Future of Education Strategy is a ten-year strategy. Launched in August 2018, the strategy sets the ACT Government’s long-term vision for Education through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on:

Strengthened systems to focus on equity with quality

Placing students at the centre of their learning

Empowering teachers, school leaders and other professionals to meet the learning needs of all students

Building strong communities for learning

Diversity statement

The ACT Government is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres strait islander people, people with disability and those who identify as LGBTIQ are encouraged to apply.

What's on offer

We are offering **permanent and temporary teaching** opportunities across the ACT public school system. Successful candidates will be offered positions based on system priorities.

Your skills and experience

Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Demonstrated capacity to use evidence-based classroom practice and behaviour management that fosters a positive learning environment.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Proven expertise in whole school wellbeing initiatives to engage and support students.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Eligibility requirements for employment

Eligible for teacher registration with Teacher Quality Institute (TQI) prior to commencing employment [ACT Teacher Quality Institute \(tqi.act.edu.au\)](https://tqi.act.edu.au)

Current Working with Vulnerable People registration (WwVP) [Home \(act.gov.au\)](https://act.gov.au)

Australian citizenship and/or permanent residency or a valid working visa

Business sponsorship available assessed on an individual basis

Note: A merit pool will be established from this recruitment process and may be used to fill future identical vacancies.

How to Apply

To complete your application, please submit the following documents:

resume

contact details of two professional referees (one must be from a current or previous supervisor)

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

A copy of your registration from your local regulatory authority or if currently studying evidence of enrolment in an accredited initial teacher education program

We are accepting applications now, please download the applicant information pack then follow the link to complete the application process ["Click here"](#)

Education

Graduate Teachers - Classroom Teacher

Classroom Teacher \$80,654 - \$84,729, Canberra (PN: TBD)

Gazetted: 09 June 2022

Closing Date: 20 June 2022

Details:

Newly graduated teachers will commence on \$80,654 +11.5% super assuming no previous experience

Reimbursement of reasonable relocation costs up to \$12K plus dependents allowance

Permanent and contract positions starting now through to 2023

Looking to embrace a better work life balance with everything within an easy reach?

Are you next generation of educators who want to make a difference? Start your career in Canberra. With market leading new educator support including mentoring and reduced contact hours. Now is the time to apply.

Graduate and New Educators

We are looking for teachers who have recently (previous three years) or who will graduate before January 2023, who are enthusiastic, dedicated and are passionate about making a difference to our students.

Why Canberra?

Enjoy a relaxed lifestyle in a progressive city, where everything is within an easy 30-minute drive. Embrace a better work-life balance in a city which has the most physically active population in Australia, is brimming with culture and art, has a buzzing café and dining scene and is just a stone's throw from natural bushland. Discover more at canberra.com.au

Our Directorate

Become part of a welcoming, caring system that has some of the leading employment conditions in the country. Some examples of conditions covered in our Teaching Staff Enterprise Agreement include:

Competitive wages and superannuation benefits

Agreed class sizes

Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption or permanent care leave.

Future of Education in the ACT

ACT's [Future of Education Strategy](https://www.education.act.gov.au/our-priorities/future-of-education) <https://www.education.act.gov.au/our-priorities/future-of-education> is a ten-year strategy. Launched in August 2018, the strategy sets the ACT Government's long-term vision for Education through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on:

Strengthened systems to focus on equity with quality

Placing students at the centre of their learning

Empowering teachers, school leaders and other professionals to meet the learning needs of all students

Building strong communities for learning

Diversity statement

The ACT Government is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres strait islander people, people with disability and those who identify as LGBTIQ are encouraged to apply.

What's on offer

We are offering **permanent** and **temporary** teaching opportunities across the ACT public school system. Successful candidates will be offered positions based on system priorities.

Your skills and experience

Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Demonstrated capacity to use evidence-based classroom practice and behaviour management that fosters a positive learning environment.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Proven expertise in whole school wellbeing initiatives to engage and support students.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Eligibility requirements for employment

Eligible for teacher registration with Teacher Quality Institute (TQI) prior to commencing employment [ACT Teacher Quality Institute \(tqi.act.edu.au\)](https://www.tqi.act.edu.au)

Current Working with Vulnerable People registration (WwVP) [Home \(act.gov.au\)](https://www.act.gov.au)

Australian citizenship and/or permanent residency or a valid working visa

Business sponsorship available assessed on an individual basis

How to Apply

To complete your application, please submit the following documents:

resume

contact details of two professional referees (one must be from a current or previous supervisor)

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

A copy of your final placement report

A copy of your registration from your local regulatory authority or if currently studying evidence of enrolment in an accredited initial teacher education program

We are accepting applications now, please click the apply now button to start your application.

A merit pool will be established from this recruitment process and may be used to fill future identical vacancies.

Any questions please email us at EDUTeachingInCanberra@act.gov.au

Contact Officer: Wally Arndt 02 6207 3046 arndt, wally

Education

Secondary Schools Teacher - Classroom Teacher

Classroom Teacher \$80,654 - \$114,624, Canberra (PN: tbc)

Gazetted: 10 June 2022

Closing Date: 20 June 2022

Details:

Competitive salary up to \$114,624 (dependent on experience) +11.50% employer superannuation

Reimbursement of reasonable relocation costs up to \$12K plus dependents allowance

Looking to embrace a better work life balance with everything within an easy reach?

The ACT Education Directorate is seeking specialist subject educators to teach in Canberra's public schools. We're looking for dedicated and enthusiastic new and experienced educators who can demonstrate capability to work on quality learning programs that cater for students with diverse needs and interests.

Why Canberra?

Enjoy a relaxed lifestyle in a progressive city, where everything is within an easy 30-minute drive. Embrace a better work-life balance in a city which has the most physically active population in Australia, is brimming with culture and art, has a buzzing café and dining scene and is just a stone's throw from natural bushland. Discover more at canberra.com.au

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Competitive wages and superannuation benefits

Agreed class sizes

Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption or permanent care leave.

Future of Education in the ACT

ACT's [Future of Education Strategy](https://www.education.act.gov.au/our-priorities/future-of-education) <https://www.education.act.gov.au/our-priorities/future-of-education> is a ten-year strategy. Launched in August 2018, the strategy sets the ACT Government's long-term vision for Education through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on:

Strengthened systems to focus on equity with quality

Placing students at the centre of their learning

Empowering teachers, school leaders and other professionals to meet the learning needs of all students

Building strong communities for learning

Diversity statement

The ACT Government is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres strait islander people, people with disability and those who identify as LGBTIQ are encouraged to apply.

What's on offer

We are offering permanent and temporary teaching opportunities across all sectors of the ACT public school system. Successful candidates will be offered positions based on system priorities and individual specialisations.

We are recruiting now for positions across, Secondary schools in the following areas:

Secondary

English

Social Science and Humanities

Physical Education

Workshop Technologies

Disability and Inclusion educators

Mathematics

Science

Behavioural Science

Information Technology

Arts

Languages

Careers, Food and Vocational Education

Your skills and experience

Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Demonstrated capacity to use evidence-based classroom practice and behaviour management that fosters a positive learning environment.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Proven expertise in whole school wellbeing initiatives to engage and support students.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Eligibility requirements for employment

Eligible for teacher registration with Teacher Quality Institute (TQI) prior to commencing employment [ACT Teacher Quality Institute \(tqi.act.edu.au\)](https://tqi.act.edu.au)

Current Working with Vulnerable People registration (WwVP) [Home \(act.gov.au\)](https://act.gov.au)

Australian citizenship and/or permanent residency or a valid working visa

How to Apply

To complete your application, please submit the following documents:

resume

contact details of two professional referees (one must be from a current or previous supervisor)

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

A copy of your registration from your local regulatory authority or if currently studying evidence of enrolment in an accredited initial teacher education program

We are accepting applications now, please click on the link below to start your application

<https://form.jotform.com/210527631592858>

A merit pool will be established from this selection process and may be used to fill future identical vacancies.

Any questions please email us at EDUTeachingInCanberra@act.gov.au

Contact Officer: Wally Arndt 02 6207 3046

Service, Design and Delivery

Universal School Support

Careers and VET

Senior Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 38905)

Gazetted: 09 June 2022

Closing Date: 16 June 2022

Details: A Senior Policy Officer in the Universal School Support team is expected to be able to engage with legislation, undertake research, and contribute to a range of governance tasks to ensure the Education Directorate's vision of being a leading learning organisation where people know they matter is maximised. This includes assisting with policy review, compliance activities, event management, contract management, secretariat and committee support, and helping to prioritise and manage the various queries received across the team and from a wide range of sources.

Our ideal candidate takes ownership of issues and will demonstrate the ability to work with a variety of stakeholders. This will include working collaboratively across business units, schools, and other directorates to advance the work of the team

Ideally you will have proven ability to establish and manage projects within tight timeframes, build relationships, communicate effectively and influence stakeholders. You have the ability to 'wear multiple hats' and juggle priorities, are resilient and tactful, passionate about what you do, and committed to making a difference.

This position has a particular focus on supporting the care and use of animals in all ACT school for educational purposes. As such, an understanding of the regulatory framework and ethical issues surrounding animals in schools is desirable.

Eligibility/Other Requirements: An understanding of regulation and legislation around the care and use of animals in schools for educational purposes, as it applies to ACT schools, is desirable.

Note: This is a temporary position available from 14 June 2022 until 30 September 2022. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next six months.

How to Apply: Please submit a statement of claims (maximum of two pages) addressing the Selection Criteria. Also provide your current curriculum vitae and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be sent to the Contact Officer.

Contact Officer: Penelope Hucker (02) 6207 5568 penelope.hucker@act.gov.au

Office for Schools

Belconnen

University of Canberra Senior Secondary College Lake Ginninderra

Technology Officer

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 57637)

Gazetted: 09 June 2022

Closing Date: 19 June 2022

Details: ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning.

UC SSC Lake Ginninderra is an ACT Government college (Year11/12) situated in Belconnen with approximately 80 staff and over 650 students. The College site includes a Registered Training Organisation (RTO) for the Belconnen Network and has strong links with multiple stakeholders, tertiary institutions, training organisations, feeder schools, hirers and community groups. The College is future focussed – to connect, innovate and impact. All staff play an important role in helping to realise the school's mission and vision and School Improvement Agenda. The College is seeking a Technology Officer, to work within the administration team to aid supervisors and staff to complete tasks, workshop duties and to assist with school operations. The successful applicant will assist with operational activities and strategic directions by managing and maintaining operating machinery, tools, identifying and keeping accurate records, processes, workplace health and safety compliance in the Technology, Industrial Arts, Arts and Design area.

Eligibility/Other Requirements:

MANDATORY

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

HIGHLY DESIRABLE

Technical qualification or certificate in a similar trade or occupation.

Certificate III or equivalent or relevant Trade qualification e.g. Automotive Mechanical Technology, Cabinet Making, Carpentry, Engineering, Furniture Making, Joinery.

Similar experience in a secondary school setting supporting the function of workshops

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training

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

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sumana Sen (02) 6142 0222 sumana.sen@ed.act.edu.au

Business Services

People and Performance

Workplace Relations

Senior Advisor

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 45200)

Gazetted: 14 June 2022

Closing Date: 28 June 2022

Details: Workplace Relations, Senior Advisor will support the Directorate in drafting HR policy, guidelines and advice in support of the implementation and interpretation of relevant Enterprise Agreements. The Workplace Relations team sits within People and Performance Branch and is responsible for Enterprise Bargaining and implementing ACT Public Service Enterprise Agreements and commitments, such as the Secure Workforce Conversion Policy for the Education Directorate. The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

Eligibility/Other Requirements: A solid understanding of the HR context or relevant qualifications/experience in a similar role would be highly advantageous.

How to Apply: Please submit a maximum two page pitch addressing the 'What you Require' located in the Position Description, provide a current curriculum vitae and the names and contact of two referees. Selection may be based on application and referee reports only.

Note: This is a temporary opportunity, available from 1 August 2022 to 28 July 2023.

Contact Officer: Sarah Tarrant (02) 6205 4419 Sarah.Tarrant@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.

North and Gungahlin Network

Harrison School

Principal of Operations P-10

School Leader A 1 \$173,364, Canberra (PN: 40602)

Gazetted: 15 June 2022

Closing Date: 4 July 2022

Details: Harrison School is located in the suburb of Gungahlin and caters for Preschool to Year 10 students. The school design provides flexible, modern and environmentally sustainable educational facilities that support the learning of the surrounding growing community. The school has continued to grow and with an enrolment of just over 1800 is now the second largest public school in the ACT.

Reporting to the Harrison School Executive Principal the Principal of Operations P-10 will manage the day to day operations of the school. The two Principals will have shared responsibility to lead and organise the school around student-centred learning and will work collaboratively in all areas using a distributive model to build the capabilities and effectiveness of the leadership team and staff. The leadership team consists of the Executive Principal, Principal of Operations P-10 and four Deputy Principals.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Notes: The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit your curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and contact information for two referees.

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

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Lucy Barrett (02) 6205 8219 Lucy.Barrett@act.gov.au

Service, Design and Delivery

Student Engagement

Allied Health

Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 46526, several)

Gazetted: 14 June 2022

Closing Date: 1 July 2022

We are currently seeking occupational therapists at Health Professional three level to grow and expand our service offer. In joining the Student Engagement team, you will have opportunity to undertake a wide range of roles including providing direct support to schools, supporting our Flexible Education programs, Allied Health Teams, Targeted Support Teams and more.

Allied Health Team: The Allied Health team provides advice and supports to schools to improve the educational outcomes for all children and young people.

All positions will be provided support appropriate to the HP level, and clinical supervision requirements.

On commencement, pay increment and classification will be based on qualifications, years of relevant experience as an allied health professional and demonstrated ability to manage clinical and work tasks autonomously (e.g. caseload management, complex case management, relationship management). All allied health professionals will be required to support and supervise allied health assistants and more experienced clinicians will be required to provide clinical supervision or mentoring to peers.

Eligibility/Other Requirements:

Essential Requirements

Tertiary qualifications in Occupational Therapy

Current professional registration: Occupational Therapist registration with the Australian Health Practitioner Regulation Agency (AHPRA)

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

Current drivers licence essential, including access to a private vehicle for work purposes.

Prior to commencing in this role, a current registration issued under the *working with Vulnerable People (Background Checking) Act 2011* will 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

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

How to apply: Please submit a response to the Selection Criteria (three pages max), a current curriculum vitae and the contact details of two referees.

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

Contact Officer: Jacqui Etherington 0466 468 041 Jacqui.Etherington@ed.act.edu.au

Service Design and Delivery

Student Engagement

Clinical Practice

Team Leader

Health Professional Level 5/Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57671)

Gazetted: 15 June 2022

Closing Date: 29 June 2022

Details: The ideal candidate has experience in leading strategic vision and building multidisciplinary teams capable of providing timely, high-quality services. The successful applicant will have a strong understanding of evidence-based universal, selected, and targeted supports and be familiar with education settings. The successful applicant will also have the ability to impact positively on student outcomes through developing a strong understanding of needs, strengthening communication, building capacity in schools and championing Directorate commitments to continual improvement. The ideal candidate is accountable and will demonstrate the ability to work within a risk framework, have highly developed leadership and stakeholder engagement skills, and a demonstrated commitment to the provision of high-quality services. The successful candidate will have outstanding customer service and interpersonal skills and be able to successfully prioritise competing priorities in their day-to-day work.

Eligibility/Other Requirements:

Health Professional Level 5:

Appropriate Tertiary Qualifications. If you are a health professional then membership or eligibility for membership with your respective professional body is needed.

A minimum of five years work experience is required.

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

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

Senior Officer Grade B:

A minimum of five years work experience is required.

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

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

Notes: The position will be filled at either Health Professional Level 5 or Senior Officer Grade B depending on the qualification and experience of the successful applicant. Relocation allowances may be available for suitable candidates in accordance with C18 – Reimbursement of Reasonable Relocation Expenses, ACT Public Sector Health Professional Enterprise Agreement 2018 -2021. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a response to the selection criteria (maximum four pages), a current curriculum vitae resume and contact details for two referees.

Applications should be submitted by the Apply Now button below.

Contact Officer: Amie Corrigan SDDRecruitment@act.gov.au

Service Design and Delivery

Allied Health Executive

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 52382)

Gazetted: 15 June 2022

Closing Date: 1 July 2022

Details: Are you a leader in providing allied health services for children, young people and their families? ACT Education is seeking a highly experienced allied health professional as the Director of Allied Health within Clinical Practice.

As a Director of Allied Health, you will:

Support the Senior Director to lead the strategic direction of Clinical Practice, in accordance with Directorate policies and the Future of Education strategy.

Work in collaboration with the Student Engagement Branch and schools to lead the Allied Health Service (AHS) providing multidisciplinary practice to schools, students and families.

Provide clinical supervision to Allied Health Clinical Leads and Team Leaders.

Work in partnership with schools to implement the Directorate's *Safe and Supportive Schools Policy 2016* and provide advice on the coordination of supports for students and families.

Support the skill and knowledge development of educators and allied health staff to build partnership with schools to improve student engagement using evidence-based universal, selected and targeted supports.

Develop and provide advice on policies and processes that ensure equity and transparency in meeting student needs.

Assist the Senior Director manage the human, financial and physical resources of the AHS to achieve optimal social and educational outcomes for all students.

Consistently model and demonstrate the principles of the *ACTPS Respect, Equity and Diversity (RED) Framework 2010*, *ACTPS Code of Conduct 2022*, *ACTPS Values and Signature Behaviours*, and lead safe work practices in accordance with the *Directorate's Cultural Integrity Continuum* and *Safety Management System Framework*.

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 candidates from registered professions (Occupational Therapy and Psychology) must be fully registered with their relevant Board of Australia that sits under the Australian Health Practitioner Regulation Agency.

For Social Work and Speech Pathology candidates it is essential they have professional membership or eligibility for professional membership to their respective professional body (Australian Association of Social Workers or Speech Pathology Australia).

A current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011 (WWVP)*. Refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

HIGHLY DESIRABLE

A current Australian driver's license and access to a private vehicle.

Minimum of five years work experience is required (five years is desirable).

Note: This is a temporary position available immediately up until 3 February 2023 with the possibility of extension up to 12 months. A merit pool will be established from this selection process and may be used to fill identical vacancies on a temporary basis over the next 12 months. These positions are under the *ACT Public Sector Health Professional Enterprise Agreement 2021-2022*. Selection may be based on application and referee reports only.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the Selection Criteria outlined in the application package (maximum four pages) and two referees including your current supervisor. Please also include a copy of your profession specific registration, membership or evidence of eligibility and Working with Vulnerable People card.

Applications should be submitted via the Apply Now Button below.

Contact Officer: Tej Kaur (02) 6205 9780 Tej.Kaur@act.gov.au

School Improvement

Tuggeranong School Network

Calwell High School

Staffing Officer - Executive Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 39527)

Gazetted: 15 June 2022

Closing Date: 22 June 2022

Details: Calwell High School is an ACT Government high school located in southern Tuggeranong.

We are seeking a highly motivated person to undertake the dynamic role of Staffing Officer and Executive Assistant as part of our exceptional front office team.

The successful applicant will:

assist with the management of day to day staffing and administration processes. This position will be required to assist with the management of staff data associated with records in a confidential and sensitive manner. The position will be required to manage relief staff bookings, staff leave and assisting the Principals with the overall staffing coordination for Calwell High School.

manage calendars and support administrative tasks for the senior leadership team, and undertake administrative duties in our front office to support the whole-school administrative function.

possess excellent communication and customer service skills, be able to work harmoniously in a team with a proven ability to work in a busy work environment with competing demands.

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

Note: This is a temporary position available immediately for a period of 6 months with the possibility of permanency.

How to Apply: Please submit a maximum three page application addressing the Selection Criteria located in the Position Description and provide a current curriculum.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patricia Marton (02)620 56833 Patricia.Marton@ed.act.edu.au

Office for schools

South Weston

Garran Primary School

School Leader

School Leader C \$130,338, Canberra (PN: 57640)

Gazetted: 15 June 2022

Closing Date: 23 June 2022

Details: Garran Primary is seeking a School Leader C who has established a reputation as an outstanding classroom practitioner. The successful applicant will demonstrate experience in people management, coaching capabilities

and workplace innovation in a high performing school. The successful applicant will have experience in collaboration practices, to lead a teaching team in data driven, evidence informed pedagogical approaches within an instructional leadership model that result in strong academic growth for students. The role requires visible and approachable leadership which facilitates the effective management of cohort and individual student engagement, challenging behaviour and wellbeing. The successful applicant will have excellent communication skills with demonstrated high level written and oral skills. This role will have a teaching load, responsibilities for relief day-to-day staffing and timetabling as well as other duties as determined by the Principal.

The successful applicant will demonstrate;

Proven experience in coaching and ability to support teachers in the acquisition of rigorous school pedagogical practices in literacy and numeracy within an Instructional Leadership Model.

Capacity to lead the Accelerated Learning Program and initiate improvement in student outcomes through innovation in gifted education.

Proven ability to build authentic relationships to effectively support staff and engage with families in managing complex student behaviours and wellbeing and promote a caring, positive school culture.

Demonstrated success in leading community engagement initiatives that impact student academic achievement.

Ability to effectively implement and support STEM initiatives that engage all stakeholders as a learning community.

Outstanding interpersonal skills including high level written and oral skills to effectively communicate within an articulate and engaged school community.

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

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Note: This is a permanent position available from Term 3 2022.

How to Apply: Please submit a written response of no more than 3 pages meeting the Professional Practice Capabilities from the Leadership Framework and a focus on the identified skills that the applicant will need to demonstrate and the position information specified for this position. Include a current curriculum vitae with a current photo and the names and contact numbers of three referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny Priest (02) 6142 0840 Jenny.Priest@ed.act.edu.au

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

Business Services

Governance

Risk, Security and Emergency Management

Risk Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53317)

Gazetted: 15 June 2022

Closing Date: 29 June 2022

Details: The Education Directorate is responsible for early childhood education and care, and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education. Our vision is that we will be a leading learning organisation where people know they matter. We focus on creating capable, resilient, and active citizens by placing students at the centre, empowering learning professionals, building strong communities, and systems that support learning.

The Risk, Security and Emergency Management (RSEM) section within the Governance Branch, is seeking suitable individuals to apply for the Risk Manager, position. The Risk Manager is an active member of the RSEM team, in leading and guiding the delivery of the ACT Education Directorate Risk Management capabilities, policy and planning and to guide staff through matters relating to operational and strategic risk. The successful applicant will be a highly motivated member of the team promoting risk management and providing high level guidance and

advice to staff, embedding a risk safety culture across the Directorate. As part of the RSEM team they will be an active contributor to the incident management response and planning capability.

The successful applicant is competent in project management, and provides high level leadership across various platforms particularly in a risk management context. Representing the Education Directorate, the Risk Manager establishes and continues to build internal and external partners networks, where monitoring, reporting and implementation of initiatives build continuous improvement at all levels across the strategic and operational environments.

Eligibility/Other Requirements:

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.

Experience in the areas of risk, emergency management or protective security will be highly regarded.

Experience in electronic management system such as TRIM, Wire or Objective will be an advantage.

Driver's licence is highly desirable.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: To demonstrate your ability to undertake the requirements outlined in the Position Description applicants must submit:

A written supporting statement of no more than two pages addressing the professional/technical skills and knowledge, behavioural capabilities within the context of the position description.

A current curriculum vitae, that includes, two referees with a thorough knowledge of your work performance.

Please ensure one of your referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracey Allen (02) 6207 7007 Tracey.Allen@act.gov.au

Office for School

Tuggeranong

Monash Primary School

Deputy Principal Monash Primary School

School Leader B \$151,757, Canberra (PN: 04107)

Gazetted: 10 June 2022

Closing Date: 24 June 2022

Details: Monash School is seeking a highly motivated, dynamic and innovative School Leader B who will work closely with the Principal to implement the School Plan. The successful applicant will be responsible for whole school curriculum planning with an emphasis on maintaining effective pedagogical practices. Expertise in leading and fostering a Professional Learning Community will be vital to the position. Potential applicants should possess a strength in data collection and analysis, as well as using multiple sources of evidence to inform decision making. Monash School has a strong focus on inclusion so the School Leader B will have a proven ability to establish an inclusive and flexible school environment. They will possess a deep understanding of how to support the academic, social and emotional development of students with a range of complex needs and challenging behaviours. The position requires proficiency in managing outcomes within tight time frames and a high level of organisation.

The successful applicant will need to be able to:

Work collaboratively with the Principal to implement and deliver whole school strategic goals in the School Improvement Plan.

Lead and support classroom teachers in curriculum development and delivery (including the Australian Curriculum and Early Years Learning Framework), high impact pedagogy, assessment and reporting.

Lead an effective whole school Professional Learning Community model ensuring collaborative processes and guiding staff to make data informed decisions and implement evidence-based practices.

Partner with the Principal to develop and monitor the annual school budget and make informed staffing decisions responsive to the needs of the school.

Support staff to provide an inclusive learning environment that meets the social, emotional and academic needs of all students whilst establishing and maintaining positive and respectful relationships with all stakeholders.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching

registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Holdway (02) 6142 1660 Matthew.Holdway@ed.act.edu.au

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

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, Heritage and Water

Conservation and Water Policy and Planning

Water Policy

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 15431)

Gazetted: 15 June 2022

Closing Date: 11 July 2022

If you are looking for a job that will leave a legacy in creating a healthy and sustainable Canberra city, this could be the one for you!

We are seeking a motivated and experienced candidate to drive water resource planning and management within the ACT. The role will include integrated water supply management, climate change adaptation (water resources), the application of water sensitive urban design and support actions to improve water quality of our lakes and waterways.

The Water Policy Section is responsible for the development and coordinated implementation of strategies and policies within the ACT. The Section is engaged in national and regional water policy and programs, and work across the ACT water sector on urban water management.

To be successful in this role you must have good communication and stakeholder management skills to collaborate with government and industry stakeholders. You must be able to write concisely and effectively for a broad range of audiences, capable of engaging with technical information to inform policy and planning and experienced with project management.

Eligibility/Other Requirements: Significant experience in water resource planning and/or water sensitive urban design

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: If you are interested in the above role and want to be part of a dynamic and dedicated team, please submit no more two pages addressing your suitability against the Skills, Knowledge and Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the apply now button below.

Contact Officer: Ryan Breen +61262078268 ryan.breen@act.gov.au

Statutory Planning

Development Assessment

Director, Development Assessment

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 15009, several)

Gazetted: 15 June 2022

Closing Date: 1 July 2022

Details: The Statutory Planning Division is seeking an experienced planning professionals to facilitate development outcomes across the ACT. As a leader in the Development Assessment teams you will managing teams responsible for assessing and determining development applications for large and complex development, government projects, estate development plans. You will be an excellent communicator with an ability to work with industry, community, and other government agencies to facilitate development. You will also represent the planning and land authority at various industry/community forums and matters relating to appeals of development applications to the ACT Administrative and Civil Appeals Tribunal.

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: There are several temporary positions available for 6 months with possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants must submit a written response to the Selection Criteria of no more than two pages outlining your ability to perform the advertised role (Skills, Knowledge, Behaviour, and related experience).

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Weller (02) 6205 3846 Craig.Weller@act.gov.au

Environment, Heritage and Water

Conservation and Water Policy and Planning

Water Policy

Senior Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55265)

Gazetted: 15 June 2022

Closing Date: 29 June 2022

Are you seeking a change, wanting to develop experience in the dynamic world of water management and engage with government agencies across the Murray-Darling Basin? We want to hear from you!

The Water Policy Section is responsible for the development and coordinated implementation of strategies and policies within the ACT. The Section is engaged in national and regional water policy and programs.

We are seeking applications for a short-term position that will assist with executive support, strategic planning, governance reform and reporting. The position will involve working closely with government agencies and stakeholders across the ACT and will be involved in Murray-Darling Basin water reforms. You do not need prior water experience – we are looking for good administrative experience and well-developed writing skills. We will provide you with experience in water management and policy development.

Successful applicants must be highly motivated, have good communications skills and willing to work collaboratively across multiple agencies.

Eligibility/Other Requirements: Your suitability for this position will be based on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities and Requirements as listed in the Position Description.

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

How to apply: Expressions of Interest are sought from 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.

Applications should be sent directly to the Contact Officer.

Contact Officer: Ryan Breen 02 62078268 ryan.breen@act.gov.au

Environment

ACT Parks and Conservation Service

Volunteers and Visitor Experience

Namadgi Visitor Information Centre Manager

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 23094)

Gazetted: 15 June 2022

Closing Date: 29 June 2022

Details: Are you an engaging people and administration manager who loves nature? Do you enjoy a challenge and problem solving? Are you someone who shines in a fast-paced and diverse environment?

The Volunteer and Visitor Experience Team within ACT Parks and Conservation Service (PCS) is looking for a Namadgi Visitor Information Centre Manager to help manage the team and building for visitor experiences. Ideally, the successful candidate is a highly organised, motivated, and a determined people person that enjoys collaborating with others to develop, maintain, evaluate, and improve visitor experiences through the Visitor Information Centre.

The role is part of a larger visitor services team, and involves supervision of a small team within the Namadgi Visitor Information Centre.

Duties of this role include:

Manage the retail, interpretation, and public hire spaces of the Namadgi Visitor Information Centre, and associated budgets, including stock inventory, food safety and updating of visitor information products (brochures, signage) for continuous improvements to the Namadgi Visitor Information Centre.

Manage the Namadgi Visitor Services team by setting goals, monitoring performance, developing capability and coordinating training, including the accurate use of HR and personnel administration systems and processes.

Coordinate systems to collect data on park usage and to collate and analyse the material to ensure informed decisions on seasonal employment requirements, future facility planning and periodic reporting.

Liaison and coordination with directorate staff, external stakeholders, contractors, and product/service providers.

Work with operational staff at Namadgi National Park and assist during emergency situations such as firefighting or search and rescue activities, by operating the radio system and organising basic logistic support.

For more information and the selection criteria please see the position description.

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

Eligibility/Other requirements:

Mandatory:

Hold registration under the *Working with Vulnerable People (Background Checking) Act 2011*;

Be prepared to work some shift work for key events as required;

Be prepared to wear a uniform; and

Possess a manual drivers' licence.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacqui Travers (02) 6207 7925 Jacqui.Travers@act.gov.au

Environment, Heritage and Water

Conservation Research and Evaluation

Senior Ecologist, Macropods

Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 55439)

Gazetted: 14 June 2022

Closing Date: 28 June 2022

Details: The Conservation Research and Evaluation team in the Environment, Heritage and Water Division of the ACT Government's Environment, Planning and Sustainable Development Directorate is looking for a fauna ecologist, to take leadership in the planning and delivery of a program of fertility control for overabundant macropods, along with delivery of a broader program of management of overabundant wildlife.

The CRE team is a dynamic, results-oriented, and highly collaborative team that carried out a wide range of management-oriented research and monitoring programs and provides advice to a wide range of government and non-government 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:

Mandatory:

Tertiary qualifications in ecology, environmental science, natural resource management or similar field, with specific, demonstrated skill in the planning and delivery of a fertility control program for macropods, using the Gonacon immunocontraceptive vaccine or similar.

5 years' experience in ecological research/monitoring.
Current manual driver's licence.

Highly Desirable:

Experience in the ACT or other government environment/NRM agencies.

Note: This is a temporary position from 11 July 2022 up until 31 May 2025 with the possibility of permanency. Selection may be based on application only.

This position will work partly from a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. It will also work from a laboratory/field store location.

How to apply: Please respond directly to Selection Criteria, with a maximum of two pages, and submit your curriculum vitae.

You are encouraged to contact the Contact Officer to discuss the position. The position will be available from July 11 and a start as soon as possible is highly desirable.

Applications to be submitted via the "Apply Now" button below:

Contact Officer: Rosie Cooney 0422281818 Rosie.Cooney@act.gov.au

Environment

ACT Parks and Conservation Service

Volunteers and Visitor Experience

Senior Visitor Services Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 16065, several)

Gazetted: 10 June 2022

Closing Date: 29 June 2022

Details: The ACT Parks and Conservation Service is seeking a Senior Visitor Services Officer to provide customer service and business support functions, primarily at the Tidbinbilla Visitor Centre, potentially also at Namadgi Visitor Centre. The role is a part of the Volunteer and Visitor Experience team within the Parks and Partnerships section of the ACT Parks and Conservation Service.

The position is responsible for the daily operation of the Visitor Information Centre during the week, rostered weekends and public holidays and is required to liaise with staff, volunteers and management to ensure the smooth provision of visitor services during those times.

The role supervises a small team of part-time and casual Visitor Services Officers and reports to the Manager of Tidbinbilla Visitor Centre.

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:

Other Requirements:

Current ACT manual driver's licence

Preparedness to wear a uniform

Preparedness to work a shift roster including weekends and public holidays (penalty rates apply)

Preparedness to work at any Parks and Conservation Service location as directed

The position requires a Working with Vulnerable People Registration.

Desirable

Proven hospitality skills in a fast-paced environment well regarded.

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

How to Apply: 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Barton 0466022959 Melissa.Barton@act.gov.au

Environment, Water and Emissions Reduction

Environment, Heritage and Water

ACT Heritage

Conservation Officer (Advice)

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57562)

Gazetted: 10 June 2022

Closing Date: 29 June 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 Aboriginal 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: 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.

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 addressing the selection criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

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

Environment

ACT Parks and Conservation Service

Environmental Offsets - Planning, Monitoring and Research

Field Ecologist – Environmental Offsets (Planning, Monitoring and Research)

Professional Officer Class 1 \$64,473 - \$89,398, Canberra (PN: 41062, several)

Gazetted: 10 June 2022

Closing Date: 29 June 2022

Details: The Environmental Offsets team are looking for a committed and suitably experienced Field Ecologist with knowledge of threatened species monitoring in Natural Temperate Grassland and Box Gum Woodland ecosystems in the ACT region. Under the supervision of the Monitoring Ecologist, the Field Ecologist will undertake ecological monitoring to support adaptive management of grasslands and woodlands as per requirements for Matters of National Environmental Significance within Environmental Offset Reserves.

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

Eligibility/Other Requirements:

Mandatory:

A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#) A current manual driver's licence.

Tertiary qualifications in a field of environmental management or biological science, preferably including studies in Botany, Zoology or Ecology.

Willingness to work in remote locations, out of hours, and in adverse weather conditions.

Desirable:

A current First Aid Certificate.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Carlson 0468514223 emma.carlson@act.gov.au

Corporate Services and Operations

Finance, Information and Assets

Digital Solutions

Digital Services Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43492)

Gazetted: 09 June 2022

Closing Date: 16 June 2022

Details: The role of Digital Services Officer will be working with the Directorate to better understand business units' digital/ICT requirements and present findings for the advancement of technology improvement to the directorate business system owners. Provide ICT project support and process advice. Assist in ICT Project documentation and coordination.

Support current and future business systems by providing project process support, auditing, user administration and enhancements.

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

Establish and maintain business relationships with a diverse range of internal and external stakeholders.

Eligibility/Other Requirements: Relevant experience or ICT qualifications would be highly desirable.

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

This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a two-page pitch addressing the skills, knowledge and behaviour that form the selection criteria that are required to perform the duties and responsibilities of the position as set out in the Position Description and provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andy Tripathi (02) 6205 3034 andy.tripathi@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

Corporate

Communications and Engagement

Assistant Director, Communications and Engagement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 44349)

Gazetted: 15 June 2022

Closing Date: 4 July 2022

Details: The Assistant Director, Communications and Engagement will work closely with the Director, Communications and Engagement in managing and implementing communications, stakeholder and employee engagement projects in line with Justice and Community Safety (JACS) priorities for community safety.

The Assistant Director, Communications and Engagement will be highly organised, have a good attention to detail and excellent communication and leadership skills. The Assistant Director, Communications and Engagement will liaise with a broad range of audiences across government, stakeholders and the community. They will also be self-motivated, have the ability to respond quickly to changing priorities and show initiative, sound judgement and an ability to meet tight timeframes.

They will have an interest in supporting community safety, specifically working with Police, Corrective Services and Emergency Services to keep the community informed and engaged.

Eligibility/Other Requirements:

Experience in the direct media liaison within ACT media is highly desirable.

Relevant tertiary qualifications and/or significant experience working professionally in the fields of media management is highly desirable.

The ability to work flexibly with regular weekend and after-hours work is required.

A current driver's licence is essential.

Background /Security clearance checks will be conducted.

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

How to Apply: To apply please submit a one-to-two page pitch responding to the Selection Criteria and a current curriculum vitae containing the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kaylee Rutland (02) 6205 6746 Kaylee.Rutland@act.gov.au

Courts and Tribunal

Data Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 31045)

Gazetted: 15 June 2022

Closing Date: 29 June 2022

Details: The Data Analyst role is pivotal in ensuring ACT Courts and Tribunal (ACTCT) meets its internal and external statistical reporting requirements, assisting the Assistant Director, Business Intelligence in providing analysis of data and supporting the use of data for proactive case management.

The Data Analyst must be customer focused, familiar with data and analytics and experienced in successfully translating data to usable management information. This role contributes directly to the Courts and Tribunal strategic intent to optimise opportunities provided by the introduction of the Integrated Court Management System (ICMS) and other information systems; including codification of interfaces into and out of ICMS. The Data Analyst supports the Assistant Director Business Intelligence in ensuring that ICMS and other data is optimised to present users reliable information to equip them for decision-making. The Data Analyst will do this by analysing users' needs, potential causal relationships between datasets, maintaining data integrity and assisting in the understanding of reported information.

Eligibility/Other Requirements:

Experience in working with complex data in case management systems, including a detailed understanding of data analytics;

Understanding of court and tribunal practices and procedures or similar complex organisation;

Proven examples involving the documentation and maintenance of processes and procedures, including data extraction, quality control, analysis methodology and data manipulation;

Expert to a high-level understanding of data extraction and analysis, utilising a range of supporting software including but not limited to; the Microsoft Office Suite, Microsoft SQL Server Management Studio, COGNOS Analytics and other BI tools.

Be proficient in the use of SQL code including the ability to write and execute functions and stored procedures with confidence.

Possession of or progress towards a relevant tertiary qualification or equivalent level of experience.

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

How to Apply: Applicants are asked to illustrate their experience and knowledge by providing a written response addressing the following:

*(The **totality** of the response should be limited to 2, A4 pages and consider the 'what you will do' section of the position description)*

Describe how you form and prioritise your workplace tasks and how their progress is communicated to your stakeholders.

Provide an example of how you managed information from stakeholders with the aim to resolve a known issue Summarise how you have extracted data from SQL/Source environments and transformed that data into accessible repositories.

Describe how you contributed to the conceptualisation, development and delivery of a data based product(s)

How would you go about ascertaining and maintaining integrity in a case management system when you have access to a related reporting environment.

Applications should be submitted via the Apply Now Button below.

Contact Officer: James McQuillan (02) 6205 4134 James.McQuillan@courts.act.gov.au

Legislation, Policy and Programs

Restorative Justice Unit

Indigenous Guidance Partner

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 37329)

Gazetted: 14 June 2022

Closing Date: 12 July 2022

Details: The ACT Restorative Justice Unit within the Justice and Community Safety Directorate is seeking an Indigenous Guidance Partner to undertake a range of duties to support the operation of the ACT Restorative Justice Scheme. The Indigenous Guidance Partner is the first point of contact for Aboriginal and Torres Strait Islander clients, ensuring they are provided with a culturally responsive and appropriate service. The Indigenous Guidance Partner is required to build and maintain strong relationships with Aboriginal and Torres Strait Islander agencies and other key services to ensure all clients receive the support they need. The Indigenous Guidance Partner will:

- Engage with Aboriginal and Torres Strait Islander communities and organisations to raise awareness of restorative justice opportunities for people affected by crime.
- Facilitate access to the ACT Restorative Justice Unit for Aboriginal and Torres Strait Islander people affected by crime. Proactive outreach in the community is a core element of this role.
- Provide support and guidance with Aboriginal and Torres Strait Islander people throughout their participation in the restorative justice process.
- Provide assistance and encouragement of Aboriginal and Torres Strait Islander people to comply with their restorative justice agreements.
- Actively participate in and contribute to Aboriginal and Torres Strait Islander specific projects undertaken by the ACT Restorative Justice Unit.
- Assist in the preparation, coordination and convening of restorative justice conferences.
- Work constructively across the team, participate in supervision and continuing professional development.
- Identify and comply with legislative requirements and policies including maintaining records in accordance with the *Territory Records Act 2002*.
- Undertake other duties appropriate to this level of classification which contribute to the effective and efficient operation of the ACT Restorative Justice Unit.
- This position does not involve direct supervision of staff.

If you are an Aboriginal or Torres Strait Islander person with a disability and would like assistance to apply for this position, please contact the position contact officer.

Eligibility/Other requirements:

- This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people.
- Security clearance checks will be conducted.
- Driver's licence class C is essential.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to – [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Note: This is a temporary vacancy available until 14 March 2023 with the possibility of extension or permanency. This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people.

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

Selection may be based on application and referee reports only.

How to apply: Applicants should submit a two-page pitch that outlines specific examples of your experience to demonstrate your ability to undertake this role, together with a copy of your current curriculum vitae and the name and contact details of two referees (one must be a current supervisor or manager).

Applications to be submitted via the "Apply Now" button below:

Contact Officer: Tracey Lloyd (02) 6207 0505 Tracey.Lloyd@act.gov.au

ACT Corrective Services

Operational Support

Organisational Capability

Training Administration Coordinator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 11269)

Gazetted: 14 June 2022

Closing Date: 28 June 2022

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and conscientious people to join the Organisational Capability Unit as the Training Administration Coordinator (ASO5)

The successful applicant will be responsible for a range of administrative functions and processes relating to aspects of training registration, preparation, co-ordination and reporting according to organisational and Enterprise Agreement requirements.

In addition, you will provide administrative support in arranging external training and conference activities including making bookings, coding invoices, and reporting on training costs. You will also provide a range of administrative support services to the Unit including assisting with the co-ordination and scheduling of training activities for ACTCS employees

Further to this, you will enter and maintain student and training information on training databases and Learning Management Systems in a timely and accurate manner.

To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent customer service and communication skills.

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

Eligibility/Other Requirements:

This position requires a pre-employment medical

This position does not require a Working with Vulnerable People Check.

How to Apply: To apply, applicants are required to submit two items:

a one to three page written response addressing the professional/technical skills and knowledge, 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 both items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cecilee Miller (02) 6205 4910 Cecilee.Miller@act.gov.au

ACT Corrective Services

Community Operations

Community Case Manager

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 54129)

Gazetted: 14 June 2022

Closing Date: 28 June 2022

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and conscientious people to fill a temporary vacancy for the role of Community Case Manager (ASO5) within Community Operations.

Under the general direction of the Team Leader, the successful applicant will provide professional case management, supervision and monitoring for people on court orders. Promote and apply the principles of contemporary best practices in relation to offender management, including information provision to the Courts, releasing authorities and other statutory bodies in relation to offender management and risk, and intervention outcomes.

Further to this, you will monitor offender management programs and Community Service Orders, to maximise correctional/rehabilitative opportunities so that the impacts of crime on the community are reduced. You will also assist senior employees with other work in the Unit to ensure the objectives of Community Operations are achieved.

To be successful you will demonstrate strong administrative capability, have the ability to think and act in a busy environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clientele.

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

Eligibility/Other Requirements:

Experience working with offenders and relevant tertiary qualifications are highly desirable.

ACT Corrective Services Community Operations suite of training programs to be completed as required after commencing employment.

The successful candidate will be required to undergo a criminal record check.

Driver's licence is essential.

This position requires a pre-employment medical.

This position requires Working with Vulnerable People registration.

Note: This is a temporary position available for 6 months with the possibility of extension up to 12 months.

How to Apply: Applicants are required to submit three items:

a one to three page written response addressing the professional/technical skills and knowledge, 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); and

a copy of your current driver's licence. Please ensure you submit all three items

Applications should be submitted via the Apply Now button below.

Contact Officer: Shannon Bradbury (02) 6207 9433 Shannon.Bradbury@act.gov.au

Legislation, Policy and Programs

Criminal Law Group

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 42663)

Gazetted: 10 June 2022

Closing Date: 24 June 2022

Details: The Criminal Law Branch develops and implements policy, law reform, legislation and programs relating to the criminal justice system. This includes a number of areas of criminal justice including family violence, sexual assault, bail, evidence, sentencing, corrections, policing, firearms regulation, unexplained wealth, principles of criminal responsibility, the construction and framing of offences in ACT legislation, and counter-terrorism. The work is fast-paced and varied, with a collegiate team that is supportive of flexible working arrangements.

The Policy Officer in this role will work across a number of the areas of work undertaken by the Criminal Law Branch, with any specific areas of interest or expertise accommodated, wherever possible. Key projects currently underway include work relating to the age of criminal responsibility, introduction of a new right to appeal, the implementation of the ACT Disability Justice Strategy and legal policy work to respond to the Sexual Assault Prevention and Response Steering Committee final report, *'Listen: Take action to prevent, believe and heal'*.

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:

Other Requirements: Relevant tertiary qualifications in law or a related field are highly desirable but not essential to this role.

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

How to Apply: Interested applicants should submit a supporting statement (no more than two to three pages) that outlines their practical experience and include examples of their experience. The examples should explain to the panel how your previous experience would allow you to undertake the work of the Criminal Law Team (with reference to the professional and behavioural capabilities above). Applicants should also provide a current resume and the name and contact details of two referees, including a recent supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanna Marshall (02) 6205 1771 Joanna.Marshall@act.gov.au

ACT Court and Tribunal

Registry Operations Branch

Client Service Officer - Bail Office

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 2119, several)

Gazetted: 10 June 2022

Closing Date: 28 June 2022

Details: We are looking for new team members to join our **Criminal Section – the Bail Office Team!**

The Registry is the backbone of the Supreme and Magistrate Courts operations. In the last year alone, we assisted the Courts to finalise over 14,000 criminal and civil matters, across all their jurisdictions. And that's not counting thousands of enquiries and files which we handled.

Our work is unique, interesting and client focused. **Our people are our superpower.** As a team, we are a diverse group of individuals, but we have a few key things in common. We are passionate about justice! We love providing great client service. We are a closely knit bunch who have each other's backs. And good administration and governance runs in our veins.

Opportunity

We have a couple of long-term vacancies in our Criminal Section – the Bail Office Team.

This team is the face of Bail Office operations and deals with a wide variety of clients in the criminal jurisdiction.

You will never be bored in your job as no two days are the same. This is a great opportunity for anyone who's interested in a career in court administration. As we say, start here and go anywhere!

Given the public facing and client service nature of these roles, you will also be in the thick of it, making decisions and calls on a range of matters, managing strict deadlines, processing and quality assuring court orders and documents, lists matters for future court hearings and dealing with and answering enquiries from parties, legal profession and members of the public who attend the Court. As you will be making decisions under various laws and rules, you will need to exercise powers as a Deputy Registrar of a particular court.

This role will see you become a true master of criminal procedure and court processes. And more importantly, you will play a part in helping clients on their justice journey through the Courts, which – as you can imagine – is often not an easy one. Your excellent customer service, smile and helpfulness will make all the difference.

Who are we after?

To be successful in being selected for these roles, you'll have highly developed administrative skills and be a great communicator. You will work well under pressure in a fast-paced, high-volume office. As you're the Criminal Section's ambassador with the legal profession, our clients and the public, your client service must be up there – think Emirates, First Class!

You'll be a self-starter who takes initiative and works well in a small team. The role is a technical one with lots of moving pieces. So, you must be willing to learn a lot and learn it fast. You will rely on your high levels of resilience and your ability to deal with challenging clients, subject matter and material. You must have a strong track record of meeting deadlines while achieving high levels of quality and accuracy. Your digital skills will be polished, especially in MS Office, and so will be your ability and aptitude to quickly learn our IT systems.

If this sounds like you, **we'd love to hear from you!**

For more information, please contact Ms Rylee Ferrier, Senior Team Leader – Magistrates Court Criminal, on 6205 4902 or Ms Danielle Campbell, Assistant Director Criminal on 6207 2393.

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

Note: These are temporary positions available immediately for a period of up to 12 months and/or permanency.

Candidates may be selected from application and referee reports only. The Selection Committee may also ask the candidates to complete a work sample test or attend an interview.

A merit pool will be established from this selection process, and it may be used to fill other similar vacancies in the branch over the next 12 months.

How to Apply: Please submit the following:

Your up-to-date curriculum vitae (max three pages)

A completed Referee Report from your current or most recent (not older than 12 months) supervisor

- please use this Referee Report template

(https://www.jobs.act.gov.au/data/assets/word_doc/0016/1243123/Referee_Report.doc)

- your referee will need to rate your skills and abilities (using the Rating Scale in the template), and provide a comment (max 100 words) against each criterion set out under the 'Professional / Technical Skills and Knowledge' and 'Behavioural Capabilities' headings

Tip: we suggest that you pre-fill the template with the following before giving it to your referee to complete: Applicant Details, Details of Position Applied For, Referee Details, and insert each criterion (cut and paste from the Position Description as per above point) so to make it easier for your referee to provide ratings and comments. A document with answers to the following four selection questions:

Question 1: Provide an example of when you provided a client service in fast-paced, high-volume environment while managing multiple competing tasks. How did you do it and why? What made your approach successful? Reflecting on the situation, what could you have done differently, if anything?

Question 2: Please provide an example of when you had to deal with a client who was angry because your colleague made an error. How did you approach the situation and why? What was the outcome for the client? Did you provide any feedback to your colleague? If not, why not?

Question 3: Provide an example of when you interpreted a legislative provision, policy or guideline, and made a decision by applying it. What guided your decision making and what were your key considerations? How did you know you applied the provision correctly?

Question 4: Provide an example of when you had to make an immediate decision in a critical situation but where you did not have all the facts. How did you approach the situation and why? Were you satisfied with the result and why?

Each answer should be no more than 350 words (that is, 1,400 words all up). Please use headings to mark clearly and separate each answer (e.g., Answer to Question 1).

Tip: Please use the STAR model to structure your answers to selection questions. For more information, please refer to page 9 of the Applicant Information Kit available from: <https://www.jobs.act.gov.au/how-we-hire/prepare-your-application>. There is no need to address each capability separately.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danielle Campbell, Danielle.Campbell@courts.act.gov.au (02) 6207 2393

Legal Aid Commission

Legal Aide ACT

Family Practice

Experience Lawyer (ICL)

Generic \$103,405- \$120,690, Canberra (PN: ICL)

Gazetted: 09 June 2022

Closing Date: 23 June 2022

Details: With the introduction of the Lighthouse Project into the Canberra Registry, Legal Aid ACT is seeking a suitably qualified person to fill a vacancy in the Family Practice acting predominantly as an Independent Children's Lawyer (ICL). The successful candidate will enjoy challenging work with excellent supervision and mentoring by senior ICLs in the jurisdiction. The successful applicant will be required to work in a team of lawyers and support staff. The role requires you to conduct an effective legal aid service providing high volume and intensive case management to disadvantaged and vulnerable clients. Lawyers undertake a range of work by providing information and advice, community legal education and client representation. Applicants should have at least 5 years PAE in family law. Evidence of the completion of ICL training or an interest in doing so. Eligibility to hold a restricted Practising Certificate in the ACT is required. Covid/Booster vaccination is currently a condition of employment. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Applications should be sent to the contact officer. Applications are to be made directly to Legal Aid ACT hr@legalaidact.org.au

Contact Officer: Jessica Cruise (02) 6243 3473 Jessica.cruise@legalaidact.org.au

Legal Aid ACT

General Practice

Experience Lawyer

Legal 3 \$103,405 - \$120,690, Canberra (PN: FLDS)

Gazetted: 09 June 2022

Closing Date: 23 June 2022

Details: With the introduction of the Lighthouse Project into the Canberra Registry, Legal Aid ACT is seeking a suitably qualified person to supervise the Family Law Duty Service and the Family Advocacy and Support Service in the Family Violence Team (FVT) of our General Practice. The FVT provides Family Law, Family Advocacy and Support Services and Family Violence and Personal Protection Services.

The General Practice is a diverse legal practice also providing the Older Persons Legal Service, Civil Litigation, Helpdesk and the Youth Law Centre. The successful applicant will be required to work in a team of lawyers and support staff. The role requires you to conduct an effective legal aid service providing high volume and intensive case management to disadvantaged and vulnerable clients. Lawyers undertake a range of work by providing information and advice, community legal education and client representation.

Eligibility/Other Requirements: Applicants should have at least five years PAE in family law. An interest in, and understanding of, family violence would be favourable. Hold restricted Practising Certificate in the ACT.

Covid/Booster vaccination is currently a condition of employment.

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

Applications should be sent to the contact officer.

Contact Officer: Amy Begley/Derek Schild 6243 3442 or 6243 3403 amybegley@legalaidact.org.au; derek.scild@legalaidact.org.au

Major Projects Canberra

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

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

Infrastructure Delivery Partners

Social Project Management

Project Manager

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 40147)

Gazetted: 15 June 2022

Closing Date: 11 July 2022

Details: Are you our new Project Manager?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra plays a central role in delivering the ACT Government's infrastructure program. Our mandate ranges from the largest and most complex projects through to local community-scale infrastructure. We are achieving this by working closely with other parts of the ACT Government and the private sector to deliver a range of civil, commercial and social infrastructure across the ACT.

The Social Infrastructure Branch (SIB) is structured into teams of experienced Project Managers led by Project Directors who provide planning, procurement, contract administration, and design and construction delivery services. Current projects/programs include infrastructure services upgrades, mental health projects, corrective services projects, projects at the Canberra Hospital, including clinical area refurbishments; and community health facilities, all in a range of green and brownfield environments.

In this role under limited direction and in line with corporate objectives apply high order project management and procurement skills to a broad range of design and construction projects for the ACT Government. The primary duties and responsibilities for this position are listed in the attached position description and the position reports to the relevant Project Director, Social Infrastructure and may supervise a small team of people.

If this sounds like you and you appreciate working as part of an experienced and committed team delivering ACT Government projects, this position would be suited to you.

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

Eligibility/Other Requirements:

Mandatory:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience

Desirable:

Specific expertise in electrical and mechanical infrastructure project delivery is highly desirable.

Experience in the delivery of health and/or justice and/or community safety infrastructure projects.

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. Current and former ADF members are encouraged to apply.

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 three pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Webber (02) 6207 3302 Simon.Webber@act.gov.au

Project Development and Support

Ministerial, Governance and Corporate Support

People and Capability

Assistant Director, Learning and Development

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45231)

Gazetted: 14 June 2022

Closing Date: 1 July 2022

Details: Are you looking for an opportunity to grow and deliver learning and development needs to promote professional and personal development? Are you a forward-thinking person, who likes a challenge of working in a dynamic and fast-paced environment? If this sounds like you, this job may be just what you are looking for. Major Projects Canberra is looking for a dedicated professional to develop, administer and deliver a range of learning and development programs and initiatives to support MPC operations and enhance our employee's knowledge and experience.

Working in a small team, you will play an integral role in developing and implementing organisational development strategies and implementing whole of government frameworks, focusing on capability and performance of MPC employees.

We are seeking a motivated individual who has:

Experience in creating and delivering training.

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

Experience in creating a positive and diverse workplace culture through training and awareness.

Support the career growth managers and employees.

Oversee the administration and management of the Directorate's Learning Management System.

Work collaboratively with stakeholders across all MPC business units and ACT Government to provide high quality learning and development services for the directorate.

Other duties that support delivery of Human Resources in MPC in line with individual skills/capabilities.

The attached Position Description provides more details on this exciting opportunity.

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

Eligibility/Other Requirements: Certificate IV in Training and Assessment would be highly desirable.

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

How to apply: If the above role sounds like you, please submit a response of no more than two pages outlining your relevant Skills, Knowledge, Behaviour, and experience against the Selection Criteria.

A current curriculum vitae and the names and contact details of two referees.

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

Contact Officer: Elizabeth Shaw (02) 6207 8436 Elizabeth.Shaw@act.gov.au

CIT Woden Project

Deputy Project Director

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 57582)

Gazetted: 14 June 2022

Closing Date: 30 June 2022

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra is responsible for the delivery of a new Canberra Institute of Technology campus in Woden, new Woden public transport interchange, and associated urban realm improvements.

The Deputy Project Director, CIT Campus Woden is one of the key roles within the CIT Woden project team, responsible for directly supporting the Project Director to oversee the project management and delivery of the Project.

The role requires building strategic relationships, working collaboratively with, and supporting the Chief Projects Officer, Deputy Chief Projects Officer and the Project Director in advising the highest levels of ACT industry and government, including ACT Cabinet, individual Ministers, Directors-General, the CIT Project Board, peak industry bodies, leading ACT businesses and organisations, Commonwealth representatives, senior ACTPS executives, advisors and others.

The Deputy Project Director will support Major Projects Canberra Executive and the ACT Government in significant and complex negotiations, the evaluation of private sector project submissions, Legislative Assembly hearings, industry briefings, the media, and other public forums. The role will provide strategic, and technical leadership and management within a dynamic, high profile and high-pressure working environment.

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

Eligibility/Other Requirements:

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

have a least 10 years relevant experience in Project Management.

Desirable

Experience in the delivery of education or other social infrastructure or building projects.

Note: This position is available immediately for up to three years. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant degree and qualifications.

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

Contact Officer: Rebecca Power (02) 6205 4418 Rebecca.Power@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.

Infrastructure Delivery Partners

Social Project Management

Project Director

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 10272)

Gazetted: 14 June 2022

Closing Date: 7 July 2022

Details: Are you our new Project Director?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra plays a central role in delivering the ACT Government's infrastructure program. Our mandate ranges from the largest and most complex projects through to local community-scale infrastructure. We are achieving this by working closely with other parts of the ACT Government and the private sector to deliver a range of civil, commercial and social infrastructure across the ACT.

The Social Infrastructure Branch (SIB) is structured into teams of experienced Project Managers led by Project Directors who provide planning, procurement, contract administration, and design and construction delivery services. Current projects/programs include infrastructure services upgrades, mental health projects, corrective services projects, projects at the Canberra Hospital, including clinical area refurbishments; and community health facilities, all in a range of green and brownfield environments.

In this role under limited direction and in line with corporate objectives apply high order project management and procurement skills to a broad range of design and construction projects for the ACT Government. The primary duties and responsibilities for this position are listed in the attached position description and the position reports to the IDP Executive Branch Manager, Social Infrastructure and will lead a small team of people.

If this sounds like you and you appreciate working as part of an experienced and committed team delivering ACT Government projects, this position would be suited to you.

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

Eligibility/Other Requirements: Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

have a least 10 years relevant experience in Project Management.

It is desirable for you to have experience in the delivery of health and/or justice and/or community safety infrastructure projects.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than three pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees. Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Webber (02) 6207 3302 Simon.Webber@act.gov.au

Infrastructure Delivery Partners

Civil Project Management

Project Manager

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 24791, several)

Gazetted: 09 June 2022

Closing Date: 23 June 2022

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Civil Infrastructure Branch within the Infrastructure Delivery Partners (IDP) Group in Major Projects Canberra is responsible for the effective and efficient development and delivery of civil construction with a focus on safety, value for money and collaboration in support of the Governments capital works program. This approach is applied across the asset lifecycle from feasibility assessment and engineering design to construction, asset handover, and financial completion.

The Project Manager will be required to apply high order engineering, project management and procurement skills to a broad range of design and construction projects for the ACT Government. If this sounds like you and you appreciate working as part of an experienced and committed team delivering ACT Government projects, this position would be suited to you.

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

Eligibility/Other Requirements:

Mandatory:

hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience.

Desirable:

Current Australian Class C driver's licence.

Experience in the delivery of civil infrastructure projects using ACT Government contract forms, or equivalent.

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

Current and former ADF members are encouraged to apply.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees. Please provide copies of relevant degrees and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Farr (02) 6207 6207 steven.farr@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

Maintenance Technician

Capital Linen Service Band 6 \$86,471 - \$90,061, Canberra (PN: 57765)

Gazetted: 15 June 2022

Closing Date: 1 July 2022

Details: Are you a qualified and versatile tradesperson seeking a new challenge with an industry leader?

Capital Linen Service (CLS) is looking for a Maintenance Technician with experience, enthusiasm, and a wide range of skills to lead our high performing Maintenance Team.

CLS, which is based in Mitchell, ACT, provides an industrial linen service to a variety of clients in the ACT and surrounding areas, including public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions, and emergency services.

As an ACT Government business unit, CLS forms part of Transport Canberra and City Services (TCCS) Directorate, which is a team of close to 2000 employees across 50+ locations.

POSITION OVERVIEW

Working under direction of the Senior Maintenance Technician you will undertake a range of duties relating to the maintenance requirements of an automated industrial laundry.

The position of Maintenance Technician plays a crucial role within CLS, performing planned and reactive maintenance requirements of the facility to meet operational requirements of the laundry.

WHAT YOU WILL DO

Key responsibilities include but not limited to:

Providing high quality customer service to the Production Team by responding in a timely and professional manner to maintenance requests, ensuring work conducted is to a high standard and business operations are not disrupted and customer requirements are met.

Undertake planned and reactive maintenance requirements to meet the operational requirements of CLS.

Assisting in the coordination of facility and plant maintenance requirements with internal and external providers.

Conducting timely investigations into equipment breakdowns, identifying cause of failure, and providing recommendations and conducting repairs.

Conducting routine inspections of equipment working condition, reporting issues, and providing recommendations for improvement.

Provide status reports on equipment and outstanding maintenance actions to the Senior Maintenance Technician.

Assisting with projects including working with the maintenance team or external contractors.

Other duties and responsibilities, as required to meet the operational requirements of CLS.

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

Eligibility/Other Requirements:

Compliance Requirements / Qualifications

Qualifications relevant to the position and/or substantial work experience relevant to the position

Must be available to work mornings or afternoons, and perform overtime (scheduled and unscheduled) inclusive of weekends and public holidays

This position does require a pre-employment medical

This position does not require a Working with Vulnerable People Check.

Desirable Qualifications

Formally recognised trade qualification or equivalent

Working with Heights ticket

Elevated Work Platform ticket

Asbestos Awareness

Forklift licence

Confined Space ticket

Experience in a manufacturing or processing workplace

Should the candidate not hold the above qualifications, training may be provided.

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. Current and former ADF members are encouraged to apply.

How to Apply: To Apply, please provide a response (no more than two A4 Pages) to the selection criteria in the 'What You Require' section contained in the position description and outlined below.

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Knowledge of, and experience with, the operations and equipment of a commercial laundry or like industry

Demonstrated experience and sound judgement in assessing, prioritising, and undertaking both reactive and preventative maintenance, in a safe, process-compliant, efficient, and customer focused manner with minimal operational disruptions.

Good communication, liaison skills, and customer service focus, in the facilitation of works, equipment maintenance, and business continuity with minimal disruption to operations and customers.

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Bone (02) 6213 3272 Peter.Bone@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.

Transport Canberra

Domestic Animal Services

Ranger

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 43914, several)

Gazetted: 15 June 2022

Closing Date: 29 June 2022

Details: Are you interested in working with people and animals? Do you enjoy being part of a fast-paced operational team? Then the DAS Ranger position might be the job for you!

Are you looking for a job where no two days are the same? Where you get the opportunity to engage and educate the community promoting responsible pet ownership right across our Nation's Capital?

Domestic Animal Services (DAS) Rangers administer a broad range of legislation focused on regulatory and compliance issues dealing with matters relating to public and animal safety. We also investigate alleged breaches of the *Domestic Animals Act 2000* and *Animal Welfare Act 1992* and ensure that animals are compliant with registration and licensing requirements.

If this sounds like the challenge you are ready for, apply to join our dynamic operational team delivering services to our city, keeping Canberrans and their animals safe.

Transport Canberra and City Services (TCCS) 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 LGBTIQA+ are encouraged to apply.

Eligibility/Other Requirements:

Essential:

Proven ability to work in a team environment

Demonstrated customer service experience

Must hold an unrestricted driver's licence

Must be able to work a rotating roster with some outside hours work

Must wear a uniform

Desirable:

Certificate IV Government Investigations (or equivalent) or willingness to obtain within 12 months

Working with Vulnerable people card

Previous experience in an operational and/or response environment

Previous experience in a regulatory and/or compliance environment

Animal handling qualifications and/or experience

Previous experience in a regulatory environment desirable

Must wear a uniform.

Note: There are two permanent positions available immediately and one temporary position available from 11 July 2020 with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Under ABW arrangements, officers will not have a designated workstation/desk. Rangers are also required to work in the field.

How to Apply: Please submit a two to three-page application addressing the Selection Criteria providing examples demonstrating your suitability and experience for this position. You can find the Selection Criteria in the 'What you require' section of the Position Description. You will also need to provide a current Curriculum Vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now Button below.

Contact Officer: Eva Cawthorne (02) 6207 5181 Eva.Cawthorne@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.

Territory and Business Services

Libraries ACT

Library Branch Supervisor

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 03681)

Gazetted: 15 June 2022

Closing Date: 4 July 2022

Details: Libraries change lives and Libraries ACT's vision is Literacy and Learning for Life. The library delivers traditional services as well as many learning programs and opportunities for the community to come together. Based across 11 sites, the library is integral to Canberra's literacy, self-education and learning, social inclusion, digital inclusion and citizenship. It is a vibrant service that is constantly re-inventing itself to meet emerging community needs and expectations.

The Library Branch Supervisor is an important role in Libraries and is Officer in Charge of public library branches. This involves ensuring branches are operating effectively in delivering services, programs, and information to customers as well as ensuring the building facilities are functioning correctly. This position supervises other staff.

Eligibility/Other Requirements:

This position is required to work evening and weekend shifts when required.

Relevant work experience in an environment such as retail, hospitality or experience managing public spaces would be desirable.

This position may work at multiple locations

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. There may be opportunity to work part-time in a temporary capacity to backfill similar roles.

How to Apply: Applicants must submit a current curriculum vitae and written response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lela Hopkins (02) 6207 6607 Lela.Hopkins@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

People and Capability

Internal Communications and Engagement

Senior Internal Communications Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 46120)

Gazetted: 15 June 2022

Closing Date: 4 July 2022

Details: We're looking for an enthusiastic and experienced communications all-rounder with a passion for content creation and the ability to engage a diverse audience.

This is a unique opportunity to use a broad range of communication skills from strategic writing, storytelling to basic graphic design; working on multiple projects to support the internal engagement and communication activities of the greater directorate.

We want someone who can show initiative and contribute great ideas to make this position their own. You'll work on a suite of internal communication tools as well as developing communication plans and delivering campaigns, in line with the Transport Canberra and City Services (TCCS) Internal Communications and Engagement Strategy. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Demonstrated relevant experience in a similar role or tertiary education in relevant field is highly desirable.

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

How to Apply: Interested candidates are requested to submit a statement of claims no more than three pages outlining what skills and experience you could align to this position. Please also attach your curriculum vitae and the contact details of two current referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: MelissaJ Holcroft (02) 6205 3622 MelissaJ.Holcroft@act.gov.au

Domestic Animal Services

Kennel Hand

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 47089)

Gazetted: 14 June 2022

Closing Date: 28 June 2022

Details: Domestic Animal Services (DAS) administers a broad range of legislation focused on regulatory and compliance issues dealing with matters relating to public and animal safety, registration of animals, patrolling, care of animals and promotion of responsible pet ownership.

As a Kennel Hand you will be part of a small team, based at the Mugga Lane Animal Shelter in Symonston and will be responsible for the day to day welfare and health of the animals held within the DAS facility. This will involve cleaning the facility, conducting health checks, feeding and administering medication, attending to minor wounds and abrasions, exercise and preparing enrichment activities.

Transport Canberra and City Services (TCCS) 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:

Animal Husbandry/Handling experience is desirable specifically dog handling.

Current non restricted driver's licence.

Working with vulnerable people card and or willingness to obtain.

Be willing to participate in a seven day roster.

Wear a uniform and comply with the use of personal protective equipment.

Undertake office based duties and operational field based duties.

Be physically able to walk 2km at a brisk pace without resting.

Have no manual handling restriction that would prevent safe physical exertion, i.e push, pull, bend and lift (>10kg

Note: This is a temporary position available until October 2022 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a two to three-page application addressing the Selection Criteria providing examples demonstrating your suitability and experience for this position. You can find the Selection Criteria in the 'What you require' section of the Position Description. You will also need to provide a current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now Button below.

Contact Officer: Eva Cawthorne (02) 6207 5181 Eva.Cawthorne@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.

Transport Canberra and Business Services

Territory and Business Services

Capital Linen Service

Linen Assistant

Capital Linen Service Band 1 \$51,001 - \$53,047, Canberra (PN: 26479, several)

Gazetted: 14 June 2022

Closing Date: 30 June 2022

Details: Capital Linen Service (CLS) provides a managed linen service to a wide range of clients in the ACT, which include public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions and emergency services.

Capital Linen Service Values and Behaviours

We think about our customers and our people in all that we do. As people we lead by being safe and responsible. The little things we do reflect the effort we put in and display the pride we have. We display a positive and proactive attitude and we support and respect individuals. As teams we co-ordinate and manage activity and outcomes. We inquire, seek and share Knowledge to realise our opportunities. To all we effectively communicate, listen and develop shared understandings and we do everything with quality.

Position Overview

As a member of the production team, a linen assistant will be rotated through a variety of areas and teams within the organisation. A Linen Assistant will contribute to the production process by sorting, washing, feeding, ironing, folding and packing linen to ensure customer orders are ready to be delivered on time. A Linen Assistant may be required to work and be trained in other operational locations such as hospitals.

What You Will Do

A Linen Assistant is required to perform the following duties:

Ensure all finished product adheres to relevant quality standards which assists in maintaining customer satisfaction.

Work safely and in accordance with CLS processes and procedures.

Undertake and satisfy extensive on the job training requirements across multiple areas of the laundry production process.

Be able to stand for long periods of time and undertake physical work including lifting, carrying and transporting soiled and clean linen over the course of the day.

Identify and report hazards and incidents immediately to the relevant Supervisor or Leading Hand.

Work with clean and soiled linen.

Work with a range of industrial machines like washing machines, ironers and folders.

Work in a range of locations.

Fill out production data sheets and other production information where required.

Participate in customer stocktakes.

Internally and externally promote high quality, responsive customer service principles, practices and attributes.

Contribute to the improvement of the laundry production process through the sharing of ideas.

Be a positive influence on the team to maintain and assist in the improvement of workplace culture and employee satisfaction.

Work overtime, public holidays and weekends as required.

Answering the telephone in a respectful and courteous manner.

Rotate throughout the plant or The Canberra Hospital Linen Room or University of Canberra Hospital where required.

Other duties as required.

This position does not involve direct supervision of staff.

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

Eligibility/Other Requirements:

Experience working in industrial laundry (highly desirable)

Permanent Resident of Australia (mandatory)

Driver's licence C Class (desirable)

This position requires a pre-employment medical

This position does not require a Working with Vulnerable People Check.

Note: There are several permanent positions available from this recruitment process.

How to Apply: To apply for the role of Linen Assistant, please provide an up-to-date curriculum vitae and your response to the following questions with no more than 1 page (A4).

Detail your experience in working in the laundry or similar industry (such as cleaning, hospital or hotel etc)?

What areas/equipment in a laundry or linen service (or similar industry) have you been trained to work in?

Provide the contact details of two referee's from your current workplace (Supervisor/Manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Chamberlain (02) 6207 6954 Peter.Chamberlain@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.

Transport Canberra and Business Services

Domestic Animal Services

Operations Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43849)

Gazetted: 10 June 2022

Closing Date: 24 June 2022

Details: Are you interested in working with people and animals? Do you enjoy being part of a fast-paced operational team? Then the DAS Operations Manager position might be the job for you.

Are you looking for a job where no two days are the same? Where you get the opportunity to engage and educate the community promoting responsible pet ownership right across our Nation's Capital?

Domestic Animal Services (DAS) Rangers administer a broad range of legislation focused on regulatory and compliance issues dealing with matters relating to public and animal safety. We also investigate alleged breaches of the *Domestic Animals Act 2000* and *Animal Welfare Act 1992* and ensure that animals are compliant with registration and licensing requirements.

If this sounds like the challenge you are ready for, come and join our dynamic operational team delivering services to our city, keeping Canberrans and their animals safe.

Eligibility/Other Requirements:

Proven ability to work in a team environment

Demonstrated team management experience

Demonstrated customer service experience

Must hold an unrestricted driver's licence

Must wear a uniform

Desirable:

Working with Vulnerable people card. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Previous experience in an operational and/or response environment

Previous experience in a regulatory and/or compliance environment

Certificate IV Government Investigations (or equivalent) or willingness to obtain within 12 months

Animal handling qualifications and/or experience

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. **Under** ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a two to three page application addressing the Selection Criteria providing examples demonstrating your suitability and experience for this position.

You can find the Selection Criteria in the 'What you require' section of the Position Description.

You will also need to provide a current Curriculum Vitae (CV) and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Nockels (02) 6207 4876 alex.nockels@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.

Transport Canberra and Business Services

Domestic Animal Services

Director, Business Support

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 50057)

Gazetted: 10 June 2022

Closing Date: 24 June 2022

Details: The Director, Business Support performs a 2IC role and is a critical enabler to the successful operation of the business which is located at the Mugga Lane Animal Shelter at Symonston.

This role is directly responsible for the leadership of 10 staff managing a diverse portfolio of corporate governance, facility and asset management as well as ensuring the business meets its statutory reporting requirements. The role is also accountable for ensuring the health and welfare of all animals within the facility in line with the *Domestic Animals Act 2000* and the *Animal Welfare Act 1992*.

As a leader within Transport and City Services (TCCS), this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. The successful candidate will model commitment to continual learning, encourage ongoing development, and develop, engage and the right people to the right roles.

Effective employee engagement is a critical enabler in the performance of this role as is a genuine values-based leadership style.

Transport Canberra and City Services (TCCS) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ+ are encouraged to apply.

Eligibility/Other Requirements:

Tertiary qualifications in business, public administration, law or another relevant discipline are highly desirable.

Experience in providing high level governance support to an operationally focussed team delivering frontline services in a compliance environment is desirable.

Permanent resident of Australia.

Educational and professional qualification and referee checks will be undertaken.

Experience working in an operational frontline setting is highly desirable.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a two to three-page application addressing the Selection Criteria providing examples demonstrating your suitability and experience for this position. You can find the Selection Criteria in the 'What you require' section of the Position Description. You will also need to provide a current Curriculum Vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Nockels (02) 6207 4876 alex.nockels@act.gov.au

Transport Canberra

Domestic Animal Services

Business Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 46210)

Gazetted: 10 June 2022

Closing Date: 24 June 2022

Details: As the Business Support Officer, you will respond to customer enquiries and directly support the team to ensure the effective administrative support and provide the highest standard of customer service in all communications with internal stakeholders and members of the community. This role is based at the Mugga Lane Animal Shelter in Symonston.

The Business Support Officer will be adept at managing competing priorities, comfortable operating in a dynamic operational environment, possess excellent customer service and communication skills and be a strong team player.

The role reports to the Office Manager and is an escalation point for complex customer enquiries, actively contributes to policies and procedures and is responsible for general administration support to the wider Domestic Animal Services (DAS) team.

As the role relates to the management and control of domestic animals, specifically dogs, you will be required, from time to time, to interact and handle domestic animals that present to the facility. Role specific training will be provided to ensure your safety in the performance of the role.

Transport Canberra and City Services (TCCS) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ+ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory

Experience in working in a frontline operational customer service environment

Unrestricted driver's licence

Be willing and able to work with dogs and other domestic animals

Working with Vulnerable People's Card and/or willingness obtain

Police and medical assessments will be undertaken
Desirable

Experience in regulatory services or operations

Note: Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a two to three-page application addressing the Selection Criteria providing examples demonstrating your suitability and experience for this position. You can find the Selection Criteria in the 'What you require' section of the Position Description. You will also need to provide a current Curriculum Vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer:

APPOINTMENTS

ACT Health

Administrative Services Officer Class 3 \$68,685 - \$73,920

Lochlan Robson, Section 68(1), 10 June 2022

Canberra Health Services

Administrative Services Officer Class 4 \$76,255 - \$82,566

Sumeet Akella, Section 68(1), 2 June 2022

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Paris Alexander, Section 68(1), 16 June 2022

Specialist / Senior Specialist, \$188,151 - \$254,198

Janaka Balasooriya: 85366764, Section 68(1), 13 June 2022

Administrative Services Officer Class 2 \$60,620 - \$66,939

Grant Barlow, Section 68(1), 8 June 2022

Registered Midwife Level 1 \$72,698 - \$97,112

Josephine Casey, Section 68(1), 9 June 2022

Health Professional Level 2 \$70,679 - \$97,028

Kerryne Chia, Section 68(1), 19 May 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Jaime Cook, Section 68(1), 16 June 2022

Assistant in Nursing \$55,927 - \$57,820

Santosh Devkota, Section 68(1), 9 June 2022

Health Professional Level 4 \$114,928 - \$123,710

Alexandra Durrant, Section 68(1), 9 June 2022

Assistant in Nursing \$55,927 - \$57,820

Manish Gaha, Section 68(1), 14 June 2022

Health Professional Level 2 \$70,679 - \$97,028

Hanah Harrison, Section 68(1), 9 June 2022

Enrolled Nurse Level 1 \$65,056 - \$69,505

Lee Karssen, Section 68(1), 10 June 2022

Senior Officer Grade B \$135,355 - \$152,377

Joseph Lynch, Section 68(1), 9 June 2022

Technical Officer Level 1 \$62,599 - \$65,631

Justine McDonald, Section 68(1), 7 June 2022

Administrative Services Officer Class 2 \$60,620 - \$66,939

Chloe Morrison, Section 68(1), 9 June 2022

Enrolled Nurse Level 1 \$65,056 - \$69,505

Sherina Prickett, Section 68(1), 10 June 2022

Technical Officer Level 1 \$62,599 - \$65,631

Jessica Puniard, Section 68(1), 14 June 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Sanju Sharma Poudel, Section 68(1), 2 June 2022

Administrative Services Officer Class 2 \$60,620 - \$66,939

Rena Sofwan, Section 68(1), 14 June 2022

Technical Officer Level 1 \$62,599 - \$65,631

Zhanci Xiao, Section 68(1), 7 June 2022

Canberra Institute of Technology

Teacher Level 1 \$80,673 - \$107,642

Manuel Barriera, Section 68(1), 9 June 2022

Chief Minister, Treasury and Economic Development

Senior Officer Grade B \$133,552 - \$150,347

Scott Ashwin, Section 68(1), 13 June 2022

Senior Information Technology Officer Grade C \$114,928 - \$123,710

Lu Chen, Section 68(1), 14 June 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Piumi Mahai Waduge, Section 68(1), 16 June 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Daniel Stone, Section 68(1), 16 June 2022

Environment, Planning and Sustainable Development

Administrative Services Officer Class 5 \$84,749 - \$89,705

Gary McCabe, Section 68(1), 13 June 2022

Justice and Community Safety

Senior Officer Grade C \$114,928 - \$123,710

Fiona Halloran, Section 68(1), 15 June 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

John Lambourn, Section 68(1), 14 June 2022

Ambulance Support Officer 1 \$62,860 - \$66,802

Hannah Lindsay, Section 68(1), 15 June 2022

Suburban Land Agency

Administrative Services Officer Class 6 \$91,315 - \$104,509

Sheryll Mangubat, Section 68(1), 13 June 2022

Transport Canberra and City Services

Capital Linen Service Band 1 \$51,001 - \$53,047

Kiranbhamorrisoni Chaudhari, Section 68(1), 9 June 2022

Senior Officer Grade A \$155,107

Luke Halpin, Section 68(1), 14 June 2022

Capital Linen Service Band 1 \$51,001 - \$53,047

Nelson Olango, Section 68(1), 9 June 2022

Technical Officer Level 3 \$79,105 - \$89,398

Renae Palmer, Section 68(1), 14 June 2022

Capital Linen Service Band 1 \$51,001 - \$53,047

Vanya Pisu Sauni, Section 68(1), 9 June 2022

Technical Officer Level 3 \$79,105 - \$89,398

Christine Rampling, Section 68(1), 15 June 2022

Worksafe ACT

ORS Inspector 6 \$90,099 - \$103,117

Timothy Cox, Section 68(1), 14 June 2022

Regulatory Inspector 5 (WorkCover Officer 5) \$83,620 - \$88,510

Thi Nguyen, Section 68(1), 14 June 2022

TRANSFERS

Canberra Health Services

Scott Harding

From: Senior Officer Grade A \$155,107

Canberra Health Services

To: Infrastructure Officer 4 \$134,705 - \$153,043

Canberra Health Services, Canberra (PN. 54554) (Gazetted 10 March 2022)

Adrienne Heckenberg

From: Health Professional Level 3 \$98,489 – \$103,779 (up to \$108,927 on achieving a personal upgrade)

Canberra Health Services

To: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services, Canberra (PN. 15663) (Gazetted 12 April 2022)

Loretta Huckstepp

From: Health Professional Level 3 \$98,489 – \$103,779 (up to \$108,927 on achieving a personal upgrade)

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. 22935) (Gazetted 31 January 2022)

Education

Caitlin Pantos

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 40546) (Gazetted 7 December 2021)

Environment, Planning and Sustainable Development

Ashleigh Savage

From: Senior Officer Grade B \$135,355 - \$152,377

ACT Health

To: Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development, Canberra (PN. 43127) (Gazetted 6 April 2022)

Justice and Community Safety

Eryn Duffy

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Justice and Community Safety

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Justice and Community Safety, Canberra (PN. 52492) (Gazetted 14 April 2022)

Suburban Land Agency

Madan Mohan Nagpal

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705
Suburban Land Agency, Canberra (PN. 57096) (Gazetted 31 March 2022)

Worksafe ACT

WorkSafe ACT

Psychosocial

Stephen O'Rourke

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Worksafe ACT

To: ORS Inspector 6 \$90,099 - \$103,117

Worksafe ACT, Canberra (PN. 50341) (Gazetted 21 March 2022)

PROMOTIONS

ACT Health

Digital Solutions Division

Office of the Chief Information Officer

Joanna Sanchez

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

ACT Health

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Health, Canberra (PN. 17457) (Gazetted 29 December 2021)

Canberra Health Services

Erica Campbell

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 4.1 \$130,846

Canberra Health Services, Canberra (PN. 56745) (Gazetted 20 January 2022)

Cancer and Ambulatory Services

Karla Maganto Parisotto

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services, Canberra (PN. 17547) (Gazetted 5 May 2022)

Medical Services

Kiranbala Patel

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services, Canberra (PN. 44666) (Gazetted 7 March 2022)

Chief Minister, Treasury and Economic Development

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Evan Byrne

From: Infrastructure Officer 3 \$115,193 - \$126,450

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 4 \$136,524 - \$155,109

Chief Minister, Treasury and Economic Development, Canberra (PN. 54378) (Gazetted 28 April 2022)

Access Canberra

Construction Utilities and Environment Protection

Construction and Planning Investigation Team; Rapid Regulatory Response Team

Jo Howard

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 56845) (Gazetted 5 April 2022)

Property and Venues

ACT Property Group

Estate Management and Procurement

Alexandra Martyniak

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 26181) (Gazetted 24 January 2022)

Corporate

People and Capability

Leesha Pitt

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 31951) (Gazetted 18 May 2022)

Digital, Data and Technology Solutions

ACT Cyber Security Centre

Scott Reynolds

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 57199) (Gazetted 5 April 2022)

Corporate

Corporate

Workforce Strategy, Business Support and Information Governance

Katharine Stuart

From: Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 39518) (Gazetted 12 May 2022)

Property and Shared Services

ACT Property Group

Executive

Mikayla Thomas

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 46721) (Gazetted 6 April 2022)

Digital, Data and Technology Solutions

Technology Services Branch

Corporate Applications

Andreza Viana Redmayne

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 14356) (Gazetted 13 April 2022)

Community Services

Housing ACT

Infrastructure and Contracts

Infrastructure Delivery

Souha El-Husseini

From: Infrastructure Officer 4 \$134,705 - \$153,043

Major Projects Canberra

To: †Infrastructure Manager/Specialist 1 \$175,124

Community Services, Canberra (PN. 57260) (Gazetted 12 April 2022)

Education

Business Services

Infrastructure and Capital Works

Executive Branch Manager's Office

Ellie Leechman

From: Administrative Services Officer Class 1 \$53,868 - \$59,258

Education

To: Administrative Services Officer Class 2 \$60,620 - \$66,939

Education, Canberra (PN. 57380) (Gazetted 5 May 2022)

Business Services

People and Performance

Recruitment

Rebekah Nicholls

From: Senior Officer Grade C \$114,928 - \$123,710

Education

To: †Senior Officer Grade B \$135,355 - \$152,377

Education, Canberra (PN. 33469) (Gazetted 12 May 2022)

Business Services

People and Performance

Courtney Pilicic

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 42216) (Gazetted 1 March 2022)

School Improvement and Performance

Belconnen Network

UC Senior Secondary College Lake Ginninderra

Sumana Sen

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Education

To: †Senior Officer Grade C \$114,928 - \$123,710
Education, Canberra (PN. 19801) (Gazetted 7 July 2021)

Education

Belconnen School Network

Canberra High School

Tracey Thomas

From: School Assistant 2 \$51,548 - \$56,919
Education

To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Education, Canberra (PN. 18149) (Gazetted 19 May 2022)

Environment, Planning and Sustainable Development

OCSE

Miranda Gardner

From: Senior Officer Grade C \$114,928 - \$123,710
Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$135,355 - \$152,377
Environment, Planning and Sustainable Development, Canberra (PN. 10970) (Gazetted 17 May 2022)

Environment

ACT Parks and Conservation Service

Parks and Partnerships

Nicholas Jario

From: Senior Park Ranger 3 \$84,749 - \$89,705
Environment, Planning and Sustainable Development

To: Technical Officer Level 4 \$91,315 - \$104,509
Environment, Planning and Sustainable Development, Canberra (PN. 57631) (Gazetted 8 July 2021)

Environment

ACT Parks and Conservation Service

Parks and Partnerships

Lara Woollcombe

From: Senior Park Ranger 3 \$84,749 - \$89,705
Environment, Planning and Sustainable Development

To: Technical Officer Level 4 \$91,315 - \$104,509
Environment, Planning and Sustainable Development, Canberra (PN. 13501) (Gazetted 8 July 2021)

Justice and Community Safety

ACT Corrective Services

Community Operations

Community Operations

Shannon Bradbury

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710
Justice and Community Safety, Canberra (PN. 47586) (Gazetted 17 November 2021)

ACT Human Rights Commission

Victim Support ACT

Financial Assistance Scheme

Nicole Coates

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 53369) (Gazetted 21 May 2022)

ACT Corrective Services

Community Operations

Community Operations

Sean Ehlers

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 47587) (Gazetted 17 November 2021)

ACT Corrective Services

Community Operations

Ainslee O'Halloran

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 11921) (Gazetted 3 March 2022)

Suburban Land Agency

Ryleigh Mitchell

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Suburban Land Agency, Canberra (PN. 48237) (Gazetted 7 March 2022)

Transport Canberra and City Services

Chief Operating Officer Group

Finance

Finance Business Partners

Parminderjit Kaur

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 14141) (Gazetted 17 May 2022)

Chief Operating Officer

Governance and Ministerial Services

Fleet Services

Natalie Kerr

From: General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services, Canberra (PN. 04857) (Gazetted 1 November 2021)

City Services

ACT NOWaste

Strategic Coordination and Planning Section, Business Analytics and Support Team

Samuel McNair

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 45549) (Gazetted 18 May 2022)

City Services

City Presentation

Urban Treescapes

Carma Sweet

From: Senior Officer Grade C \$113,397 - \$122,062

Transport Canberra and City Services

To: †Senior Officer Grade B \$133,552 - \$150,347

Transport Canberra and City Services, Canberra (PN. 54951) (Gazetted 12 April 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

City Operations

Tat Wang Wong

From: Infrastructure Officer 1 \$75,792 - \$89,551

Transport Canberra and City Services

To: †Infrastructure Officer 2 \$91,428 - \$105,186

Transport Canberra and City Services, Canberra (PN. 14743) (Gazetted 22 April 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Worksafe ACT

WorkSafe ACT

Psychosocial

Meaghan O'Connor

From: Regulatory Inspector 5 (WorkCover Officer 5) \$84,749 - \$89,705

Worksafe ACT

To: †Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Worksafe ACT, Canberra (PN. 50341) (Gazetted 21 March 2022)