



ACT Government Gazette

Gazetted Notices for the week beginning 16 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>

Corporate and Governance

Governance and Risk

Audit, Procurement and Risk

Assistant Director, Internal Audit

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57648)

Gazetted: 21 June 2022

Closing Date: 5 July 2022

The ACT Health Directorate, is looking for an innovative and enthusiastic leader with strong interest in governance and continuous improvement.

The successful applicant will work with Senior Executives across the Directorate to develop and deliver ACT Health's internal audit program as well as support the ACT Health Audit and Risk Management Committee (ARMC).

The role will also work closely with the risk management and governance and compliance teams within the Governance and Risk Branch.

Eligibility/Other Requirements: Professional Internal Audit qualifications from a recognised academic institution is desirable.

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

How to apply: Please submit a maximum three-page pitch responding to each of the Professional / Technical Skills and Knowledge Criteria as well as the Behavioural Capability criteria detailed in the Position Description. Also please provide a copy of your curriculum vitae.

Applications are to be submitted via the 'Apply Now' button below.

Contact Officer: CameronJ Smith 02 51249967 CameronJ.Smith@act.gov.au

Health System Planning and Evaluation

Executive

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 27560)

Gazetted: 21 June 2022

Closing Date: 15 July 2022

The Executive Group Manager, Health System Planning and Evaluation, ACT Health Directorate is seeking a highly motivated and experienced Executive Assistant.

Do you thrive in a dynamic environment of changing priorities? The Executive Group Manager, Health System Planning and Evaluation, ACT Health Directorate is seeking an organised and focussed person for the position of Executive Assistant.

The Executive Assistant works alongside the Executive Officer to ensure the smooth operation of the EGM's Office. You will apply your knowledge, skills and initiative to provide high level executive support in a pressured working environment. We are looking for someone with a positive attitude and cheery disposition who solves problems in a cool and collected manner, even when under pressure.

Key responsibilities of the position are to support the EGM— which includes proactive diary and email management, responding to correspondence, coordinating and preparing meeting papers, responding to stakeholder enquiries and processing of invoices, while maintaining efficient and effective office systems.

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

Eligibility/Other Requirements: The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Experience in providing high-level administrative and Executive Assistant support to a senior executive in a government environment.

Proven ability in a wide range of computer applications including Microsoft Office and HPRM/TRIM correspondence management and tracking.

Sound judgement and the ability to manage sensitive matters appropriately.

Strong attention to detail.

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 maximum two-page application addressing the Selection Criteria located in the Position Description and provide a current curriculum.

Applications are to be submitted via the 'Apply Now' button below.

Contact Officer: Dee Chicco (02) 5124 9820 Dee.Chicco@act.gov.au

Digital Solutions Division

Future Capability and Governance

Digital Health Record

Technical Specialist

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 49138)

Gazetted: 20 June 2022

Closing Date: 6 July 2022

Details: The Digital Health Record Program has an opening for multiple Technical Specialists to focus on either interfaces or data conversion. Those allocated to interfaces will be responsible for the entire cycle of interface application development including analysis, design, specification and implementation. This will include interfaces between the Digital Health Record and other internal and external systems, with medical devices and with pathology analysers. Technical Specialists allocated to data conversion will be responsible for analysing, extracting and formatting external systems' data and for loading, testing and organising validation of such external data in the Digital Health Record.

There is no doubt this project will be challenging at times with competing deadlines and priorities. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director.

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

Note: This is a temporary position available until 24 March 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period. A merit pool will be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months.

How to Apply: Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. More details can be found in the attached Position Description. If you are shortlisted, please note that an aptitude test will be utilised as part of the selection process.

Applications should be submitted via the Apply Now button below.

Contact Officer: Timothy Panoho (02) 5124 9298 Timothy.Panoho@act.gov.au

ACT Integrity Commission

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

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

Executive Assistant

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 46603)

Gazetted: 16 June 2022

Closing Date: 30 June 2022

Details: The Executive Assistant leads the Commission's Administration and Executive Support Team which is responsible for maintaining the effective and efficient operation of the Commission's office through the delivery of a broad range of executive and administrative support functions.

This position provides high-level executive and administrative support for the ACT Integrity Commissioner and the Commission CEO, and leads a small team in the delivery of office management and administrative support functions for the Commission.

What you will do

Provide high-level executive and administrative support, including:

- diary management

- internal and external meeting coordination

- workflow coordination into and out of the Commissioner and CEO's offices, and

- prepare and coordinate materials for meetings involving the Commissioner, CEO, and the Commission's senior managers.

- Monitor, track and action incoming and outgoing documents and correspondence, and following up on matters as required

- Coordinate financial management activities, including credit card acquittals, monitoring of expenditure, procurement activities and invoice processing.

- Provide secretariat services to the Senior Management Group including:

- the coordination and scheduling of meetings, rooms, attendees and equipment

- drafting and finalising agendas

- preparing and distributing papers

- taking and finalising minutes, and

- monitoring and updating action item registers.

- Manage complex telephone enquiries and independently respond to internal and external queries as required

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

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

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

- Lead a small team responsible for the delivery of other administrative and office services for the Commission which ensure the Commission operates efficiently and effectively.

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

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

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

The position may involve some domestic travel.

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

Selection may be based on application and referee reports only.

How to apply: Applications must include:

A current curriculum vitae

A written response (a pitch) of **no more than two A4 pages** which demonstrates how your Skills, Knowledge and experience address the Selection Criteria outlined in the 'What you require' section of the Position Description

Applications should be submitted via the Apply Now button below:

Contact Officer: Nick Kimpton (02) 6205 1937 prevention@integrity.act.gov.au

Canberra Health Services

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

Medical Services

Pharmacy

Lead Pharmacist - Mental Health, Justice Health and Alcohol and Drug Services

Pharmacist Level 4 \$121,747 - \$131,067, Canberra (PN: 26207 - 0230U)

Gazetted: 17 June 2022

Closing Date: 18 July 2022

Details: The Pharmacy Department at Canberra Health Services is looking for a talented, dynamic and highly motivated individual to fulfill this role. 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 and has an excellent intern training program. The post holder will be joining at an exciting time where the department will be introducing advanced training residencies and implementing partnered pharmacist medication charting at Canberra Health Services.

Construction of a new clinical services building is currently underway to modernise and enhance care for the population across the Territory. The expansion includes a new emergency, surgical and critical healthcare facility at the existing hospital campus.

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 Pharmacy sits within the Office of the Executive Director 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 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 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 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).

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research, or experience deemed equivalent (preferably supported by the development of an Advance Pharmacist Practice Portfolio).

Able to demonstrate competency standards at the Consolidation Level of the Advanced Pharmacy Practice Framework for Australia within the mental health area as a minimum.

Highly Desirable

The Society of Hospital Pharmacist of Australia (SHPA) membership.

Membership of a professional organisation linked to the area of specialty (e.g. SHPA Mental Health Specialty Practice or Leadership Group, UK College of Mental Health Pharmacy)

Research experience and/or publication in peer reviewed journals.

Project management, leadership and management experience.

Current Driver's license

The successful applicant will need to:

Be available for occasional weekend and after-hours work, including on call, 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:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Hamed Lane 02 5124 2203 Hamed.Lane@act.gov.au

Quality, Safety Innovation and improvement

Quality Improvement

Quality Safety Business Partner

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 14200 - 02301)

Gazetted: 20 June 2022

Closing Date: 7 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 Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

ABOUT YOU

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Behavioural Capabilities

Display a high-level understanding of quality and clinical governance frameworks and the National Safety and Quality Health Service Standards.

Patient/consumer/carer focus

High level of emotional intelligence and strong engagement skills

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

Position Requirements/Qualifications:

Tertiary qualifications or equivalent in a health profession and be registered (or be eligible for registration) with the Australian Health Practitioner Regulation Agency (AHPRA) or be eligible for membership of the appropriate professional organisation and a minimum of four years' experience working professionally in a health care setting is preferred.

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

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

Note: This position is multi-classified may be filled at either the SOG C, RN3.1 or HP4 classification, please clearly state on your selection criteria which position you are applying for and include relevant qualifications when submitting your application.

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: Kath McMaster (02) 5124 9593 kathryn.mcmaster@act.gov.au

Quality, Safety Innovation and improvement

Quality Improvement

Quality Safety Business Partner

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 14200 - 0230F)

Gazetted: 20 June 2022

Closing Date: 7 July 2022

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Behavioural Capabilities

Display a high-level understanding of quality and clinical governance frameworks and the National Safety and Quality Health Service Standards.

Patient/consumer/carer focus

High level of emotional intelligence and strong engagement skills

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

Position Requirements/Qualifications:

Tertiary qualifications or equivalent in a health profession and be registered (or be eligible for registration) with the Australian Health Practitioner Regulation Agency (AHPRA) or be eligible for membership of the appropriate professional organisation and a minimum of four years' experience working professionally in a health care setting is preferred.

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

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

Note: This position is multi-classified may be filled at either the SOG C, RN3.1 or HP4 classification, please clearly state on your selection criteria which position you are applying for and include relevant qualifications when submitting your application.

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: Kath McMaster (02) 5124 9593 kathryn.mcmaster@act.gov.au

Quality, Safety Innovation and improvement

Quality Improvement

Quality Safety Business Partner

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14200 - 023MT)

Gazetted: 20 June 2022

Closing Date: 7 July 2022

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Behavioural Capabilities

Display a high-level understanding of quality and clinical governance frameworks and the National Safety and Quality Health Service Standards.

Patient/consumer/carer focus

High level of emotional intelligence and strong engagement skills

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

Position Requirements/Qualifications:

Tertiary qualifications or equivalent in a health profession and be registered (or be eligible for registration) with the Australian Health Practitioner Regulation Agency (AHPRA) or be eligible for membership of the appropriate professional organisation and a minimum of four years' experience working professionally in a health care setting is preferred.

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

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

Note: This position is multi-classified may be filled at either the SOG C, HP3.1 or HP4 classification, please clearly state on your selection criteria which position you are applying for and include relevant qualifications when submitting your application.

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: Kath McMaster (02) 5124 9593 kathryn.mcmaster@act.gov.au

**Finance and Business Intelligence
Intelligence**

Procurement and Supply

Assistant Director - Procurement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57217 - 02300)

Gazetted: 20 June 2022

Closing Date: 6 July 2022

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

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website: www.canberrahealthservices.act.gov.au

Canberra Health Services (CHS), Procurement and Supply are seeking a talented procurement professional who loves a challenge and will relish the opportunity to contribute to an expanding Health Service.

As a new critical role within CHS, the Assistant Director, Procurement will be responsible for managing the procurement activities in relation to the Critical Services Building (CSB), including timely and compliant procurement of equipment identified by the CSB project team. This role will work closely with the project team to ensure project milestones and deliverables are achieved.

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 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.

ABOUT YOU

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Behavioural Capabilities

Effective and positive leadership skills.

A high-level communicator, with demonstrated strong stakeholder management skills.

Works with a high degree of autonomy.

Critical thinking skills and forms decisions based on sound judgement.

Position Requirements/Qualifications:

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

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

The successful applicant will:

Need to be available for occasional weekend and after-hours work, with access to flex time.

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

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

Note: This is a temporary position available for 2 years.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Quality, Safety, Innovation and Improvement

Patient Experience

Consumer Feedback and Engagement Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 13502 - 023EJ)

Gazetted: 20 June 2022

Closing Date: 4 July 2022

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The Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

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The Patient Experience Team manages consumer feedback and engagement, patient experience survey and consumer handouts coordination. The team also supports the implementation and monitoring of the Partnering with Consumers Framework.

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Behavioural Capabilities

High level verbal and written communication, and interpersonal skills

High levels of emotional intelligence and self-motivation with the ability to work with a range of stakeholders and build strong, respectful relationships.

Good organisational skills with an ability to work independently and within a team environment

Position Requirements/Qualifications:

Highly Desirable:

Recent experience in a clinical or operational environment within the healthcare sector including managing consumer feedback.

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: Bailey de Paiva (02) 5124 6265 Bailey.depaiva@act.gov.au

Medicine

Ward 7B

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 19243, several - 023OR)

Gazetted: 20 June 2022

Closing Date: 4 July 2022

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Ward 7B is a busy 32 bed ward offering inpatient care to patients with complex medical conditions, such as eating disorder, toxicology, and delirium. The core priorities of this position are to collaborate with the multidisciplinary team of the Medical Services and the Division of Medicine and coordinate education and promote a learning culture within the ward 7B.

Interested applicants to address the selection criteria - maximum two pages, and submit application online and also provide two names of professional referees one should be the current supervisor.

ABOUT YOU

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Behavioural Capabilities

Experienced Medical nurse.

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

Adaptability and flexibility to accommodate change and respond appropriately to meet clients' needs.

Position Requirements/Qualifications:

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

Minimum 3yrs post registration 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:

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

Undergo a pre-employment Police check

Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

Contact Officer: Vanessa Hoban (02) 5124 2275 Vanessa.Hoban@act.gov.au

Medicine

Cardiology

Cardiac Scientist/Physiologist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 21978, several - 02376)

Gazetted: 16 June 2022

Closing Date: 5 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

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www.canberrahealthservices.act.gov.au

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).

An exciting opportunity exists for a cardiac scientist to become a part of the allied health team. This position requires knowledge and competency to work autonomously to conduct routine, and assist in complex, cardiac physiology diagnostic investigations and therapeutic interventions according to procedures and published standards. The role includes supporting the operational and quality management requirements of the service with the provision to educate and train staff and students. The role requires participation in and contribution to continual professional development of the cardiac scientist group. The is a temporary position for two year, with the possibility of extension or permanency.

Within CHS, the cardiac science profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive, respectful and kind. The competency framework consists of five generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

ABOUT YOU

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Behavioural Capabilities

Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

Demonstrates strong organisational skills with a high degree of drive.

Demonstrates high-level communication and interpersonal skills with a proven ability to build and maintain effective professional relationships.

Displays adaptability and the flexibility necessary to accommodate change and provide a service which is responsive to clients' needs.

Position Requirements/Qualifications:

Mandatory:

Bachelor of Science/Applied Science, or equivalent.

Minimum of 12-months' post-qualification experience in Cardiac Science.

The successful applicant will need to be available for after hours on-call.

Desirable:

Be eligible for membership with Professionals in Cardiac Science Australia (PICSA)

Be eligible for accreditation with the Australian Council for Clinical Physiologists (ACCP).

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 positions available for two years 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.

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.

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

Contact Officer: Leah Giles (02) 5124 2692 leah.giles@act.gov.au

Mental Health, Justice Health, and Alcohol and Drug Services

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 41432 - 0238J)

Gazetted: 20 June 2022

Closing Date: 7 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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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

Territory Wide Mental Health Services (TWMHS) includes the Access Mental Health Team. The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles of the Territory Wide Mental Health Services ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards

Strong interpersonal and communication skills

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

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of two years (preferably three) years' post qualification experience working professionally in mental health is preferred.

Be registered or be eligible for general registration with Nursing and Midwifery Board of Australia under 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.

Highly Desirable:

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

Hold a current driver's licence without restrictions.

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: Jodie Russell (02) 6207 2570 Jodie.Russell@act.gov.au

Medicine

Emergency Department

Emergency Department Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 24581, several - 023IK)

Gazetted: 20 June 2022

Closing Date: 24 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

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website: www.canberrahealthservices.act.gov.au

Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

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

High level leadership skills

High level communication skills and the ability to critically think

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

(a) A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field,

Or

(b) A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.

The successful applicant will need to be available for a 24-hour roster including weekends and night duty.

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

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

Note: These are temporary positions available for 12 months with the possibility of 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.

Contact Officer: Victoria Clarke (02) 5124 3753 Victoria.C.Clarke@act.gov.au

Rehabilitation Aged and Community Services

Registered Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 45152 - 023KQ)

Gazetted: 20 June 2022

Closing Date: 7 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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah.

ABOUT YOU

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

Behavioural Capabilities

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

Ability to work independently and as part of a multidisciplinary team

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

High level leadership skills

High level communication skills and a strong self-directed learning ethic.

Position Requirements/Qualifications:

Relevant nursing qualifications and a minimum of two years' experience working professionally in Acute Geriatrics setting is preferred.

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

Ability to work a rotating 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.

Note: This is a temporary position available for ten months with the possibility of permanency. The successful candidates may be selected based on application and referee report 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.

Bring two referee reports, with one from your current line manager

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

Contact Officer: Clare Stephenson (+61) 0408 135 203 Clare.Stephenson@act.gov.au

Infrastructure and Health Support Services (IHSS)

Sterilising Services

Business Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 29394 - 023QQ)

Gazetted: 21 June 2022

Closing Date: 4 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:

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CHS website This role is for Production, Preparation and Stores Area.

The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations. Food and Sterilising Services is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services. Under limited the Director of Sterilising Services is responsible for the overall vision, leadership, and management of Sterilising services, ensuring compliance with national standards in all areas of operation, team management, recruitment, procurement, monitoring of maintenance, repairs, inventory management, financial accountability, including customer relations, and ensuring a patient focused quality product and service are delivered to each customer.

Sterilising Services provides sterilising services to Canberra Hospital (CH), Calvary Public Hospital Bruce (CPHB) and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting, and sterilising of Reusable Medical Devices (RMDs). Sterilising Services provides reprocessing of RMDs, purchasing, instrument repairs and maintenance.

Sterilising Services is organised into the following functional areas:

Sterilising Services at Mitchell, including management and administration

Sterilising Unit at CH

Sterilising Unit at CPHB

Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH Overview of the work area and position:

The Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations. The Sterilising Services section is embedded within this Division.

Sterilising Services (SS) provides sterilising services to Canberra Hospital (CH), Calvary Public Hospital Bruce (CPHB) and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting, and sterilising of Reusable Medical Devices (RMD). SS provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

SS is organised into the following functional areas:

SS at Mitchell, including management and administration

Sterilising Unit at CH

Sterilising Unit at CPHB

Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH

ABOUT YOU

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Behavioural Capabilities

Strong leadership and organisational skills with ability to manage competing priorities.

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs whilst upholding a high level of customer service.

Strong communication and interpersonal skills and passionate about a patient focused service.

Position Requirements/Qualifications:

Highly Desirable:

Experience in working within a healthcare setting preferably in Sterilising Services

Experience in working financial management and procurement.

Current driver's license

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

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

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

The successful applicant will need to be available weekday hours.

Undergo a pre-employment National Police Check.

Note: Selection may be based on written application only.

Contact Officer: Natalie Ogilvie 512 43583 Natalie.Ogilvie@act.gov.au

Cancer and Ambulatory Services

Director of Nursing CAS

Registered Nurse Level 5.5 \$178,535, Canberra (PN: 29502 - 023KK)

Gazetted: 17 June 2022

Closing Date: 1 July 2022

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Division of Cancer and Ambulatory Support (CAS) provides a comprehensive range of assessment, diagnostic and treatment services through outpatient and community settings. The division is also responsible for the Walk in Centers across the ACT and Central Outpatients Department are also managed by this Division.

The Director of Nursing operates within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the Nursing and Midwifery Board of Australia Code of Ethics and Code of Conduct.

The position is accountable and responsible to the Executive Director CAS for the management of a safe, effective nursing service across the clinical units of the Division. In keeping with the value of collaboration, the position will operate in partnership with other members of the Executive of the Division and other Divisions as appropriate.

The Director of Nursing is responsible for professional nursing standards and work practices within CAS and for the provision of executive nursing leadership and high-level advice in the overall management of the clinical, material and financial resources allocated for ensure the delivery of safe, efficient and effective, quality consumer and client focused care.

The position has responsibility within the Division for Nurse Education Programs, Quality and Safety, Organisational Development and Workforce Planning.

The position has a professional reporting relationship to the Executive Director of Nursing and Midwifery and participates as a member of the senior nursing and midwifery leadership team for CHS.

ABOUT YOU

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Behavioural Capabilities

Exemplary nursing leadership

Ability to collaborate across professional groups

Manage a complex, diverse and busy portfolio.

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of five years' experience working professionally in a hospital setting is preferred.

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

Post graduate qualifications in management or related field or working towards same.

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 15 weeks.

Contact Officer: Melissa O'Brien 51245198 Melissa.O'Brien@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Occupational Therapy

Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 57688 - 023JO)

Gazetted: 16 June 2022

Closing Date: 5 July 2022

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POSITION OVERVIEW

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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

ABOUT YOU

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Behavioural Capabilities

1. Strong organisational skills with a strong work ethic.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
3. Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders.
4. Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
5. 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 driver's 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.

Note: This is a temporary position 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 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.
- 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.

Contact Officer: Emily Peelgrane 0408 974 091 emily.peelgrane@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Alcohol and Drug Service

Health Professional Officer

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 27580 - 023J5)

Gazetted: 17 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

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services

Adult Acute Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

ADS 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 ADS guided by the principles of harm minimisation. The ADS incorporate 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.

ADS is seeking a senior health professional to provide professional supervision and clinical leadership to staff supporting people with substance misuse disorders in the public health sector. This includes providing clinical expertise, contribute to policy development and support for professional development in consultation with senior clinicians/professionals.

Successful applicants require recent clinical experience, knowledge of the AOD sector and issues impacting on this client group excellent communication skills and ability to work as part of a multidisciplinary team.

ABOUT YOU

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Behavioural Capabilities

Ability to provide leadership and management within Allied Health team.

Ability to apply critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

Ability to manage confidential and sensitive information.

Position Requirements/Qualifications:

Unconditional general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA) or Degree in Social Work and eligibility for membership of the Australian Association of Social Workers.
Hold current drivers licence
Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Note: This is a temporary position available for 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.

Contact Officer: Sally Billington (02) 5124 2591 Sally.Billington@act.gov.au

Director of Allied Health

Therapies Team

Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 40924 - 023MC)

Gazetted: 20 June 2022

Closing Date: 8 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 Therapist (psychological interventions) position is based in the Therapies Team of the Adult Community Mental Health Services (ACMHS) program area. The key function of the Therapies Team is to provide high-intensity, evidence-based psychological and psychosocial interventions to people, including psychological interventions, family-based interventions, and functional and occupational interventions. The Therapies Team aims to maximize the application of concentrated psychological and psychosocial interventions and enhance available treatment options for people who are clinically managed by a Community Recovery Service (CRS). As a function established under the ACMHS Model of Care, the Therapies Team provides targeted interventions that are unavailable elsewhere in the ACT and which are based on highest need within the ACMHS population. The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

The successful applicant of the Health Professional Level 3 (HP3) Therapist position is responsible for conducting skilled clinical assessments and delivering high-intensity psychological interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants).

The position will report operationally to the HP4 Team Leader of the Therapies Team. Professional governance of this position will come from the relevant Discipline Principal (MHJHADS).

ABOUT YOU

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Behavioural Capabilities

- Ability to manage confidential and sensitive information.
- Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
- Commitment to achieving positive outcomes for mental health consumers.

Position Requirements/Qualifications:

For Psychology

Mandatory:

- Hold General Registration with the Psychology Board of Australia.
- Minimum of three years (ideal five years) post qualification.

Desirable:

- Approved or eligible for approval as a Psychology Board of Australia Approved Supervisor.
- Current driver's licence.

For Social Work

Mandatory:

- Degree in Social Work.
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW).
- 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)
- Minimum of three years (ideal five years) post qualification.

Desirable:

- Current driver's licence.
- Accreditation as a Mental Health Social Worker with the AASW.

For Occupational Therapy

Mandatory:

- Hold registration with the Occupational Therapy Board of Australia.
- Professional membership or eligibility for professional membership of Occupational Therapy Australia (OTA).
- Minimum of three years (ideal five years) post qualification.

Desirable:

- Current driver's licence.
- Endorsement as a Better Access to Mental Health Occupational Therapist with OTA.
- 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 part-time at 14:42 hours per week and the full-time salary noted above 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.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Reference checks
- 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.

Contact Officer: Suzanne Vivian (02) 5124 1750 suzanne.vivian@act.gov.au

Rehabilitation and Aged Care Services

Liaison Officer Transitional Therapy and Care Program

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 49333 - 02310)

Gazetted: 16 June 2022

Closing Date: 30 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

The Transitional Therapy and Care Program (TTCP) provides up to 12 weeks of goal focused therapy and care services for older persons within their home or at the TTCP residential unit. The TTCP operates from the University of Canberra Hospital, Bruce. The TTCP aims to maximise a person's recovery and functional independence following a hospitalisation and prevent premature admission to an aged care facility. The TTCP Allied Health team is Multidisciplinary and consists of Physiotherapists, Occupational Therapists, Allied Health Assistants, Dietitians, a Social Worker, and a Speech Pathologist.

The TTCP Liaison Officer is responsible for coordinating a patient's transition from hospital onto the TTCP. This is achieved through liaising with the patient, families and/or carers and ward staff to coordinate appropriate referrals, assessing clients for suitability, discussing the program with all key stakeholders, referring to the Aged Care Assessment Team (ACAT) for assessment and approval for TTCP and facilitating discharge from hospital onto the program. The TTCP Liaison Officer is required to work at multiple sites including public and private hospitals within the ACT.

This position will also include a clinical role at a HP3 level within the position holder's profession. The TTCP Liaison Officer will manage their clinical case load in conjunction with the requirements of the Liaison Officer position.

ABOUT YOU

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Behavioural Capabilities

- Strong organisational skills with a high degree of initiative.
- Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- Excellent written and oral communication skills and the ability to liaise and negotiate with a diverse range of stakeholders.

Position Requirements/Qualifications:

- Be registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or relevant Allied Health Professional Organisation.
- Applicants must have a minimum of three years (ideal five years) post-qualification experience.
- 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 position is a temporary available for 11.5 months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next

12 months.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Johanna Hunter (02) 5124 8383 Johanna.Hunter@act.gov.au

Medicine

Renal

Renal Administration Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 43187 - 023FJ)

Gazetted: 16 June 2022

Closing Date: 23 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.

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

The Renal Service provides comprehensive clinical care, including dialysis and post-transplant care for patients with kidney diseases using a multidisciplinary approach incorporating community and allied health services.

Under general direction this position provides administrative support to the Renal service and its staff, including booking and scheduling patient appointments, billing of services rendered and patient record management whilst providing a high level of customer service.

DUTIES

Under limited direction of the Renal Office Manager, you will:

Provide administration support to the Renal Services including, but not limited to maintaining appointments, co-ordinate meetings (including video conferencing), screen telephone calls, filing, scanning, data entry and draft minor correspondences as required.

Liaise with the clinicians and other members of the management team to ensure the effective coordination of Renal Services.

Maintain appropriate records and input information into CHS, TCH and Outpatient databases and IT systems relevant to the units.

Work effectively within a multi-disciplinary team.

Participate/initiate projects looking to improve value add of administrative service officers to clinical care delivery within Renal Services.

Provide project support to the Renal Network and Renal Services.

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

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

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

Self-Directed and a high level of emotional intelligence.

Position Requirements/Qualifications:

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

Have an understanding of how the National 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 period of six months with the possibility of extension up to 12 months and/or permanency.

Contact Officer: Kylie Farrell 51242821 Kylie.Farrell@act.gov.au

ACT Pathology

Diagnostic Genomics

Technical Officer

Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 37943 - 023DD)

Gazetted: 16 June 2022

Closing Date: 5 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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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, seven 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.

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

The Diagnostic Genomics Department is a multidisciplinary laboratory performing conventional cytogenetics and microarray techniques, Fluorescence In Situ Hybridisation (FISH) and molecular genetic techniques for the investigation of constitutional and somatic (oncological) abnormality. Our laboratory services Canberra and the surrounding region. This position offers an opportunity, under the direction of the Chief Scientist and supervising scientists of Diagnostic Genomics, to be part of a dynamic team that provides a comprehensive Diagnostic Genomics service.

The successful applicant under the supervision of the Chief Scientist and Senior Scientist's, will be required to run and maintain laboratory instrumentation, running of quality control materials, temperature monitoring, stock control, maintaining clean work areas and processing patient samples for the Anatomical Pathology laboratory at Canberra Hospital.

There may be a requirement to work out of routine hours, occasional nights, weekends, public holidays, and an on-call component.

ABOUT YOU

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Behavioural Capabilities

Ability to work autonomously and in a team environment with a high-level of attention to detail.

Self-motivated.

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.

Qualifications:

Desirable:

An associate diploma or degree in Medical Laboratory Science or equivalent.

Experience in Genomics would be advantageous.

Position Requirements/Qualifications:

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.

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

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: Fiona Webb (02) 5124 3449 fiona.webb@act.gov.au

Geriatric Medicine

Geriatrician

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 57023 - 023BK)

Gazetted: 16 June 2022

Closing Date: 23 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.

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POSITION OVERVIEW

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The Rehabilitation, Aged and Community Services (RACS) provides integrated and effective services for rehabilitation, aged care, and community care throughout the ACT. This includes healthcare and support for people with acute, post-acute and long-term illnesses.

The Department of Geriatric Medicine, at Canberra Health Services, promotes healthy aging through the care of older adults in both inpatient and outpatient settings based at the Canberra Hospital, a tertiary teaching hospital and at the University of Canberra Hospital, a stand-alone Sub-acute facility.

The department provides care in the following areas

Acute Care,

Subacute Care,

Ortho-geriatric Medicine and

Community Care and specialist input to specialist dementia care unit (SDCU)

In addition to providing health care to the elderly in Canberra and surrounding regions, the department is firmly committed to the education of both Advanced Trainees (ATs) and Basic Physician Trainees (BPTs).

This position will report to the Clinical Director of Geriatric Medicine and is expected to work across Canberra Hospital and UCH campuses.

Geriatricians will work across Acute Care of the Elderly ward, Sub-Acute ward (UCH) and Community Geriatrics, on a rotational basis.

Consultants will also contribute to education, training, quality improvement and research, within the department. Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

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

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

DUTIES

Perform clinical duties as required and participate in a clinical on-call roster. Liaise and work in partnership with other health care professionals and provide high level medical advice/opinion on assessment and case management.

Provide training opportunities for registrars, junior medical officers and medical students, and mentor the professional development of all staff within the Department.

Conduct, supervise and encourage research, academic teaching and participation in quality and safety activities.

Represent the Department, Division and Canberra Health Services on relevant committees, workings parties and appropriate Territory and National forums.

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

ABOUT YOU

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

Behavioural Capabilities

Work under pressure

Maintain Respectful and Professional behaviour

Being flexible and approachable to MDT members

Position Requirements/Qualifications:

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

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

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

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

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

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

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

For Senior Specialist we will also expect that you:

7. Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.
8. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.
9. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.
10. Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.
11. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.
12. Be able to demonstrate that they are performing at a level consistent with this competency framework.

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

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

Undergo a pre-employment Police check.

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

Note: This is a temporary part-time position available for 20 hours per week for a period of 11 months. The full-time salary noted above will be paid pro rata.

Contact Officer: Dr Manoj Saraswat (02) 5124 42311 Manoj.Saraswat@act.gov.au

Covid Care @ Home

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 53621, several - 023HH)

Gazetted: 16 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: CHS website

A key priority is to deliver timely access to effective and safe Virtual COVID clinical care services. The COVID Care@home Unit consists of a dedicated inter-disciplinary team and is specifically designed to coordinate and manage COVID positive patients in the community with a coordinated approach. Low risk patients will be managed with the GP where possible.

The GP Liaison Staff Specialist will provide an interface between Care@home, future virtual care models and primary care community settings.

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

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

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

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

DUTIES

Provide leadership in Specialist General Practice person centred care and development of future virtual care models

Work as a member of the Care@home interdisciplinary team to support the operational activities of Care@home Liaise and collaborate with relevant General Practices within Canberra and other primary care stakeholders in the private sector to coordinate care for patients in Care@home.

Provide leadership to the interdisciplinary team around primary care management of COVID.

Support the management of COVID positive patients who do not have a usual primary care provider.

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

ABOUT YOU

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Behavioural Capabilities

The Successful applicant should be:

Committed to achieving positive outcomes for patients

High level interpersonal, communications and team building skills.

Able to develop and maintain networks across CHS and external stakeholders

Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australian College of General Practitioners or equivalent specialist qualifications and a minimum of 5 years' experience working professionally in General Practice is preferred.

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

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

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

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

Note: These are temporary part-time positions available for a period of seven months with the possibility of extension. Part time hours may be varied, hours to be discussed with the successful candidate. The full time salary noted above will be paid pro rata. The COVID Care@home program is a 7 day a week service. The hours of work are 0930 to 1800 and includes the weekend. The roster may include rotating onto weekends in a 1:4 pattern.

Selection may be based on applications and referee reports only.

Contact Officer: Dr Anne Marie Svoboda (02) 5124 2959 AnneMarie.Svoboda@act.gov.au

Rehabilitation, Aged and Community Care

Rehabilitation, Aged and Community Care Administration/ Health Centres

Administration manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57600, several - 023K8)

Gazetted: 16 June 2022

Closing Date: 30 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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POSITION OVERVIEW

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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, Community Health Centres, Village Creek Centre in Kambah, and University of Canberra Public Hospital. Our staff are committed to the delivery of health services that reflect Canberra Health Services values Reliable, Progressive, Respectful and Kind.

This recruitment process is for two Administration Manager roles within the Division of RACS.

One position is located at University of Canberra Hospital- Bruce, you will be working across these multiple sites.

The Administration Manager is responsible for the day-to-day management of the administration team ensuring effective and efficient delivery of administrative support to both internal and external clients.

The Administration Manager reports directly to the Operations Manager RACS. The role works in close collaboration with the managers within the service and with other senior leadership team within the Division.

The other position is located at the Belconnen Community Health Centre but has oversight of staff in all Health Centres which include Gungahlin, Dickson, City, Phillip, Weston and Tuggeranong. Five of these health centres have Walk-In Centres co located with them. Administration staff within the Walk-In Centres work closely with administration staff in the Health Centres but these staff are within the Cancer and Ambulatory Support division.

The position reports to the Operations Manager of Health Centres. The role supervises the administration staff and processes across the Community Health Centres and their immediate team is comprised of five ASO4 Health Centre Coordinators.

ABOUT YOU

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Behavioural Capabilities

Strong leadership and management skills, an organised approach to work and in managing competing priorities.

Critical thinker with strong communication skills and a high attention to detail who can calmly and efficiently determine work requirements and actions required.

High degree of initiative, drive and flexibility and the ability to think outside the box.

Position Requirements/Qualifications:

Administration experience including the ability to plan and coordinate and prioritise work within a multi skilled, fast paced and dynamic environment.

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.

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: Steve Sculac (02) 5124 0226 Steve.Sculac@act.gov.au

Quality, Safety, Innovation and Improvement

Patient Experience Team

Consumer Feedback and Engagement Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 15998, several - 0230A)

Gazetted: 16 June 2022

Closing Date: 30 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 Quality, Safety Innovation and Improvement Division is focusing on Canberra Health Services' strategic approach to patient safety and quality with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

Branches within the Quality, Safety, Innovation, and Improvement Division are:

Patient Experience

Incident Management

National Standards, Accreditation and Quality Improvement

Clinical Analytics and Insights

This role reports directly to the Director, Patient Experience. The Consumer Participation Team manages consumer feedback and engagement, patient experience survey and consumer handouts coordination. The team also supports the implementation and monitoring of the Partnering with Consumers Framework.

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

High level verbal and written communication, and interpersonal skills

High levels of emotional intelligence and self-motivation with the ability to work with a range of stakeholders and build strong, respectful relationships.

Strong organisational skills with an ability to work independently and within a team environment

Position Requirements/Qualifications:

Relevant Recent experience in a clinical or operational environment within the healthcare sector including managing consumer feedback is preferred.

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

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

Note: this is a temporary position available for 11.5 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: Bailey de Paiva (02) 5124 6265 Bailey.depaiva@act.gov.au

Pathology

Molecular Pathology

Molecular Scientist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 46864, several - 0239N)

Gazetted: 16 June 2022

Closing Date: 5 July 2022

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POSITION OVERVIEW

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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 Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Molecular Pathology laboratory is a tertiary facility performing highly complex time-consuming investigations in the areas of Molecular Microbiology.

Under direction, the successful applicant will be required to perform diagnostic procedures, investigation of new methodologies, maintenance and troubleshooting of instrumentation, performance and monitoring of Quality Control, provision of results and research.

The successful applicant will be required to work after-hours/overnight and out-of-hours rosters, rotating through a 24 hour/7 day roster. The successful applicant must be able to work as the sole practitioner on rostered shifts, including public holidays and overtime as required.

ABOUT YOU

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Behavioural Capabilities

1. Strong organisational skills with a high degree of drive
2. Strong attention to detail, reliable and punctual
3. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

Position Requirements/Qualifications:

- Relevant Medical Laboratory Science Bachelor or equivalent qualifications
- Minimum of 12 months experience working professionally in Pathology Laboratory is preferred.
- The successful applicant will be required to participate in shift, overnight and out-of-hours rosters, rotating through a 24 hour/ 7-day rostering cycle.
- 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.

Note: There are several positions available for 10 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.
- Supply certified copy of qualifications
- Supply minimum of two referees willing to be contacted

Contact Officer: Fiona Webb (02) 5124 3449 fiona.webb@act.gov.au

ACT Pathology

Molecular Pathology

Technical Officer, Molecular

Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 42946, several - 023F3)

Gazetted: 16 June 2022

Closing Date: 5 July 2022

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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 eight other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Molecular Pathology laboratory is a tertiary facility performing highly complex time-consuming investigations in the areas of Molecular Microbiology.

The successful applicant will be required to work evening and/or overnight and weekends.

ABOUT YOU

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Behavioural Capabilities

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

1. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
2. Self-Motivated
3. Good written and oral communication skills and the ability to liaise with a diverse range of clients
4. Ability to work in a team environment.

Position Requirements/Qualifications:

- The successful applicant will be required to participate in shift, overnight and out-of-hours rosters, rotating through a 24 hour/ 7-day rostering cycle.
- 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 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

- An associate diploma, science degree or equivalent medical laboratory science qualification,
- Experience in a diagnostic pathology laboratory would be advantageous.

Note: This is a temporary position available for 10 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.

Contact Officer: Fiona Webb (02) 5124 3449 fiona.webb@act.gov.au

Women Youth Children

Community Health Program

Registered Nurse/Midwife (Fast Track MACH Scholarship)

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 41709 - 0233J)

Gazetted: 16 June 2022

Closing Date: 5 July 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

CHS promotes a learning culture and is providing an exciting opportunity for Registered Nurses/ Midwives to undertake a Certificate of Child and Family Health whilst working part time in the Maternal and Child Health (MACH) service.

This scholarship program has been developed to create a sustainable pathway for Registered Nurses/Midwives to undertake tertiary study while obtaining relevant work experience leading to a work ready experienced MACH workforce upon graduation.

The work of Maternal and Child Health nurses is supported by the National Framework for Universal Child and Family Health Services (2011):

- Promoting the availability and the role of universal child and family health services to parents, the community as well as health, education and welfare professionals.
- Promoting consistency of service across jurisdictions.
- Providing a contemporary evidence base for service improvement.

- Progress towards national performance monitoring and the compilation of national population health data for the purposes of comparison across jurisdictions and subpopulations.

MACH Nurses /midwives are guided by the National Standards of Practice for Maternal, Child and Family Health Nurses in Australia (2017) and support families by working in the model of Family Partnership to provide support, information, and health advice within a multidisciplinary context.

All MACH Nurses /midwives deliver services across the ACT from health centre locations, to outreach clinic sites and Child and Family centres.

Registered nurse/midwives will be employed to attend the universal first home visit (H/V) and consecutive H/V consults as required. Lead group facilitation in feeding and settling groups, triaging and book first home visits following tertiary referral, whilst working within their midwifery scope of practice in partnership with the MACH nurses to provide safe, family centred midwifery care in a primary health setting.

The Canberra Health Service (CHS) is offering applicants who are experienced RN and RM's currently working in maternity services an exciting opportunity to undertake a Graduate Certificate in Child and Family Health qualification whilst working part time in the Maternal and Child Health (MACH) Service. In recognition of your experience and the established autonomous role of the RM/RN in MACH practice, one year supported practice positions will be offered to suitable applicants while the applicant undertakes a Graduate Certificate in Child and Family Health with MACH's partner university (University of Western Sydney).

ABOUT YOU

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Behavioural Capabilities

- Demonstrates kindness, empathy and understanding to colleagues and clients
- Strong organisational skills and able to contribute positively to team culture.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- A strong self-directed learning ethic
- Ability to plan, prioritise and organise work to achieve performance objectives and ability to work well within a team environment

Position Requirements/Qualifications:

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Dual qualification: Registered nurse and midwife required.
- Extensive experience in both nursing and midwifery practice including current midwifery practice
- Be willing and eligible to enrol in the graduate diploma of Child and Family Health with our Child and Family Health partnership university.
- Current driver's licence.

Desirable:

- International Board Certified Lactation Consultant.

Note: This is a temporary position available from July 2022 for 11 months with the possibility of extension and/or permanency. This is a part-time position for dual registration nurse/midwives available at 24 hours per week. Full-time salary noted above will be paid pro rata for part-time hours. Applicants must be eligible to enrol in the Graduate Certificate of Child and Family Health through the partnership university, the University of Western Sydney.

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: Nicole Saunders (02) 5124 1175 nicole.saunders@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Belconnen Mental Health Team

Registered Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 25541 - 023IU)

Gazetted: 16 June 2022

Closing Date: 30 June 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres.

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

The program recently implemented a new model of care which aims to improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

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

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing assessment and care planning for people experiencing mental illness. They will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

Importantly the new MoC will allow greater opportunity for clinicians to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

The position reports to a Team Leader who is on site in the health centre. The position is supported by a cohesive multidisciplinary team, including other Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists and Allied Health Assistants.

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

ABOUT YOU

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Behavioural Capabilities

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

Position Requirements/Qualifications:

Mandatory:

- 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: 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.
- Hold a current driver's licence

Contact Officer: Erica Campbell (02) 5124 9541 erica.campbell@act.gov.au

Medical Services

Medical Imaging

Radiographer

Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade), Canberra (PN: 28808, several - 023JK)

Gazetted: 16 June 2022

Closing Date: 5 July 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

This Radiographer position is a clinical role and is responsible for the provision of general and advanced radiography services during business hours and for providing leadership to the radiography team afterhours and on weekends. 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.

The position is required to support the Medical Imaging Department in the provision of a 24 hour 7 days a week service, with particular emphasis towards advanced imaging in CT, Angiography and/or MRI.

The 24/7 roster includes shift work, overtime and on-call duties outside normal working hours, with occasional rostered night shift duty when required. The position may also be rostered to shifts based outside of Canberra Hospital in a remotely supervised capacity (e.g. University Canberra Hospital and Weston Creek satellite sites).

ABOUT YOU

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Behavioural Capabilities

1. Ability to work within a multi-disciplinary team, lead by example and demonstrate high level organisational skills.
2. Adaptable and flexible to accommodate change and provide responsive services to meet clients' needs.
3. Excellent communicator - both verbal and written - displaying ability to liaise with a diverse range of stakeholders.

Position Requirements/Qualifications:

Relevant tertiary qualifications in Medical Radiation Science and a minimum of three years' post graduate experience working in a multidisciplinary medical imaging department, preferably within a trauma and teaching hospital.

- Broad experience in CT, Angiography and /or MRI is required.
- Registration as a Medical Radiation Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) (or eligible to obtain).
- Current ACT Radiation licence (or eligible to obtain).
- The successful applicant will need to be available to undertake shift work, participating in a 24/7 roster including after-hours, weekend and overtime work as required. The successful applicant may also be rostered to night shift duty on occasion.
- 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 temporary positions available for six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Sam Wilson (02) 5124 2111 sam.wilson@act.gov.au

Women, Youth and Children

Clinical Support and Projects

Clinical Development Midwife

Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 22219, several - 023LQ)

Gazetted: 17 June 2022

Closing Date: 1 July 2022

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Clinical Development Midwife position supports all midwives within the Centenary Hospital for Women and Children. This position also provides support for newly graduated midwives, through an intensive orientation program and provides extensive educational and clinical support throughout the Maternity Unit for all staff through department wide in-service and education activities. The Clinical Development Midwife will be supported by the Clinical Support Midwife, Clinical Midwife Managers and Clinical Support Manager to work within their full midwifery scope of practice across all areas of Maternity.

ABOUT YOU

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Behavioural Capabilities

A strong, woman centred midwifery philosophy

Strong organisational skills with a high degree of confidence, drive, and self-motivation to provide the required duties

Adaptability and flexibility to accommodate change and provide responsive services to meet the needs of the Maternity Unit

Resourcefulness and adaptability to meet these changing needs within a dynamic environment.

Position Requirements/Qualifications:

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

Eligibility for membership of the Australian College of Midwives

Extensive experience as a Registered Midwife across the full scope of practice

Postgraduate qualifications in relevant field e.g. Midwifery, Child, and Family Health and/or Clinical Leadership (desirable)

The successful applicant will be required to undertake "Train the Assessor" training through Workforce Capability if they do not hold a similar qualification such as Certificate IV in Training and Assessment.

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note: These are temporary positions available for seven months. These positions are full time however part time hours considered and the full time salary above will be paid pro rata.

Contact Officer: Chelsey Helliwell 0422189893 chelsey.helliwell@act.gov.au

Medicine

Covid Ward

Registered Nurse Level 2 Covid Ward

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 52183, Several - 023LY)

Gazetted: 21 June 2022

Closing Date: 5 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 Medical Wards offer inpatient care to patients admitted with complex conditions and associated complications. The core priorities of this position are to collaborate with the multidisciplinary team.

ABOUT YOU

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Behavioural Capabilities

Experienced Medical nurse.

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

Adaptability and flexibility to accommodate change and respond appropriately to meet clients' needs.

Position Requirements/Qualifications:

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

Minimum 3yrs post registration 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 with the possibility of extension.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

Contact Officer: Amanda Cumberland (02) 5124 7671 Amanda.Cumberland@act.gov.au

Territory Wide Mental Health Services

Access Mental Health Team

Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 40949 - 023DH)

Gazetted: 22 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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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

Territory Wide Mental Health Services (TWMHS) includes the Access Mental Health Team. The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles of the Territory Wide Mental Health Services ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service.

ABOUT YOU

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

Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes:
Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
Effective communication skills and the ability to develop and maintain networks across Canberra Health Services and with external parties.

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

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

Position Requirements/Qualifications:

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

Current Passenger Vehicles Driver's License

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

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

Desirable:

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

Hold a current driver's licence without restrictions.

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

Contact Officer: Jodie Russell (02) 6207 2570 Jodie.Russell@act.gov.au

CAS

Paediatric Liaison and Navigation Service

Paediatric Liaison Officer

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 57619 - 023FW)

Gazetted: 22 June 2022

Closing Date: 8 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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POSITION OVERVIEW

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

The Paediatric Liaison and Navigation Service is a new service which is being established to

- improve the coordination of care and outcomes for children with chronic complex health care needs and
- support families to navigate the complexities of shared care with interstate hospital and health services.

There will be a staged implementation of this service with the initial focus on improving the coordination of care for children accessing care in the ACT as inpatients and outpatients as well as specialist paediatric care interstate.

The service will comprise of a multidisciplinary team that will assist children and families to navigate the multiple services involved in their paediatric care. The service will provide, and support child and family centred, integrated, and coordinated care. It will work closely with acute and community services, and across health and human services, to reduce the challenges families face when required to access multiple services to ensure the highest quality of care for their child.

The service will sit within the CHS, Central Intake Team (CHI) with the role reporting to the CNC of CHI. The role will provide a central point of intake for families seeking information and navigation help for child and adolescent health services. It will champion the role of this service and actively advocate and educate colleagues and other services about the needs of consumers for navigational support.

The Paediatric Liaison officer role is one of two initial positions to be recruited to in the service and will take on a key role in the staged development and implementation of the service. This role will work closely with the Paediatric Care Navigator position to assist in the support, advocacy, system navigation and connection with appropriate services.

This unique role is an opportunity to build relationships with families and children, and with diverse acute and community services, to anticipate and reduce the challenges that children and young people with complex chronic health needs, and their families, can face. It is an opportunity to ensure the highest quality of care, information and support is provided when families and children need it, so that they can navigate the complexities of their care.

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Behavioural Capabilities

Strong organisational skills, resilience, tenacity, and a willingness to problem-solve and advocate with and for children and families.

2. Well-developed interpersonal skills and ability to build and maintain effective relationships with service clients and a range of internal and external stakeholders

3. The ability to connect with, build rapport and understand the clinical and psychosocial needs of children, adolescents and their families with complex presentations

4. Confidence, flexibility and good judgement to contribute to the ongoing design of an evolving innovative service, as a member of a team.

Position Requirements/Qualifications:

Relevant registered nurse qualifications and a minimum of two years_ experience working professionally in paediatric acute and/or primary health.

Desirable:

- Experience in providing or coordinating care across acute and primary care settings
- Tertiary level qualification OR Post Graduate course work or study.
- Experience which provides insight into the consumer perspectives of families managing complex ongoing healthcare for children.
- 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.
- Experience contributing to the design of innovative person and/or family-centred health services

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.

For more information on this position and how to apply _click here_

Mental Health, Justice Health and Alcohol and Drug Services

Forensic Mental Health Services

Registered Senior Mental Health Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 19790 - 023JB)

Gazetted: 22 June 2022

Closing Date: 8 July 2022

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

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Forensic Mental Health Services is seeking an experienced mental health nurse to join our custodial mental health team providing community-equivalent mental health care to detainees and young people experiencing moderate to severe mental illness in custody and those at-risk of self-harm and suicide. CMH provides services 7 days a week to the ACT's two correctional facilities, the Alexander Maconochie Centre and Bimberi Youth Justice Centre. If you are passionate about public mental health and enjoy being part of an energetic and supportive team, please consider applying for this role.

POSITION OVERVIEW

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

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

- FMHS is one united service with three distinguishable yet integrated service components as follows:
- FMHS Forensic Consultation and Intervention Service (FoCIS) including:
- Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)
- FMHS Mental Health Court Assessment and Liaison Service (MHCALS)
- FMHS Custodial Mental Health (CMH) including:
- CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)
- CMH – Adult at the Alexander Maconochie Centre (CMH – A)

This position is based at the AMC in a 7-day mental health service that operates between 08:30 and 18:00 hrs daily. Shifts include 08:30 to 17:00 or 10:30 to 19:00 hours. 4-7 weeks annual leave depending on roster. Weekends and public holidays attract penalty rates. Custodial and laundry allowance applies. Eligible applicants may also apply for post-graduate qualification allowance. (Please refer to the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019 for a full account of employment conditions).

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Behavioural Capabilities

- Adaptability and flexibility to accommodate change and respond to novel situations.
- Ability to communicate clinical concepts with influence and sensitivity.
- Strong organisational skills with a high degree of drive.

Position Requirements/Qualifications:

Mandatory:

- Be registered or eligible for general registration with the Nursing and Midwifery Board of Australia under AHPRA.
- Minimum 3-year (preferably 5 years) post-qualification experience

Desirable:

- Experience of working in a custodial setting or community mental health service.

Other:

- The successful applicant will need to be available for weekend shifts and limited shift work between 0830hrs and 1900hrs.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Leigh Thompson (02) 5124 2136 leigh.thompson@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

CAMHS

Operational Director Justice Health Services

Senior Officer Grade A \$157,201, Canberra (PN: 25981 - 023RJ)

Gazetted: 22 June 2022

Closing Date: 6 July 2022

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POSITION OVERVIEW

An exciting opportunity exists for a driven and strategic leader to fill the position of Operational Director for Justice Health Services (JHS) within the Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) division. JHS provides health services to detention centres to ensure patients are given a treatment to recovery or provided a pathway towards prevention. JHS provides services to individuals in the courts, custody, youth detention and community settings, including those at the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre. This is a great opportunity to work with a multidisciplinary team and alongside a senior leadership team, to deliver exceptional health care to vulnerable members of our community. As a Senior Director of the broader Canberra Health Services team, you will also have opportunities to be involved in some of the exciting activities and opportunities occurring within the organisation including the Canberra Hospital Expansion, implementation of the new Digital Health record, as well as local initiatives including model of care review and interagency collaborations. Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' home. These services include:

Territory Wide Mental Health Services (TWMHS)

Adult Community Mental Health Services (ACMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

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

Position Requirements/Qualifications:

Mandatory:

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

Be registered under the Working for Vulnerable People Act.

Desirable:

Postgraduate qualifications in management field are highly desirable

Current Driver's license.

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

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

Note: This is a temporary position available for 3 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: Katie McKenzie (02) 5124 5229 katie.mckenzie@act.gov.au

Rehabilitation, Aged and community Services

Allied Health

Physiotherapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 55552 - 023T9)

Gazetted: 22 June 2022

Closing Date: 8 July 2022

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POSITION OVERVIEW

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[CHS website](#)

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.

Brindabella Day and Ambulatory Rehabilitation Services (BRS) provides Allied Health led interprofessional rehabilitation and health promotion through a number of ambulatory and community-based services including Brindabella Day and Ambulatory Rehabilitation service, Motor Neuron Disease service, Vestibular Rehabilitation, Rehabilitation at Home, and the Falls and Falls injury prevention service, and the Post COVID recovery clinic.

Physiotherapists working in BRS provide short-term goal directed rehabilitation designed to enhance clients' 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. BRS physiotherapists work as part of an interprofessional team and have very close links with other RACS physiotherapy services, with the opportunity to rotate into these services which can be based at multiple alternate locations.

All RACS physiotherapists provide high quality contemporary physiotherapy and patient centred care, in individual or group-based sessions, to achieve positive patient outcomes. Clinical and professional growth and development is supported by clinical supervision and well-established opportunities for learning and engaging in quality initiatives.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

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

Position Requirements/Qualifications:

Relevant registered or be eligible for general registration with Psychology Board of Australia under AHPRA qualifications and a minimum of 12 months paid work experience working professionally in Physiotherapy is preferred.

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

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

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

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

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

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

Undergo a pre-employment Police check.

Note: This advertisement is for one vacancy up to six months with a possibility of extension and/or permanency. A merit list will be established from this recruitment to fill any future permanent positions and/or temporary positions (with a possibility of extension and/or permanency) in a full time or part time capacity.

This position will be required to work flexibly across services / locations and participate in a weekend roster.

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

Contact Officer: Klara Burgess (02) 5124 0155 Klara.Burgess@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Territory Wide Mental Health Services

Health Professional Level 1

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 40897 - 023DK)

Gazetted: 22 June 2022

Closing Date: 8 July 2022

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

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Overview of the work area and position:

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access to our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty Mental Health Services

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access to mental health services with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service.

The successful candidate will work under the professional supervision of a senior clinician of the same discipline and under the broad supervision of senior clinicians in the team to conduct phone and office-based triage assessments of persons who require mental health care. This work will primarily be based at the one Community Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community.

The successful candidate will be expected to work in a 38-hour, seven day per week rotating roster which includes morning and evening shifts between 07:00 am and up to 23:00

ABOUT YOU

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Behavioural Capabilities

- Good customer service skills to provide helpful and professional experiences to people who access the service.
- Administration skills to be able to provide quality work outputs.
- Organisational skills to be able to manage workload.
- Flexibility and initiative to be able to work effectively within a multidisciplinary team.

Position Requirements/Qualifications:

Applicants must meet the Mandatory relevant qualifications for their specific discipline:

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia,
- Eligibility for professional membership of Occupational Therapy Australia,

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia,

For Social Work:

- Degree in Social Work.
- 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)
- Hold a current driver's license.

For all Disciplines:

- 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

- Hold a current driver's license.

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.
- 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: Jodie Russell (02) 6207 2570 Jodie.Russell@act.gov.au

Client Support Services

Equipment Services

Senior Store Supervisor

Senior Stores Supervisor Level 1 \$68,685 - \$70,402, Canberra (PN: 14981 - 023SR)

Gazetted: 22 June 2022

Closing Date: 6 July 2022

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

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The ACT Equipment Loan Service provides a short-term loan service covering a diverse range of rehabilitation equipment to facilitate the safe discharge of people from hospital and/or to support clients living in the community.

ELS require an enthusiastic Team Leader to organise and assist a small HSO team to meet the needs of the service with direction from the Coordinator of the Oxygen and Equipment Service.

The Team Leader will be responsible for organising and assisting with the delivery/collection of equipment to client's homes across the ACT community, the cleaning and maintenance of returned equipment, store related duties and other duties as required.

The successful applicant must be able to physically manage manual handling tasks related to storage, transit, assembly, and installation of a wide range of equipment. The equipment includes items such as hospital beds, recline/lift powered chairs, hoists, and specialised mattress replacement systems.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change

provide responsive services to meet clients' needs

Position Requirements/Qualifications:

Hold a current ACT drivers' licence

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 is a temporary position available for six months with the possibility of extension and/or permanency. The successful applicant will need to be available for occasional weekend work 8am-12pm.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Carmen Connellan (02) 5124 1065 Carmen.Connellan@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Senior Psychologist/Social Worker/Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 25987, several - 023NH)

Gazetted: 22 June 2022

Closing Date: 8 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: <https://www.health.act.gov.au/> Forensic Mental Health Services is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

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

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

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH – CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

ABOUT YOU

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Behavioural Capabilities

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

Ability to communicate effectively and with influence on clinical issues

Resilience and calm in the face of conflict or uncertainty.

Position Requirements/Qualifications:

Mandatory:

Psychologists: Registered or eligible for general registration with the Psychology Board of Australia under AHPRA

Social Workers: Degree in Social Work and a member or eligible for membership of the AASW and hold a WWVP card.

Occupational Therapists: Registered or eligible for general registration with the Occupational Therapy Board of Australia under AHPRA

All: Minimum 3 years (ideally 5 years) post-qualification work experience

Desirable:

Prior experience in the area of public mental health, and/or a correctional setting

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

Current driver's licence

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.

Note: Permanent and temporary positions are available. Temporary positions are offered for 6 months with the possibility of extension/permanency. Applications for part-time or full-time will be considered.

Psychologists working within Mental Health services are eligible for an additional allowance in addition to the base salary for Health Professionals. For full details of employment conditions and remuneration, please refer to the Health Professionals Enterprise Agreement: <https://healthhub.act.gov.au/sites/default/files/2019-09/Health-Professional-Enterprise-Agreement-2018-2021.pdf>

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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.

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.

For full details of employment conditions and remuneration, please refer to the Health Professionals Enterprise Agreement:

https://www.cmtedd.act.gov.au/_data/assets/pdf_file/0006/1900734/ACT-Public-Sector-Health-Professional-Enterprise-Agreement-2021-2022-FINAL.pdf

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

Contact Officer: Leigh Thompson (02) 5124 4677 leigh.thompson@act.gov.au

Finance and Business Intelligence

Supply Services

Cataloguing Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 21782 - 023HQ)

Gazetted: 22 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.

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POSITION OVERVIEW

Permanent full-time ASO4 Cataloguing Officer role available. Candidates should have experience in ERP systems and knowledge of end-to-end supply chain processes. Interested applicants should apply through the e-recruitment system and include a current resume and details of two referees. Applications should include a pitch of no more than two pages outlining your skills, knowledge and experience and why you should be considered for this role. You should take into consideration the selection criteria under "what you require" when writing your response.

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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 ASO6 Purchasing and Cataloguing Manager.

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.

Strong understanding of procurement processes.

Adaptability and flexibility to accommodate change and provide responsive services.

Position Requirements/Qualifications:

Mandatory:

Current Class C Driver's 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.

Desirable:

Certificate IV in Government Procurement or higher qualification in Procurement and Contracting and relevant work experience are highly desired. Experience with an Enterprise Resource Planning (ERP) system.

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 & vaccination processes against specified infectious diseases

Contact Officer: Raj Rajasegaran (02) 5124 3090 raj.rajabegaran@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 49486 - 023QD)

Gazetted: 22 June 2022

Closing Date: 6 July 2022

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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

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

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

This role will be to conduct assessments, safety planning, with children, young people, family, and carers with mental health issues presenting to TCH, and to provide clinical direction, and support to junior clinicians.

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

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

ABOUT YOU

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Behavioural Capabilities

- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
- Commitment to achieving positive outcomes for young people and their families and carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

Position Requirements/Qualifications:

- Relevant tertiary qualification in nursing and a minimum of three years' post-qualification experience working professionally in respective field, five+ years' experience is preferred.
- Must be registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- 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.

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

Contact Officer: Norette Leahy (02) 5124 1095 Norette.leahy@act.gov.au

Adult and Community Mental Health

Belconnen Mental Health Team

Clinical Nurse

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 19704, several - 023QE)

Gazetted: 22 June 2022

Closing Date: 6 July 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres.

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

The program recently implemented a new model of care which aims to improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

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

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing assessment and care planning for people experiencing mental illness. They will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

The position reports to a Team Leader who is based on site in the relevant community health centre. This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

ABOUT YOU

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Behavioural Capabilities

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

Position Requirements/Qualifications:

Mandatory:

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Social Work:

- Degree in Social Work
- Professional membership or eligibility for professional membership of the
- 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)
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

All:

- 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.
 - Hold a current driver's licence
 - Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Contact Officer: Erica Campbell (02) 5124 9541 Erica.Campbell@act.gov.au

Obstetrics and Gynaecology

Maternal foetal Medicine /DDU Subspecialist

Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 57248 - 022Q9)

Gazetted: 21 June 2022

Closing Date: 5 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 CHS foetal Medicine Unit is seeking a temporary Maternal foetal Medicine Subspecialist or DDU trained Specialist for a period of 12 months with the possibility of extension.

The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. The Centenary Hospital for Women and Children has more than 3700 births per year and is a level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care perinatal unit between Sydney and Melbourne and has a busy Foetal Medicine Unit. The department is accredited by RANZCOG for the FRANZCOG Training Program and subspecialty training in Maternal Foetal Medicine. The Centenary Hospital's Centre for Newborn Care has over 650 admissions per year. The Foetal Medicine unit comprises a multidisciplinary team who work closely to provide high quality care for high-risk pregnancies. This includes close collaboration with the Neonatology team and allied health including Genetics.

The successful applicant must have RANZCOG Fellowship and MFM Subspecialist qualifications or equivalent. They must possess excellent communication skills with the ability to interact sensitively in a high-risk obstetric environment and have a demonstrated commitment to teaching.

This position will be embedded in the Foetal Medicine Unit, with pro-rata on call duties and contribution to inpatient management when required.

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.

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

Highly conscientious and professional in all aspects of work.

Position Requirements/Qualifications:

Relevant qualifications and experience working in obstetric and gynaecological imaging is preferred.

Mandatory:

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

- Hold a Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or an equivalent higher specialist qualification
- Hold a Subspecialty Qualification in Maternal Foetal Medicine (MFM) with the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or a Diploma of Diagnostic Ultrasound with Australian Society for Ultrasound in Medicine (ASUM), or an equivalent subspecialist qualification

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 11.5 months with the possibility of extension and/or permanency.

Contact Officer: Natalie De Cure 51247593 Natalie.DeCure@act.gov.au

Women, Youth and Children

ACT Genetic Service

Associate Genetic Counsellor

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 57693 - 02351)

Gazetted: 20 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

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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

The ACT Genetic Service is a specialist prenatal, childhood and adult genetics service. It offers clinical genetic consultations, genetic counselling, risk assessment, education, genetic testing and psychological support to clients with a personal or family history of a genetic condition or a suspected genetic condition. Genetic Counsellors provide services at Canberra Hospital and Community Health Centres.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

Excellent oral and written communication skills

Highly conscientious and professional in all aspects of work

Ability to work independently, as well as part of a team.

Position Requirements/Qualifications:

Relevant tertiary qualifications with post-qualification experience working professionally in a related/relevant organisation/service is preferred.

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

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

A degree from a Tertiary institution.

Completion of Masters of Genetic Counselling or equivalent and Fellowship of the Human Genetics Society of Australasia (fully certified).

Note: This is a permanent part-time position available at 22.03 hours per week, 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.

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

Comply with 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: Linda Warwick 02 5124 7630 Linda.Warwick@act.gov.au

Contract Management

Domestic and environmental Services

Quality, Compliance and Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 33897 - 023QM)

Gazetted: 21 June 2022

Closing Date: 4 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 Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Contracts Management is a branch of IHSS, responsible for the management and administration of various support services contracts for Canberra Health Services.

The IHSS Contracts Management Team (CMT) will employ best practice contract management principles across all CHS facilities in the ACT during the operational phases of our commercial contracts and agreements. All contract management activity undertaken by the team will align under the foundation pillars of the contract management framework, developed to directly support CHS' strategic priorities.

The Contracts Management team based at the University of Canberra Hospital manages both the outsourced FM contract and some residual in-house facilities management and maintenance services to UCH. Ten distinct service lines are provided under the UCH FM Contract, delivering a people-centred, safe environment and support services that promote patient recovery and the wellbeing of all facility stakeholders.

The Contracts Management team based at the Canberra Hospital (the Domestic and Environmental Services (DES) team) is the IHSS section that manages the contracts providing cleaning, clinical waste streams and linen services to Canberra Hospital and extended CHS sites. Together, DES and UCH FM form the combined Contracts Management Team.

ABOUT YOU

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Behavioural Capabilities

High level communication and interpersonal skills

Strong organisational skills with a high degree of drive

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

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

Position Requirements/Qualifications:

A current driver's license.

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

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

Desirable:

Recognised qualifications in quality, safety and project management and/or relevant experience in a large and complex corporate environment, preferably Health related, are desirable.

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

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: Ralph Bradbury (02) 5124 7993 ralph.bradbury@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Service

Registered Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 37274, several - 023KB)

Gazetted: 21 June 2022

Closing Date: 8 July 2022

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence-based service providing high quality mental health care that is guided by principles of recovery.

The Division provides health services directly and through partnerships with community organisations. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for people.

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

- Adult Inpatient Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services
- Rehabilitation and Specialty Mental Health Services

Dhulwa Mental Health Unit (DMHU) and the Gwanggal Mental Health Unit (GMHU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

DMHU is a secure mental health facility that opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

GMHU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation

and support to transition into the community setting. GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and GMHU has 10 beds for community transition. At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role you will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

This position is primarily located within the Secure Mental Health Services on a rotating shift roster including morning, evening, and night shifts. You may be required to work across all Adult Mental Health Inpatient Units to meet operational needs.

ABOUT YOU

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Behavioural Capabilities

1. Demonstrated clinical leadership and the ability to develop all members of the team.
2. Be able to communicate with influence with the diverse teams including internal and external parties
3. Positive attitude and commitment to improving consumer outcomes and experience
4. Be flexible, adaptable, and able to be comfortable with a changing work environment.

Position Requirements/Qualifications:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- A minimum of two years nursing experience within a mental health setting.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Desirable:

- Hold or be working toward Post Graduate qualification in mental health nursing.
- Clinical leadership experience.
- Hold a current driver's 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, including temporary positions.

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: Peta Kleinig (02) 5124 1863 peta.kleinig@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Allied Health Central Management

Principal Psychologist

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 25829 - 02304)

Gazetted: 21 June 2022

Closing Date: 15 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

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

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

The Professional Leadership and Governance Unit sits within Allied Health Services in MHJHADS and provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Principal Psychologist position reports to the Director of Allied Health, MHJHADS.

The successful candidate will monitor and maintain psychology professional standards for MHJHADS, provide strategic input on psychology specific matters, advocate on behalf of the psychology profession in general, and provide timely advice regarding workforce issues consistent with ACT Health, MHJHADS and Psychology Board of Australia policies, procedures and standards. They will have high level knowledge, expertise and skills in the provision of psychological services and will be expected to apply this knowledge both to discipline specific and broader allied health matters across MHJHADS. In addition, the successful applicant will be expected to demonstrate a well-developed understanding of quality and safety systems and a commitment to meeting standards and managing job demand.

The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the Psychology Board of Australia Code of Ethics.

ABOUT YOU

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Behavioural Capabilities

1. Ability to mentor and guide diverse teams and external parties in a collaborative and influential manner.
2. Ability to be flexible, adaptable and comfortable with a changing working environment.
3. Competent negotiation and influencing skills in dealing with complex situations.
4. Ability to synthesise, analyse complex information and make decisions that demonstrates critical thinking skills and forms defensible conclusions based on evidence based sound judgement.

Position Requirements/Qualifications:

Mandatory:

- Be registered or be eligible for general registration with the Psychology Board of Australia.
- Hold an Area of Practice Endorsement.
- Minimum of five years' experience working professionally as a psychologist.
- Approved or eligible for approval as a Psychology Board of Australia Supervisor, including as a Principal Supervisor for psychologists undertaking a registrar program towards an area of practice endorsement.

Desirable:

- 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 part-time permanent position available at 22.05 hours per week and the full-time salary noted above 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.

- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Contact Officer: Natalie Campbell (02) 5124 7295 Natalie.Campbell@act.gov.au

Medical Services

Medical Imaging

Nuclear Medicine and PET, Modality Manager

Medical Imaging Level 5 \$142,141 - \$159,994, Canberra (PN: 37677 expected vacancy - 023KS)

Gazetted: 21 June 2022

Closing Date: 8 July 2022

Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

Medical Imaging strives to provide state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing easy access to timely, cost-effective subspecialty expertise, and to research, training and advancing the use of imaging for the diagnosis and treatment of disease.

The Modality Manager positions are primarily administrative roles, with an agreed allocation of rostered clinical time.

There is one Modality Manager for each of the following modality groups:

- Magnetic Resonance Imaging (MRI)
- Computed Tomography (CT)/Angiography
- Ultrasound
- Nuclear Medicine/PET

The Modality Managers are responsible to the Director of Allied Health (Medical Imaging) for the operational and personnel administration of medical imaging health professional staff within their modality and professional remit. They also maintain a clinical load for the provision of health professional services during business hours.

The Medical Imaging Department is a 24/7 service, and as such some Modality Manager roles may include shift work, overtime and on-call duties outside normal working hours when required.

ABOUT YOU

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Behavioural Capabilities

- Sound 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 achieve organisational vision, role and values.
- 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, MRI, Nuclear Medicine) or equivalent, and/or a related medical imaging modality (such as Sonography).
- Hold or be eligible for registration as a Medical Radiation Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) for radiography, nuclear medicine and MRI, or the Australian Sonographer Accreditation Registry (ASAR) for sonography.
- Where required, hold or be eligible for an ACT Radiation licence.

- Where required, be registered under the Working for Vulnerable People Act.

Desirable:

- Experience in a trauma and teaching hospital
- Seven years post-graduate experience.

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 is a temporary position available for six months with the possibility of extension.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Sam Wilson (02) 5124 2111 Sam.Wilson@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Services

Clinician

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 44740, several - 023MH)

Gazetted: 21 June 2022

Closing Date: 8 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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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, 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 incorporate 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.

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.

The Drug and Alcohol Sentencing List (DASL) Program is seeking a Health Professional to work with clients referred by ACT DASL for assessment, counselling, case management support and referral to treatment to address alcohol and drug use and associated issues. This includes providing support utilising a client-centred, stepped, integrated model of treatment. In offering client centred care, clinicians work collaboratively with clients in such a way that respects their experience, expertise, perceptions, and goals.

This position will report to the ADS DASL Manager. It will involve liaison with services within the Alcohol and Other Drug (AOD) sector, Justice Services, and other stakeholders.

This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, health education and counselling to clients. Experience working with clients within the judicial system is highly desirable.

All team members are required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

ABOUT YOU

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Behavioural Capabilities

1. Be flexible, adaptable, and comfortable with a changing working environment.
2. Strong organisational skills including excellent written and oral communication
3. Ability to analyse information and make decisions to complete tasks with minimal supervision

Position Requirements/Qualifications:

Mandatory:

- 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.

For Social Work:

Degree in Social Work

- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- 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)
- Applicants must have a minimum of three years (ideal five years) post-qualification experience.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.
- Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Highly Desirable:

- Psychology Board of Australia endorsement or eligibility for endorsement as Principal and/or Secondary supervisor for 4+2 Internship program

For Counselling

- Eligible qualification pathways

Pathway 1

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

(i) Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

AND

(ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course

OR

(iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

Pathway 2

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course

AND

(i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course

OR

(ii) Three-year part-time ANZAP training in the Conversational Model.

- Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

Desirable:

- Current driver's licence

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.
 - Reference checks
 - Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Contact Officer: Alex Durrant 0468 531 969 Alex.Durrant@act.gov.au

Mental Health, Justice Health, Alcohols and Drug Services

Child and Adolescent Mental Health Services

Health Professional Level 3 - Specialist Youth Mental Health Outreach

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 38021 - 023SL)

Gazetted: 21 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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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

The Specialist Youth Mental Health Outreach (SYMHO) team provides support and treatment to young people aged 14-25 who are experiencing psychosis or at ultra-high risk of developing psychosis.

Under the direction of the Manager of CAMHS SYMHO, the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young

people at high risk of developing serious, long term mental illness. Health Professional Officer within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

ABOUT YOU

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Behavioural Capabilities

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

Commitment to achieving positive outcomes for young people and their families and carers.

Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

Position Requirements/Qualifications:

For Occupational Therapy –

Mandatory:

Be registered or eligible for registration with Occupation Therapy Board of Australia

Eligibility for professional membership of Occupational Therapy Australia

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

Current Driver's license.

For Psychology –

Mandatory:

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

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

Current Driver's license.

Highly Desirable:

Approved (or eligible for approval) as a Supervisor and/or Secondary Supervisor for 4 +2 Internship Programs by the Psychology Board of Australia, incl. Higher Degree Students.

For Social Work –

Mandatory:

Degree in Social Work

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

Registration under the ACT Working with Vulnerable People Act 2011

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

Current Driver's license.

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

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

Highly desirable, for all disciplines:

Previous experience working in mental health sector, post qualification.

Previous experience working with young people.

Prior to commencement successful candidates will be required to:

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

Undergo reference checks.

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.

The successful applicant must be available to work a rotating roster to include weekends and Public Holidays

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

Medicine

Gastroenterology and Hepatology Unit

Endoscopy Nurse 2022

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 21822 - 023KO)

Gazetted: 22 June 2022

Closing Date: 8 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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POSITION OVERVIEW

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The Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides the following endoscopic services for both inpatients and outpatients:

- gastroscopy
- colonoscopy
- bronchoscopy
- endoscopic ultrasound

- ano-rectal manometry services

The unit performs approximately 6000 procedures per year. The GEHU performs approximately 10,000 occasions of service per year and provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions.

The Registered Nurse role reports to the Gastroenterology and Hepatology Clinical Nurse Consultant and is responsible for facilitating, contributing and supporting the delivery of best practice nursing care to patients of the GEHU.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a strong work ethic.

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

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

Ability to manage confidential and sensitive information.

Position Requirements/Qualifications:

- Registered or be eligible for registration as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be available for on-call after-hours work and possible weekend work.
- You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

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 - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

Contact Officer: Valerie Davies (02) 5124 3488 Valerie.Davies@act.gov.au

ACT Pathology

Administration - Quality

Quality Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 28481 - 023QZ)

Gazetted: 21 June 2022

Closing Date: 8 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

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 Quality Manager will work with the Pathology executive leadership to drive and support excellence in care that meets and exceeds a range of applicable standards.

ABOUT YOU

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Behavioural Capabilities

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

1. Effective communication skills and the ability to develop and maintain networks across Canberra Health Services and with external parties.
2. Strong organisational skills with a strong work ethic.
3. Be flexible, adaptable, and comfortable with a changing working environment.
4. High level interpersonal skills in order to influence and lead change.

Position Requirements/Qualifications:

1. Tertiary qualifications (or equivalent) in Medical Laboratory Science or a health-related field
2. Quality Management experience in Pathology or a health-related field
3. Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).
4. Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.
5. Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
6. Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Mary Brun (02) 5124 2893 mary.brun@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Services

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 19788 - 023K9)

Gazetted: 21 June 2022

Closing Date: 8 July 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

Dhulwa Mental Health Unit (DMHU) and the Gawanggal Mental Health Unit (GMHU) provide high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers, and other key services.

The Gawanggal Mental Health Unit (GMHU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. GMHU provides a range of contemporary, community focused rehabilitation interventions, programs, and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition. Both units are managed by the Forensic Mental Health Service program in the MHJHADS Division.

These positions will provide senior nursing leadership for the clinical and administrative operations across both the DMHU and GMHU. This includes the day-to-day management of nursing care and the allocation of human and material resources to ensure the provision of safe, efficient, cost-effective, high-quality health care services.

This position is primarily located within the Secure Mental Health Services. You may be required to work across all Adult Mental Health Inpatient Units to meet operational needs.

ABOUT YOU

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Behavioural Capabilities

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

1. Proven advanced clinical experience in a leadership role
2. Adaptability and flexibility to accommodate change and provide responsive services to meet patient and staff needs
3. Strong organisational skills with a high degree of drive

Position Requirements/Qualifications:

- Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum three years' experience working in a Mental Health clinical role.
- Strong understanding of mental health services and demonstrated advanced clinical knowledge, skills and experience in the area of practice.
- 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:

- Holds or is working towards post-graduate qualification in Mental Health Nursing.

- Recent 12-month experience working within a secured mental health setting.
- Current driver's 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. 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.
- Approve for reference checks

Contact Officer: Peta Kleinig (02) 5124 1863 peta.kleinig@act.gov.au

Clinical Analytics and Insights

Safety and Quality Data Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 13806 - 023LS)

Gazetted: 20 June 2022

Closing Date: 4 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 role of the Quality, Safety, Innovation and Improvement Division (QSII) is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe, effective and reliable healthcare system. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement programs and the provision of information for service improvement.

Monitoring clinical performance, analysis of clinical information and developing insights into healthcare improvement.

Branches within the Quality, Safety, Innovation and Improvement Division are:

Patient Experience

Incident Management

National Standards, and Accreditation

Clinical Analytics and Insights and Quality Improvement

The role of the Quality and Safety Data officer is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. The Quality and Safety Data Officer works within the small Clinical Analytics and Insights Team responsible for confirming the provision of safe, effective, efficient care within CHS. This position requires strong attention to detail and will work with large quantities of data from differing data sources, while completing multiple tasks in a timely matter.

ABOUT YOU

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

Behavioural Capabilities

High level communication and interpersonal skills

High degree of self-motivation

Strong organisational skills with an ability to work independently and within a team environment

Position Requirements/Qualifications:

Relevant skills and expertise with data systems, extraction and reporting. Experience in a health environment is desirable.

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

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

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: Kath McMaster (02) 5124 9593 kathryn.mcmaster@act.gov.au

**Perinatal and Infant Mental Health Consultation Service (PIMHCS) Child and Adolescent Mental Health Services
Perinatal Mental Health Clinician**

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 23995 - 023K1)

Gazetted: 20 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

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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

The **Perinatal and Infant Mental Health Consultation Service (PIMHCS)** is a community based, multidisciplinary service for women with moderate to severe mental health problems who are planning pregnancy, are pregnant, and in the first year after birth. We aim to provide specialist perinatal consultation, mental health assessment and advice to clients and to referring services.

The role will require the team member to provide triage, assessment and clinical interventions to perinatal women and their families, experiencing mental health with complex psychosocial issues.

Health Professional Officers within the CAMHS are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

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:

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

Commitment to achieving positive outcomes for mother, their infants, families and/or carers.

Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

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

Position Requirements/Qualifications:

Mandatory for all disciplines

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

A current Driver's Licence.

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 mothers, infants and adults with a mental illness.

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

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

Note: This is a permanent part-time position available at 29.40 hours per week, the full-time salary noted will be paid pro-rata. An Order of Merit may be used to fill future identical full time and part time temporary vacancies across CAMHS within a 12-month period. Selection may be based on written 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.

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

Contact Officer: Bridget Dillon (02) 5124 3133 bridget.dillon@act.gov.au

Women, Youth and Children

School Services Program

Health Care Access at Schools

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 01261 - 023PB)

Gazetted: 21 June 2022

Closing Date: 7 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 Healthcare Access at School (HAAS) program is delivered in a partnership between Canberra Health Services and the Education Directorate.

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

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

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

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

ABOUT YOU

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Behavioural Capabilities

Adaptability and flexibility to accommodate change and provide a responsive approach to meet the needs of the stakeholders

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

Ability to contribute positively to team culture, demonstrating kindness to colleagues and clients

Well-developed communication and interpersonal skills

Position Requirements/Qualifications:

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

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.

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

Hold a current driver's licence.

Note: This is a temporary position available for a period of five months with the possibility of extension and/or permanency. Part time hours may be considered and the full time salary above 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.

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: Melanie Taylor 0478408859 Mel.R.Taylor@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

CAMHS - Eating Disorders Clinical Hub

Eating Disorders Clinical Hub - Health Professional

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 52119 - 023ME)

Gazetted: 21 June 2022

Closing Date: 6 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

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

The Eating Disorder Clinical Hub (The Hub) is part of the Child and Adolescent Mental Health (CAMHS) Program within the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)

The Eating Disorder Clinical Hub (The Hub) is a newly established central referral point for access to all public eating disorder services in the ACT. The Hub will provide and support a range of coordinated eating disorder services within the ACT that shift the focus of eating disorders management away from acute inpatient treatment towards a more flexible, appropriate and efficient "Stepped Care" treatment model. The Hub's core business includes, assessment and treatment, group psychotherapy, consultation and liaison, education and training and system integration to strengthen eating disorders services across the Territory.

The Eating Disorders Transitional Clinician's role will be to ensure timely discharge from hospital and provide eating disorders intervention where appropriate outpatient supports have not yet been established.

The Community Transitional Clinician will support the transition and coordination of care for people presenting with a moderate to severe eating disorder exiting from Hospital into the community setting and a hospital diversion service. You will contribute your expertise to the multidisciplinary team, provide support to the Duty Officer at the Eating Disorders Clinical Hub.

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

ABOUT YOU

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Behavioural Capabilities

Commitment to achieving positive outcomes for all people and their families and carers.

Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

High level written and oral communication skills. Additionally, ability to communicate at different levels with multiple stakeholders i.e. from consumers to other health professionals.

Position Requirements/Qualifications:

The successful candidate will be required to;

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

Be available for weekend and on call work when necessary.

Mandatory for all disciplines:

Occupational Therapists

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

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

Psychologists

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

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

Social workers

Degree in Social Work

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

Registration under the ACT Working with Vulnerable People Act 2011

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

Highly desirable for all disciplines:

Experience and or knowledge of Eating Disorders

Experience working with children, young people, and adults with a Mental Illness.

The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu.

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

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

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

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

Undergo reference checks.

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

Appointment can be made upon written application only.

Contact Officer: Sarah Toohey 5124 6543 sarah.toohey@act.gov.au

Cancer and Ambulatory Support

Walk-in Centres (WiC)

Administration Officer

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 28595 - 023N8)

Gazetted: 20 June 2022

Closing Date: 7 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

Cancer and Ambulatory support (CAS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary care across a range of settings. This includes the Canberra Region Cancer Centre, Central Outpatients, Community Health Intake, and the Walk-in Centres.

The Walk in Centre's (WiC) are a primary health service with Advanced Practice Nurses (APN) and Nurse Practitioners (NP) who provide episodic care for minor injury and illness to the ACT community and surrounds.

Administration Officers provide support to the nursing team.

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

1. Excellent customer service skills
2. Ability to adapt to a fast-paced environment
3. Ability to contribute to a positive workplace culture in a team environment

Position Requirements/Qualifications:

Relevant experience in an administrative or customer service-based environment would be an advantage but is not a requirement.

- The successful applicant will need the ability to work across all ACT Walk-in Centres.
- This is a shift work role requiring the ability to work varying start/finish times between 7.30am and 22:30pm as well as weekends to meet the operational requirements of the centre.
- 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 part-time at 18:38 hours per week and the full-time salary noted above will be pro-rata.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Dean Le 0481 097 654 Dean.Le@act.gov.au

CAS

Haematology

Clinical Development Nurse (CDN), Haematology and Oncology Outpatients

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22468 - 023HL)

Gazetted: 22 June 2022

Closing Date: 6 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: <https://www.health.act.gov.au/> The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health.

The Haematology/Oncology/Immunology Outpatient Unit treats patients with malignant and non-malignant conditions. The teams are seeking a Registered Nurse to undertake the role of Clinical Development Nurse (CDN) who has highly developed interpersonal skills, enjoys sharing knowledge and educating in the speciality areas of outpatient Haematology, Oncology and Immunology. The CDN will provide and promote education, quality initiatives, feedback, reflective practice, support of graduate nurses, student nurses, new and existing staff to provide an excellent and safe patient care environment.

It is essential for the candidate to have previous chemotherapy experience.

ABOUT YOU

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Behavioural Capabilities

Welcoming and positive in attitude to patients and colleagues

Eager to learn and promote change

Patient and able to educate and train others.

Position Requirements/Qualifications:

Relevant nursing qualifications and a minimum of three years' experience working professionally in cancer services is preferred.

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.

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: Jayne Treagust (02) 5124 8458 Jayne.Treagust@act.gov.au

Χονταχτ Οφφίχερ: Θαψνε Τρεαγυστ (02) 5124 8458 θαψνε.Τρεαγυστεαχτ.γοπ.αυ

Rehabilitation, Aged and Community Services

Community Care Occupational Therapy

Occupational Therapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 57844 - 023SA)

Gazetted: 22 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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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 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

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 initiative.

Adaptability and flexibility to accommodate change

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

Capacity to obtain and interpret information

Position Requirements/Qualifications:

Degree in Occupational Therapy

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

Current Driver licence

Experience working with participants of the National Disability Insurance Scheme (desirable)

Experience working with participants of the Commonwealth Home Support Program (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 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.

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.

Contact Officer: Emily Peelgrane 0408974091 emily.peelgrane@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

Industry Engagement and Strategic Relations

CIT Industry Engagement and Strategic Relations

CIT Training Initiatives

Liaison Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 54184)

Gazetted: 17 June 2022

Closing Date: 24 June 2022

Details: CIT Training Initiatives within CIT's Industry Engagement and Strategic Relations Division is looking for a strong communicator with excellent organisational and administrative skills to temporarily fill a Liaison Officer role for an immediate start until January 06/01/2023 with the possibility of extension. CIT Training Initiatives supports CIT's teaching departments with the administration and management of ACT Government training initiatives such as Australian Apprenticeships, Skilled Capital, and Job Trainer.

Who we are looking for:

As a Liaison Officer, you will be engaging with Australian Apprentices and their employers to support their training journey by providing information and advice relating to how Australian Apprenticeships work at CIT. We are looking for someone who is outgoing, customer focussed, enjoys talking to people and helping them understand how processes work.

You will need to understand the ACT requirements for Australian Apprenticeships and CIT's policy and procedures. You will apply that knowledge to everything you do, identifying and working with your team to raise any anomalies in the system.

You will also have good administrative and ICT skills with a keen eye for detail with the ability to use databases to process and report on student information. Sounds interesting? Great, 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.

Eligibility/other requirements:

Workplace Health and Safety Induction (White Card) or willingness to obtain to support WHS work site visit requirements.

A current Driver's Licence.

Familiarity with Australian Apprenticeship systems and compliance requirements for the ACT would be advantageous.

Note: This is a temporary position available for immediate start until January 2023 with the possibility of extension.

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 only.

How to apply: Applications must include a current curriculum vitae and a written response (a pitch) of no more than two A4 pages which outlines why you would like to work in this role and demonstrates how your Skills, Knowledge and experience is suitable for this position as outlined in the Position Description.

Applications should be submitted via the Apply Now button below:

Contact Officer: Jacqueline McGavin (02) 6207 3620 Jacqueline.McGavin@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

Deputy Under Treasurer

Temporary Vacancy (ASAP to 22 August 2022 with the possibility of extension)

Chief Minister, Treasury and Economic Development Directorate

Economic, Revenue, Insurance, Property and Shared Services

Position: E1014

(Remuneration equivalent to Executive Level 3.3)

Circulated to: ACTPS Band 2 and Band 3 Executive List

Date circulated: 22 June 2022

The Chief Minister, Treasury and Economic Development Directorate are seeking applications for the short-term filling of the Deputy Under Treasurer, Economic, Revenue, Insurance, Property and Shared Services, ASAP to 22 August 2022 with the possibility of extension.

Eligibility/Other Requirements: Appropriate tertiary qualifications, or experience in economics, commerce, law or a related field.

To apply: Please respond via email to Stephen Miners (stephen.miners@act.gov.au) indicating your interest by 5 pm Sunday 26 June 2022 with a current curriculum vitae and the details of two referees. A detailed application is not required.

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

Remuneration: The position attracts a remuneration package ranging from \$383,752 - \$400,925 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$343,470.

Contact Officer: Stephen Miners (02) 6207 5071, 0405 118 676 stephen.miners@act.gov.au

Executive Branch Manager, Skills Canberra

Temporary Vacancy (ASAP to 20 July 2022)

Chief Minister, Treasury and Economic Development Directorate

Economic Development

Position: E074

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 17 June 2022

Expressions of Interest (EOI) are sought for the position of Executive Branch Manager, Skills Canberra. This temporary vacancy is from ASAP to 20 July 2022.

Reporting to the Executive Group Manager, the Skills Canberra Executive Branch Manager is responsible for leading the management of the ACT Australian Apprenticeship system, overseeing the ACT Skilled Migration Program and coordinating the Government's strategic and operational management of government funded VET programs in the ACT.

For further information please see the Executive Capabilities attached.

Note: Selection may be based on written application and referee reports, this position is available to ACT Government officers and employees only.

Eligibility/Other Requirements: An established record in managing infrastructure projects including construction at the executive level and demonstrated capability in building and maintaining relationships with key internal and external stakeholders. Strong leadership skills and the ability to motivate and inspire others to work together to through change and to achieve Government policy outcomes is critical.

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 Josephine Andersen via email to josephine.andersen@act.gov.au by **COB Friday 24 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: Josephine Andersen (02) 6207 4791 josephine.andersen@act.gov.au

Strategic Finance

Director, Budget and Reporting

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57776)

Gazetted: 21 June 2022

Closing Date: 7 July 2022

Details: Strategic Finance team is seeking to fill a Director position in the Finance Budget, Assets and Reporting team. The job profile includes responsibility to assist with the provision of support and advice to the Financial Controller and Chief Finance Officer in the areas of strategic financial management, prepare and manage financial management reporting requirements, including monthly and annual financial statements; and managing the preparation of the Directorate budget and associated budget documents.

The position is also responsible for providing leadership and build team effectiveness and carry out projects as required by the Financial Controller and Chief Finance Officer.

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:

Accounting qualifications are required highly desirable.

CPA or CA membership is highly desirable.

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

How to Apply: Candidates are required to provide a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Trang Tran (02) 6205 6841 Trang.Tran@act.gov.au

Digital, Data and Technology Solutions

HRIMS Program

Senior Director, Program Management Office

Senior Officer Grade A \$157,201, Canberra (PN: 51101)

Gazetted: 16 June 2022

Closing Date: 5 July 2022

Details: The Human Resources Information Management Solution (HRIMS) Program requires a skilled and experienced person to lead the Program Management Office for the next phase of the Program.

The HRIMS Program is implementing a contemporary Whole of Government (WhoG) Human Resource and Payroll solution to replace existing ACT Government systems. The HRIMS is a cloud-based integrated HR and Payroll solution to uplift and integrate Human Capital Management and Payroll into one optimised system that will increase efficiency, improve service delivery, reduce system failure, and increase human capital functionality.

The role of Senior Director, Program Management Office is accountable for leading, driving and guiding the governance of the Program through policy settings and frameworks; and for leading and mentoring a multi-disciplinary team to provide detailed professional, technical and governance advice.

To be successful you will need to demonstrate your extensive experience leading a Program Management Office and your experience and skills in the application of recognised project/program management methodologies and principles.

The ideal candidate will possess an ability to multitask in a dynamic fast paced environment while supporting their teammates and delivering with a high attention to detail and operate within tight time frames.

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 ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

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

How to Apply: Please submit a written application of no more than two pages responding to the Professional and Technical Skills and Knowledge and Behavioural Capabilities sections located in the Position Description and provide a current curriculum vitae with contact details of at least two referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katrina Keep (02) 6207 3416 Katrina.Keep@act.gov.au

ACT Insurance Authority

Risk, Insurance and Governance

Data and Analytics Specialist

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55787)

Gazetted: 16 June 2022

Closing Date: 30 June 2022

Details: Do you have experience in managing information systems and providing analytical reporting services in either the private or public sector environment? Do you have excellent problem-solving skills and find that you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy working in a lively and passionate team? Then this may well be the perfect job for you!

The ACT Insurance Authority is looking for an enthusiastic, positive, and motivated individual who has a passion for systems administration, data integrity, and utilising reporting to achieve operational and strategic objectives.

Reporting to the Director, Governance, Analytics and Relationships, the Data and Analytics Specialist is responsible for assisting with the development, implementation, and delivery of a suite of reporting for internal and external stakeholders, using analysis and synthesis of complex data to identify trends and patterns.

We are looking for an individual with excellent attention to detail and a demonstrated ability to meet deadlines, who can communicate clearly and effectively with a wide range of stakeholders. This role requires an individual who is excited to be part of a team that values diversity and practices inclusiveness, in line with the ACT Public Service values.

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

How to Apply: Interested applicants are requested to submit a two page pitch addressing the attached selection documents, a current resume and contact details for two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Colleen Chapman (02) 6205 7904 Colleen.Chapman@act.gov.au

Economic, Revenue, Insurance, Property and Shared Services

Economic and Financial Group

Macroeconomics, Modelling and Federal Financial Relations

Policy Analyst - Federal Financial Relations

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 53970)

Gazetted: 16 June 2022

Closing Date: 4 July 2022

Details: ACT Treasury's Federal Financial Relations team is looking for an enthusiastic, organised and outcomes-driven person to help support the ACT Government's objectives in key intergovernmental forums and to support the ACT's interactions with the Commonwealth Grants Commission and Commonwealth Treasury. Working to the Senior Director of ACT Treasury's Federal Financial Relations team, the successful candidate will have the opportunity to play a role in guiding and supporting the ACT Government's objectives in the wider national economic reform agenda. As part of the broader Macroeconomics, Modelling and Federal Financial Relations Branch, the successful candidate may also be given the opportunity to work on macroeconomic and quantitative modelling and analysis projects, in support of strategic and policy objectives in the federal financial relations/GST space.

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

How to Apply: Applicants are to provide a curriculum vitae and one page pitch addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Blake Ford (02) 6205 8781 Blake.Ford@act.gov.au

Digital, Data and Technology Solutions

Strategic Business

Portfolio Delivery - EDU Program

Project Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 38759)

Gazetted: 17 June 2022

Closing Date: 1 July 2022

Details: Reporting to the Program Manager, Portfolio Delivery Office, Education Program, who manages a range of IT infrastructure and software projects for the Education Directorate. As Project Support Officer, you will be required to support the Project Manager and the team in a wide range of ACT Education Directorate's Infrastructure Capital Works projects requiring delivery of ICT equipment and services. This will include liaison with central DDTS ICT technical teams, key Directorate stakeholders and vendors as required.

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

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

Note: The role includes the requirement to attend sites that are subject to vaccination mandates under a Public Health direction, the successful candidate must be willing and able to comply with all relevant Public Health directions in the performance of the advertised role.

How to apply: In two pages or less tell us:

why you want the role

what you would bring to the role

what you would get out of it

about an achievement that you are most proud of

▪ A current curriculum vitae

Two referees with a thorough knowledge of your work performance.

Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below:

Contact Officer: Nicole Duffy 0409 557 857 Nicole.Duffy@act.gov.au

Economic Development

National Arboretum Canberra and Stromlo Forest Park

**National Arboretum Canberra
Horticultural Field Officer**

General Service Officer Level 5/6 \$59,713 - \$65,718, Canberra (PN: 37853)

Gazetted: 17 June 2022

Closing Date: 1 July 2022

Details: The National Arboretum Canberra is seeking an experienced and highly motivated candidate to join our living collections team, based at the Arboretum. The successful candidate will report directly to the Arboretum's Forest Supervisor, be responsible for delivery of arboricultural works within our forests and providing seasonal support to our garden and irrigation teams.

Good communication skills and technical ability are essential for this role, the successful candidate will be required to work within diverse teams whilst maintaining a high degree of professionalism.

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

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

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

Eligibility/other requirements: Desirable

Certificate III or equivalent in Arboriculture and/or Horticulture

Truck and/or plant licenses

Chainsaw operator's qualifications

Side by side ATV operator's qualifications

WHS Construction Industry Induction White Card

Chemical application, storage, and transport qualifications (Chemcert)

Essential

Current manual Driver's Licence

First Aid Certificate or a willingness to undertake training

Note: This is a permanent full-time position; Selection may be based on application and referee reports only.

How to apply: Please provide brief responses to all Selection Criteria as set out in the Position Description.

Applications should be submitted via the Apply Now button below:

Contact Officer: Owen Bolitho 0481 005 771 Owen.Bolitho@act.gov.au

Access Canberra

Licence and Registrations

Transport Licensing Team

Manager – Transport licensing

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 36999)

Gazetted: 20 June 2022

Closing Date: 27 June 2022

Details: We work in a highly responsive environment where your priorities will change several times throughout any given day. We have diverse Government stakeholders and a broad range of clients whose licensing and registration needs are sometimes complex in nature – particularly under the current COVID-19 environment. In this role you will need to be creative, agile and anticipatory to meet competing demands while supporting good governance. Your strong people and communication skills will help you manage key relationships and navigate sensitive, time critical and complex matters. This role will use your ability to support a team in the delivery of customer service contributing to road safety in the ACT.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are welcoming of your application.

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

Eligibility/other requirements: Experience working in regulatory roles and managing operational teams is desirable

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

Selection may be based on application and referee reports only.

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 review the Position Description for more details.

Please submit the following documentation:

A two-page pitch detailing why you are the best person for the role.

A current curriculum vitae which includes details of your work history, qualifications, and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacqueline Dunster (02) 6207 7747 Jacqueline.Dunster@act.gov.au

Digital, Data and Technology Solutions

ACT Data Analytics Centre

Data Analytics and Insights Team

Assistant Director, Data Visualisations and Insights

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53606)

Gazetted: 20 June 2022

Closing Date: 4 July 2022

Details: The ACT Data Analytics Centre (ACTDAC) is looking for a passionate, dedicated, and enthusiastic Assistant Director, Data Visualisations, and Insights. In this role, you will manage ACTDAC's development and delivery of data visualisations and insights that demonstrate the value of government data to inform decisions and achieve community outcomes. You will work alongside ACTDAC staff in engaging with ACT Government stakeholders at all levels to understand their requirements and deliver effective and meaningful reporting using Power BI and other standard data visualisation tools.

ACTDAC is the ACT Government's central and dedicated unit to drive data analytics, data governance and data reform. It leads work across the ACT Government to understand and capitalise on the data and information assets that government holds and manages. This work supports directorates to deliver business and community-focused outcomes.

ACTDAC is part of the Digital, Data, and Technology Solutions Group (DDTS), led by the Chief Digital Officer. DDTS drives the ACT's digital agenda, ensuring alignment of government ICT and digital priorities, innovation, and initiatives across the ACT Government.

Canberra is committed to being a city of wellbeing and liveability, supported by a knowledge-based public service that makes a real difference for our community. In this role, you will be helping to shape Canberra as an inclusive, progressive, and connected city.

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.

If this sounds like the job for you, we would love to hear from you!

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

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

Selection may be based on application and referee reports only.

This position will be performed under the ACT Government's hybrid working arrangements, including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a maximum of a two-page Expression of Interest addressing the Selection Criteria and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patrick Drake-Brockman (02) 6205 0971 Patrick.Drake-Brockman@act.gov.au

Shared Services

Records Services Officer

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 01477, several)

Gazetted: 16 June 2022

Closing Date: 29 June 2022

Details: Physical Records Support is currently seeking Record Service Officers to join the team. The successful applicants will be able to sort, examine and file written material using established criteria and have a good attention to detail. Provide high level customer service and respond to client's queries via the Shared Services website and process record keeping requests, as required. This position will also undertake a range of activities that support the effective storage and retrievals of stored records at the Mitchell warehouse.

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

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

How to Apply: Applicants must ensure they provide a personal pitch (one page maximum) describing "the importance of following a process, ensuring a high attention to detail and working effectively as a team member and provide examples of when you have demonstrated these skills"; your current curriculum vitae, copy of a valid C-Class (car) drivers license and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dana Milton (02) 6207 2068 Dana.Milton@act.gov.au

Corporate

People and Capability

Learning and Development

Learning System Administrator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57751)

Gazetted: 21 June 2022

Closing Date: 7 July 2022

Details: This is a new role in the Learning and Development team in CMTEDD Corporate. We are looking for a technical whizz who is enthusiastic and a fast-learning team-player to support the daily management of the Learning Management System (LMS) and assist with the creation and promotion of eLearning. See the position description for further information.

We have a new LMS platform, that is part of the Whole of Government system. This is a great opportunity to help us implement our new approach and contribute to growing capability of staff across our Directorate.

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+ are encouraged to apply.

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

How to Apply: Please submit a pitch of no more than three pages responding to 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: Andrea Anderson (02) 6207 1987 Andrea.Anderson@act.gov.au

Finance and Budget Group

Executive Assistant to the Deputy Under Treasurer, Budget, Procurement, Infrastructure and Finance and the Executive Group Manager, Finance and Budgets Group

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 35264)

Gazetted: 22 June 2022

Closing Date: 6 July 2022

Details: ACT Treasury are seeking applications from a highly motivated and enthusiastic individual to fill the role of Executive Assistant to the Deputy Under Treasurer, Budget, Procurement, Infrastructure and Finance and the Executive Group Manager, Finance and Budget Group.

The successful applicant will be skilled at managing a busy office and the associated range of corporate responsibilities including correspondence and administrative duties, confidential executive support to the Deputy Under Treasurer, Executive Group Manager, and Executive Officer in a fast-paced environment. You will possess excellent organisational, communication and customer service skills, have a high regard to confidentiality and the ability to work within a dynamic work environment with competing demands and be able to prioritise appropriately.

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

Notes: This is a temporary position available from 18 July 2022 until 21 October 2022 with the possibility of extension up to 12 months and/or permanency.

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

How to Apply: Candidates should include a supporting statement of no more than two pages outlining their experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: MaryJane Lalliard (02) 6205 8796 MaryJane.Lalliard@act.gov.au

Digital, Data and Technology Solutions

ACT Data Analytics Centre

Data Policy

Senior Data Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55384)

Gazetted: 22 June 2022

Closing Date: 6 July 2022

The ACT Data Analytics Centre (ACTDAC) is looking for a passionate, dedicated and enthusiastic Senior Data Policy Officer. In this role, you will be part of ACTDAC's Data Policy team, fostering a data-driven culture across the ACT Government. You will support the development of whole of government data frameworks, capability, and governance.

ACTDAC is the ACT Government's central and dedicated unit to drive data analytics, data governance and data reform. It leads work across the ACT Government to understand and capitalise on the data and information assets that government holds and manages, supporting directorates to deliver business and community-focused outcomes.

ACTDAC is part of the Digital, Data and Technology Solutions Group (DDTS), led by the Chief Digital Officer. DDTS drives the ACT's digital agenda, ensuring alignment of government ICT and digital priorities, innovation and initiatives across the ACT Government.

Canberra is committed to being a city of wellbeing and liveability, supported by a knowledge-based public service that makes a real difference for our community. In this role, you will be helping to shape Canberra as an inclusive, progressive and connected city.

If this sounds like the job for you, we would love to hear from you!

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

Eligibility/Other Requirements: Relevant tertiary qualifications and related training and experience will be highly regarded but are not essential.

Notes: This is a temporary position available immediately for 12 months with the possibility of extension. This position will be performed under the ACT Government's hybrid working arrangements, including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. 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 maximum of a two page Expression of Interest addressing the Selection Criteria and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patrick Drake-Brockman (02) 6205 0971 Patrick.Drake-Brockman@act.gov.au

Digital, Data and Technology Solutions

ACT Data Analytics Centre

Data Policy and Service Design

Data Policy Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 55610)

Gazetted: 22 June 2022

Closing Date: 6 July 2022

The ACT Data Analytics Centre (ACTDAC) is looking for a passionate, dedicated and enthusiastic Data Policy Officer. In this role, you will be part of ACTDAC's Data Policy team, fostering a data-driven culture across the ACT Government. You will support the development of whole of government data frameworks, capability, and governance.

ACTDAC is the ACT Government's central and dedicated unit to drive data analytics, data governance and data reform. It leads work across the ACT Government to understand and capitalised on the data and information assets that government holds and manages, supporting directorates to deliver business and community-focused outcomes.

ACTDAC is part of the Digital, Data and Technology Solutions Group (DDTS), led by the Chief Digital Officer. DDTS drives the ACT's digital agenda, ensuring alignment of government ICT and digital priorities, innovation and initiatives across the ACT Government.

Canberra is committed to being a city of wellbeing and liveability, supported by a knowledge-based public service that makes a real difference for our community. In this role, you will be helping to shape Canberra as an inclusive, progressive and connected city.

If this sound like the job for you, we would love to hear from you!

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

Eligibility/Other Requirements: Relevant tertiary qualifications and related training and experience will be highly regarded but are not essential.

Notes: This is a temporary position available immediately for 12 months with the possibility of extension. This position will be performed under the ACT Government's hybrid working arrangements, including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. 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 maximum of a two page Expression of Interest addressing the Selection Criteria and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patrick Drake-Brockman (02) 6205 0971 Patrick.Drake-Brockman@act.gov.au

Economic Development

VisitCanberra

Partnerships and Events Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 36793)

Gazetted: 22 June 2022

Closing Date: 11 July 2022

Details: VisitCanberra leads the ACT and capital region tourism industry to create and implement a range of marketing and partnership programs that aim to grow the value of tourism to the ACT economy.

We are looking for a highly organised and enthusiastic team player to assist with the delivery of a range of B2B events and familiarisation tours, provide assistance with the administration of grant programs and support industry development activities. Working in a small team, the position presents a unique opportunity to bring a high level of energy and contribute to the promotion of Canberra as a place to visit to domestic and international trade audiences. As a result, the successful candidate will be able to demonstrate experience in delivering events,

sound project management skills and a demonstrated ability to be proactive, flexible and manage competing priorities.

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:

Desirable:

Knowledge of the tourism and hospitality industry sectors.

Current Australian driver's licence.

Ability to work flexible hours and travel as required.

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

This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Our workforce is currently working flexibly from the workplace and remotely. The successful candidate will be provided information on how to safely and effectively work remotely.

How to Apply: To apply, please submit your response of no more than two pages clearly addressing the Selection Criteria, together with your curriculum vitae and details of two referees before the closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura Raine (02) 6207 6626 Laura.Raine@act.gov.au

Access Canberra

Licensing and Registrations

Community, Industry and Trader Licensing

Assistant Manager

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

Gazetted: 22 June 2022

Closing Date: 29 June 2022

Details: The Licensing and Registration Division is comprised of several sub-units responsible for licensing and registration types on behalf of statutory authorised and statutory officer holders. The Community, Industry and Trader Licensing (CITL) team administers a wide variety of legislation across multiple industries, including but not limited to controlled sports, security, agents, co-operatives, traders, Justices of the Peace and incorporated associations.

As the Assistant Manager, you will be required to multi-task and actively engage in a range of situations where you will utilise your critical thinking skills and your ability to assess risks when making a decision under the legislation. You will be a highly motivated member of the team, who mentors and supports junior team members and contribute to a positive work culture. In this role you will continue to build strong relationships with stakeholders, across government and internally within Access Canberra

The 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 20 October 2022 with the possibility of extension.

This position is available to ACT Government officers and employees only.

A merit pool will be established from this process and future vacancies may be used from this process within the next 12 months.

The successful candidate may be selected off application only.

How to apply: To apply please submit your current curriculum vitae, two referees, with a one-page pitch demonstrating that you have the skills, knowledge and behaviours to successfully perform this role against the duties and responsibilities listed in the position description attached.

Applications should be sent to the Contact Officer.

Contact Officer: Rachelle Blanch (02) 6205 8756 Rachelle.Blanch@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Education ICT

Assistant Director Education Business Applications

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 05199)

Gazetted: 22 June 2022

Closing Date: 6 July 2022

The role of the Assistant Director Education Business Applications is providing high-level technical support for the development, implementation, on-going maintenance, fault diagnosis and identification of remedial action for a range of infrastructure technologies and business services, as well as ensuring consistency of service delivery. This will require liaison and negotiation with relevant stakeholders, including external vendors to ensure delivery of ICT services that align with the Directorate, Digital, Data and Technology Services (DDTS) and ACT Government strategy.

Notes: This is a temporary position available immediately until 30 December 2022 with the possibility of permanency.

How to Apply: Please provide the following with your application:

Your curriculum vitae.

Names and contact details of two professional referees.

A written application or pitch providing evidence of your suitability for the role against the capabilities required of this role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what capabilities and skills are required to succeed in this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg SCHUHARDT (02) 6205 5488 Greg.SCHUHARDT@act.gov.au

Access Canberra

Customer Coordination

Land, Planning and Building Services Shopfront

Customer Service Officer/Senior Technical Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 12403)

Gazetted: 22 June 2022

Closing Date: 29 June 2022

Details: The Applications and Approvals Team within Access Canberra is seeking Expressions of Interest for our Customer Service Officer/Technical Officer position.

The successful applicant will be required to conduct building approval compliance audits and examine building plans in line with relevant governing legislation, policies and procedures as well as provide high quality technical advice regarding building/construction compliance to building practitioners, internal stakeholders and members of the public via multiple channels including email, phone and face to face. The successful applicant will oversee and take responsibility for managing complex building applications including the issuing of Certificates of Occupancy and Use and the auditing of applications as well as assist in managing the Mitchell Customer Service team to provide high quality customer service to the community.

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: Accredited technical qualifications and skills to qualify for registration and/or certification as a principal building surveyor (as defined in the *Construction Occupations (Licensing) Act 2004*) are highly desirable. This position does not require a Working with Vulnerable People Check.

Notes: This is a temporary position available from 25 July 2022 to 30 November 2022, with the possibility of extension up to six months. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next six months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

How to Apply: Please review the Position Description details about the role associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, curriculum vitae and the contact details of two referees. The written application should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description but indicate your capacity to perform the duties and responsibilities at the specified classification.

Applications should be submitted directly to the Contact Officer.

Contact Officer: Caroline Cogger (02) 6205 3747 Caroline.Cogger@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Change and Communications

Communications Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 54428)

Gazetted: 22 June 2022

Closing Date: 29 June 2022

Details: Are you a communications whiz looking for a new opportunity? Do you approach your work with curiosity and a solution focussed attitude? Do you like a challenge and want to be a key part of a high performing team? Then this opportunity is for you!

Strategic Business Branch (SBB) in Digital Data and Technology Solutions (DDTS) is seeking a motivated and enthusiastic individual to join our Change and Communications Team in an internal communications and project support role.

SBB provides professional business change services that enable the ACT Government to deliver quality outcomes for the Territory.

As a Communications Officer with the team, you will have the opportunity to work across diverse projects while also supporting branch wide initiatives. Each day in the role will be different and will provide you with the opportunity to challenge yourself with interesting and engaging work. Some of the work you will be involved in includes:

Developing and implementing a content strategy for our Branch internal communications platform

Assisting project managers to develop project related communications

Providing advice and guidance to SBB leaders to assist them to solve complex communications issues

Working closely with the Change and Communications team to deliver innovative Branch initiatives

Collaborating with communications counterparts in DDTS and across Government

And so much more!

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 experience working professionally in communications is desirable.

Note: This is a temporary role available immediately for a period of four months, with the possibility of extension.

Selection may be based on application and referee reports only.

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

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

How to apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit an Expression of Interest no longer than two pages highlighting your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

We encourage creativity so think outside the box with your application!

Applications should be sent to the Contact Officer.

Contact Officer: Erin Emery (02) 6207 8462 Erin.Emery@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Delivery Office

Senior Project Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 52581)

Gazetted: 20 June 2022

Closing Date: 14 July 2022

Details: The Senior Project Manager role is part of a multi-disciplinary team within Strategic Business Branch, Portfolio Delivery Office. This role will be required to lead and manage a team responsible for delivering a variety

of ICT and business projects for Canberra Institute of Technology (CIT). You will be required to coordinate and support a suite of project delivery activities, including project outcomes, quality assurance, budgets, resource management and governance, on behalf of CIT. This position is the senior contact point for all key stakeholders for project activities. To be successful in this position, you will have a proven record in successful project delivery, exercising both initiative and judgement in the interpretation of Project Management practices and procedures and provide detailed technical, professional and governance advice for complex problems.

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

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

Notes: This is a temporary position available for up to 12 months with the possibility of permanency. The role includes the requirement to attend sites that are subject to vaccination mandates under a public health direction, the successful candidate must be willing and able to comply with all relevant public health directions in the performance of the advertised role.

How to Apply:

Please submit a written response of no more than two pages. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements. Your pitch should also address your ability and experience and what you can bring to the role.

A current curriculum vitae

Two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Burnet (02) 6207 4869 Andrew.Burnet@act.gov.au

City Renewal Authority

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

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

Business Operations

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 35904)

Gazetted: 16 June 2022

Closing Date: 30 June 2022

Details: The Executive Assistant will provide high-level, dedicated support to the Chief Executive Officer and Deputy Chief Executive Officer as well as general administration assistance.

The duties of the role also include general administration, finance assistance, providing back up support to the Board Secretariat and other duties as reasonably requested to support the day-to-day functioning of the Authority.

Due to the nature of this position, this is a full-time role, however, working from home may be approved on an ad-hoc basis. Please refer to the Position Description for more information about the role.

Eligibility/other requirements: Prior experience in a similar role in the public sector at a senior executive level is highly desirable but not mandatory, and has demonstrated proficiency in using Microsoft Office 2007, business travel booking systems, parliamentary workflow, and other business system software.

Records management experience relating to the *Territory Records Act 2002* and the *Territory Privacy Principles*, or similar and an understanding of basic accounting procedures are highly desirable.

How to apply: Please submit your curriculum vitae, response to Selection Criteria (maximum two pages) and provide details of two referees.

Applications should be submitted via the Apply Now button below:

Contact Officer: BrookeL Hartley (02) 6205 1878 BrookeL.Hartley@act.gov.au

Community Services

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

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

**Executive Branch Manager, Infrastructure and Contracts
Temporary Vacancy (26 September 2022 to 28 October 2022)**

Community Services Directorate

Housing ACT

Position: E1062

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 20 June 2022

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

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

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

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

To apply: Interested applicants are requested to submit a one-page pitch along with a current curriculum vitae and contact details for two referees to Louise Gilding via email, louise.gilding@act.gov.au by COB Monday 27 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: Louise Gilding (02) 6207 1514 louise.gilding@act.gov.au

Office of the Coordinator-General for Family Safety

Senior Policy Officer, Domestic and Family Violence Death Review

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40205)

Gazetted: 22 June 2022

Closing Date: 11 July 2022

Details: The Office of the Coordinator-General for Family Safety is seeking an experienced senior policy officer with a strong sense of social justice, a passion for improving the lives of victim/survivors and an ability to deliver quality work in tight timeframes to support the Office in its work to prevent and respond to domestic, family and sexual violence. You will need strong research and data analysis skills as a key focus for this role will be to implement and support the new ACT Domestic and Family Violence Death Review. The purpose of the Death Review is to analyse deaths in the ACT involving domestic violence so an ability to manage difficult subject matter is required. You will also need to be a great team player; self-motivated and able to turn your hand to many different tasks including writing policy, managing stakeholders, delivering project elements and preparing briefs to the Coordinator-General for Family Safety and the Minister.

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

How to Apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the Skills, Knowledge and Capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bridie Doyle (02) 6207 1401 Bridie.Doyle@act.gov.au

Corporate Services

People Management

Workforce Management

Workforce Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 41262)

Gazetted: 22 June 2022

Closing Date: 6 July 2022

Details: An opportunity exists for an experienced Human Resources professional to join the People Management Branch of the Community Services Directorate. Within the branch, the Workforce Management Unit develops and manages the strategic human resource policies and programs related to enhancing the capability and performance of the Directorate.

The Unit is also responsible for the recruitment and retention policies and practices, and regular reporting and analysis of key performance measures.

The Workforce Support Officer will collaboratively support the team and provide administrative support in relation to recruitment, workforce planning and human resource reporting. To be successful in this role you will need excellent attention to detail, strong interpersonal skills and the capacity to develop productive professional relationships.

Eligibility/Other requirements: Previous experience in human resources is highly regarded.

Note: This is a temporary position starting immediately with the possibility of extension and/or permanency.

Selection may be based on application and referee reports only.

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

The Directorate provides a range of flexible working options including hybrid work arrangements.

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.

How to apply: Please provide no more than a two-page pitch addressing the position requirements in the Position Description, provide a curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below:

Contact Officer: Leanne Green (02) 6205 3711 Leanne.Green@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

CYPS Operations

Team Leader, CYPS Operations

Child and Youth Protection Professional Level 4 \$123,373 - \$132,376, Canberra (PN: 26673, several)

Gazetted: 21 June 2022

Closing Date: 14 July 2022

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do.

As a CYPS Operations Team Leader you will:

Lead a talented and multidisciplinary team to deliver high quality client engagement and service delivery to support the wellbeing of children, young people and families in the Canberra region.

Make a difference in the lives of children and young people at risk of abuse and neglect.

Provide positive influence on young people and help make your community safer.

Benefit from ongoing learning and development, and support your team members to do the same.

Be challenged and rewarded.

This is a fast-paced role and every day will be different. Working closely with your team, you will facilitate seamless, coordinated, and culturally informed case management that utilises expertise within the team and CYPs. You will support and provide guidance to staff to investigate reports of child abuse and neglect; supervise young people on justice orders; undertake professional assessments; and prepare documentation, presenting evidence and making recommendations to Senior Managers, Courts and/or Tribunals on decisions and actions. You will use your well-developed relationship management skills to represent Child and Youth Protection Services and the Community Services Directorate, and work with a range of internal and external stakeholders, including community agencies, government services, legal representatives, and courts and tribunals. The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. The Community Services Directorate acknowledges the significant contribution that individuals with Aboriginal and Torres Strait Islander cultural heritage and experience bring to improving outcomes for children and young people. We strongly encourage applications from Aboriginal and Torres Strait Islander people who have the appropriate background and capability.

Eligibility/Other Requirements:

Essential qualifications and experience:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Experience in facilitation of groups / Mediation i.e. training, chairing meetings, group counselling sessions Proficiency in Aboriginal and Torres Strait Islander culture

At least 5 years practice experience working with children, young people and their carers or families.

Current Driver's Licence

Additional Information

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

Note: There are several positions available. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vicki Anderson (02) 6207 7308 Vicki.Anderson@act.gov.au

Housing ACT

Client Services

Gateway Services

Client Engagement Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 28917,several)

Gazetted: 21 June 2022

Closing Date: 6 July 2022

Details: Are you a highly motivated and engaging team player with a passion for assisting vulnerable Canberrans? Client Services Branch within Housing ACT is seeking to establish a Customer Services Hub. Several permanent roles and temporary ACT Government contract opportunities are available at the Administrative Services Officer Class 4 Client Engagement Officer level.

The Client Engagement Officer role is responsible for providing client-centred support to a diverse range of people. The position deals with clients either in-person, by email or telephone and sound communication skills are required to deal with different situations which may arise. Cultural awareness, some understanding of the complexities of housing and respect for people are important knowledge and attributes for working in for this position.

The appointee has responsibility for responding to initial client concerns and complaints and will be required to work across the Branch's business units, as required, providing both operational and general administrative to support efficient service as well as the Client Services Branch internal teams.

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

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

Current drivers licence

National Police Check

Note: The positions available are either permanent or temporary ACT Government contracts with the possibility of extension or permanency and will be open for 12 months.

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

Selection may be based on application and referee reports only. This is a rolling recruitment process.

How to Apply: Please submit the following:

A written response of no more than **800 words (two pages)** detailing your Skills, Capabilities, and experience in line with the Position Requirements (Selection Criteria)

A successful written response will reference recent and relevant examples detailing your suitability for the role.

A current curriculum vitae

Contact details of your two most recent supervisors/managers

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: Karen Hosking (02) 6207 9492 Karen.Hosking@act.gov.au

Corporate Services

Chief Finance Officer

Executive Level 1.4 \$258,398 - \$269,925 depending on current superannuation arrangements, Canberra (PN: E1093)

Gazetted: 21 June 2022

Closing Date: 11 July 2022

Details: The Australian Capital Territory Public Service (ACTPS) has responsibility for both state and municipal functions, making it unique in Australia and sometimes referred to as a City State. The Service employs over 20,000 staff and delivers a wide range of services to the ACT community, including health, education, planning and urban renewal, transport, law enforcement and maintenance of infrastructure.

The Community Services Directorate employs over 1000 staff and has responsibility for a wide range of human services, including multicultural affairs, community services, older people, women, public and community housing services and policy, children, youth and family support services and policy, Child and Family Centres, homelessness, community engagement, Aboriginal and Torres Strait Islander Affairs, and community disaster recovery.

Reporting to the Executive Group Manager, Corporate Services, the Chief Finance Officer (CFO) is responsible for the provision of financial advice, management and reporting for the Directorate. The role also provides advice in relation to financial budget and strategic matters working with the Director-General. The role requires a high degree of sensitivity, confidentiality, as well as agility in responding to tight deadlines. Currently the Directorate is embarking on organisational wide reform which will underpin how services are delivered to support government and the community. The CFO will bring a proven record and in-depth understanding of public-sector financial management, budgeting processes and requirements. Whole of government collaboration is critical in this position and high-level stakeholder engagement skills are paramount. Strong candidates will have a proven record in leading, managing and developing your staff creating a culture of excellence.

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

Contract: The successful applicant will be engaged under a performance-based contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: To obtain the Information for Candidates, email applications.australia@ngs-global.com, quoting J15998. If further information is required after reviewing documentation and www.communityservices.act.gov.au contact Grant Nichol at NGS Global on +61 3 8626 0600 or 1300 138 863. Please send a cover letter and curriculum vitae to applications.australia@ngs-global.com. Applications close 5:00pm Monday 20 June 2022. A concurrent search is being undertaken.

Contact Officer: Grant Nichol (03) 8626 0600 applications.australia@ngs-global.com

Children, Youth and Families

Child and Youth Protection Services

Practice and Performance

Family Group Conference Facilitator

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728, Canberra (PN: 25211)

Gazetted: 17 June 2022

Closing Date: 1 July 2022

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

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

Eligibility/other requirements:

Essential qualifications and experience:

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

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

Proficiency in Aboriginal and Torres Strait Islander culture

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

Current Driver's Licence

Note: 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.

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

Selection may be based on application and referee reports only.

How to apply: All applications, including your written response to the Selection Criteria and curriculum vitae must be submitted via the apply now button below.

Please note when responding to the Selection Criteria please keep your response to 400 words or less per criteria.

Applications should be submitted via the Apply Now button below:

Contact Officer: Nicholas Hawley (02) 6205 5163 Nicholas.Hawley@act.gov.au

Children Youth and Families

Clinical Leader Occupational Therapy

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 36143)

Gazetted: 16 June 2022

Closing Date: 4 July 2022

Details: An exciting opportunity exists to join the Child Development Service (CDS) as a Clinical Leader – Occupational Therapy.

CDS Health Professional 4 Clinical Leader roles are focussed on providing strong leadership to build an integrated multidisciplinary team that supports effective, and culturally safe and inclusive service delivery. You will be required to provide leadership and management to a multidisciplinary team of health professionals and allied health assistants who deliver services to clients of the Child Development Service, with a particular focus on Occupational Therapy services. You will maintain a clinical load, and also undertake other duties which include administration, coordination and oversight of professional practice, performance management, training, and project and portfolio management.

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

Eligibility/Other Requirements:

Essential qualifications and experience:

Tertiary qualifications in Occupational Therapy.

At least five years of experience delivering Occupational Therapy services.

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for Membership with Occupational Therapy Australia (OTA)

Current Driver's Licence

Experience in the planning, delivery, and oversight of early intervention programs is highly desirable

How to Apply: Applicants are required to address the Selection Criteria in the Position Description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Parker (02) 6205 1595 Katherine.Parker@act.gov.au

Housing ACT

Client Services

Gateway Services

Tenant Relocation Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57777, several)

Gazetted: 17 June 2022

Closing Date: 5 July 2022

Details: The Growing and Renewing Public Housing program is recruiting for two (AS06) Tenant Relocation Officers. There is one permanent role as well as a contract for up to 12 months.

Tenant Relocation Officers (TROs) support public housing tenants within a tenancy and case management framework to relocate. The work is fast-paced, customer-centred and requires high level verbal and written communication skills.

The Tenant Relocation team is responsible for the management of the Tenant Relocation Strategy and relocation of Public Housing tenants in the identified sites in accordance with the ACT Housing Strategy. The Strategy provides a framework for government, community sector and tenants to co-design their successful relocation and maximise opportunities created by planned social housing redevelopment. A key focus is developing and maintaining people's links with their communities. (Please refer to the attached position description which include Selection Criteria, Essential Qualifications and Experience).

For further information about the opportunity please contact the Contact Officer.

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 outcomes and previous experience in this area will be highly regarded

Significant experience in a human services field and working with individuals with complex needs.

Experience in using a range of IT business and office applications.

An understanding and knowledge, or the ability to quickly acquire, of Housing and Community Services and its role, function and services.

Current Drivers Licence.

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: There are two positions available from this process, one permanent and one temporary for up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a maximum two page response to the Selection Criteria and a copy of your current curriculum vitae. Please also provide details of your two referees; one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Scicluna (02) 6205 3308 Michelle.Scicluna@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.

Inclusion and Participation

Community Relations and Funding Support

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 13129)

Gazetted: 16 June 2022

Closing Date: 30 June 2022

Details: The Community Relations and Funding Support team within the Community Services Directorate is looking for a motivated and highly engaged Assistant Director to lead our small team of Relationship Managers. The Relationship Management team works in close partnership with our community partners to deliver the Child, Youth and Family Services Program, the Community Development Program and the Children's Services Program. The successful applicant should have excellent relationship building and stakeholder management skills, experience leading a small team and enjoy a role with lots of variety.

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

Note: This is a temporary position available from 1 July 2022 until 30 June 2023 with the possibility of extension and/or permanency. 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. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are to provide a curriculum vitae and two page pitch outlining your experience and suitability in line with the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate West (02) 6205 4377 Kate.West@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

Deputy Director-General

Temporary Vacancy (1 August 2022 – 12 August 2022)

Education Directorate

Position: E716

(Remuneration equivalent to Executive Level 3.2)

Circulated to: ACTPS Band 2 and Band 3 Executive List

Date circulated: 22 June 2022

The Education Directorate has a temporary vacancy from 1 August 2022 – 12 August 2022 to fill the position of Deputy Director-General.

The Deputy Director-General (DDG) will assist the Director General (DG) to achieve a reduction in the equity gap, an increase in learning gain demonstrated within each school and a high level of student and family engagement. The DDG will assist the DG to ensure the effective implementation of the ACT Education Directorate Strategic Plan 2018-21.

The DDG will work closely with other senior leaders, school leaders and key stakeholders to improve a system level approach to education reform and school improvement. The DDG will lead the organisational approach to implementation of strategic priorities and national reform initiatives.

The DDG will monitor and accelerate system level improvement that results in improved learning and development outcomes for students.

The Deputy Director-General will work with and may deputise for the Director-General to:

- provide high level policy advice to the Minister for Education;

- develop a culture of safety first and build capability to strengthen inclusive education services;
- foster quality teaching by building the professional capability of school leadership and educators;
- implement ACT Government policy on early childhood education and care and school education; and
- manage and drive continuous improvement in the delivery of public education.

The Deputy Director-General will:

lead integration of policy and services across the organization

promote a strong and collaborative culture through effective communication and links with internal and external partners and the broader community;

implement ACT Government policy on school education for all school age students;

drive continuous improvement in the delivery of early childhood, primary, secondary and senior secondary education in ACT public schools; and

monitor enterprise and strategic risk.

The function also provides direct advice to Director-General for the Minister and the Cabinet as required.

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 Kristine Reyes via email, kristine.reyes@act.gov.au by COB Wednesday 29 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: Kristine Reyes (02) 6205 9145 kristine.reyes@act.gov.au

Executive Branch Manager, Universal School Support

Temporary Vacancy (15 July 2022 to 12 August 2022)

Education Directorate

Service, Design and Delivery

Position: E475

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 22 June 2022

The Education Directorate has a short-term vacancy from 15 July 2022 to 12 August 2022 due to leave to backfill the position of Executive Branch Manager, Universal School Support.

The Executive Branch Manager Universal School Support is a key leadership role in the Directorate and across ACT Government. The Executive Branch Manager is responsible and accountable for the development strategic planning and system leadership across a broad range of areas including:

- Careers and VET
- International Education Unit
- Instrumental Music Program
- Programs, Services and Stakeholder Delivery
- Wellbeing and Positive Behaviour Learning

The Executive Branch Manager reports to the Executive Group Manager Service Design and Delivery and is a member of the Groups Corporate Executive team. The position requires a person with exceptional leadership and executive management skills including expertise in policy development and advice to Government. A comprehensive understanding of governance and excellent oral and written communication skills are required, along with experience in programme development and implementation.

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

How 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 the contact officer, via email at sam.seton@act.gov.au by **Wednesday 29 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: Sam Seton (02) 620 57029 sam.seton@act.gov.au

**Executive Branch Manager, Infrastructure and Capital Works
Temporary Vacancy (From 1 July 2022 to 30 September 2022)**

Education Directorate

Business Services

Position: E520

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 22 June 2022

The Education Directorate has a short-term vacancy available from 1 July 2022 for a period of three months for the position of Executive Branch Manager, Infrastructure and Capital Works.

The Executive Branch Manager Infrastructure and Capital Works reports to the Executive Group Manager Business Services is responsible for the directorate's capital works program, capital upgrades program and repairs and maintenance program.

The Executive Branch Manager is also responsible for the directorate's corporate functions of asset management (maintenance, leasing and contracting), vehicle management and utilities contract negotiation and management.

As a leader in the Business Services Division, the Executive Branch Manager will contribute to the design and delivery of significant initiatives aligned with the directions and priorities of the Directorate's Strategic Plan.

To undertake the role successfully, the candidate must possess the following attributes:

- A visionary, astute and resilient leader with a passion for education.
- Ability and commitment to working collaboratively across Directorate for outcomes.
- Ability to devise and make recommendations on strategies for effective management of the Education asset base.
- Provide advice to the Senior Executive and the Minister on capital works investment, upgrades, and maintenance.
- Oversee the effective execution of the directorate's repairs and maintenance program.
- Lead the development of high-quality business cases for Government consideration and tender documentation for the procurement of services from the construction sector.
- Negotiate contracts and resolves contract disputes in a fair, equitable and professional manner.
- Participate in a range of whole of government working committees and steering groups.
- Provide outstanding leadership to a large team of permanent, temporary and contract staff.
- A commitment to a collaborative style with a track record of whole-of-government solutions.
- Technologically literate to meet the challenges of a connected world.
- Political sensitivity and astuteness.
- Sophisticated understanding of the demands of public sector accountability.
- Systems thinker.
- A level of personal drive, energy, and commitment.
- A commitment to learning and fostering development of people.

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 one-page Expression of Interest and a current curriculum vitae (including the contact details of two referees) to the contact officer, via email at david.matthews@act.gov.au by **COB Wednesday 29 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: David Matthews (02) 620 70384 david.matthews@act.gov.au

School Improvement and Performance

North / Gungahlin Network

Gold Creek School

School Leader C - Gold Creek School

School Leader C \$130,338, Canberra (PN: 02590)

Gazetted: 22 June 2022

Closing Date: 6 July 2022

Details:

School context:

Gold Creek School is a P-10 International Baccalaureate (IB) School situated in the North/ Gungahlin network. We cater for students from preschool to year 10 offering both the IB Primary Years Programme (PYP) and the IB Middle Years Programme (MYP). Our teachers and leaders are deeply committed to the principles of the IB, with its focus on academic excellence, differentiated instruction, rich co-curricular experiences, and active global citizenship. We strive to develop global minded citizens who learn from one another, share unique perspectives, foster mutual respect, and cultivate the core values of an IB education. Gold Creek School is seeking an inspiring and innovative leader who will work in collaboration with the wider executive team to achieve the priorities outlined in the School Improvement Plan 2022-2026.

The successful applicant will need to be able to:

Lead the early years in teaching and learning, including Preschool

Lead evidence based future focused pedagogical practices with teaching teams

Lead Professional Learning Communities (PLCs) with teaching teams through a collaborative culture focused on student learning and results

Lead inclusive education practices through personalised learning

Support the Principal and senior leadership team in the promotion and implementation of the school vision and School Improvement Plan

Undertake an appropriate teaching load, as directed by the Associate Principal

Eligibility/Other requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; 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 an ongoing permanent position starting Semester Two, 2022.

How to apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the Position Description (maximum five pages) and Application Coversheet with two referees.

Applications should be submitted via the Apply Now button below:

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

Contact Officer: Kirrally Talbot (02)620 51814 Kirrally.Talbot@ed.act.edu.au

System Policy and Reform

Project Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 51634)

Gazetted: 21 June 2022

Closing Date: 28 June 2022

Details: Are you interested in helping to ensure we plan for and provide new school infrastructure in the right place, at the right time?

We are a small team looking for an enthusiastic member to assist us in identifying and assessing sites for new and expanded schools, and responding to proposals for development across Canberra which may impact schools planning. You will provide input to a diverse range of projects and have the opportunity to liaise with teams across the Education Directorate and other Directorates.

While you may not have prior urban planning experience, you will have well developed administration and organisation skills, be keen to engage with policy documents and communicate with a range of stakeholders involved in delivering school infrastructure. You will bring your skills and experience to help solve complex policy challenges.

Note: This is a temporary position available for a period of 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 written response to the Selection Criteria (two page maximum) and attach your curriculum vitae, and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Das/ Liz Klein 6207 7462/0406 526 292 Sean.Das@act.gov.au/ liz.klein@act.gov.au

Tuggeranong Network

Gordon Primary School

Deputy Principal

School Leader B \$151,757, Canberra (PN: 43287)

Gazetted: 21 June 2022

Closing Date: 5 July 2022

Details: Gordon Primary School is seeking a highly capable and experienced school leader with a demonstrated skill set in leading and improving whole school inclusive education practices.

The successful applicant will; lead professional learning communities from kindergarten to year 6 including the Learning Support Unit, quickly establish credibility to partner with senior leadership and executive staff to lead school improvement, with a specific focus on improving student growth in reading, writing, personal and social capabilities, through extensive coaching and mentoring, and implementation of highly effective pedagogy and leading practices across the curriculum. Applicants must have experience in leading school improvement processes including analysis and actioning multiple sources of evidence to monitor whole school improvement strategies, effective leadership and management of teaching and support staff to implement effective adjustments to support children across the school to access, participate and achieve growth as a learner.

The successful applicant will:

Lead and embed the implementation of high quality, contemporary teaching and learning practices that are focussed on improving student learning outcomes across the curriculum

Model personal and professional learning that is clearly linked to the school improvement priorities and supports school leaders and teaching staff to do the same, through the implementation of targeted mentoring and coaching across the school.

Collaborate with the principal and leadership team to lead improvement and change through evidence-based practice that inspires staff to contribute to improvement and innovation

Use a range of data management systems and processes to collaborate with the principal to ensure that the school's resources, especially daily staffing are efficiently organised and managed to support a safe learning environment.

Embrace inclusion to work with all key stakeholders to build of culture of high expectations that fosters positive partnerships with students, families, carers, and the wider community

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 along with two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Fenn 61422530 Belinda.Fenn@ed.act.edu.au

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

School Improvement

South/Weston

Evelyn Scott School

Deputy Secondary Campus

School Leader B \$151,757, Canberra (PN: 57834)

Gazetted: 21 June 2022

Closing Date: 5 July 2022

Details: The Education Directorate is seeking a highly skilled and innovative Deputy Principal with knowledge, experience and skills in the high school sector to join the Evelyn Scott School Leadership Team. The successful applicant will work closely with the Principal from the beginning of Term 4, 2022 to lead the project management phase and the establishment of the secondary campus. The successful applicant will need to demonstrate proficiency leading inquiry and project-based learning approaches. A strong foundation of leadership and coaching skills and proven ability to bring together a community of learners - inclusive of learners, educators, families and the wider community is required. Capability and experience implementing the ACT Future of Education Strategy is critical. A deep understanding of how contemporary pedagogies, systems and processes is crucial to the success of contemporary learning environments are essential to this role.

Evelyn Scott School is Canberra's 89th public school. It is situated in the new Molonglo region. The school is set to be built in two stages; the first stage will cater for up to 644 students from preschool to year six and will open in

2021. The second stage will cater for approximately 600 students in years seven to 10. The high school will open in 2023 integrating with the primary school to form the P-10 learning facility. There will be a focus on sustainability and environmental design and Evelyn Scott School will become the national capital's second zero-emissions school. Evelyn Scott School will offer both indoor and outdoor learning areas that will include:

Specialist Science, Technology, Engineering, Arts, Mathematics and Design learning spaces

A modern library resource centre

Outdoor learning areas including an outdoor stage and environmental design spaces

Learning support units that will provide an integrated learning environment

A general-purpose double gymnasium and a sporting oval (also for use by community and sporting groups)

How to Apply: Please submit a response of five pages which addresses the School Leader B Capabilities along with a two page curriculum vitae, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jackie Vaughan 0422 377 167 jackie.vaughan@ed.act.edu.au

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

School Improvement and Performance

Belconnen Network

Belconnen High School

Business Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57835)

Gazetted: 20 June 2022

Closing Date: 4 July 2022

Details: This position is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe and positive environment where students love to learn. The role provides support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes.

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)

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

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees. 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: Rebecca Pearce (02) 6142 1690 Rebecca.Pearce@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.

System Policy and Reform

Strategic Policy

Royal Commission Response Team

Policy and Project Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46531)

Gazetted: 20 June 2022

Closing Date: 4 July 2022

Details: Interested in joining a team in Education Strategic Policy focussed on the work of two Royal Commissions? Enjoy policy and project work with positive outcomes and deliverables? Want to make all ACT schools safer and more inclusive? Have experience in policy development, project management, Royal Commissions or front line implementation?

We're looking for a Policy and Project Manager to work in the Royal Commission Response Team. Working to the Director and Branch Manager, you will have a great opportunity to be innovative and respond to complex challenges arising from the Royal Commissions and Commission recommendations. You will need the ability to plan and write engaging content, develop strong relationships with stakeholders, and have a strong desire to protect and help survivors of sexual abuse and children with disability.

The Education Directorate is a child safe organisation that supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Notes: This position is in a workplace designed for activity-based working (ABW) and work from home (WFH). Under ABW and WFH arrangements, officers will not have a designated workstation/desk and may work across multiple Education sites.

How to Apply: Submit an application addressing the Selection Criteria and your suitability for the role, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: ChrisD Jones (02) 6207 0333 ChrisD.Jones@act.gov.au

Office for Schools

South Weston Network

Lyons Early Childhood School

Community Coordinator

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57775)

Gazetted: 20 June 2022

Closing Date: 27 June 2022

Details: Lyons Early Childhood School is seeking a dynamic and collaborative Community Coordinator to join the Lyons Early Childhood School team.

The successful applicant will demonstrate, through examples of practice, the essential skills, and attributes to lead and deliver partnerships and programs designed to effectively engage community and lead to increased learning and wellbeing outcomes for children and their families.

We require a Community Coordinator who has:

Knowledge and understanding of current approaches to early childhood development and community engagement. Excellent interpersonal and communication skills, including the ability to liaise, negotiate, establish and maintain effective relationships with a wide range of stakeholders

Demonstrated analytical and conceptual skills including the capacity to synthesise information, provide strategic advice and develop programs and projects that support the community and impact positively on children's learning outcomes

Eligibility/Other Requirements:

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

<https://www.accesscanberra.act.gov.au/s/article/working-with-vulnerable-people-wwvp-registration-tab-overview> First Aid Certificate or a willingness to undertake appropriate training.

Highly desirable- Tertiary qualification in Community Development, Social Work, or a related field.

Note: This is a part time temporary part-time position at (29:24) hours per week from 18 July until 16 December 2022. The full-time salary noted above will be pro-rata.

How to Apply: Please submit your response of no more than four 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 sent to the contact officer.

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

Contact Officer: Robyn Strangward (02)6142 0044 Robyn.Strangward@ed.act.edu.au

Office for Schools

North Canberra/Gungahlin School Network

Ainslie School

Wellbeing and Nutrition Specialist

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 57709)

Gazetted: 16 June 2022

Closing Date: 23 June 2022

Details: Ainslie School provides education services for students from Preschool to Year 6 across three sites - the Primary campus in Braddon, Baker Gardens Preschool in Ainslie, and Reid Preschool.

Founded in 1927, the facilities and grounds of Ainslie School hold heritage significance and its curriculum reflects the community's enduring aspiration for a progressive, student-centred experience. Cultural integrity, human dignity and environmental sustainability are driving concepts in programs and practices across the school.

The successful applicant will be responsible for planning and implementing wellbeing initiatives that promote positive student engagement in learning. These include the Fuel for Thought and Kitchen Garden programs.

This is a full-time position, and the applicant will be required to coordinate programs including kitchen and garden maintenance.

Eligibility/other requirements:

Qualifications in education or health related fields. Experience in schools, education and/or health will be considered highly desirable.

Mandatory:

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

First Aid Certificate or a willingness to undertake appropriate training.

Knowledge and understanding of:

contemporary issues impacting children and young people, with a focus on nutrition and wellbeing.

strategies to provide wellbeing support to young people in a school setting.

approaches to working with students and their families including advocacy on wellbeing matters.

RELEVANT SKILLS AND ABILITIES

1. Experience in working with and ability to relate to children and young people and knowledge of current issues affecting young people.
2. Well-developed interpersonal skills including the ability to foster effective relationships with students, families, staff, and community organisations.
3. Well-developed ability to communicate sensitively and effectively with a range of stakeholders.
4. Experience working in a collaborative and multidisciplinary team to develop and implement programs that support all students as well as targeted support programs for students requiring specific wellbeing supports.
5. Demonstrated ability to handle confidential and sensitive information in accordance with relevant legislative and policy principles.
6. Ability to use resources and equipment in accordance with school procedures and manufacturers' instructions.
7. Ability to apply equity and diversity, workplace health and safety, and participative management principles and practices in the workplace.

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

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

How to apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below:

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

Contact Officer: Sophie Bissell (02)61423060 Sophie.Bissell@ed.act.edu.au

School Improvement

North/Gungahlin Network

Gungahlin College

Technology Assistant/VET Assistant

School Assistant 2 \$51,548 - \$56,919, Canberra (PN: 33511)

Gazetted: 16 June 2022

Closing Date: 30 June 2022

Details: Gungahlin College is seeking a dynamic, organised team player who will be an active member of the school's administration team working in the Industrial Arts Area 3 days a week with the other 2 being spent assisting our Careers and Vet Team.

Gungahlin College is an ACT school with approximately 1,150 Year 11 and Year 12 students, with a small cohort of Year ten gifted and talented students. The College offers over 100 courses and has in excess of 110 staff. This is a full-time position and is part of the Technology and Careers team, working closely with the Director and teaching staff of the Technology Faculty along with the Careers Faculty assisting students and staff with appointments and general enquiries, in addition to being part of the administrative team under the direction of the Business Manager. This position will perform a range of duties, including;

Administrative and practical support to staff and students in metal and wood technology classes.

Finance support; monitoring consumable expenses, preparing paperwork for purchasing and submitting orders.

Communicate with students in a technical, educational and pastoral modality.

Triage and refer students to classroom teachers during lessons where appropriate.

Provide instruction on the operation, care and safe use of work area equipment.

Prepare equipment and resources for classes, including wood and metal consumables

Communicate with and liaise with staff, parents/carers, students, the community, internal and external stakeholders with a high level of customer service, high degree of integrity and discretion.

Participate in work area business planning and improvement. Provide input and assist in reviews, development and implementation of policy, guidelines and procedures.

Maintain a clean and safe work environment for students and staff. Undertake relevant workplace health and safety requirements and, where necessary, undertake risk assessments and initiate appropriate action.

Provide general administrative support such as preparing standard, data entry, photocopying and secretariat support.

Triage and refer students as well as maintain calendars in the Careers and VET team

Eligibility/Other Requirements:

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

Desirables:

Trade qualifications or relevant experience.

Information technology proficient in both Office365 and Google suite products.

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

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shaun Mobey (02) 6142 1000 Shaun.Mobey@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.

Office for Schools

Belconnen School Network

Cranleigh School

Administration Assistant

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 52399)

Gazetted: 16 June 2022

Closing Date: 23 June 2022

Details: Cranleigh is a specialist school for students aged between Four and 12 years living north of Lake Burley Griffin. Students who attend Cranleigh, have a moderate to profound intellectual disability with complex communication needs.

Our ideal candidate has previous experience working within a School front office and is expected to be able to follow process, be proactive, exercise judgement and initiative and work with limited supervision and liaise closely with the Principal and Business Manager.

They require excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. This position involves close daily contact with students, staff, parents and the school community.

You will have strong organisation skills and ability to independently prioritise your time, with an ability to liaise with families providing guidance and accurate information.

A proven ability to collaborate productively with internal teams, as well as develop and maintain professional relationships across the sector is essential.

Eligibility/other requirements:

MANDATORY

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.

HIGHLY DESIRABLE

Working Knowledge of School Administration System (SAS)

First Aid Certificate

Note: This is a temporary position commencing 18 July 2022 with possibility of extension and/or permanency.

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

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

Applications should be submitted via the Apply Now button below.

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: Karen Vey (02) 61420444 Karen.Vey@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

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: 04297)

Gazetted: 22 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 built and historic heritage places and objects.

The position would suit a professional with strong experience in and knowledge of development assessment and heritage management. Strong project management and representation skills are required, as are excellent time

management and communication skills. The successful applicant will be able to demonstrate strong teamwork skills, as well as an ability to work independently.

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

Eligibility/ Other Requirements: The successful candidate will preferably have qualifications and experience in heritage management, architecture, planning, archaeology or a related discipline.

Notes: This is a temporary position available immediately for up to six months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the 12 months.

How to Apply: Applications are to include a curriculum vitae and an Expression of Interest setting out expertise and experience relevant to the position.

Applications should be submitted directly to the Contact Officer.

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

Environment Heritage and Water

Conservation and Water Planning and Policy

Biodiversity Policy and Planning

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 36228,several)

Gazetted: 21 June 2022

Closing Date: 5 July 2022

Details: The Conservation and Water Planning and Policy Branch comprises four sections focused on Biodiversity Planning and Policy, Biosecurity and Agriculture Policy, Parks Planning and Policy, Environmental (Strategic) Planning and Water Policy.

The branch develops, administers, and oversees implementation of several key environmental and conservation strategies, policies and plans to support the environment and the community. The Branch is responsible for legislation relating to nature conservation, fisheries, biosecurity, biodiversity, and water. The Branch also provides policy support for the Directorate's engagement in inter-jurisdictional fora including on biodiversity, biosecurity, environment, water, and primary industries.

We are recruiting for two permanent positions, outlined below. The positions are all opportunities for highly motivated candidates to progress environmental planning and policies for biodiversity conservation and environmental outcomes in the ACT. We also will create a merit pool from the applications of people who may be suitable for other positions of similar duties at this level within the branch.

The current vacancies include:

P36228, ASO6 – Policy Officer, Biodiversity Policy and Planning

P26777, ASO6 – Policy Officer, Biodiversity Policy and Planning

These positions will work to the Director Biodiversity Planning and Policy to:

Assist the section with coordination, research and analysis, and policy development on biodiversity conservation, including in relation to threatened species, threatened ecosystems, threatening processes and other biodiversity conservation issues.

Undertake relevant ACT government stakeholder consultation and liaison on biodiversity conservation issues, which may include secretariat support to committees.

Manage projects that support development or implementation of biodiversity and nature conservation policies and plans.

Manage reporting and policy input including briefs, ministerial correspondence, reports, and legal instruments as required.

Contribute to the work of the branch as required.

Eligibility/Other requirements:

Your suitability for any of these positions will be assessed based on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities and any other Eligibility/Other requirements listed in the relevant Position Description.

Expertise in the application of GIS and spatial analysis in the natural environment context would be highly regarded, but not essential.

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.

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

How to apply: Applications should include a supporting statement of no more than two pages addressing all the Selection Criteria in relation to the primary duties/responsibilities and eligibility/other requirements of the role, and a current curriculum vitae with the contact details of two referees.

Applications should be submitted via the Apply Now button below:

Contact Officer: Johannes Botha (02) 6207 1773 Johannes.Botha@act.gov.au

Development and Implementation

Implementation Coordination

Senior Project Officer

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 42186)

Gazetted: 21 June 2022

Closing Date: 8 July 2022

Would you like to contribute to sustainable land development that will shape Canberra? We are building a team of project management and technical professionals to deliver projects that facilitate the supply of land for future development across Canberra.

Your skills and experience in being part of a multi-disciplinary team of project managers, technical specialists, consultants and contractors will be required as you develop solutions to complex urban and greenfield planning and land development issues. You will be involved in preparing consultant briefs, managing contracts, facilitating site investigations and planning studies, interpreting technical reports, balancing stakeholder requirements, and driving sustainability, innovation and great planning outcomes.

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: Pre-requisite Qualifications and/or Experience Positions classified as an Infrastructure Officer require the occupant to:

hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience.

Note: This is a temporary position available immediately until 30 June 2024. A merit list or merit pool will be established through the process and may be used to fill identical temporary or permanent positions that become available during the 12-month period. Selection may be based on application and referee reports only. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Applicants should submit a two-page pitch (maximum) outlining their suitability for the position addressing the Selection Criteria including Skills, Knowledge and Behaviour. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications are to be submitted via the 'Apply Now' button below.

Contact Officer: Anton Veld (02) 6205 4683 Anton.Veld@act.gov.au

Development and Implementation

Sustainable Land Development

Project Manager

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 45188, several)

Gazetted: 20 June 2022

Closing Date: 11 July 2022

Details: Would you like to contribute to sustainable land development that will shape Canberra? We are building a team of project management and technical professionals to deliver projects that facilitate the supply of land for future development across Canberra.

Your skills and experience in working with project managers /officers, technical specialists, consultants, and contractors will be required as you contribute to solutions for complex urban and greenfield planning and land development issues. You will be involved in preparing consultant briefs, managing contracts, facilitating site

investigations, and planning studies, interpreting technical reports, balancing stakeholder requirements, and driving sustainability, innovation and great planning outcomes.

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: Pre-requisite Qualifications and/or Experience - Positions classified as an Infrastructure Officer require the occupant to:

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.

Highly Desirable:

Tertiary qualifications and/or demonstrated experience in relevant fields such as:

Project Management, Urban Planning, Engineering, Construction Management, Landscape Architecture, Architecture, Environmental Science, Infrastructure, Land Economics or Surveying

A minimum of three years' experience in a relevant field.

Note: These are full-time temporary positions available immediately up to 12 months with the possibility of extension and/or permanency.

We are looking to fill several vacancies through this recruitment process.

A merit list or merit pool will be established and may be used to fill identical positions that become available during the 12-month period.

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: Applicants should provide their curriculum vitae, including two referees, and a two-paged pitch addressing the Selection Criteria as detailed in the Position Description - covering skills, knowledge, and behaviour.

Applications should be submitted via the Apply Now button below:

Contact Officer: Lynette Marsh (02) 6205 8592 Lynette.Marsh@act.gov.au

Development and Implementation

Sustainable Land Development (previously Implementation Coordination)

Senior Project Manager

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 41111, several)

Gazetted: 20 June 2022

Closing Date: 11 July 2022

Details: Would you like to contribute to sustainable land development that will shape Canberra? We are building a team of project management and technical professionals to deliver projects that facilitate the supply of land for future development across Canberra.

Your skills and experience in leading teams of project managers /officers, technical specialists, consultants, and contractors will be required as you develop solutions to complex urban and greenfield planning and land development issues.

You will be involved in preparing consultant briefs, managing contracts, facilitating site investigations, and planning studies, interpreting technical reports, balancing stakeholder requirements, and driving sustainability, innovation, and great planning outcomes.

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: Pre-requisite Qualifications and/or Experience - Positions classified as an Infrastructure Officer require the occupant to:

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.

Highly Desirable:

Tertiary qualifications and/or demonstrated experience in relevant fields such as:

Project Management, Urban Planning, Engineering, Construction Management, Landscape Architecture, Architecture, Environmental Science, Infrastructure, Land Economics or Surveying.

A minimum of five years' experience in a relevant field.

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

We are looking to fill several vacancies through this recruitment process.

A merit list or merit pool will be established and may be used to fill identical positions that become available during the 12-month period.

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: Applicants should provide their curriculum vitae, including two referees, and a two-paged pitch addressing the Selection Criteria as detailed in the Position Description - covering skills, knowledge, and behaviour.

Applications should be submitted via the Apply Now button below:

Contact Officer: Ben Riches (02) 6207 1836 Ben.Riches@act.gov.au

Environment

ACT Parks and Conservation Service

Volunteer and Visitor Experience

Commercial Tourism - Project and Policy Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57356)

Gazetted: 20 June 2022

Closing Date: 4 July 2022

Details: This position sits within the Volunteers and Visitor Experience Team (VVE), which is the section of Parks and Conservation Service (PCS) that facilitates volunteers to assist across the estate, builds partnerships to foster nature-based tourism, and coordinates estate-wide visitor experience and interpretation programs.

PCS manage an extensive suite of natural land tenures in the Australian Capital Territory including national parks and reserves. The region is a growing mecca for mountain bike riding, outdoor events, horse-riding, remote area hiking and other nature-based activities. The ACT is shifting its public service image and driving unique opportunities for competitive tourism product development.

We are seeking an experienced project and policy manager to lead the development, approval, implementation, and management of a framework to facilitate and regulate nature-based activities and business opportunities across the PCS managed estate. This framework should foster and guide activities that are environmentally sustainable and commensurate with global, national, and local agreements, policies, management plans and initiatives. The Commercial Tourism – Project and Policy Manager is responsible for the management and development of an appropriate commercial tourism framework and associated ventures within PCS estate, with support from the Commercial Tourism Manager. This includes managing the Nature Stays portfolio of properties, compliance frameworks such as relevant Plans of Management, the *Nature Conservation Act (2014)*, the *Public Unleased Land Act (2007)* and the *Emergencies Act (2004)*, in addition to developing stakeholder relationships with industry, government, and community, to seek out, identify and develop tourism opportunities and challenge solutions for the Commercial Tourism Stream of VVE.

Eligibility/other requirements:

Mandatory:

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

Be prepared to wear a uniform; and

Possess a manual drivers' licence.

Highly Desirable:

Tertiary qualifications relevant to natural or cultural resource management and/or recreation or tourism management in protected areas are desirable but not essential.

Experience in visitor experience development and management of activities in protected areas.

Note: This is a temporary position available immediately up until April 2025.

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 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: Lisa Testoni 0422069693 Lisa.Testoni@act.gov.au

Office of the Commissioner for Sustainability and the Environment

Project Officer

Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 16031)

Gazetted: 16 June 2022

Closing Date: 23 June 2022

This role will assist the Commissioner for Sustainability and the Environment, particularly in undertaking preparation for the State of the Environment Report. You will bring knowledge of environment and sustainability issues to a small team and assist in research on important environmental issues.

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 for up to 12 months. Selection may be based on application and referee reports only.

How to apply: Submission of a short curriculum vitae and an Expression Of Interest (maximum two pages) addressing the Selection Criteria.

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

Contact Officer: Sophie Lewis on sophie.lewis@act.gov.au or (02) 6207 2629

Planning and Urban Policy Division

Assistant Director, Housing Policy and Strategy

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 40337)

Gazetted: 16 June 2022

Closing Date: 30 June 2022

Details: The position of Assistant Director, Housing Policy and Strategy will be part of a small team that provides policy and strategic advice on a range of housing, housing affordability, land use and land development issues. These functions include policy development to support the delivery of new housing related initiatives; ongoing implementation, monitoring and evaluation of the ACT Housing Strategy; and legislative reform projects related to housing initiatives such as stage two of the unit titles reform project.

The Assistant Director, Housing Policy and Strategy will have a dynamic and enthusiastic approach combined with demonstrated skills and experience suitable for a policy development environment. Strong attention to detail, and the ability to effectively manage multiple projects is required.

Key capabilities of the role include: the ability to design, develop and advance housing related policy, programs and initiatives; strong research, analysis and problem solving skills that bring practical and solutions-focussed responses to complex policy issues; the ability to manage community and stakeholder engagement processes; the capacity to build strong and productive working relationships across Government and with external stakeholders; the ability to prepare briefings and correspondence on a range of matters including Cabinet and ministerial business; the capacity to identify and progress planning related policy and legislative changes; and determination, resilience and initiative to drive projects forward to completion.

There are multiple positions available to be filled and this process will be used to create a merit list for Assistant Director positions within the Division. The merit list may be used to fill temporary and permanent positions in the Division over the next twelve months.

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: Please submit a written response against the Selection Criteria, a copy of your curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Kingham (02) 6205 3398 Amy.Kingham@act.gov.au

Justice and Community Safety

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

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

ACT Emergency Services Agency

Operations

Public Information and Engagement

Senior Public Information Officer

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

Gazetted: 22 June 2022

Closing Date: 6 July 2022

Details: The ACT Emergency Services Agency, within the Justice and Community Safety directorate is seeking an enthusiastic and driven Senior Public Information officer who has a passion to develop integrated communication campaigns.

This position will be responsible for developing and producing high quality integrated communication campaign strategies to inform a broad range of audiences across government, stakeholders and the ACT community. The role requires a self-motivated employee, with the ability to respond quickly to changing priorities and show initiative, sound judgement, and capable of meeting tight timeframes.

As part of a small team, you will work collaboratively on proactive and reactive media and issues, integrated community safety campaigns and initiatives, and work on material that promotes and enhances the Directorate's goals and projects in the Territory.

The successful applicant may be required to work outside of normal hours on a rotational 'on-call' roster outside of regular hours or weekends, and in response to emergencies. Additional hours worked will be remunerated in accordance with the relevant enterprise agreement.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

If you are an Aboriginal or Torres Strait Islander, if you require extra supports to engage in the workforce due to a disability, if you are a veteran, or identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application.

Eligibility/Other requirements:

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

Experience working in a high pressure, fast-paced environment such as emergency services is desirable.

Driver's licence Class C is essential.

This position does not require a pre-employment medical.

This position does require a Working with Vulnerable People card.

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 should submit a response of no more than two-pages addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Isabel McCormick 0466 458 866 Isabel.McCormick@act.gov.au

ACT Courts and Tribunal

Executive

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57759)

Gazetted: 21 June 2022

Closing Date: 8 July 2022

The ACT Courts and Tribunal is seeking a highly motivated, adaptable and responsive Executive Assistant to work as part of the Executive team providing high-level administrative and practical executive support to the Principal Registrar and Chief Executive Officer and the Executive Branch Manager, Corporate Services.

To be successful you will be proactive, comfortable operating in an environment that is fast paced and can manage competing priorities in a professional manner. You will need to demonstrate a positive, willing and customer

focused attitude, have strong communication and stakeholder engagement skills, attention to detail and accuracy. Honesty, reliability, resilience, problem solving skills and flexibility are crucial attributes for this role. If you are interested in expanding your experience within a diverse and high profile working environment and have the ability to work in a fast paced and high pressure work environment, we would be very interested in hearing 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.

Eligibility/Other Requirements:

Ability to use digital tools to organise, prioritise and track all actions and deadlines using Microsoft OneNote and Teams and prepare files for meetings using Adobe Professional.

Experience in the use of a Records Management Systems such as TRIM.

Driver's licence may be required.

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

Selection may be based on application and referee reports only.

How to apply: Please provide a maximum two-page pitch addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities which can be found in the Position Description. A current curriculum vitae including the details of two referees should also be provided.

Applications are to be submitted via the 'Apply Now' button below.

Contact Officer: Amanda Nuttall (02) 6207 1054 amanda.nuttall@courts.act.gov.au

Legislation, Policy and Programs

Executive Group Manager, Legislation, Policy and Programs

Executive Level 2.2 \$294,706 - \$307,869 depending on current superannuation arrangements, Canberra (PN: E629)

Gazetted: 21 June 2022

Closing Date: 27 June 2022

Details: The ACT Justice and Community Safety Directorate are seeking applications for the role of Executive Group Manager, Legislation, Policy and Programs, commencing as soon as possible. A dynamic leader with excellent communication, organisational and collaboration skills is required.

This role is responsible for providing the Government with high level legal policy, regulatory and human rights advice across the spectrum of government business and ACT laws; the development and management of the law reform agenda and associated legislative program of the Attorney General, Minister for Justice, Consumer Affairs and Road Safety and Minister for Police and Emergency Services. Collaborating with other agencies to further the ACT Government's law reform agenda is a critical part of the role.

The Executive Group Manager will lead and manage (within budget) staff and be accountable for the development and implementation of ACT Policy on such diverse matters as human rights, criminal and public law, delivery of the justice system, discrimination, constitutional law and regulatory policy. The Executive Group Manager is also responsible for managing the delivery of restorative justice and development implementation of a range of crime prevention and justice programs.

Remuneration: The position attracts a remuneration package ranging from **\$294,706 - \$307,869** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$263,249**.

Note: Applicants should discuss the possible duration of the vacancy with the contact person.

Contract: The successful applicant will be placed on a short-term contract as soon as possible up to 3rd October 2022.

How to Apply: Interested candidates are requested to submit an application of no more than one page, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Kelly Williams (02) 6207 0522 kelly.williams@act.gov.au

Corporate Services

Executive Branch Manager, Governance and Business Improvement

Executive Level 1.4 \$258,398 - \$269,925 depending on current superannuation arrangements, Canberra (PN: E587)

Gazetted: 22 June 2022

Closing Date: 8 July 2022

Details: The Justice and Community Safety Directorate (JACS) is seeking an experienced, innovative and motivated senior executive to fill the position of Executive Branch Manager, Governance and Business Improvement. The Executive Branch Manager, Governance and Business Improvement reports to the Chief Operating Officer and provides executive leadership and direction to a team delivering directorate-wide services.

The Governance and Business Improvement Branch incorporates a broad range of services including ministerial services, governance, audit and risk, security, records management, freedom of information, coordination and reporting. The Executive Branch Manager provides effective leadership and development of the Branch to continually improve performance and develop a strong customer service culture.

The successful applicant will demonstrate a strong record in implementing key projects at an executive level and skills in strategic planning, building and maintaining key relationships, mitigating risk, managing resources efficiently and effective leadership.

The position works closely with Ministerial Offices, the JACS Executive, business unit heads and colleagues across the ACT Government.

As a leader the Executive Branch Manager will drive the design and delivery of significant business improvement initiatives to create and support an agile environment.

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.

Contract: The successful applicant will be engaged under a performance-based contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Interested candidates are requested to submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danielle Krajina (02) 6207 4813 danielle.krajina@act.gov.au

Major Projects Canberra

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

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

CIT Campus Woden Project

Director – Commercial

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 50891)

Gazetted: 22 June 2022

Closing Date: 29 June 2022

Details: The CIT Campus Woden Project Director Commercial is one of the key roles within the CIT Woden project team responsible, in liaison with the Chief Projects Officer and the Project Director, for the execution of commercial management deliverables across the project development and delivery.

The role requires building strategic relationships, working collaboratively with, and supporting the 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 Director Commercial 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. He/she will provide strategic, and commercial leadership within a dynamic, high profile and high-pressure working environment.

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 commercial management of Design and Construct and Construct only and related procurement methodologies and/or the General Contract 21 (GC21) forms of contract.

Public sector background or demonstrated understanding of policies, legislation and procurement processes.

Notes: This is a temporary position available immediately until to 15 Aug 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit a one page pitch addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees. Please provide copies of relevant degree and qualifications.

Applications should be submitted directly to the Contact Officer.

Contact Officer: Rebecca Power (02) 6205 4418 Rebecca.Power@act.gov.au

Infrastructure Delivery Partners

Commercial Project Management

Infrastructure Senior Project Manager

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 57638)

Gazetted: 17 June 2022

Closing Date: 23 June 2022

Details: Are you looking to be an integral part of a team that drives the delivery of infrastructure that helps ensure Canberra remains one of the world's most liveable cities? The Commercial Project Management branch within Major Projects Canberra is seeking a Senior Project Manager to fill a temporary vacancy to provide exceptional delivery expertise across a variety of projects.

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 though 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 Commercial Management Branch is responsible for the delivery of a broad range of portfolio's including education, urban development, arts, sporting and community facilities.

At Major Projects Canberra we value diversity and we are looking for passionate professionals who can embody our core values of respect, integrity, collaboration, innovation, safety and excellence. The right person for this role is committed to fostering relationships between the Branch, partner directorates and industry partners; and is ready to hit the ground running to drive exceptional project delivery outcomes.

Please click on this link to see Major Projects Canberra in action:

<https://www.act.gov.au/majorprojectscanberra/home>

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

Compliance Requirements / Qualifications

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:

Trade certification with significant building and infrastructure and/or project management experience.
Experience in the delivery of education facilities

Notes: This is a temporary position available immediately to December 2022 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: MPC is a small and agile organisation that relies on its highly skilled and qualified staff and contractors working together as a strong and unified team. 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, contact details of two referees and copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Annie de la Rue (02) 6205 2137 Annie.delaRue@act.gov.au

Light Rail

Executive Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 57774)

Gazetted: 17 June 2022

Closing Date: 1 July 2022

Details: Do you like a challenge and want to be a key part of a fast paced, high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Executive Assistant is responsible for providing high-level executive and administrative support to Light Rail's Executive Branch Manager (EBM), Technical Development and Senior Director, Commercial. Working closely with the executive support team, under limited supervision, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence, and manage the diaries of the EBM's including appointment bookings, meetings and preparation of travel arrangements for the broader team. In addition, the Executive Assistant will provide administrative support in preparing meeting agendas and minutes, reports, briefs as well as the preparation of ministerial correspondence. The role requires an ability to prioritise while supporting a diverse team with variable requirements. The successful candidate will have a high level of independence and impartiality.

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

Eligibility/Other Requirements:

Desirable:

Understanding of public service agency operations, and business processes as related to government initiatives, policies and procedures.

Experience in the use of Microsoft Office applications 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. Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Canberra Hospital Expansion

Project Manager

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 49282)

Gazetted: 17 June 2022

Closing Date: 5 July 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 Canberra Hospital Expansion Project Team is responsible for the planning and delivery of a new Critical Services Building on Canberra Hospital campus.

The Project will deliver state-of-the-art facilities, including a new emergency department; intensive care unit; operating theatres (including hybrid theatres and interventional radiology suites); a coronary care unit; cardiac catheterisation and electrophysiology laboratories; and an inpatient unit.

At over \$600 million, the Project represents the most significant investment in Canberra and will create a future-proofed acute services facility around which future developments on campus will be planned. It represents a generational opportunity for Canberra Hospital to position itself as a leading player in the delivery of acute healthcare services in Australia and the world. It will deliver world-class facilities that respond to contemporary and forward-thinking models of care and will attract the best and brightest clinical staff from Australia and around the world to Canberra Hospital.

As part of the CHE Project, the Territory is required to provide new signage and wayfinding for all areas within the Project as well as across the hospital campus to ready the new Critical Services Building for operation. The wayfinding and signage works will require amendments to existing signage inside buildings and signage located to external areas and pedestrian pathways. Major Project Canberra (MPC) will work closely with Canberra Health Services (CHS), ACT Health Directorate (ACTHD) and Tier 1 Contractor for the Canberra Hospital Expansion (CHE) Project to coordinate the wayfinding and signage activities.

To be successful in this role, you will ideally have demonstrated experience developing and implementing design/wayfinding interfaces across existing operational environments. The successful candidate should also have proven ability to deliver projects within time, cost and scoping targets. The successful candidate will be required to communicate effectively and work collaboratively with all stakeholder groups to ensure the wayfinding and signage solutions deliver on the functional and operational requirements of the hospital.

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

Eligibility/Other Requirements:

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

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:

A degree or diploma in construction management accredited by an Australian State or Territory tertiary education institution (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience.

Experience in delivering significant health infrastructure projects.

Note: This is a temporary position available immediately until September 2024 with possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

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: Ben Donaldson (02) 6205 7270 Ben.Donaldson@act.gov.au

Project Development and Support

Ministerial, Governance and Corporate Support

Corporate Support

Assistant Director, Security and Emergency Management

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57770)

Gazetted: 16 June 2022

Closing Date: 5 July 2022

Are you our new Assistant Director, Security and Emergency Management?

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 Ministerial, Governance and Corporate Support Branch works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards and with key government and non-government stakeholders. The Branch provides leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

Working in a small team, the Assistant Director, Security and Emergency Management undertakes the role of Agency Security Advisor and is responsible for the implementation and ongoing management and reporting of protected security framework and security-related activities within MPC, including: Security Governance; Personnel Security; Physical Security; Information Security; and Cyber Security.

This central role will manage the MPC Security and Emergency Management Program through the implementation of protective security and emergency plans, policies, processes, and assessments. Reporting to the Senior Director, Corporate Support, this role works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

The 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:

Highly Desirable

An NV1 Security Clearance is required or the ability to obtain and maintain one is demonstrated

A current ACT 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. Selection may be based on application and referee reports only.

How to apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Kylie Bailey (02) 6205 4570 kylie.bailey@act.gov.au

Canberra Theatre Project

Executive Group Manager, Project Director

Executive Level 2.2 \$294,706 - \$307,869 depending on current superannuation arrangements, Canberra (PN: E1126)

Gazetted: 21 June 2022

Closing Date: 28 June 2022

Details: Major Projects Canberra will be responsible for the procurement, planning and redevelopment of the Canberra Theatre precinct.

Major Projects Canberra will work in close collaboration with the Canberra Theatre Corporation, ArtsACT, the Cultural Facilities Corporation, the City Renewal Authority and other key stakeholders in the delivery of this project.

The role of Project Director Canberra Theatre Project is a key position within Major Projects Canberra. It involves overseeing the development of the business case for the project and is responsible for overseeing the planning, procurement and delivery of the Project.

The Project Director will be accountable for design, commercial, quality, time and budget outcomes as well as for the extensive community and governmental consultation and communications that a project of this type will demand.

Reporting to the Chief Projects Officer, the Project Director will directly manage a project team (staff and contractors) which may grow in time as the project moves through its various milestones.

The Project Director, Canberra Theatre Project is responsible for providing high quality leadership and strategic planning for the delivery of this large capital works project.

Eligibility/Other Requirements:

Mandatory:

The position requires substantial experience in construction responsibilities of large scale, complex infrastructure projects.

Relevant tertiary qualifications in a construction, engineering, project management, commercial or legal discipline is required.

Desirable:

Knowledge of the ACT Government or other State Government procurement and delivery processes would be highly regarded.

Remuneration: The position attracts a remuneration package ranging from \$294,706 - \$307,869 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$263,249.

Contract: The successful applicant will be placed on a short-term contract for three months with possibility of extension up to nine months.

How to Apply: If this role sounds like you and you want to be a part of a dynamic and dedicated team, please submit no more than three pages addressing your suitability against the Executive Capabilities and Job Specific Criteria, two referees and mandatory qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Bailey (02) 6205 4570 kylie.bailey@act.gov.au

Transport Canberra and City Services

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

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

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Project Manager/Landscape Architect/Architect

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 37062)

Gazetted: 21 June 2022

Closing Date: 28 June 2022

Details: Infrastructure Delivery Branch are seeking expressions of interest for a temporary up to six-week vacancy for the role of Project Manager/Landscape Architect/Architect.

The Project Manager is responsible for the planning, design scope, procurement, and execution of key capital projects for TCCS. The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations, and legislation.

The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community.

The position primary responsibilities are to:

Develop and effectively project manage multiple capital works projects through the engagement of ACT Government delivery agencies, consultancies and / or contractors.

Develop and maintain positive relationships and communications with stakeholders, both internal to TCCS, other ACT Government Directorates and importantly with community and relevant stakeholder groups.

Application of well-developed skills in project management to meet demanding schedules as well as provide professional advice and assistance to other officers and managers within ID. These skills will include, project planning, project budget management and legislative approvals.

Please see attached Position Description for further details of the duties to be undertaken.

Eligibility/Other requirements:

The position will be filled at the IO3 or IO4 level depending on level of experience.

Relevant tertiary qualifications and or significant building or Infrastructure knowledge and/or project management experience will be highly desirable.

Note: This position is available to ACT Government officers and employees only.

This is a temporary position commencing immediately for up to six weeks.

Selection may be based on application and referee reports only.

How to apply: Applicants should provide an Expression of Interest addressing the 'What You Require' criteria as per the attached Position Description, highlighting how their skills and experience are relevant to the responsibilities within the role.

The Expression of Interest is to be a maximum of one page.

Applications should also include a current curriculum vitae and the name and contact details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: SophieJ Clement (02) 6207 4857 SophieJ.Clement@act.gov.au

City Services

Roads ACT

Traffic Management and Safety

Drafting and Investigations Officer

Infrastructure Officer 1 \$75,792 - \$89,551, Canberra (PN: 29474)

Gazetted: 21 June 2022

Closing Date: 5 July 2022

Details: Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community.

Within Roads ACT, Traffic Management and Safety (TMS) undertake a diverse range of work on various ACT assets. These include roads and pavements, bridges, cycle paths, footpaths, car parks, signage, roadside furniture, CCTV, Bluetooth travel time receivers and traffic signals.

Traffic Management and Safety are seeking a high performing individual to fill the position of Drafting and Investigations Officer, Traffic Investigations. This role drafts designs for Minor New Works (MNW) projects using Computer Aided Drafting (CAD); designs for new, and modifications of existing, Traffic Control Devices, managing fingerboard requests from external agencies and providing input to modifications of the design standards.

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

Eligibility/Other Requirements:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia (tertiary qualification in civil/water resource engineering desirable); or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

Traffic modelling skills and experience are highly desirable.

Permanent resident of Australia

Driver's licence (C-Class) is essential.

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

How to Apply: Applicants are asked to please supply:

A supporting statement of no more than three pages outlining experience and/or ability and addressing the requirements of "What you Require" section of the attached position description.

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Neil Pincombe (02) 6205 7067 Neil.Pincombe@act.gov.au

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

Worksafe ACT

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

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

Executive

Executive Officer and Manager, Strategic Coordination

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 51832)

Gazetted: 22 June 2022

Closing Date: 29 June 2022

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation.

We have an exciting and rare temporary employment opportunity for a highly organised professional to fill the role of Executive Officer and Manager, Strategic Coordination.

The Executive Officer provides high level operational and strategic support to the WHS Commissioner, Ms Jacqueline Agius on a wide range of organisational and government business issues. You will support the WHS Commissioner at executive meetings, governance committees and other high level forums.

If you have a positive mindset and are proactive in how you approach your work, we encourage you to submit an expression of interest.

Experience working in executive assistant role would be highly regarded but not essential.

Notes: This is a temporary position available for up to eight weeks. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is available to ACT Government officers and employees only.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting pitch of no more than two pages addressing the skills under 'Ideal Candidate' as listed in the Position Description. Applicants should also provide a curriculum vitae and contact details of at least one referee.

Applications should be submitted directly to the Contact Officer.

Contact Officer: Dawn Nixon (02) 6205 4373 Dawn.Nixon@worksafe.act.gov.au

WorkSafe ACT

Inspector

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509, Canberra (PN: 54794, several)

Gazetted: 22 June 2022

Closing Date: 7 July 2022

Are you ready to join a team that is passionate about making a difference?

Want to work with clever, innovative, and highly motivated people in a dynamic environment?

WorkSafe ACT is growing our inspector team. We are looking for passionate, committed individuals who are ready to play a role in making sure that all workers, in all workplaces are healthy and safe.

We have multiple permanent Inspector positions available as part of our bulk recruitment process. The Inspectorate is responsible for providing compliance and enforcement services across workplaces in the ACT and Jervis Bay Territory.

Why choose us?

Here at WorkSafe ACT we are proud of the work we do. We are committed to improving the physical and psychosocial health and safety of Territory workers.

Depending on your skills, background and experience, you could find yourself working in one of the following areas:

Construction
General (retail, hospitality, education sectors etc)
Psychosocial
Labour Hire Licensing
Workers' Compensation
Major Investigations, and
Dangerous Substances

We achieve our objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation activities. We are responsible for monitoring and enforcing compliance by duty holders in accordance with the WHS Act and Regulation and associated legislation for Dangerous Substances, workers' compensation and Labour Hire Licensing. More information can be found on the WorkSafe ACT website: <https://www.worksafe.act.gov.au>

If you want to be part of something bigger and are committed to improving health and safety outcomes, please consider submitting an application. You could be the new WorkSafe ACT inspector we are looking for!

Comprehensive training will be provided.

Eligibility/Other Requirements: A diploma level qualification in Government Inspection, Work Health and Safety and/or Investigations or related discipline, or willingness to complete within 12 months of commencement.

Current unrestricted driver's licence.

Notes: Permanent full-time and part-time positions are available across multiple areas as part of a bulk recruitment round, include in your pitch if you are interested in a full-time or part-time position. Relocation assistance may be available for interstate applicants. A merit pool will be established to fill identical vacancies at level over the next 12 months. Selection may be based on referee reports and written application only. This position operates within an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two (2) pages addressing the Selection Criteria in the 'Ideal Candidate' section of the position description.

Please also ensure you demonstrate your ability to meet the Essential Requirements of the role. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penelope Parker (02) 6207 9819 HR@worksafe.act.gov.au

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

WorkSafe ACT

Psychosocial

Inspector

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509, Canberra (PN: 32682)

Gazetted: 21 June 2022

Closing Date: 28 June 2022

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011 (WHS Act)* and associated legislation for Workers' Compensation and Labour Hire Licensing.

WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

Do you have a passion for helping others? Are you people oriented? Do you want to work for an organisation that values work/life balance?

If you answered yes to any of these questions, you could be the candidate we are looking for.

WorkSafe ACT's Psychosocial team is growing, and we have a permanent position available for a candidate with a background and passion for health and safety to fill the role of Inspector (WCO6).

The Inspector will plan and lead proactive compliance inspections, reactive complaint inspections and assist in enforcement actions in relation to legislative requirements. We are looking for people who have practical knowledge and experience of WHS through roles across various industries including injury management, human rights, industrial relations, community/social services, allied health, health services or social science services.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply. WorkSafe ACT supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, women, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply.

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

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

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

How to apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two pages addressing how you are our ideal candidate as described in the Position Description.

Please also ensure you demonstrate your ability to meet the essential requirements of the position. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below:

Contact Officer: Ben Palmer (02) 6205 3710 Ben.Palmer@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 5 \$84,749 - \$89,705

Jasmine Atkins, Section 68(1), 20 June 2022

Canberra Health Services

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS Only \$57,246-\$61,992)

Jasmina Acimovic, Section 68(1), 15 June 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Jessa Barolo, Section 68(1), 17 June 2022

Health Professional Level 2 \$70,679 - \$97,028

Rachael Carrick, Section 68(1), 23 June 2022

Registered Nurse Level 3.1 \$115,743 - \$120,506

Ben Cloughton, Section 68(1), 16 June 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Aldrin Dabu, Section 68(1), 16 June 2022

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

Marian Dominick, Section 68(1), 20 June 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Rozi Dukic, Section 68(1), 18 June 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Gabrielle Eagling, Section 68(1), 17 June 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Duc Hung Le, Section 68(1), 16 June 2022

Health Professional Level 2 \$70,679 - \$97,028

Meg Lillie, Section 68(1), 4 July 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Kylie Martin, Section 68(1), 18 June 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Fatima McGee, Section 68(1), 20 June 2022

Technical Officer Level 1 \$62,599 - \$65,631

Diptiben Patel, Section 68(1), 14 June 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Sonam Peldon, Section 68(1), 23 June 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Nivodita Sharma, Section 68(1), 20 June 2022

Senior Officer Grade A \$157,201

Julianne Siggins, Section 68(1), 20 June 2022

Registered Nurse Level 3.1 \$115,743 - \$120,506

Anil Thaduri, Section 68(1), 14 June 2022

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$68,685 - \$73,920

Ami Acharya, Section 68(1), 20 June 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117

Ben Bishop, Section 68(1), 20 June 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Hue Hong Bui, Section 68(1), 20 June 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Briana Carino, Section 68(1), 20 June 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Bethany Dunbar, Section 68(1), 21 June 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Georgia Greco, Section 68(1), 20 June 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Youngja Lee, Section 68(1), 20 June 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Houssam Shebailly, Section 68(1), 20 June 2022

Community Services

Administrative Services Officer Class 5 \$84,749 - \$89,705

Jennifer Akers, Section 68(1), 20 June 2022

Director of Public Prosecutions

Prosecutor Grade 1 - 2 \$82,812 - \$129,452

Rhiannon McGlinn, Section 68(1), 23 June 2022

Education

Senior Officer Grade C \$114,928 - \$123,710

Walter Arndt, Section 68(1), 17 June 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Genelle Carter, Section 68(1), 20 June 2022

School Assistant 3 \$57,626 - \$62,020

Johanna Hayes, Section 68(1), 21 June 2022

Professional Officer Class 2 \$91,315 - \$104,509

Jordan Munnings, Section 68(1), 21 June 2022

Environment, Planning and Sustainable Development

Technical Officer Level 4 \$91,315 - \$104,509

Ingrid Stirnemann, Section 68(1), 14 June 2022

Justice and Community Safety

Ambulance Paramedic 1 \$79,742 - \$89,707 plus penalties

Brendan Bloye, Section 68(1), 20 June 2022

Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Loren Coughlin, Section 68(1), 20 June 2022

Ambulance Support Officer 1 \$62,860 - \$66,802

Stephanie Smith, Section 68(1), 15 June 2022

Major Projects Canberra

Administrative Services Officer Class 6 \$91,315 - \$104,509

Rachel Sutherland, Section 68(1), 19 July 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117

Tianying Wang, Section 68(1), 21 June 2022

Transport Canberra and City Services

Bus Operator - Training \$74,582

Luisa De Conti, Section 68(1), 18 June 2022

Bus Operator - Training \$74,582

Rodney Jackson, Section 68(1), 18 June 2022

Bus Operator - Training \$74,582

Kapilpreet Kaur, Section 68(1), 18 June 2022

Senior Officer Grade C \$114,928 - \$123,710

Yaron Livne, Section 68(1), 1 July 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

David Nixon, Section 68(1), 17 June 2022

Bus Operator - Training \$74,582

Augustine Nketia, Section 68(1), 18 June 2022

Bus Operator - Training \$74,582

Glenn Phillips, Section 68(1), 18 June 2022

Worksafe ACT

ORS Inspector 6 \$90,099 - \$103,117

Narelle Bowden, Section 68(1), 20 June 2022

TRANSFERS

Chief Minister, Treasury and Economic Development

David Jeffrey

From: Senior Officer Grade A \$157,632

Chief Minister, Treasury and Economic Development

To: Infrastructure Manager/Specialist 2 \$187,632

Chief Minister, Treasury and Economic Development, Canberra (PN. 34853) (Gazetted 23 June 2022)

Donna Soldo

From: Administrative Services Officer Class 4 \$76,255

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 21810) (Gazetted 11 May 2022)

Justice and Community Safety

Lindy Douglas

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Justice and Community Safety

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Justice and Community Safety, Canberra (PN. 49316) (Gazetted 31 March 2022)

Transport Canberra and City Services

Andrew Komnacki

From: Information Technology Officer Class 1 \$73,920 - \$84,144

Education

To: Bus Operator – Training \$74,582

Transport Canberra and City Services, Canberra (PN. SBOT37)

PROMOTIONS

Canberra Health Services

Canberra Health Services

Amber Anthes

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 14190) (Gazetted 17 May 2022)

Renee Cox

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

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. 33456) (Gazetted 9 December 2020)

Canberra Health Services

Sandra Fisher

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 29754) (Gazetted 3 May 2022)

Canberra Health Services

Sijimol Joseph

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 13423) (Gazetted 8 April 2022)

Canberra Health Services

Eyimofe Otokuefor

From: Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 40900) (Gazetted 21 February 2022)

Canberra Health Services

Eliza Pollard

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 31520) (Gazetted 15 September 2021)

Chief Minister, Treasury and Economic Development

Economic Development

Sport and Recreation

Simon Dolejsi

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 4 \$136,524 - \$155,109

Chief Minister, Treasury and Economic Development, Canberra (PN. 15106) (Gazetted 16 May 2022)

Access Canberra

Licensing and Registration

Community, Industry and Trader Licensing

Isaac Donley

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 45222) (Gazetted 3 February 2022)

Procurement ACT

Goods and Services Procurement Branch

Sourcing, Advice and Supply

Socratis Himonas

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 17215) (Gazetted 13 May 2022)

Access Canberra

Licensing and Registrations

Gayani Kankanam Gamage

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 05522) (Gazetted 17 July 2021)

Access Canberra

Engagement, Compliance, and COVID-19 Response

Complaints Management Team

Briannan Lyons

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 43467) (Gazetted 28 February 2022)

Access Canberra

Corporate Support and Capability Branch

Strategic ICT - Business Development and Information

Helen Mitsopoulos

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 03186) (Gazetted 4 March 2022)

Procurement ACT

Goods and Services Procurement Branch

Sourcing, Advice and Supply

Laura Rayner

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 14094) (Gazetted 13 May 2022)

Access Canberra

Corporate Support and Capability

Customer Experience and Design

Daniel Reddacliff

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. 50396) (Gazetted 1 January 2000)
This promotion is made in accordance with Section 20 of the Public Sector Management Standards 2016.

**Access Canberra
Projects, Governance and Support
Customer Experience and Design
Budsarin Traidecha**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 6 \$91,315 - \$104,509
Chief Minister, Treasury and Economic Development, Canberra (PN. 48045) (Gazetted 1 January 2000)
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.
This promotion is made in accordance with Section 20 of the Public Sector Management Standards 2016.

Community Services

**Children, Youth and Families
Child and Youth Protection Services
Child and Youth Protection Services
Mollie Boyton**

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024
Community Services
To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728
Community Services, Canberra (PN. 32981) (Gazetted 3 June 2022)

**Housing act
Policy and business transformation
Quality management, risk, response and review
Kaitlin Dobing**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566
Community Services
To: Administrative Services Officer Class 5 \$84,749 - \$89,705
Community Services, Canberra (PN. 31774) (Gazetted 26 April 2022)

**Children, Youth and Families
Child and Youth Protection Services
Practice and Performance
Elizabeth Pallas**

From: Senior Officer Grade C \$114,928 - \$123,710
Community Services
To: †Child and Youth Protection Professional Level 4 \$123,373 - \$132,376
Community Services, Canberra (PN. 07520) (Gazetted 26 April 2022)

**Children, Youth and Families
Child and Youth Protection Services
Practice and Performance
Robin Sale**

From: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728
Community Services
To: †Child and Youth Protection Professional Level 4 \$123,373 - \$132,376
Community Services, Canberra (PN. 33994) (Gazetted 26 April 2022)

Children, Youth and Families

Child and Youth Protection Services

Child and Youth Protection Services

Meggan Williams

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024

Community Services

To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Community Services, Canberra (PN. 39425) (Gazetted 3 June 2022)

Education

School Performance and Improvement

Tuggeranong Network

Erindale College

Nigel Bourke

From: Information Technology Officer Class 2 \$91,315 - \$104,509

Education

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 50170) (Gazetted 13 May 2022)

School Performance and Improvement

School Improvement

School Operations

Todd Brazier

From: School Leader C \$130,338

Education

To: †Senior Officer Grade B \$135,355 - \$152,377

Education, Canberra (PN. 44970) (Gazetted 8 November 2021)

Environment, Planning and Sustainable Development

Office of the Director-General

Communications, Media and Engagement

Media

Ryan Towler

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 34930) (Gazetted 11 May 2022)

Justice and Community Safety

Legal

Crown Chambers

Andrew Chatterton

From: Prosecutor Grade 4 \$155,509 - \$166,721

Justice and Community Safety

To: †Prosecutor Grade 5 \$182,406 - \$193,395

Justice and Community Safety, Canberra (PN. 27930) (Gazetted 29 April 2022)

Emergency Services Agency

ESA Executive

Richelle Larkins

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Justice and Community Safety

To: †Senior Officer Grade C \$113,397 - \$122,062
Justice and Community Safety, Canberra (PN. 57390) (Gazetted 3 May 2022)

Corporate

Strategic Finance

Jing Jyh Wong

From: Senior Officer Grade B \$135,355 - \$152,377

Community Services

To: †Senior Professional Officer Grade A \$157,201

Justice and Community Safety, Canberra (PN. 57255) (Gazetted 26 April 2022)

Transport Canberra and City Services

City Services

Roads ACT

Road Maintenance / Program Delivery

Matthew Handley

From: General Service Officer Level 7 \$67,760 - \$71,554

Transport Canberra and City Services

To: †General Service Officer Level 9 \$79,105 - \$89,398

Transport Canberra and City Services, Canberra (PN. 54985) (Gazetted 31 January 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.