



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 06 April 2023**

## VACANCIES

### ACT Health

Selection documentation for the following positions may be downloaded from

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

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

#### **Population Health**

#### **Promotions & Programs**

#### **Health Promotion**

#### **Senior Director**

#### **Senior Officer Grade A \$157,201, Canberra (PN: 18643)**

Gazetted: 11 April 2023

Closing Date: 25 April 2023

Details: The Health Promotion Section initiates and manages programs and initiatives that aim to improve the health and wellbeing of the ACT population.

These initiatives are delivered in partnership with various stakeholders including schools, businesses, sporting clubs, community organisations and other government agencies.

Health Promotion activities seek to influence the social and environmental conditions that impact on population and individual health. Initiatives target both the whole ACT population and specific population groups.

The Senior Director, Health Promotion will provide leadership and strategic direction to the Health Promotions team in the development and implementation of health promotion programs and initiatives that align with government priorities.

The position will foster engagement across government and community to deliver health promotion programs that provide significant benefit to the community.

How to Apply: Please submit a full application addressing the criteria, along with a current resume/curriculum vitae.

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

Contact Officer: Jade Redfern (02) 5124 9195 [Jade.Redfern@act.gov.au](mailto:Jade.Redfern@act.gov.au)

#### **Infrastructure, Communication and Engagement**

#### **Infrastructure, Communication and Engagement Executive Team**

#### **Infrastructure, Communication and Engagement Executive Team**

#### **Executive Officer**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 43207, several)**

Gazetted: 11 April 2023

Closing Date: 18 April 2023

Details: Are you a solution focused collaborator, with great attention to detail and ability to provide high quality support to executive? Then this might be the opportunity for you.

The Infrastructure Communication and Engagement Division within the ACT Health Directorate has two opportunities for enthusiastic officers who can hit the ground running in supporting the Division's executive. The two roles will provide direct executive support to the Deputy Director-General or the Executive Group Manager of the division.

The two positions will work together closely and sit within small teams, responsible for coordinating and preparing advice on strategic, administrative, and operational matters to assist in decision making. These roles are relied upon to provide high level administration support and will undertake a diverse range of tasks including coordinating and preparing strategic advice to the division executive on administrative and operational matters and manage a small team to manage and monitor clearances and workflows, and collating meeting papers.

The roles are suited to people who can build and maintain effective working relationships, are strong writers, and can quickly get across issues and provide support and advice to Executive and teams across the division to achieve successful results.

The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven. The role is suited to someone with a can-do attitude who contributes to a positive workplace culture and

enjoys achieving results. This is a great opportunity for someone wanting to get a taste of working in a fast-paced executive office and working closely with executive.

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

Note: There are two temporary positions available for six months with possibility of extension.

Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidates will be provided information on how to work from home safely and effectively.

How to apply: Please provide your curriculum vitae, a two-page response to the 'Professional/Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the Position Description; and the names and contact details of two referees.

The selection may be based on application and referee reports only.

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

Contact Officer: Stephanie Oliver (02) 5124 6842 Stephanie.Oliver@act.gov.au

### **Canberra Health Services**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Deputy Chief Executive Officer**

##### **Temporary Vacancy**

##### **Canberra Health Services**

##### **Strategy, Policy and Planning**

##### **Position: E1096**

##### **(Remuneration equivalent to Executive Level 3.2)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 12 April 2023

Canberra Health Services is seeking interest to cover the Deputy Chief Executive position for opportunities from one month to one year, with the possibility of extension up to two years. This process will be used to backfill subsequent vacancies over the next 12-months.

Reporting to the Chief Executive Officer, the Deputy Chief Executive Officer (DCEO) is responsible for providing leadership for the development and implementation of the strategic and corporate plans and associated frameworks and strategic projects. Developing and ensuring implementation of organisational wide corporate plans and collaborating with the ACT Health Directorate to deliver clinical service and master planning processes, to ensure CHS is positioned well for the future and delivers transformational and innovative change in the delivery of health services and health outcomes for our community.

The DCEO is also responsible for:

- The leadership of the Quality, Safety, Innovation and Improvement (QSII) team to ensure governance, oversight and reporting functions which provide assurance as to the quality and effectiveness of care provision by the organisation.
- Overarching accountability for supporting readiness of CHS to undergo assessment against the National Safety and Quality in Health Service Standards (NSWHSS) to maintain service accreditation.
- Leadership of operational services to support the delivery of healthcare to our Community through the Infrastructure and Health Support Services (IHSS) portfolio.
- The delivery of the operational and clinical planning arm of the Campus Modernisation / Canberra Hospital Expansion to ensure the organisation is optimally placed to meet the future needs of Canberrans.

This is a crucial leadership role requiring a high level of ethics and integrity, with the ability to be objective and independent whilst leading the development of Health Services policy and ensuring CHS builds and maintains strategic relationships across Government and with external stakeholders.

Applications are encouraged from executives with previous experience in the health sector, strategic business management experience and the leadership, maturity and professional credibility to enable success in growing

Canberra Health Services delivery of service and profile. Drive, energy, flexibility, authenticity and an engaging communication and influencing style are all important qualities being sought.

**Remuneration:** The position attracts a remuneration package ranging from **\$383,071 - \$398,430** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$341,319**.

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

**To apply:** Please submit your application, including your curriculum vitae, names of two referees and a two-page summary demonstrating your experience against the Executive Capabilities by **COB Wednesday 19 April** via the jobs website at the following link: <https://www.jobs.act.gov.au/jobs/canberra-health-services/temporary/e1096>

**Contact Officer:** Dave Pepper 02 5124 4700 [Dave.pepper@act.gov.au](mailto:Dave.pepper@act.gov.au)

## **Rehabilitation Aged Care and Community Services**

### **Social Work**

#### **Health Professional Level 3**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 54917, several - 02A0D)**

Gazetted: 11 April 2023

Closing Date: 25 April 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **Position Overview**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

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

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

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

Note: This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

#### **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**

Good organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet client's needs  
Effective communication and interpersonal skills

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

Position Requirements/Qualifications:

Relevant Social Work degree qualifications and a minimum of 3 years' experience working professionally in hospital or health is preferred.

Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW).

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

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.

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

Prior to commencement successful candidates will be required to:

Reference checks

Provide Working with vulnerable people (WWVP) registration

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 & vaccination processes against specified infectious diseases.

Undergo a pre-employment Police check.

Note: There are multiple expected vacancies with one permanent position and two temporary positions available.

The temporary positions are available for 12 months and 7 months.

Contact Officer: Natasha Synnott 5124 0075 [Natasha.Synnott@act.gov.au](mailto:Natasha.Synnott@act.gov.au)

## **Office of the CEO**

### **Office of the CEO**

#### **Clinical Trials Unit**

##### **Clinical Trials Administrative Officer**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 60772 - 029MQ)**

Gazetted: 11 April 2023

Closing Date: 25 April 2023

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The Clinical Trials Support Unit (CTSU) provides support for the conduct of clinical research at Canberra Hospital.

The CTSU currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 1000 participants. These trials are either Pharmaceutical Sponsored trials, Observational or Investigator Led trials that are funded by grants such as the National Health & Medical Research Council.

The Program Officer provides administrative support to the team and will focus on the Rural, Regional and Remote Clinical Trials Enabling Infrastructure Program (R3-CTEP). This position will provide administrative support to the Clinical Trials Support Unit by performing a wide range of functions, including records management, database maintenance and financial administration for the CTSU and its stakeholders, including working directly with the Research Ethics and Governance Office (REGO). It is expected that the successful applicant will be able to demonstrate attention to detail suitable for data entry and quality assurance tasks. Applicants should be able to

demonstrate familiarity with the legislative and policy requirements of digital record keeping and management and an understanding of the confidentiality requirements of the CTSU/REGO.

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#### Behavioural Capabilities

Hard working, self-motivated and displays critical thinking skills.

Flexible, adaptable, and comfortable with a changing working environment

Excellent organisational skills with a strong work ethic

Excellent written and oral communication skills and works well individually and in a team environment.

#### Position Requirements/Qualifications:

It is desirable that the successful applicant:

- Have previous experience in office administration
- The successful applicant will need to be available for occasional after-hours work.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Have an understanding of how the National Statement on Ethics Conduct in Human Research aligns 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.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Karyn Ward (02) 5124 2313 Karyn.Ward@act.gov.au

## People and Culture

### Campus Modernisation

#### Workforce Project Manager

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57221 - 029U4)**

Gazetted: 06 April 2023

Closing Date: 26 April 2023

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

Enthusiastic, organised and looking for exciting opportunities – stop here – we have the job for you!

#### Position Overview

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Workforce Project Manager will report to the Senior Director Workforce Strategy, Campus Modernisation and is member of the People and Culture Division within CHS.

The role will be working on signification transformation program within the Canberra Hospital Expansion Project - the new Critical Services Building (CSB). The CSB is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. The CSB is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services (CHS).

The Workforce Project Manager will work closely with the multi-disciplinary project team (Campus Modernisation), the People and Culture Division and more broadly across Canberra Health Services.

#### About You

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#### Behavioural Capabilities

- Ability to manage competing priorities efficiently.
- Well-developed interpersonal and communication skills including strong stakeholder management skills.
- Ability to foster and promote change and organisational development strategies and initiatives – a ‘can-do’ attitude.
- Good attention to detail and demonstrated problem solving abilities.

#### Position Requirements/Qualifications:

##### Mandatory

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

##### Desirable

- An appropriate post-secondary qualification in Business Administration, Human Resources, Workforce Planning or a related discipline.
- 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 15 months with the possibility of extension.

Contact Officer: Ceinwyn Whittaker 0408231567 ceinwyn.whittaker@act.gov.au

## Mental Health Justice Health Alcohol and drug Services

### Child and Adolescent Mental Health Services

#### Clinical Manager

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 38020 - 029FB)**

Gazetted: 06 April 2023

Closing Date: 26 April 2023

Details: Our Vision: creating exceptional health care together

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#### Position Overview

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[www.canberrahealthservices.act.gov.au](http://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 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.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

##### 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.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.
- Undergo a pre-employment National Police Check.
- be available to work a rotating roster to include weekends and Public Holidays.
- Appointment to the position may be based on written application and referee reports only.

Contact Officer: Deepa Ambalakunnil (02) 5124 3133 Deepa.Ambalakunnil@act.gov.au



## **Surgery**

### **Administration**

#### **Business Support Officer**

#### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 29269, several - 029X8)**

Gazetted: 06 April 2023

Closing Date: 20 April 2023

Details: Our Vision: creating exceptional health care together

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#### **Position Overview**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Peri-operative Services, Day Surgery Unit and Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service, Pain Management Unit and the Trauma and Orthopaedic Research Unit.

These services are supported by administration support officers who engage in a range of duties including reception responsibilities in patient service areas, and general business support and personal assistant activities in the business offices of the division's clinical units. The clinical units within the Division of Surgery include:

- Anaesthesia and Pain Medicine
- ACT Trauma Service
- Acute Surgical Unit
- Cardiothoracic Surgery
- General Surgery
- Intensive Care
- Neurosurgery
- Oral Maxillofacial Surgery
- Ophthalmology
- Orthopaedic Surgery
- Otolaryngology Head and Neck Surgery
- Paediatric Surgery
- Plastic Surgery
- Retrieval Services
- Urology
- Vascular Surgery

The administration support officer position is an integral part of a multidisciplinary team responsible for the coordination and administrative support to clinical units and services.

#### **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 a responsive service.

A commitment to the provision of high-quality customer service

#### **Position Requirements/Qualifications:**

##### **Mandatory**

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health

Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- A high level of knowledge and demonstrated ability in the use of health-based Information Technology (IT).
- 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: There is one permanent and two temporary positions of various duration available.

Contact Officer: Melissa Warylo (02) 5124 0931 [melissa.warylo@act.gov.au](mailto:melissa.warylo@act.gov.au)

## **Chief Financial Officer Division**

### **Supply Chain**

#### **Health Services Officer Level 5 Driver**

#### **Health Service Officer Level 5 \$60,182 - \$63,169, Canberra (PN: 21779 - 029RM)**

Gazetted: 06 April 2023

Closing Date: 21 April 2023

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#### **Position Overview**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

This is an essential front-line position picking, packing, loading and distributing stock across the ACT including to both public and private hospitals, Community Health Centres, and home patient deliveries. The position reports to the Senior Store Supervisor of Canberra Health Supply Services. This position is rotated between the Supply Services Warehouse, Mitchell, and the Canberra Hospital.

#### **About You**

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#### **Behavioural Capabilities**

1. Strong organisational skills with a high degree of drive.
2. Strong understanding of supply chain processes within a warehouse environment.
3. Adaptability and flexibility to accommodate change and provide responsive services.

#### **Position Requirements/Qualifications:**

##### **Mandatory**

Duties of the position include the requirement to drive vehicles, therefore possession of a class MR/HR/MC driver's licence is required and a forklift licence highly desirable.

A minimum of three years' experience working professionally as a driver is required.

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record

and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

**Office of Deputy Chief Executive Officer**

**Territory Wide Surgical Services**

**Central Waitlist Officer**

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 36789 - 029IN)**

Gazetted: 11 April 2023

Closing Date: 27 April 2023

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Territory Wide Surgical Services forms part of the Clinical Operations Division within Canberra Hospital and Health Services of ACT Health and supports the provision of effective public surgical services in ACT public hospitals.

The role of the Territory Wide Surgical Services Team is to establish, review and update policy that governs the management of elective surgery for ACT public hospitals. The service also provides support for initiatives to improve the efficiency and effectiveness for elective surgery including managing access to surgery through the Central Waitlist Service and the Telephone information Service.

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

**About You**

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 communication, organisational and time management skills with a high level of drive and initiative.

Ability to adapt and be flexible to accommodate change and provide response services to meet the department's needs.

Ability to work as part of a small team displaying leadership skills, and is a positive advocate and representative of the service.

**Position Requirements/Qualifications:**

Knowledge of ACT Patient Administration System (ACTPAS) is desirable but not essential. A high level of keyboard and administrative skills in a health environment would be an advantage.

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

Fulfill 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 part-time temporary position available at 22.05 hours per week for a period of six months with the possibility of permanency. The full-time salary noted above will be paid pro-rata. This position may be assessed on selection criteria and referee reports only.

Contact Officer: Deborah Hammett 51249025 Deborah.Hammett@act.gov.au

## **Cancer and Ambulatory Support (CAS)**

### **Palliative Care Services**

#### **Palliative and cancer supportive care psychosocial professional lead**

#### **Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 18945 - 02A07)**

Gazetted: 12 April 2023

Closing Date: 26 April 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **Position Overview**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Division of Cancer and Ambulatory Support (CAS) provides comprehensive cancer screening, diagnostic, assessment and treatment services in inpatient, outpatient and non-admitted treatment settings. The division is also responsible for immunology, specialist palliative care, medical physics and radiation safety, walk in centres and organisational outpatient support through Central Intake, transcription, policy support and the Central Outpatients Department.

The Palliative Care Service at Canberra Health Services is a consult liaison service operating during business hours and services patients with palliative needs throughout the wider hospital campus. The role of Palliative Care Nurse is a Registered Nurse Level 2 position. The position reports to the Palliative Care Clinical Nurse Consultant and is an integral member of the specialist team. The position is a critical reference point for patients and families with complex nursing, medical and psychosocial needs relating to their overall diagnosis, treatment or adjusting to a new palliative care diagnosis.

The role also provides support and education for staff across diverse professional background and as such is a highly experienced professional.

Working closely with other disciplines in all wards in Canberra Hospital, the role provides leadership in nursing care of patients and their families or carers along with direct care of complex patients. Services include facilitation of access to resources, responding to crisis and leadership in palliative care conversations.

#### **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 prioritise workloads
- Effective communication and interpersonal skills
- Ability to perform novel, complex, critical or difficult tasks with professional supervision

- Ability to provide consultation, supervision and training of other staff, as directed

Position Requirements/Qualifications:

Mandatory:

For Social Work:

- Tertiary qualifications in Social Work
- Current membership of the Australian Association of Social Workers
- Experience in Clinical Supervision
- Previous experience/qualifications in group facilitation
- A minimum of 5 years experience post bachelor degree qualification in Social Work
- Holds or is working towards a post graduate qualification in a relevant field

For Psychology:

- General Psychology registration with AHPRA
- A minimum of 5 years experience post registration
- Hold or is working towards postgraduate qualification in a relevant field

Desirable:

- Area of Practice Endorsement e.g. Clinical Psychology, Health Psychology or Counselling Psychology
- Board approved supervisor for Higher Degree programs and Registrar programs
- Previous experience/qualifications in group facilitation
- 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 12 months.

Contact Officer: Erin Wells 0466322676 [Erin.wells@act.gov.au](mailto:Erin.wells@act.gov.au)

## Medical Services

### ACT Pathology

#### Quality Officer

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 17388 - 029GG)**

Gazetted: 11 April 2023

Closing Date: 28 April 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### Position Overview

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

ACT Pathology is a subdivision of the Medical Services division of 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 hospitals and in the community.

The Quality Department within ACT Pathology is responsible for coordinating, monitoring, maintaining, improving and evaluating activities for ongoing pathology accreditation, standards compliance, Quality Management System performance and patient safety.

This position works within the quality team and reports directly to the Quality Manager and is a full-time ongoing position.

#### About You

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

**Behavioural Capabilities**

Adaptability and flexibility to accommodate and change.

High level evaluation and analysis skills.

Strong written and oral communication skills.

Strong interpersonal skills with the ability to foster positive working partnerships across ACT Pathology and CHS.

Ability to work as an individual and as part of a team, with the ability to promote a positive team culture across ACT Pathology and CHS.

**Position Requirements/Qualifications:**

Tertiary qualification in medical science or related field.

Experience with quality management systems is preferred.

Experience with and/or training in internal audit processes is preferred but not essential.

A minimum of 1 year experience working professionally in a diagnostic pathology laboratory is preferred.

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

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

**Desirable**

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Matthew Auhl 51244004 [Matthew.Auhl@act.gov.au](mailto:Matthew.Auhl@act.gov.au)

**Allied Health**

**Acute Allied Health Services**

**Social Worker**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 52383 - 029YJ)**

Gazetted: 11 April 2023

Closing Date: 25 April 2023

Details: Our Vision: creating exceptional health care together

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

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This position is within Acute Allied Health Services, Social Work Dept. This team covers areas including medical and surgical team, ICU, ED and maternity and paediatrics. The successful applicant will need to participate in weekend and after hours work including a roster.

**Position Overview**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

Rehabilitation Aged and Community Care team (RACC) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The

Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses.

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

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

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

#### About You

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#### Behavioural Capabilities

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Willingness to critically reflect on and develop practice skills and framework

#### Position Requirements/Qualifications:

##### Mandatory

- Relevant tertiary qualifications and a minimum of 1 years' experience working professionally in Social Work is required.
- Degree in Social Work (or equivalent).
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- The successful applicant will need to participate in weekend and after-hours work and roster.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

##### Desirable

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- 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 - Working with vulnerable people (WWVP) registration (act.gov.au)

Note: This is a temporary position available for eight 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. Selection may be based on application and referee reports only.

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

## **Nursing and Midwifery Patient Support Service**

### **Nursing and Midwifery Resource Office**

#### **Novice Nurse Consolidation Program**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 26975, several - 02A4T)**

Gazetted: 12 April 2023

Closing Date: 26 April 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **Position Overview**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Novice Nurse Consolidation Program (NNCP) is a formalised six-month workplace-based program designed to assist in the consolidation of knowledge, skills, and competencies, to transition from a novice nurse to practicing as a safe, confident, and accountable health care professional in an acute care setting.

The NNCP aims to:

- Provide two 3-month clinical rotations in a variety of medical, surgical and speciality areas.
- Provide a structured framework to support you in transitioning to acute care settings.
- Provide you with diverse learning opportunities within CHS.
- Create a learning environment where you and your colleagues value the opportunity to develop your clinical skills through a supportive and structured program.
- Create an environment for you to reflect on nursing practices and apply lifelong learning strategies, thus promoting ongoing personal and professional development of yourself and other.

#### **About You**

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#### **Behavioural Capabilities**

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

Ability to work a flexible rotating roster.

High level communication skills

#### **Position Requirements/Qualifications:**

##### **Mandatory**

- Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be available for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Note: These are temporary positions available for six months.

Contact Officer: Suvechha Ghimire (02) 5124 7173 CHS.NMROEDU@act.gov.au

## **Clinical Services**



## **Surgery**

### **Intensive Care Unit**

#### **Clinical Care Coordinator**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 15603, several - 029YQ)**

Gazetted: 11 April 2023

Closing Date: 25 April 2023

Our Vision: Creating exceptional health care together.

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#### **Position Overview**

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The Division of Surgery provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Medical Emergency Team, Early Recognition of the Deteriorating Patient program, Trauma Services, and the Capital Region Retrieval Service.

The Intensive Care Unit is a 39 bed level 3 Territorial Referral Centre, which admits over 2200 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The unit satisfies College requirements for training in Neurosurgery, Cardiothoracic and Trauma.

The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching.

The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000.

It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services.

The Clinical Care Coordinator of the Intensive Care Unit provides high level support in coordinating and managing patient flow in the Intensive Care Unit to facilitate timely access to critical care beds. Nurses working in this role should be self-motivated and be able to work under minimal direct supervision. There is an expectation that you will coordinate and participate in the delivery of clinical supervision, as well as maintain accountability for your own practice standards, education activities delegated to others, and the guidance and development of Intensive Care Unit nursing staff.

#### **About You**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change and provide timely services to meet client needs.

Strong leadership skills and role modelling behaviours consistent with the Vision and Values of Canberra Health Services.

#### **Position Requirements/Qualifications:**

##### **Mandatory**

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

##### **Desirable**

- Post Graduate Certificate in Critical Care Nursing and/or working towards the Master's level.
- A minimum of 5 years leadership and management experience in a hospital-based critical care environment
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

- 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: Amanda McCarthy (02) 5124 2756 [amanda.mccarthy@act.gov.au](mailto:amanda.mccarthy@act.gov.au)

## **Rehabilitation Aged and Community Services**

### **Community Care Nursing**

#### **Post-Acute Care Clinical Nurse Consultant**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 22637 - 029UU)**

Gazetted: 11 April 2023

Closing Date: 25 April 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **Position Overview**

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

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

The Community Nursing Service provides advice, education and clinical care for residents of the ACT, in their own homes or in Community Health Centres, with a range of clinical needs. The service is a nurse-led program that aims to promote wellness and help people stay safe at home. The Service connects with other Canberra Health Service Programs to support an integrated healthcare experience.

#### **About You**

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#### **Behavioural Capabilities**

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

Individual initiative with strong problem solving and consultation skills

Well-developed communication and interpersonal skills

The ability to work autonomously and as part of the MDT

#### **Position Requirements/Qualifications:**

##### **Mandatory**

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

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

##### **Desirable**

Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and/ or community health settings applicable to the position.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Tanya Karvelas 51241384 tanya.karvelas@act.gov.au

## **Clinical Services**

### **Medicine**

### **Diabetes**

### **Dietitian**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 61018 - 029S6)**

Gazetted: 11 April 2023

Closing Date: 25 April 2023

Our Vision: Creating exceptional health care together.

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#### **Position Overview**

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[www.canberrahealthservices.act.gov.au](http://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 CHS Diabetes Service Nutrition team provide individual and group nutrition appointments for people at risk of or who have diabetes. The diabetes nutrition team are an integral part of the Diabetes Service collaborating with Endocrinologists, Diabetes Educators, Podiatrists, Social Workers, Nurses, General Practitioners and Consumers to provide a team approach to care for people with or at risk of diabetes.

Diabetes Nutrition services are offered to Canberra residents across the ACT and southern NSW from within the Canberra Hospital and community health centres. The position requires working within a multidisciplinary team to provide a range of nutrition services including dietary assessment, care planning, counselling and the planning and delivery of education programs to staff and client groups.

#### **About You**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

High level communication skills.

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

Ability to work well within a multi-disciplinary team environment and independently.

#### **Position Requirements/Qualifications:**

##### **Mandatory**

- Tertiary qualifications in Nutrition and Dietetics and eligibility for membership of the Dietitian's Association of Australia.
- Current driver's license.
- Registered under the *Working for Vulnerable People Act 2011*.

- Applicants must have a minimum of three years full-time (ideally five years) post qualification experience.
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
- 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: Maree Glynn (02) 5124 6704 Maree.glynn@act.gov.au

**Mental Health, Justice Health, Alcohol and Drug Services**

**Adult Acute Mental Health Services (AAMHS)**

**HP2 Occupational Therapist**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 52992 - 02A4A)**

Gazetted: 12 April 2023

Closing Date: 28 April 2023

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Position Overview

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

The AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

12B is 10-bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability.

The successful applicant of the HP2 Occupational Therapist position is responsible for conducting skilled clinical assessments and delivering individual and group based Occupational Therapy interventions to people and facilitate group programs through the Therapeutic Group Program. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. The position will report operationally and clinically to the Allied Health Manager and Allied Health Clinical Lead of AMHU/MHSSU/12B respectively. Professional governance of this position will come from the Principal Occupational Therapist (MHJHADS).

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

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

#### About You

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

#### Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

Be flexible, adaptable and comfortable with change in the working environment

Commitment to achieving positive outcomes for mental health consumers.

#### Position Requirements/Qualifications:

##### Mandatory

- Degree in Occupational Therapy and registered with Occupational Therapy Board Australia
- Eligible for professional membership of Occupational Therapy Australia
- Minimum of 12 months paid work experience, post qualification, in a related/ relevant organisation/ service post qualification experience
- Current passenger vehicles Driver's License
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

##### Highly Desirable

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

##### Desirable

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

Prior to commencement successful candidates will be required to:

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

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

#### eHealth and Informatics

##### Digital Strategy

##### Senior Director, Digital Strategy

**Senior Officer Grade A \$157,201, Canberra (PN: 54747 - 029V7)**

Gazetted: 12 April 2023

Closing Date: 26 April 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

##### Position Overview

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

#### About You

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#### Behavioural Capabilities

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

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

Confident communicator with strong liaison/negotiating skills.

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

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

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

#### Position Requirements/Qualifications:

Tertiary qualifications or equivalent in Information Technology, Health Information Management (HIM), business administration or other relevant disciplines. Certification in project/program methodology will also be highly desirable.

Previous experience in a Program or Senior project role and demonstrated experience in leading and managing the performance of program/project teams.

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

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

#### Desirable

Current Australian driver's license.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

## Division of Medicine (DoM)

### Operational Support

#### Administration Manager

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 12120 - 029V2)**

Gazetted: 12 April 2023

Closing Date: 28 April 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### Position Overview

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Administration Manager position has a vital role within the Division of Medicine working closely with, and reporting to, the Business Manager. This role will involve providing support and supervision for Office Managers and will have oversight for all administration staff working within their departments. The position is supported by the network of Administration Managers across the Division of Medicine.

The Administration Manager will ensure that key performance targets are met by the administration teams. They will provide supervision to staff, provide human resource support including recruitment, staff development and performance management. The Administration Manager and Business Manager work as part of each Department's multidisciplinary leadership team to ensure the Division of Medicine priorities are met.

#### 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

- Professional - ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner. Excellent interpersonal skills and experience in establishing and maintaining internal and external working relationships
- Dedicated – Display professionalism and integrity while being adaptable and flexible to accommodate change and provide responsive services to meet clients' needs. Strong administrative and organizational skills with a high degree of drive
- Conscientious – self-directed with a high level of emotional intelligence, attention detail resulting in the provision of accurate service and data. Ability to lead change, discover and analyse opportunities for improvement.

#### Position Requirements/Qualifications:

##### Highly Desirable

- Leadership/management qualification or working towards a certificate/diploma in business/or related field.
- Prior leadership experience is preferred, (preferably 2-3 years' experience).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- 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 Occupational Medicine assessment, screening & vaccination processes.
- Undergo a pre-employment National Police Check.

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

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

#### Clinical Services

#### Mental Health, Justice Health and Alcohol and Drug Services

#### Business Support Services

#### Tribunal Liaison Officer

#### Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 24079 - 02903)

Gazetted: 12 April 2023

Closing Date: 1 May 2023

Our Vision: Creating exceptional health care together.

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

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#### Position Overview

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Tribunal Liaison office is responsible for ensuring that the legal status of consumers across Mental Health, Justice Health, and Alcohol & Drug Services (MHJHADS) are compliant with the *Mental Health Act 2015*. The Tribunal Liaison Officer reports to the Legal Policy Officer and it is expected that in this position, you will provide

high level administrative support and leadership to assist in the strategic and operational processes associated with the legal status of mental health consumers. This also includes the provision of high-quality customer service to the consumers and multi-disciplinary 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

High level communication and interpersonal skills.

Ability to work effectively within a team environment.

Proven ability to work well under pressure, accommodate change and provide responsive services to meet client needs.

Ability to prioritise workloads effectively and provide direction where required.

#### Position Requirements/Qualifications:

##### Mandatory:

- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.
- Reference checks.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

##### Desirable:

- Current driver's licence.
- Experience within a health administration area.
- Knowledge of the *Mental Health Act 2015*.
- Knowledge and experience in the use of relevant medical terminology.
- An understanding in dealing with persons affected with Mental Illness.
- 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.
- Knowledge of and experience with health information management systems, including the Digital Health Record.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Georgia Ward (02) 5124 1099 [georgia.ward@act.gov.au](mailto:georgia.ward@act.gov.au)

## Rehabilitation, Aged and Community Services

### Psychology & Counselling Service

#### Manager/Senior Clinician (Clinical psychologist or Neuropsychologist)

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 22007 - 02A18)**

Gazetted: 12 April 2023

Closing Date: 1 May 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### Position Overview

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[www.canberrahealthservices.act.gov.au](http://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 The University of Canberra Hospital, Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the Mullangarrie Unit, Red Hill, and the homes of clients.



The RACS Psychology and Counselling Service provides Clinical Psychology, Neuropsychology and Rehabilitation Counselling that promotes positive client centred outcomes for inpatients at the University of Canberra Hospital and the Acute Care of the Elderly wards at Canberra Hospital, as well as for patients of the RACS Brindabella Day and Ambulatory Services and Outpatient Geriatric Services. The team comprises Clinical Neuropsychology, Clinical Psychology and a Rehabilitation Counsellor and works collaboratively with interprofessional colleagues. The successful applicant will manage the Psychology & Counselling team and assist them to provide services across the RACC inpatient and outpatient services, including rehabilitation, falls clinic, geriatric outpatients and the community rehabilitation team. As a Psychology Board of Australia (PBA) approved supervisor (in either Clinical Psychology or Neuropsychology Area of Practice Endorsement) you will provide supervision to junior clinicians and provisional psychologists (either Clinical Psychology or Neuropsychology).

#### About You

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#### Behavioural Capabilities

Strong organizational skills with the ability to work autonomously, flexibly and innovatively

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

Strong interpersonal and communication skills

#### Position Requirements/Qualifications:

##### Mandatory

- General Psychology registration with the Psychology Board of Australia via the Australian Health Practitioner Regulation Agency (AHPRA)
- Registration requirement - Area of Practice Endorsement in Clinical Psychology or Neuropsychology and eligibility to supervise higher degree students
- Current driver's Licence.
- The successful applicant may need to be available for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- 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 - Working with vulnerable people (WWVP) registration (act.gov.au)

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

Contact Officer: Michelle Bennett (02) 5124 0017 michelle.bennett@act.gov.au

#### Clinical Services

#### Clinical Services

#### Medicine

#### Navigator

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 58959, several - 029LZ)**

Gazetted: 12 April 2023

Closing Date: 26 April 2023

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

#### Position Overview

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

An opportunity is available for suitably qualified Registered Nurse to apply for a temporary position with the potential for a permanent position, as a Navigator/Clinical Coordinator in the Emergency Department. Successful applicants will be required to work a rotating roster with morning, evening and night shifts 7 days a week. Successful applicants will fill a temporary vacant position and potential annual leave backfill for a 12 month period. The number of successful applicants will be determinant on your preferred FTE.

#### 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.

3. High level patient assessment skills.

4. High level communication skills and the ability to critically think.

#### Position Requirements/Qualifications:

- Relevant Post Graduate Qualifications are highly desirable, and a minimum of 5 years' experience working professionally in Emergency Department.
- Be registered or be eligible for registration as a General Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be available for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- 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: Angela Edwards (02) 5124 3753 [Angela.Edwards@act.gov.au](mailto:Angela.Edwards@act.gov.au)

#### **Mental Health, Justice health, and Alcohol and Drug Services**

##### **Justice Health Services**

##### **Assistant Director of Nursing, Justice Health**

**Registered Nurse Level 4.3 \$149,388, Canberra (PN: 28555 - 029YL)**

Gazetted: 11 April 2023

Closing Date: 5 May 2023

Our Vision: creating exceptional health care together

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#### Position Overview

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Justice Health Services (JHS) is a unit of the Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) Division of Canberra Health Services. It is a contemporary evidence-based service that provides high quality health care to people involved in the criminal justice system. The service aims to provide collaborative, equitable, comprehensive holistic health care that involves the patient and other key stakeholders and services.

JHS provides primary health services and specialist mental health services to people in the criminal justice system in a range of settings including the courts, custody, youth detention and community settings. Custodial Health – Primary Health provides primary, drug and alcohol, complex, and population health services to people in custody and facilitates access to specialist and allied health services while Custodial Mental Health provides mental health screening, psychiatry services, and crisis mental health services to people in custody.

At this level you will be expected to provide leadership of the clinical operations of the primary health services at the Alexander Maconochie Centre and Bimberi Youth Justice Centre. This includes providing oversight of the day-to-day management of human, financial, and material resources to deliver primary, drug and alcohol, complex, and population health care, as well as leadership in the areas of clinical governance, strategic planning, quality improvement, and service development. As Assistant Director of Nursing you will also be responsible for providing professional support to JHS nursing professionals including clinical oversight of all aspects of nursing practice and care to ensure compliance with professional standards and policies and procedures relating to nursing practice, to safeguard the provision of safe, efficient, contemporary, and high-quality health care services to people in custody.

#### About You

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

#### Behavioural Capabilities

Ability to effectively lead and communicate with influence.

Highly motivated to undertake strategic service improvement initiatives

Ability to respond to fluctuating strategic and operational demands in a calm and efficient manner

#### Position Requirements/Qualifications:

##### Mandatory

- Unconditional registration (or eligibility for registration) with the Nursing and Midwifery Board of Australia via the Australian Health Practitioner Regulation Agency (AHPRA) with a minimum of 5 years post qualification experience.
- Current driver licence.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

##### Desirable

- Experience in an operational management role within a health setting.
- Post graduate qualifications in a field that relates to this position.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Gillian Sharp (02) 5124 2785 [gillian.sharp@act.gov.au](mailto:gillian.sharp@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](mailto:jobs@act.gov.au)**

#### **Education and Training Services**

##### **Library and Learning Services**

###### **Liaison Officer**

###### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60886)**

Gazetted: 06 April 2023

Closing Date: 20 April 2023

Details: The Canberra Institute of Technology (CIT) is looking for a Liaison Officer to support our Liaison Librarians in delivering dynamic and innovative information services including online reference and specialist research. The successful candidate will be involved in supporting planning and delivering digital and information literacy sessions in consultation with the liaison librarians, teaching staff, identifying, and assessing learning resources, and undertaking copyright compliance moderation duties.

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

###### **Eligibility/ Other Requirements**

A diploma in Library and Information Services recognised by the Australian Library and Information Association or relevant Library and Information Services industry experience is desirable.

An ability to work one shift per week.

Notes: This is a temporary position available immediately until 30 June with the possibility of extension up to 12 months.

Part-time hours will be considered and the full-time salary noted above will be pro-rata.

Selection will be based on application and interview.

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

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

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

Contact Officer: Claire Stalker-Booth (02) 6207 3375 [Claire.Stalker-Booth@cit.edu.au](mailto:Claire.Stalker-Booth@cit.edu.au)

#### **Education and Training Services**

##### **CIT Trade Skills**

##### **CIT Hospitality, Culinary and Tourism**

###### **Hospitality and Culinary Assistant**

###### **General Service Officer Level 3/4 \$53,867 - \$58,825, Canberra (PN: 54495)**

Gazetted: 12 April 2023

Closing Date: 1 May 2023

Details: Are you a hospitality professional seeking the benefits of a government role (these roles do exist!)?

Are you available to work from 7.00am Monday to Friday (Yep, no weekends!)?

Apply now to join our Hospitality, Culinary and Tourism department.

Canberra Institute of Technology (CIT) is looking for an enthusiastic team player to assist in the day-to-day operations of the commissary and support the preparation of hospitality, commercial cookery, bakery, and patisserie classes.

As a member of the Hospitality, Culinary and Tourism department you will start at 7.00am each weekday and be involved in the day-to-day ordering and recording of incoming and outgoing food and beverage supplies. Yes, you read that right – NO WEEKENDS!

Utilising your exceptional food knowledge to prepare, assemble and package food items for classes and to stock the CIT apprentice kitchen ready for customers.

Your keen eye for detail will be well utilised as you ensure the work areas are clean and sanitised ready for the next day's classes. Your friendly persona and knack for customer service will shine as you prepare and deliver the appropriate food items and related equipment to each classroom ready for the teacher.

If you are ready to reap the rewards of working under the benefits of working within the public sector (such as higher than average superannuation, paid shut down over Christmas, flex time to name a few) and hold your Food Safety Supervisors Certificate – then please apply now!

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

Eligibility/Other Requirements:

**QUALIFICATIONS AND EXPERIENCE**

Food Safety Supervisor Certificate.

Previous experience assisting in diverse food/catering operations.

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

The selection may be based on application and referee reports only. This is an expected vacancy and initially may be filled temporarily prior to permanent appointment.

How to Apply: Submit your resume/curriculum vitae and a one-page pitch outlining your skills and experience in line with the selection criteria. Please include the details of two referees.

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

Contact Officer: Nicole Dixon (02) 6205 4514 [Nicole.Dixon@cit.edu.au](mailto:Nicole.Dixon@cit.edu.au)

## **Education and Training Services**

### **Library and Learning Services**

**N/A**

#### **Procurement Support Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 39941)**

Gazetted: 06 April 2023

Closing Date: 24 April 2023

Details: CIT Library and Learning Services is looking for interested applicants to fill a temporary Procurement Support Officer position. This position will provide support to the Library and Learning Services Leadership team undertaking procurement projects, including preparing and drafting documentation for library and learning resource procurement activities.

Applicants will need experience in ACT Government procurement processes and have strong communication and problem-solving skills

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

Eligibility/ Other Requirements

Relevant qualifications or well-developed knowledge and understanding of procurement is highly desirable.

Notes: This is a temporary position available immediately until 7 January 2024.

Selection may be based on application and referee reports only.

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

How to apply: Applicants are required to address the Selection Criteria and provide a current curriculum vitae along with the names of two referees.

Applicants may be requested to provide referee's reports later.

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

Contact Officer: Andrea O'Neill (02) 6207 3378 [Andrea.ONeill@cit.edu.au](mailto:Andrea.ONeill@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](mailto:jobs@act.gov.au)**

**Digital, Data & Technology Solutions**

**Design & Strategy Branch**

**Portfolio Governance**

**Director Portfolio Governance**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 12755)**

Gazetted: 12 April 2023

Closing Date: 3 May 2023

Details: The Design and Strategy Branch (DSB) provides strategic guidance on technology and data investment and is responsible for the development and maintenance of the whole of government technology roadmap architecture and design practice, including principles, standards and methods.

The Design and Strategy Branch are looking for a Director, Portfolio Governance who has experience in leading a team that will develop and manage the strategic portfolio management capability in DDTS and manage and support enterprise prioritisation of investment, demands and resources that best support government priorities. The role requires providing strategic analysis and advice on digital and technology investment opportunities which add value to ACT Government.

In addition, the Director Portfolio Governance will support the Executive Branch Manager and collaborate with the senior leadership team within the Design and Strategy branch.

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

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

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: Khayam Sheikh (02) 6207 7999 [Khayam.Sheikh@act.gov.au](mailto:Khayam.Sheikh@act.gov.au)

**Office of Industrial Relations and Workforce Strategy**

**Payroll and HR Systems**

**HR Systems**

**Assistant Director – Business System Enablement and Governance**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60411)**

Gazetted: 11 April 2023

Closing Date: 25 April 2023

Details: The HR Systems' team are looking for a permanent Assistant Director (SOGC) commencing immediately to manage the governance of the Human Resources Information Management Solution (HRIMS) Learning Management System (LMS).

This is a great opportunity for an enthusiastic and motivated team player who can hit the ground running and provide secretariat guidance for the LMS Operating Committee that will provide governance of the system for all directorates. You will help sustain this new Whole of Government (WhoG) service offering, managed by Shared Services, including providing oversight of vendor contracts. This role would best suit an organised team player who can set work priorities to meet regular deadlines, and has excellent written skills, e.g. the ability to regularly prepare high-level documentation such as Executive briefs.

Within the HR Systems team, this role reports directly to the Lifecycle and Business Manager, Kronos, and SAP Learning Management.

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

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

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

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

Contact Officer: Bruce James (02) 6205 1033 [Bruce.James@act.gov.au](mailto:Bruce.James@act.gov.au)

### **CMTEDD Communications and Engagement**

#### **Senior User Experience Designer**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61157)**

Gazetted: 11 April 2023

Closing Date: 28 April 2023

Details: Are you interested in working with agencies across the ACT public sector to create products and services that aim to improve the ACT Government's digital experience? You will have user research skills to inform and test designs. You will also be able to lead workshops with customers and directorate web teams, as well as present your designs to senior stakeholders.

This important role works collaboratively with the Content, Web and Creative teams to mentor and upskill designers in the team and build the internal UX/UI design capability.

If this *sound like the job for you*, we would *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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

Relevant tertiary education qualifications in design, arts, communication or related field, or highly regarded: minimum 5 years' experience

experience with prototyping tools such as Figma, AdobeXD, InVision or Sketch

basic knowledge of HTML5, CSS3, icon fonts and visual file formats.

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

a curriculum vitae with the contact details of two referees.

a pitch (2 pages maximum) that tells us why you're the right person for this role.

Applications should be submitted via the Apply Now button below.

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

### **Communications and Engagement**

#### **Assistant Director, Governance and Protocol**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 55448)**

Gazetted: 11 April 2023

Closing Date: 18 April 2023

Details: Are you well-organised, reliable, and able to demonstrate good judgement? Are you interested in providing support to a dynamic Communications and Engagement division that ensures that the Canberra community is well informed on government programs, policies, and services?

The Chief Minister Treasury and Economic Development Directorate Communication and Engagement division is looking for an Assistant Director, Governance and Protocol.

This position provides strategic, operational, and administrative support to our Communications and Engagement division including overarching business and financial management of the division, as well as the coordination of protocol advice, ceremonial events, and award programs.

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

Eligibility/other requirements:

Relevant tertiary qualifications and/or a minimum of five years' experience working professionally in a Communications and Engagement environment preferred.

Previous experience supervising staff is preferred.

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: A maximum two-page pitch outlining your suitability to show that you have the capabilities in the "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge and Behavioural Capabilities

A curriculum vita outlining your work history and experience and two referee contact details (one should be a current manager).

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

Contact Officer: Kimberly Street 0488123443 [kimberly.street@act.gov.au](mailto:kimberly.street@act.gov.au)

## Corporate

### Concierge and Building Services

#### Facilities Support Officer

#### Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 49541)

Gazetted: 11 April 2023

Closing Date: 21 April 2023

Details: The ACT Government aspires to be the most progressive jurisdiction with regards to flexible work.

Our long-term vision is to create quality flexible work environments across our office portfolio that will create opportunities to work from. Our Facilities Support Team will be at the forefront of helping develop and implement this new working model for the ACT Government.

We are looking for a new team member to help us to provide support for our clients working in a modern and dynamic work environment that has been specifically designed to support a flexible work environment.

The Facilities Support Officer works as part of a team to provide facilities and tenant support to the various FlexiSpace sites around Canberra as well as 220 London Circuit (city building).

Duties include reporting and arranging facilities maintenance and repairs, meeting room and function space set up, managing storage and deliveries, arranging for maintenance of pool vehicles, supporting fleet parking allocations, work health and safety inspections, accounts payable, and various administrative support roles.

The successful applicant will have excellent communication skills, sound customer service experience and will be able to work collaboratively with all occupants of the City Office Buildings and FlexiSpace accommodation to assist in the delivery of high-quality service from the team.

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

Eligibility/Other Requirements: Driver's licence, Class C - Car licence, 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. Please note, this position will work in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

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

Please submit the following:

No more than a two-page pitch outlining your ability to perform the advertised role and why you are the best person for this role. The pitch should:

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

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



Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role. A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements) and qualifications, and contact details of at least two referees.

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

Contact Officer: Karen Jahne 0422 146 467 Karen.Jahne@act.gov.au

## **ACT Insurance Authority**

### **Financial Services**

#### **Finance Officer**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 48095)**

Gazetted: 06 April 2023

Closing Date: 20 April 2023

Details: Do you have experience in delivering financial services support in private or public sector environments? Do you have excellent customer service skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy a challenge? 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 numbers and financial processing to assist the Authority to deliver broader organisational objectives to join us as the Finance Officer on a permanent basis.

Reporting to the Director, Financial Services, the Finance Officer is responsible for completing Accounts Payable (AP), Accounts Receivable (AR), banking transactions and financial reconciliations functions, ensuring effective financial record keeping.

This role requires an individual who is excited to be a part of a team that values diversity and practices inclusiveness in line with the ACT Public Service values.

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

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

How to Apply: Interested applicants are requested to submit a two-page pitch addressing the skills, knowledge, and behavioural capabilities in the position description, a current curriculum vitae and contact details for two referees.

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

Contact Officer: Nirajan Adhikari (02) 6205 9812 Nirajan.Adhikari@act.gov.au

## **Digital, Data and Technology Solutions**

### **Strategic Business Branch**

#### **Portfolio Delivery**

#### **Project Manager**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 17997)**

Gazetted: 06 April 2023

Closing Date: 21 April 2023

Details: We're looking for someone to join our team as a Project Manager. The Project Manager role is part of a multi-disciplinary team within Strategic Business Branch, Portfolio Delivery Office and reports to the Program Manager.

We pride ourselves on continuous evolution. The driving force behind our improvements and innovations is the presence of skilled and dedicated project managers. Which means we are looking for the right person – be they full time, part time, or interested in job sharing. We're working hybrid at the moment and where possible we will do our best to support what best suits you and the team.

You will drive delivery of ICT (application or infrastructure) projects for our clients, all across ACT Government Directorates, and build strong relationships with stakeholders at all levels across ACT Government. This is a hands-on role and will involve scoping, validating and delivering project outcomes. You will work with high performing

matrix teams, often with several streams of work, in a professional and collaborative approach to deliver outcomes.

If you can demonstrate your ability to manage a range of (application or infrastructure) projects, using best practice methodologies, we want 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: 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. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Part-time hours and/or job sharing may be considered, and the full-time salary noted above will be pro-rata.

How to Apply:

In two pages or less tell us:

why you want the role

what you would bring to the role

about an achievement that you are most proud of

Also supply:

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: Jacinta Smith (02) 6205 5219 [Jacinta.Smith@act.gov.au](mailto:Jacinta.Smith@act.gov.au)

## **Property Group and Shared Services**

### **ACT Property Group**

#### **Integrated Facilities Management**

#### **Senior Director, Property Maintenance and Upgrades, Senior Director Intake, Security and Property Operations**

#### **Senior Officer Grade A \$157,201, Canberra (PN: 33746, 45630)**

Gazetted: 06 April 2023

Closing Date: 3 May 2023

Details: ACT Property Group are seeking two people for Senior Director roles in the Integrated Facilities Management team. Applicants should have experience at a senior level in managing relevant property related services and functions. Applicants will be considered for both positions.

P33746 leads The Integrated Facilities Management Team: Property Maintenance and Upgrades. This team ensures properties managed by ACT Property Group and maintained on behalf of Directorates are repaired, inspected, maintained and upgraded by qualified and experienced staff and contractors. The team manages maintenance repairs and improvements to ensure that ACT Government buildings are fit for purpose, issues are identified and planned upgrades are implemented.

P45630 leads the Integrated Facilities Management Team: Intake, Security and Property Operations ensuring properties managed by ACT Property Group and maintained on behalf of Directorates are repaired, inspected, maintained and upgraded by qualified and experienced staff and contractors. The team: provides the main intake and reception service for the organisation managing customer enquiries; receives, allocates and quality assures repairs and maintenance requests requiring action; manages building security matters; and provides a qualified building trades service through an insourced trade team.

ACTPG has a team of qualified and experienced group of trades staff and works closely with qualified contractors to maintain the properties. The team ensures that trades are procured or allocated and that work performed is up to an acceptable standard. ACTPG supports the development of people into the industry through sponsoring apprentices.

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

The ACT Property Group Senior Management Team leads the organisation and provides strategic direction for the effective delivery of customer solutions. The Executive Branch Manager and Senior Directors ensure the delivery of the business improvement agenda and the support, guidance and mentoring to the highly capable ACTPG

workforce teams. This work is undertaken, in consultation with the Executive Group Manager and the wider team in Property and Shared Services Division.

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

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

Eligibility/Other Requirements:

These positions require:

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

A current driver's licence (car)

Qualifications in Property, Building Management, Procurement, Project Management, Commercial Real Estate, Business Management or related areas are highly desirable

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Hedley (02) 6205 2250 [actpgcorporate@act.gov.au](mailto:actpgcorporate@act.gov.au)

## **Economic Development**

### **Venues Canberra**

**N/A**

#### **Assistant Director - Safety, Security and Emergency Management**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 39419)**

Gazetted: 11 April 2023

Closing Date: 2 May 2023

Details: Venues Canberra are responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium and Manuka Oval. We are seeking an experienced member to fill the vital position of Assistant Director - Safety, Security and Emergency Management. The role will focus on maintaining a mature security and safety culture within Venues Canberra and be responsible for emergency management program design and delivery and be the primary contact for incident notifications across the business.

The successful applicant will have the ability to maintain effective and productive internal and external partnerships and have excellent oral and written communication skills required for the Venues Canberra Exercise Program and the preparation and implementation of risk assessments, security management plans and emergency management plans.

Demonstrated experience in the application of emergency management systems and regulatory requirements in a large business or preferably within an entertainment, stadium or crowded place environment will be highly regarded along with a high-level understanding of work health and safety legislation and the ability to target safety and wellbeing strategies to address risks.

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

#### Eligibility/ Other Requirements

Essential:

C Class Driver's License.

The ability to perform regular after hours, public holidays and weekend work in support of booked events.

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

Desirable:

Possession of or the ability to acquire a first aid certificate.

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

How to apply: Please supply a written application responding to the Selection Criteria in the Position Description, a current curriculum vitae along with contact details of two referees.

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

Contact Officer: Adam Gray (02) 6256 6714 [Adam.Gray@act.gov.au](mailto:Adam.Gray@act.gov.au)

## Corporate

### Concierge and Building Services

#### Facilities and Systems Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 61025)

Gazetted: 11 April 2023

Closing Date: 21 April 2023

Details: The ACT Government aspires to be the most progressive jurisdiction with regards to flexible work.

Our long-term vision is to create quality flexible work environments across our office portfolio that will create opportunities to work from. Our Facilities Support Team will be at the forefront of helping develop and implement this new working model for the ACT Government.

We are looking for a new team member to help us to provide support for our clients working in a modern and dynamic work environment that has been specifically designed to support a flexible work environment.

The Facilities and Systems Support Officer works as part of a team to provide facilities and tenant support to the various FlexiSpace sites around Canberra as well as 220 London Circuit (city building).

Duties include reporting and arranging facilities maintenance and repairs, meeting room and function space set up, managing storage and deliveries, arranging for maintenance of pool vehicles, supporting fleet parking allocations, work health and safety inspections, accounts payable, systems support and various administrative support roles.

The successful applicant will have excellent communication skills, sound customer service experience and will be able to work collaboratively with all occupants of the City Office Buildings and FlexiSpace accommodation to assist in the delivery of high-quality service from the team.

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

Eligibility/Other Requirements:

Driver's licence, Class C - Car licence, is essential.

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

#### How To Apply

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

Please submit the following:

No more than a two page pitch outlining your ability to perform the advertised role and why you are the best person for this role. The pitch should:

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements) and qualifications, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Jahne 0422 146 467 Karen.Jahne@act.gov.au

## Corporate

### Workforce and Information Services

#### Information Management

#### Director, Information and Privacy

#### Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60891)

Gazetted: 11 April 2023

Closing Date: 5 May 2023

Details: Who we are

The Workforce and Information Services Branch sits within Corporate Services Group of the Chief Minister, Treasury and Economic Development Directorate. The functions include diversity and inclusion, culture, workforce planning, employee engagement, contractor management, recruitment strategy and advice, entry level programs, job analysis, capability frameworks, executive engagements, change management and business improvement, FOI and open access, records management and privacy, Ministerial and Executive support, TRIM and Budget Management.

#### What you will do

You will lead an expert team in the design, development and continued improvement and promotion of the directorate’s Records and Information Governance program. In addition, you will oversee implementation of the Open Access Information Scheme for the Directorate.

This position will also have the responsibility of being the directorate’s Privacy Contact officer and ensuring that the directorate meets the requirements of the *Information Privacy Act 2014*.

#### What you require

To thrive in the role, you will be an effective leader with significant experience leading records and information management in a government organisation. Ideally, you will also have substantial experience in applying the *Information Privacy Act 2014* or similar legislation within a government department setting. Your ability to consolidate information from different sources and draft communication and documents with attention to detail and accuracy, is essential.

This role requires a dynamic and passionate person committed to achieving results and always looking one-step ahead. You will excel in this role if you are resilient, flexible and able to adapt to changing circumstances while managing multiple priorities and demands. You will be exceptional at establishing and maintaining effective relationships and your ability to collaborate with a variety of people will be heavily relied on.

#### What we offer

The ACTPS offers a collaborative and supportive work environment. We value and encourage the contribution of people from diverse backgrounds, experiences and perspectives. We offer hybrid work practices with a focus on wellbeing and safety, as well as an activity-based work environment. To learn more about the ACTPS and what we offer, please go to [work with us](#).

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

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

#### How to Apply

After reviewing the “What you will do” and “What you require” sections in the Position Description, please provide a 2-page written response to support your application. Please ensure your response provides evidence of your suitability for the role, including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

You will be asked to attach a current Curriculum Vitae and provide details for two referees.

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

Contact Officer: Katharine Stuart (02) 6207 4497 [Katharine.Stuart@act.gov.au](mailto:Katharine.Stuart@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](mailto:jobs@act.gov.au)**

#### **Communities**

##### **Women, Youth and Multicultural Affairs**

##### **Office for Women**

##### **Assistant Director - Industry Programs Coordinator**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 52524)**

Gazetted: 11 April 2023

Closing Date: 25 April 2023

Details: CSD is seeking applications for an Industry Programs Coordinator to manage projects and engage with the building and construction industry (the industry) to progress the ACT Government’s commitments under the ACT Women’s Plan 2016-2026, and associated Action Plans, to promote greater participation and retention of women in the construction industry.

The Industry Programs Coordinator will focus on increasing the participation of female school students in the industry, through career education and vocational learning opportunities in ACT public schools.

The role requires highly developed written and verbal communication skills, as well as excellent interpersonal skills to liaise effectively with internal and external stakeholders, including unions, business and industry.

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

Eligibility/Other Requirements: Experience working with the building and construction sector is required, and experience working with young people is highly desirable.

Note: This is a temporary position available immediately until 21 April 2024.

How to Apply: Please provide an Expression of Interest of no more than two pages, addressing the selection criteria, and a recent curriculum vitae.

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

Contact Officer: Nadia Osman (02) 6207 2552 [Nadia.Osman@act.gov.au](mailto:Nadia.Osman@act.gov.au)

#### **Children, Youth and Families**

##### **Child and Youth Protection Services**

##### **Section/Business unit CYPS Operations**

##### **Case Manager**

**Child and Youth Protection Professional Level 1 \$73,505 - \$92,131, Canberra (PN: 54830)**

Gazetted: 06 April 2023

Closing Date: 26 April 2023

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do.

As a Child, Youth and Protection (CYPS) Case Manager, you will:

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.

Be challenged and rewarded.

CYPS Case Manager Role is focused on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management.

As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people.

You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders.

We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills.

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, experience and capability, but may not hold the essential tertiary qualification to consider applying for these roles.

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

Eligibility/Other Requirements:

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

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline. Please

Note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

Current (c class) driver's license is essential.

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

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description (what you will require) along with a curriculum vitae and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Armour (02) 6207 1633 cypsrecruitment@act.gov.au

**Housing Assistance**

**Client Services Branch**

**Development and Support**

**Data analyst**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 11293)**

Gazetted: 06 April 2023

Closing Date: 20 April 2023

Details: Client Services Branch of Housing ACT is looking for a motivated and enthusiastic Data Analyst to join its Data Analytics and KPIs team. The Data Analyst reports to the Senior Data Analyst in the Development and Support Team, Client Services Branch.

The following job tasks and outcomes outline what you will do and achieve in the role:

Interpret data, analyse results using statistical techniques and provide ongoing reports.

Develop and implement databases, data collection systems, data analytics and other strategies that optimise statistical efficiency and quality.

Acquire data from primary or secondary data sources and maintain databases/data systems.

Identify, analyse, and interpret trends or patterns in complex data sets.

Filter and “clean” data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems.

Work with management to prioritise business and information needs managing master data, including creation, updates, and deletion.

Provide quality assurance of imported data.

Supporting initiatives for data integrity and normalisation.

Generating reports from single or multiple systems.

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

Eligibility/Other Requirements: Knowledge and experience in working with Power BI dashboards.

Note: This is a temporary vacancy available from 1 May 2023 for up to 12 months with the possibility of permanency. A merit pool will be established from this selection process and used to fill identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit no more than two pages addressing your suitability against the skills, knowledge and behaviours in the Position Description, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Lei Huang (02) 6207 7190 Lei.Huang@act.gov.au

## **Communities**

### **Disability, Seniors, Veterans, Social Recovery**

#### **Office for Disability**

##### **Senior Director, Disability**

##### **Senior Officer Grade A \$157,201, Canberra (PN: 38691)**

Gazetted: 06 April 2023

Closing Date: 26 April 2023

Details: An exciting opportunity is now available for an experienced Senior Director (Senior Officer Grade A) to lead and manage the Office for Disability team, including developing and implementing a work plan, managing resources, supervising staff and achieving outcomes.

The successful candidate will have high-level strategic, conceptual and analytical skills and sound judgement, including the ability to understand and analyse the political, social, and organisational environment to identify relevant issues and priorities, within the human services portfolio aligning with community, stakeholder and Government priorities.

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

Eligibility/Other Requirements:

This position involves the direct supervision of personnel. The occupant of this position may be called upon to assist the directorate’s social recovery responsibilities before, during and after emergencies.

Notes: This is a temporary position available until the end of February 2024 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 reports only.

How to Apply: Applications should include a current curriculum vitae and two page response to selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nick Stathis (02) 6207 1757 Nick.Stathis@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](mailto:jobs@act.gov.au)**

## **Business Services**

### **Governance**

#### **Information Access**

##### **Senior Director, Information Access**

##### **Senior Officer Grade A \$157,201, Canberra (PN: 60358)**

Gazetted: 11 April 2023

Closing Date: 18 April 2023

Details: The Senior Director Information Access is responsible for leading and managing a customer facing team which delivers high standards of service to the community, including providing advice, guidance, and support in relation to information access matters. This responsibility encompasses development of processes and systems to ensure those services are provided efficiently and effectively.

The Senior Director Information Access will have an excellent knowledge of public sector legislative, administrative and accountability frameworks, the ability to interpret and apply these frameworks and to exercise sound judgement and decision-making.

They will have high level leadership, interpersonal and communication skills and the ability to manage complex and sensitive matters with confidentiality and sensitivity.

The Senior Director will have direct contact with internal and external stakeholders, including members of the public. This role can involve communication with individuals who may be distressed, agitated, aggressive, abusive and/or mentally unwell. The Senior Director has an important role in fostering a safe and supportive environment for the Information Access team.

How to apply: Please submit your curriculum vitae and a pitch of no more than two pages that addresses your suitability for the role as outlined in the Position Description.

Selection may be based on application only.

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

Contact Officer: Kristen Laurent (02) 6205 6749 [Kristen.Laurent@act.gov.au](mailto:Kristen.Laurent@act.gov.au)

## **School Improvement**

### **Tuggeranong Network**

#### **Birrigai Outdoor School**

##### **Finance / Administration Officer**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 61160)**

Gazetted: 11 April 2023

Closing Date: 18 April 2023

Details: A temporary vacancy currently exists for a highly motivated individual with strong interpersonal and time management skills to assist Birrigai’s Business Manager and the administration team to deliver quality financial and administrative services to support the operations of Birrigai. The successful applicant will work in a small team under limited direction and be required to assist with front office relief and other duties as directed.

In a fast paced and sometimes unpredictable environment, the role covers a variety of tasks with competing demands so the successful applicant will need a broad administrative skill base, to be flexible, adaptable, able to work under limited direction, and have the ability to prioritise and see tasks through to completion. Strong communication skills and a positive, enthusiastic, can-do attitude are necessary attributes for this role.

Eligibility/Other Requirements:

Current Working with Vulnerable People (WWVP) Registration or ability to gain the registration prior to commencement. Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

Current Senior First Aid Qualification or ability to gain the qualification prior to commencement.

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

How to Apply: Applicants should provide a written supporting statement of no more than 2 pages, and a relevant curriculum vitae (CV). The written statement should outline the applicants capability and experience to fulfil the primary duties and responsibilities of the position.

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

Contact Officer: Kirsten Galafassi (02) 6207 8044 [Kirsten.Galafassi@ed.act.edu.au](mailto:Kirsten.Galafassi@ed.act.edu.au)

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

### **Service Design & Delivery**

#### **Student Engagement**

#### **Flexible Education**

#### **Flexible Education Learning Support Assistant**

#### **School Assistant 2/3 \$51,548 - \$62,857, Canberra (PN: 49213)**

Gazetted: 06 April 2023

Closing Date: 27 April 2023

Details: Flexible Education is a community of schools and programs that are co-located within several settings including Muliyan, Murrumbidgee School, Waruga Yardhura, Hospital School, the educational program at The Cottage and Distance Education. Flexible Education provides holistic educational and wellbeing services to students and families with complex and individualised needs. To ensure that the holistic needs of students and families are met Flexible Education has a strong commitment to working together with community agencies, lead workers, families and each student.

The Learning Support Assistant role is based at Murrumbidgee School, which is located within the Bimberi Youth Justice Centre. The role will consist of working within young people to support their learning in class, which includes preparing individualised materials. Within this setting, the role also requires administrative duties including tasks such as equipment inventories.

Eligibility/other requirements:

#### **Mandatory**

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

#### **Desirable**

- First Aid Certificate or a willingness to undertake appropriate training.
- Certificate III or equivalent e.g. Disability, Early Childhood Education and Care, Education Support, School Support Services.

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

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

How to apply:

In two pages or less please tell us:

- Why you want the role.
- What you bring to the role? and
- What are you hoping to get out of the role?

Please provide a current curriculum vitae and provide details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

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

Contact Officer: Janine Inggs 6207 3635 [Janine.Inggs@ed.act.edu.au](mailto:Janine.Inggs@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](mailto:jobs@act.gov.au)

**Environment, Heritage and Water**

**Resilient Landscapes**

**ACT NRM**

**Regional Waterwatch Facilitator**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 24704)**

Gazetted: 11 April 2023

Closing Date: 28 April 2023

Details: The Resilient Landscapes Branch within EPSDD is looking for someone with excellent science communication skills, project management experience and a keen interest in citizen science programs to run the Upper Murrumbidgee Waterwatch program.

The Upper Murrumbidgee Waterwatch (Waterwatch) program works with the community to monitor, raise awareness, educate, restore and protect our local waterways. Waterwatch has been running in the ACT region since 1995 and covers the Murrumbidgee catchment upstream of Burrinjuck Dam (with the exception of the Goodradigbee catchment). The total area monitored by Waterwatch is more than 11,400km<sup>2</sup>.

The objectives of the program are:

Engage the community in monitoring and caring for our catchments: Volunteers conduct monthly water quality sampling in the ACT and region. Staff (with assistance from volunteers) also survey aquatic macroinvertebrates and assess riparian condition. Volunteers also assist in platypus surveys during August.

Educate and raise awareness in schools and the community about catchment health: Waterwatch conduct visits to schools, partner in field days and attend public events to educate and raise awareness on issues of catchment health.

Use data collected by volunteers to inform policy and on-ground catchment management: The range of water quality data collected by volunteers contributes to a holistic understanding of catchment health and is used in a range of monitoring programs and reports. A key deliverable of the Waterwatch program is the annual Catchment Health Indicator Program (CHIP) report.

Eligibility/Other Requirements:

Tertiary qualifications in environmental science/freshwater management or a related discipline are highly desirable.

ACT Class C driver's licence or equivalent is essential.

Notes: This is a temporary position until June 2025 with the possibility of permanency.

How to Apply: Please submit a written application addressing the Selection Criteria located in the Position Description (maximum of three pages in total), 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: Frank Garofalow (02) 6207 0497 Frank.Garofalow@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](mailto:jobs@act.gov.au)

**Community Safety**

**Strategic Policy and Programs**

### **Assistant Director**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 51248)**

Gazetted: 12 April 2023

Closing Date: 3 May 2023

Details: The Strategic Policy and Programs Branch has an important and unique role working across the Justice and Community Safety Directorate and ACT Government to support the Director General and Deputy Director General, Community Safety on identified priority projects and managing strategic relationships in the community safety space. The Branch provides policy and program design in collaboration with business units on identified priority issues, on a project basis.

The Branch has an exciting opportunity for an Assistant Director at the SOG C level. This is a diverse and interesting role as part of a high functioning Branch, who work collaboratively and support each other in meeting critical timeframes.

The successful applicant will provide project management and secretariat support, contribute to the development of evidenced based community safety initiatives.

To be successful in the role you will need to be strategic thinker, agile, have sound stakeholder management, administrative, governance and organisational skills and the ability to coordinate and work well within a small team.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications highly regarded.

The occupant of this role will be required to undergo a Police Check.

Note: This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, under Activity Based Working arrangements, officers will not have a designated workstation/desk.

How to Apply:

Applicants should submit:

A two-page pitch (maximum) describing your skills, knowledge, behavioural capabilities, and experience relative to the requirements of the Position Description.

A current curriculum vitae

Details of two referees, including your current supervisor

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

Contact Officer: Julie Beddoe (02) 6207 4264 Julie.Beddoe@act.gov.au

### **Public Trustee and Guardian**

#### **Wills, Estates and Trusts Unit**

##### **Team Leader**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 42534)**

Gazetted: 11 April 2023

Closing Date: 30 April 2023

Details: Are you interested in protection of Human Rights? At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing financial services, by acting as a Guardian, as a Trustee and by making Wills and administering deceased estates.

We are a happy and diverse staff of 70 people and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion all members of our community. A career at PTG provides you with an opportunity to make a positive difference in someone's life.

Our Wills, Estates and Trusts Unit (WETU) have a temporary opportunity for a motivated and well organised professional to fulfil the role of Team Leader who will lead an estate administration team. WETU is a busy unit delivering a range of functions including deceased estate administration, preparation of Wills and Enduring Powers of Attorney, trust administration and the administration of confiscated criminal assets. WETU also help to raise awareness in the community about the importance of having a Will and to encourage more people to put arrangements in place.

This position would suit an applicant with a financial or accounting background or with a good understanding of the law of succession and estates.

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

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

How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the *What You Require* capabilities listed on 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: Giesel Manalo (02) 6207 9800 [Giesel.Manalo@act.gov.au](mailto:Giesel.Manalo@act.gov.au)

## **Human Rights Commission**

### **Public Advocate and Children and Young People Commissioner**

#### **Public Advocacy**

#### **Senior Advocate**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43227, several)**

Gazetted: 06 April 2023

Closing Date: 28 April 2023

Details: Are you looking for a challenging role in a dynamic multi-faceted work environment? If so, look no further! The Public Advocate is seeking passionate, highly motivated, and well organised people to fill temporary Senior Advocate vacancies in the team.

Senior Advocates provide leadership for the Public Advocate's advocacy and oversight responsibilities in respect of children, young people and adults in the ACT who are engaged with services and systems that by their nature have the potential to infringe people's rights. Applying a systemic lens, Senior Advocates seek to ensure that the supports, services, and systems that exist to ensure the well-being of clients do so in a way that is appropriately cognisant of their rights. This includes developing and maintaining systems and processes that facilitate effective oversight, responding to requests from individuals and stakeholders for advocacy services, and promoting systemic improvements that improve outcomes.

The ideal candidates will have extensive experience in human services and/or professional disciplines/fields relevant to the role (e.g., Social Work, Psychology, Law, Mental Health, Child Protection, etc), and tertiary qualifications are highly desirable. They will have a high degree of familiarity with services and sectors that support children and young people, people with disability and others whose situation or condition gives rise to a need for protection from abuse, exploitation, or neglect. They will be self-motivated, and able to work with a high degree of autonomy.

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 you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

Note: These are temporary position available immediately for six months with the possibility of permanency.

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

How to apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages describing *how* your knowledge, experience, and qualifications meet the Professional/Technical Skills and Behavioural Capabilities of the role, which can be found in the Position Description.

A current curriculum vitae that outlines your skills and experience, together with two referees should also be included and should be sent via email to [martin.fisk@act.gov.au](mailto:martin.fisk@act.gov.au)

Applications should be sent to the contact officer.

Contact Officer: Martin Fisk (02) 6207 3032 [martin.fisk@act.gov.au](mailto:martin.fisk@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](mailto:jobs@act.gov.au)**

#### **City Services**

##### **Roads ACT**

##### **Road and Path Network**

##### **Inspector**

##### **Infrastructure Officer 1 \$75,792 - \$89,551, Canberra (PN: 29022)**

Gazetted: 12 April 2023

Closing Date: 26 April 2023

Details: This position will coordinate the planning and delivery of a range of infrastructure maintenance projects. This position will have accountability for administration, productivity and efficiency, quality standards, Work Health Safety, and environmental requirements for the assigned maintenance projects.

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

##### **Eligibility/ Other Requirements**

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building, construction or infrastructure knowledge and/or project management experience; or

Hold a relevant trade certificate or have significant trade experience.

Notes: This is a temporary position available immediately until 30th of June 2023 with possibility of extension up to six months.

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

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

Selection may be based on application and referee reports only.

How to apply: A supporting statement of no more than two 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 sent directly to the Contact Officer.*

Contact Officer: Arun Yadav (02) 6207 5242 [Arun.Yadav@act.gov.au](mailto:Arun.Yadav@act.gov.au)

#### **Territory and Business Services**

##### **Libraries ACT**

##### **Libraries ACT**

##### **Branch Manager**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 37656, several)**

Gazetted: 11 April 2023

Closing Date: 9 May 2023

Details: Are you an engaging and thoughtful people manager with a passion for customer service and getting the most out of your team?

Do you want a role with purpose where you can make a meaningful difference to the people of Canberra?

Do you value diversity, champion safety, and delight in meeting people and expanding their story, information, and digital horizons?

If so, then Libraries ACT needs YOU!

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](http://act.gov.au))

This position works regular weekend shifts as part of a fortnightly roster.

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: To apply, tell us your management story.

In no more than 750 words, we want to hear how you have successfully managed and supported a team to deliver exceptional customer service.

Please submit the above pitch as well as your up-to-date curriculum vitae.

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

Contact Officer: Lela Hopkins (02) 6207 6607 [Lela.Hopkins@act.gov.au](mailto:Lela.Hopkins@act.gov.au)

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

## APPOINTMENTS

### ACT Health

**Senior Information Technology Officer Grade B \$135,355 - \$152,377**

Jennifer Bazen, Section 68(1), 6 April 2023

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)**

Sudeep Bista, Section 68(1), 6 April 2023

**Senior Officer Grade B \$135,355 - \$152,377**

Angela Drayton, Section 68(1), 6 April 2023

**Senior Information Technology Officer Grade C \$114,928 - \$123,710**

Erani Fernando, Section 68(1), 5 April 2023

**Senior Information Technology Officer Grade B \$135,355 - \$152,377**

George Hader, Section 68(1), 7 April 2023

**Health Professional Level 5 \$135,355 - \$152,377**

Ali Jalali, Section 68(1), 5 April 2023

**Senior Information Technology Officer Grade C \$114,928 - \$123,710**

Elijah Mahama, Section 68(1), 6 April 2023

**Information Technology Officer Class 2 \$91,315 - \$104,509**

Kate Pitman, Section 68(1), 6 April 2023

**Information Technology Officer Class 2 \$91,315 - \$104,509**

Michelle Taylor, Section 68(1), 7 April 2023

**Health Professional Level 5 \$135,355 - \$152,377**

Nalin Wanigasekera, Section 68(1), 5 April 2023

### Canberra Health Services

**Registered Nurse Level 1 \$72,698 - \$97,112**

Sandiva Acharya, Section 68(1), 5 April 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Airelyn Albarillo, Section 68(1), 13 April 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

KUSUM BHANDARI, Section 68(1), 13 April 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Diane Calimag, Section 68(1), 13 April 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Swekshya Dahal, Section 68(1), 4 April 2023

**Building Trade Assistant \$67,011 - \$76,147**

Nikol Djipunov, Section 68(1), 10 April 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Zelca Faustino, Section 68(1), 7 April 2023



**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)**

Geerthika Galister, Section 68(1), 12 April 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Amandeep Gill, Section 68(1), 13 April 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Aalisa Gurung, Section 68(1), 13 April 2023

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920**

Kathryn Hughes, Section 68(1), 4 April 2023

**Sterilising Services Health Service Officer Level 3/4/5 \$55,350 - \$63,169 (pending on qualifications)**

Cheyenne Ibasco, Section 68(1), 11 April 2023

**Sterilising Services Health Service Officer Level 3/4/5 \$55,350 - \$63,169 (pending on qualifications)**

Cornelio JR Preclaro, Section 68(1), 12 April 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

sabina Khadka, Section 68(1), 13 April 2023

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Shirley Lampl, Section 68(1), 10 April 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Sita Parajuli Poudel, Section 68(1), 13 April 2023

**Sterilising Services Health Service Officer Level 3/4/5 \$55,350 - \$63,169 (pending on qualifications)**

Claudia Pavez, Section 68(1), 17 April 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

sabina phaiju, Section 68(1), 13 April 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Zhiyuan Ruan, Section 68(1), 13 April 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Nikita Shrestha, Section 68(1), 6 April 2023

**Canberra Institute of Technology**

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Joanne Pardoe, Section 68(1), 11 April 2023

**Chief Minister, Treasury and Economic Development**

**Information Technology Officer Class 1 \$73,920 - \$84,144**

San Tai Baela, Section 68(1), 10 April 2023

**Information Technology Officer Class 1 \$73,920 - \$84,144**

Scott Kirchner, Section 68(1), 10 April 2023

**Senior Officer Grade C \$114,928 - \$123,710**

Amrita Nayak, Section 68(1), 11 April 2023

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Siarah Oorloff, Section 68(1), 11 April 2023

**Administrative Services Officer Class 5/6 \$84,749 - \$104,509**

Jessica Phimphravichith, Section 68(1), 11 April 2023

**Community Services**

**Child and Youth Protection Professional Level 1 \$73,505 - \$92,131**

Jerrilee Franich, Section 68(1), 12 April 2023

**Child and Youth Protection Professional Level 1 \$73,505 - \$92,131**

Sarah Sobels, Section 68(1), 12 April 2023

**Child and Youth Protection Professional Level 1 \$73,505 - \$92,131**

Bianca Swallow, Section 68(1), 12 April 2023

**Director of Public Prosecutions**

**Prosecutor Grade 3 \$135,088 - \$149,380**

Georgina MEIKLE, Section 68(1), 5 April 2023

**Education**

**School Assistant 2 \$51,548 - \$56,919**

Carolyn Hely, Section 68(1), 6 April 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Katie Young, Section 68(1), 3 April 2023

**Environment, Planning and Sustainable Development**

**General Service Officer Level 5/6 \$59,713 - \$65,718**

Jamie Metcalfe, Section 68(1), 13 April 2023

**Justice and Community Safety**

**Senior Officer Grade B \$135,355 - \$152,377**

Karen Bishop, Section 68(1), 3 April 2023

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Zak Deasey, Section 68(1), 4 April 2023

**Senior Officer Grade C \$114,928 - \$123,710**

William Guthrie, Section 68(1), 11 April 2023

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Isobel Merriman, Section 68(1), 12 April 2023

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Amber Millar, Section 68(1), 4 April 2023

**Government Solicitor 1 \$80,822 - \$121,026**

Clare Mullins, Section 68(1), 4 April 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Joshua Newham, Section 68(1), 12 April 2023

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Siddhartha Sharma, Section 68(1), 10 April 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Yun-Chen Yu, Section 68(1), 12 April 2023

**Transport Canberra and City Services**

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Toma Ahmed, Section 68(1), 6 April 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Alex Beeston, Section 68(1), 11 April 2023

## **TRANSFERS**

### **Canberra Health Services**

#### **Mary Shelphy**

From: Registered Nurse Level 2 \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 19491) (Gazetted)

#### **Samantha Smith**

From: Registered Midwife Level 2 107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 22731) (Gazetted 4 January 2023)

### **Education**

#### **Craig Edwards**

From: School Leader A 3 \$203,135

Education

To: School Leader A 3 \$203,135

Education, Canberra (PN. 24917) (Gazetted 17 February 2023)

### **Justice and Community Safety**

#### **Karly Yates**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 14699) (Gazetted 17 February 2023)

## PROMOTIONS

### ACT Health

#### **Corporate and Governance**

#### **Governance and Risk**

#### **Audit, Procurement and Risk**

#### **Olivia Sexton**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health, Canberra (PN. 59935) (Gazetted 11 January 2023)

### Canberra Health Services

#### **CHS Clinical Services**

#### **Jade Agnew**

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. 10000) (Gazetted)

#### **Sangita Bhusal**

From: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 58733) (Gazetted 4 January 2023)

#### **Georgia Carey**

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. 60376) (Gazetted 4 January 2023)

#### **Catherine Carnevale**

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. 46321) (Gazetted 4 January 2023)

#### **Infrastructure and Health Support Services**

#### **Melissa Childs**

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. 39524) (Gazetted 23 February 2023)

#### **Sahil Kumar**

From: Administrative Services Officer Class 2 \$60,620 - \$66,939

Canberra Health Services

To: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services, Canberra (PN. 24892) (Gazetted 2 March 2023)

#### **Kristy O'Neill**

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. 42555) (Gazetted 11 October 2022)

**Surgery**

**Surgical Services**

**Administration**

**Rebecca Scaysbrook**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services, Canberra (PN. 23668) (Gazetted 23 March 2023)

**Jasmine Yoo**

From: Assistant in Nursing \$55,927 - \$57,820

Canberra Health Services

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services, Canberra (PN. 23859) (Gazetted 31 January 2023)

**Karma Zangpo**

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. 21870) (Gazetted 20 February 2023)

**Canberra Institute of Technology**

**CIT Education & Training Services**

**CIT Health, Community & Science**

**CIT Wellbeing**

**Mackenzie Clare**

From: Teacher Level 2 \$114,979

Canberra Institute of Technology

To: †Manager Education Level 1 \$133,267

Canberra Institute of Technology, Canberra (PN. 51877) (Gazetted 8 March 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Chief Minister, Treasury and Economic Development**

**Policy and Cabinet**

**Cabinet, Assembly and Government Business**

**Carolyn Stewart**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Professional Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 42604) (Gazetted 9 June 2022)

## **Community Services**

### **Housing ACT**

#### **Client Services Branch**

##### **Samantha Harris**

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. 04288) (Gazetted 22 October 2021)

### **Housing Assistance**

#### **Infrastructure and Contracts**

##### **Infrastructure Delivery**

##### **Tania Howarth**

From: Senior Officer Grade C \$114,928 - \$123,710

Community Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Community Services, Canberra (PN. 57995) (Gazetted 10 March 2023)

## **Education**

### **School Improvement**

#### **Tuggeranong Network**

##### **Birrigai Outdoor School**

##### **Michelle Allen**

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 60709) (Gazetted 7 March 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

### **School Performance and Improvement**

#### **South and Weston Network**

##### **Mawson Primary School**

##### **Michael Carnovale**

From: Building Service Officer 2 \$62,860 - \$65,718

Education

To: General Service Officer Level 8 \$73,429 - \$77,593

Education, Canberra (PN. 59934) (Gazetted 31 October 2022)

### **Service Design & Delivery**

#### **Darcy Martin**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education, Canberra (PN. 33328) (Gazetted 30 January 2023)

### **Business Services**

#### **School Cleaning Services**

##### **Nenad Pavlovic**

From: Cleaning Services Officer 2 \$53,867 - \$55,873

Education

To: †Cleaning Services Officer 3 \$56,524 - \$58,825

Education, Canberra (PN. 56393) (Gazetted 4 March 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.  
This promotion is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

### **Environment, Planning and Sustainable Development**

#### **Environment**

##### **ACT Parks and Conservation Service**

##### **Urban Reserves**

##### **Wade Fuller**

From: General Service Officer Level 7 \$67,760 - \$71,554

Environment, Planning and Sustainable Development

To: General Service Officer Level 9 \$79,105 - \$89,398

Environment, Planning and Sustainable Development, Canberra (PN. 09886) (Gazetted 6 February 2023)

### **Justice and Community Safety**

#### **ACT Human Rights Commission**

##### **Victim Support ACT**

##### **Client Services Team**

##### **Stephanie Johnson-Dawes**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety, Canberra (PN. 42177) (Gazetted 15 February 2023)

### **Transport Canberra and City Services**

#### **Transport Canberra and Business Services**

##### **Territory and Business Services**

##### **Canberra Cemeteries**

##### **Adam Gregory**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. 11878) (Gazetted 2 February 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

#### **Office of the Director-General**

##### **Communications and Engagement**

##### **Erin Slinger**

From: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services

To: †Senior Officer Grade A \$157,201

Transport Canberra and City Services, Canberra (PN. 45612) (Gazetted 15 March 2023)

#### **City Services**

##### **ACT NoWaste**

##### **Waste Policy**

##### **Mitchell Woolfenden**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705



Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 00332) (Gazetted 16 February 2023)