



ACT Government Gazette

Gazetted Notices for the week beginning 20 July 2023

VACANCIES

ACT Audit Office

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

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

There were no vacancies this week for ACT Audit Office

ACT Electoral Commission

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

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

Director of Electoral Operations

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 43034)

Gazetted: 24 July 2023

Closing Date: 31 July 2023

Details: Elections ACT is looking for an enthusiastic and dedicated person to oversee the electoral operations preparations for ACT Legislative Assembly elections and referendums.

The successful applicant will be providing managerial oversight of the Elections ACT Election Operations team and will be involved in the implementation and delivery of election projects for the 2024 ACT Legislative Assembly election.

A defining characteristic of Elections ACT is its reliance on innovative ICT enabled electoral systems across the full range of electoral operations. Ensuring a high level of functionality, security, integrity and reliability of the Commission's electoral ICT systems and processes will be critical in continued public confidence and trust in election outcomes.

Responsibilities for this role include providing managerial oversight of the implementation of Elections ACT's modernisation projects related to the preparation and conduct of elections, including the development, upgrade and deployment of critical ICT business systems. This role will oversee the cyber security activities led by the Elections Cyber Security and Integrity Assurance Manager, related staff training, fee-for service elections and other key electoral operations.

Staff of Elections ACT are expected to be proactive, demonstrate quality customer service and show a capacity to work well within a small team. They must be willing to continuously improve, be outcome focused and accountable for their actions. It is also important for the successful applicants to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

Elections ACT 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:

As an electoral officer the person occupying this position will be required to perform duties on election and referendum days.

Experience in managing electoral services and ICT development projects is highly desirable.

Notes: This is a temporary position available immediately until 15 November 2024, with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a maximum two-page pitch, addressing the professional/technical and behavioural capabilities set out in the position description and provide a current curriculum vitae, including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rohan Spence (02) 6205 0224 Rohan.Spence@act.gov.au

**Elections Cyber-Security and Integrity Assurance Manager
Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 44878)**

Gazetted: 20 July 2023

Closing Date: 3 August 2023

Details: Elections ACT is looking for an enthusiastic and dedicated person to join our small team, to provide management and oversight of cyber-security and electoral integrity measures for the ACT Electoral Commission.

The successful applicant will be working within the Elections Operations team and will be responsible for the organisation's cyber-security maturity posture and electoral integrity assurance processes.

Responsibilities include implementation of the organisation's cyber-security maturity roadmap and cyber-security strategic plan, internal assessments of cyber-security maturity, liaison with external cyber-maturity experts to ensure best practice within the organisation and oversight and development of cyber-security awareness training activities. In addition, the role will oversee ICT critical incident management protocols for the agency as well as engagement of external security reviews and assessments against the agency's critical ICT systems. The successful applicant will work with other members of the Election Operations Team to ensure cyber-security and electoral integrity matters are embedded within the organisation's ICT business systems and processes.

Staff of Elections ACT are expected to be proactive, enthusiastic and show a capacity to work well within a small team. They must be willing to continuously improve, be outcome focused and accountable for their actions. It is also important for the successful applicants to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

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

The 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

As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days and weekends.

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

How to apply: Please submit a maximum two-page pitch, addressing the professional/technical and behavioural capabilities set out in the position description and provide a current curriculum vitae, including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rohan Spence (02) 6205 0224 Rohan.Spence@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Infrastructure, Communication and Engagement

Strategic Infrastructure

Strategic Infrastructure

Senior Director Infrastructure Client Services

Senior Officer Grade A \$157,201, Canberra (PN: 12237)

Gazetted: 24 July 2023

Closing Date: 7 August 2023

Details: Strategic Infrastructure Branch is responsible for Territory-wide health infrastructure policy, strategy and design, including public hospital campus planning. The branch also has responsibility for ACT Health's territory-

wide property portfolio. The branch is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven.

As the Senior Director, Infrastructure Client Services, you will have responsibility for managing relationships with clients including ACT Health staff and tenants in ACT Health owned assets. The position is also responsible for overseeing asset management projects as well as managing a small team responsible for the Directorate's vehicle fleet and the accommodation at ACT Health's main office in Woden.

You will be an enthusiastic team player who is results driven and has an excellent manner with our clients.

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: C-class driver's licence

Notes: This is a temporary position available for 12 months with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit:

A written application of no more than two pages, responding to the required selection criteria in the Position Description

Current curriculum vitae (no more than three pages)

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peta Stathis 0423515719 Peta.Stathis@act.gov.au

Population Health

Health Protection Service

ACT Government Analytical Laboratory

Director, Environmental Chemistry

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 27724)

Gazetted: 24 July 2023

Closing Date: 31 July 2023

Details: ACT Government Analytical Laboratory (ACTGAL), is a section within Health Protection Service which provides high level scientific analysis capability for the ACT government. Fields of analysis includes Microbiological, Environmental Chemistry, Forensic and Toxicological Testing.

This position is responsible for directing the day to day operations of the Environmental Chemistry Unit. This including the maintaining related quality systems, manage operational budget and provision of high quality analytical services. The Director provides expert scientific and technical advice on environmental chemistry services to the ACT community. The Director is also required to liaise closely with Environment Protection Sustainability & Development Directorate and the Environment Protection Authority within Access Canberra, academic partners and the wider ACT Government to assist in the maintenance and continual improvement of an effective and efficient analytical service. Represent the ACT Government on relevant Standard Australia committees and national technical advisory groups.

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

Bachelor degree in Science (major in chemistry is desirable)

Current driver licence.

How to apply: Please submit your up to date curriculum vitae plus your claims against the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Fox (02) 5124 9171 Ian.Fox@act.gov.au

Population Health

Health Protection Service

Communicable Disease Control, Immunisation Unit

Project Officer, Immunisation Programs

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60181)

Gazetted: 24 July 2023

Closing Date: 7 August 2023

Details: The ACT Health Directorate is seeking an enthusiastic individual ready to apply their project management skills, assisting to plan and implement the future direction of Immunisation Programs in the ACT.

This position is a short term, project vacancy reporting to the Project Manager, Immunisation Program and will assist with transition of responsibilities for COVID-19 vaccine administration, supply, storage, and distribution arrangements from the Commonwealth to the ACT; and implementation of recommendations from a 2022 external review of Immunisation in the ACT.

The position will work collaboratively with the Commonwealth, stakeholders, and other business areas to define requirements, address gaps, and develop an implementation plan and model for progression to an operational phase of vaccine delivery in the ACT. The Project Officer will be involved in developing all aspects of program delivery including process improvement, policy and procedure development, project management, and procurement.

To be successful in this position, you will have project/program management experience, be highly motivated with excellent communication and organisational 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.

Notes: This is a temporary position available immediately until 30 June 2024

Selection may be based on application and referee reports only.

How to apply: A response (no more than 2-pages) explaining your ability to perform the role, considering the 'What you Require' and 'What You Will Do' sections of the Position Description.

A current curriculum vitae which includes details of your work history, qualifications and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirstie Allard (02) 5124 9244 kirstie.allard@act.gov.au

Population Health

Health Protection Service

Communicable Disease Control, Immunisation Unit

Project Manager, Immunisation Programs

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 55417)

Gazetted: 21 July 2023

Closing Date: 4 August 2023

Details: The ACT Health Directorate is seeking an enthusiastic individual ready to apply their strong project management and stakeholder engagement skills to plan and implement the future direction of Immunisation Programs in the ACT.

This position is a short term, project vacancy reporting to the Immunisation Director and will lead transition of responsibilities for COVID-19 vaccine administration, supply, storage, and distribution arrangements from the Commonwealth to the ACT; and facilitate implementation of recommendations from a 2022 external review of Immunisation in the ACT.

The position will work collaboratively with the Commonwealth, stakeholders, and other business areas to define requirements, address gaps, and develop an implementation plan and model for progression to an operational phase of vaccine delivery in the ACT. The Project Manager will be involved in developing all aspects of program delivery including process improvement, policy and procedure development, project management, and procurement.

To be successful in this position, you will have extensive project/program management experience, current knowledge of public health and immunisation in Australia, be highly motivated with excellent communication and organisational skills.

Eligibility/Other requirements: Previous experience working with stakeholders to identify, develop and implement public health strategies and programs will be highly desirable.

Notes: This is a temporary position available immediately until 30 June 2024. Selection may be based on application and referee reports only.

How to Apply: A response of no more than three pages explaining your ability to perform the role, considering the 'What you Require' and 'What You Will Do' sections of the Position Description along with a current curriculum vitae which includes details of your work history, qualifications and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirstie Allard (02) 5124 9244 kirstie.allard@act.gov.au

Digital Solutions Division

Executive Branch Manager, Technology Operations

Executive Level 1.4 \$274,784 - \$285,773 depending on current superannuation arrangements, Canberra (PN: E1024)

Gazetted: 21 July 2023

Closing Date: 4 August 2023

Details: Pursue your dream job in a world-class city that suits your lifestyle.

Our work in the ACT Public Service directly serves the needs of the Canberra community and when you work with us you will see the impact that we have on the lives of Canberrans every day.

The ACT Public Service is an inclusive and welcoming employer. We're big enough to give you career variety, but small enough that you'll get to know your colleagues.

ACT Health Directorate (ACTHD) will consider flexible working conditions.

Following the successful implementation of the Digital Health Record, ACTHD is looking for an energetic, experienced and committed person to lead the Technology Operations Branch, delivering reliable and responsive technology support and cyber security services for the ACT health system, while harnessing the potential of digital technology to improve the health and wellbeing of all Canberrans.

The Executive Branch Manager role provides oversight and leadership for critical systems, voice, hosted service providers, cyber security, 24/7 helpdesk and ICT infrastructure services for the ACTHD and Canberra Health Services.

The position requires a person with exceptional leadership and executive management skills to achieve effective lifecycle management, governance, issue management, collaborative customer engagement and vendor management inside and out of Government. Strong stakeholder engagement and negotiation skills are essential for this role. Extensive experience in leading large and complex ICT managed service operations, program delivery, financial management, and people management are also critical.

The successful applicant will model our values of respect, integrity, collaboration and innovation. They will be responsible for leading a positive culture based on respect and collaboration across the ACT Health Directorate, Canberra Health Services, and the ACT Public Service.

Eligibility/Other Requirements: Experience in delivering and supporting digital health solutions in an acute care setting would be highly desirable.

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

Contract: The successful applicant will be engaged under a performance-based contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Please go to www.fisherleadership.com and click on 'APPLY ONLINE' using reference ACGebm0723, addressing your cover letter and resume to Dani White of Fisher Leadership.

A candidate information pack is available to download by visiting: <https://fisherleadership.com/careers/featured-opportunities/>. If you have additional queries after reviewing this document please contact Dani White on 1300 347 437 for a confidential discussion.

Contact Officer: Dani White 1300 347 437 dwhite@fisherleadership.com

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

Rehabilitation, Aged and Community Services

Oral Health Services

Dental Technician

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 24082, several - 02C5B)

Gazetted: 21 July 2023

Closing Date: 3 July 2024

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

Oral Health Services (OHS) within the Division of Rehabilitation, Aged and Community Services (RACS) provides adult, child and youth general dental, restorative, special needs, General Anaesthetic (GA), Relative Analgesia (RA), and specialist Surgical and Orthodontic services to the eligible members of the ACT community. The service currently operates from five Community Health Centres and three hospitals across the ACT region, as well as operating within ACT corrective services and from mobile dental clinics as below:

- Gungahlin Community Health Centre – Six dental chairs
- Belconnen Community Health Centre – Eleven dental chairs
- City Community Health Centre - Ten dental chairs
- Phillip Community Health Centre - Ten dental chairs; and
- Tuggeranong Community Health Centre - Five chairs.
- Alexander Maconochie Centre (AMC)
- The Canberra Hospital
- Calvary Public Hospital
- Calvary John James Hospital
- Mobile Dental Clinics -
- Nursing home mobile dental clinic
- School mobile dental clinic
- Targeted Access Program mobile dental clinic

OHS is a multidisciplinary program and consists of dentists, visiting oral surgeons, oral health therapists, dental therapists, prosthetists, orthodontists, dental assistants, laboratory technicians and administrative staff. OHS offers a range of dental services to the eligible members of the community for adult & child and youth dental services, this includes denture services and emergency dental.

The services are available Monday to Friday, from 8:30am to 5:00pm at the above listed facilities and Community Health Centres.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Well-developed critical thinking and self-reflection skills

Promote a commitment to high quality customer service principles, practices and attributes

High level of professionalism

Position Requirements/Qualifications:

Mandatory

- Tertiary qualifications (or equivalent) in Dental Technology or equivalent.
- 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

- Two years' work experience as a qualified Dental Technician.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- 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 \(act.gov.au\)](#)

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

Contact Officer: Melodie Lutz (02) 5124 1280 Melodie.Lutz@act.gov.au

Mental Health Justice Health & Alcohol & drug Service

Adult Community Mental Health

Health Professional Level 3

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 40903-02CAB)

Gazetted: 20 July 2023

Closing Date: 3 August 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

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

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

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

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services.

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

At this level, it is expected that you will provide high quality clinical interventions and care to achieve positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff within the Access Mental Health Team, as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives, and contribute

to the multidisciplinary team processes. The position reports to a Team Leader, who is based on site in the health centre and is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

This work will primarily be based in the Belconnen Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

There may be some driving involved in this role: and

The successful candidate will be expected to work in a 38-hour, seven day per week 24 hour rotating roster including night shift.

ABOUT YOU

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Behavioural Capabilities

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

Position Requirements/Qualifications:

Mandatory

For All:

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

For Occupational Therapy & Psychology:

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

For Social Work:

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)

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.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration ([act.gov.au](https://www.act.gov.au))
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

CHS Contact: Jodie Russell (02) 62072570 jodie.russell@act.gov.au

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

Contact Officer: Jodie Russell (02) 62072570 jodie.russell@act.gov.au

Clinical Safety and Quality

Quality Improvement Team

Clinical Audit Manager

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 46588 - 02CA2)

Gazetted: 20 July 2023

Closing Date: 3 August 2023

Details: POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

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

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

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

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

Patient Experience

Incident Management

National Standards, and Accreditation

Clinical Analytics and Insights and Quality Improvement

The Clinical Audit Manager works within the Clinical Analytics and Insights Team responsible for confirming the provision of safe, effective, efficient care within CHS. The Clinical Audit Manager will provide leadership in the development and testing of audit tools including linkages to national standards and CHS policy; delivery of education around the use of audit tools; coordination of organisational wide audits and report on audit findings. The Clinical Audit Manager will also liaise with relevant stakeholders within QSII and across CHS on audit requirements.

ABOUT YOU

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

Behavioural Capabilities

High level communication and interpersonal skills

High degree of self-motivation

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

Strong patient/consumer/carers focus

Position Requirements/Qualifications:

Relevant tertiary qualifications and/or work experience in qualitative or quantitative research methods is preferred. Experience in building audit tools in SharePoint and/or Adobe, particularly in a clinical environment, OR the capacity and desire to learn how to build audit tools is desirable. Experience in a clinical or health environment is desirable.

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

Applicants should:

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: Kathryn McMaster 5124 49593 Kathryn.Mcmaster@act.gov.au

Revenue & Financial Services

Finance & Business Intelligence

Interstate Patient Travel Assistance Scheme Administrator

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 25101 - 02C54)

Gazetted: 20 July 2023

Closing Date: 10 August 2023

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Interstate Patient Travel Assistance Scheme Administrator is the first point of contact for the Interstate Patient Travel Assistance Scheme. The role is responsible for responding to enquiries, processing claims and coordinating air travel for permanent residents of the ACT who have to travel interstate to access specialist medical services. Canberra Health Services Finance and Business Intelligence (FBI) Division is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets, financial management, and providing strong operational finance and performance reporting analysis across the health service.

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

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

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

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

High level of data integrity skills

Strong communication, negotiation and networking skills

Position Requirements/Qualifications:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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 until January 2024 with the possibility of extension.

Contact Officer: Rebecca Quinn 0251249904 rebecca.quinn@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services

Allied Health Assistant Level 3

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 37811, several - 02C3R)

Gazetted: 20 July 2023

Closing Date: 3 August 2023

Details: POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home.

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol & Drug Services

Justice Health Services

Child & Adolescent Mental Health Services (CAMHS)

Rehabilitation and Specialty Mental Health Services

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

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

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

Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions.

Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact.

Provide optimal treatment for people in their homes and community as effective hospital diversion

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

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the applicant will contribute their expertise to the multidisciplinary team; provide supervision to staff at the Health Professional 1 and 2 Levels as well as students.

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

This recruitment is for the Assertive Community Outreach Service (ACOS), and / or the Home Assessment & Acute Response Team (HAART) and may be appointed using the written application alone.

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 planning and organisational skills with a high degree of initiative.

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

Administration skills to be able to provide quality work outputs.

Position Requirements/Qualifications:

Mandatory

Relevant Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification and a minimum of 2 years' experience working professionally in a related/ relevant organisation and/or service

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

Desirable

Previous experience working with persons who have a moderate to severe mental illness.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Carla Ormston 51241236 Carla.ormston@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Team Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 25579 - 02BNZ)

Gazetted: 21 July 2023

Closing Date: 4 August 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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website: www.canberrahealthservices.act.gov.au

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

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes.

These services include:

- Adult Community & Older Persons Mental Health Services
- Adult Inpatient Mental Health Services
- Alcohol & Drug Services (ADS)
- Child & Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)
- CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.

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

The permanent full time clinical team manager role will provide clinical leadership to a front-line mental health team – Adolescent Day Program and Allied Health staff at the CAMHS Adolescent Unit. The Team Manager role will include the daily management of a multidisciplinary service.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and provide clinical supervision to HP2, HP3, RN's and allied health assistants.

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

The role is a permanent Full-time role, 5 days per week

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, you will have a demonstrated track record of working in a multi-disciplined team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork, and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

- Ability to work within a multi-disciplinary team and adapt quickly to a busy changing environment.
- Commitment to achieving positive outcomes for children and young people, their families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- Be flexible, adaptable, and comfortable with a changing working environment.

Position Requirements/Qualifications:

Mandatory

For Occupational Therapy:

- Relevant Tertiary qualifications and a minimum of 5 years' experience working professionally in a related/relevant organisation/service
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

For Psychology:

- Relevant Tertiary qualifications and a minimum of 5 years' experience working professionally in a related/relevant organisation/service
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

For Social Work:

- Relevant Tertiary qualifications and a minimum of 5 years' experience working professionally in a related/relevant organisation/service
- Eligibility for membership of the Australian Association of Social Workers

For All:

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Desirable

- Experience in working with children and young people
- 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 \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)
 - Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency.
Contact Officer: Sarah Toohey (02) 5124 6543 sarah.toohey@act.gov.au

People and Culture

Business Partnerships

Director, Employment Relations and Injury Management

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 42195 - 02CB7)

Gazetted: 20 July 2023

Closing Date: 3 August 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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website: www.canberrahealthservices.act.gov.au

Join a dynamic and growing team playing a pivotal role in improving our health service.

We are looking for an experienced HR practitioner with a passion for stakeholder engagement and service improvement.

The Employment Relations and Injury Management team is responsible for providing employee relations and injury management services, support and advice whilst ensuring the effective and efficient operation of strategic people management advice, policy and programs across Canberra Health Services.

You will play a key role in the team by providing leadership and strategic direction for the team whilst working closely with staff across other areas within People and Culture. The main responsibilities of the role of Director – Employment Relations and Injury Management will be to:

- Lead and co-ordinate the provision of client-focused and employment services and advice
- Develop and interpret employment relations and injury management policies and procedures,
- Coordinate and direct the activities of the employment relations and injury management teams including:
 - o Scheduling assignments
 - o Setting priorities, and
 - o Outlining work methodologies
- Develop and maintain strong, positive working relationships with internal and external stakeholders (including the Office of Industrial Relations and CMTEED Injury Management team), demonstrating liaison and communication skills of a high order; and
- Coach, mentor and develop staff including overseeing new employee onboarding and providing career development planning and opportunities.

This is a unique opportunity for a high energy professional interested in playing a key role within Canberra Health Services.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

Relevant tertiary qualifications in human resources or equivalent senior level experience is preferred with extensive knowledge and expertise in leadership and management of human resources.

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

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

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

- Undergo a pre-employment National Police Check.

Contact Officer: Jim Tosh 0434845669 jim.tosh@act.gov.au

Surgery

Trauma

Trauma Case Manager

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22544 - 02BZO)

Gazetted: 20 July 2023

Closing Date: 3 August 2023

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POSITION OVERVIEW

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Primary responsibilities include coordination and monitoring of the acute care hospitalisation phase of the injured patient in conjunction with the Trauma Nurse Practitioner Coordinator, data collection and staff/patient education. The TCM must be efficient in clinical practice and work closely with the Trauma team and all other disciplines involved in trauma care throughout the hospital to ensure the health and well-being of trauma patients. This dynamic position requires expert knowledge and practice and highly developed interpersonal skills, to also undertake the role of teaching and supporting the multidisciplinary team in the workplace.

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Behavioural Capabilities

Organisational skills with the ability to manage and prioritise competing issues.

Strong communication and interpersonal skills.

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

Position Requirements / Qualifications

Mandatory

- Three year's nursing experience at an advanced level and two years in relevant speciality experience preferred.

- 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

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

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

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

- Undergo a pre-employment National Police Check.

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

· Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Note: This is a temporary position available for six months with the possibility of extension and/ or permanency.
This position is part-time at 24 hours per week. The full-time salary noted above will be paid pro-rata.
Contact Officer: Georgia Gotts 51242793 Georgia.Gotts@act.gov.au

Medicine

Renal

Administration Officer - Renal

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 43187 - 02C73)

Gazetted: 20 July 2023

Closing Date: 3 August 2023

Details: POSITION OVERVIEW

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

The Renal Service provides comprehensive clinical care, including dialysis and post-transplant care for patients with kidney diseases using a multidisciplinary approach incorporating community and allied health services. Under general direction this position provides administrative support to the Renal service and its staff, including booking and scheduling patient appointments, billing of services rendered and patient record management whilst providing a high level of customer service.

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

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

Self-Directed and a high level of emotional intelligence.

Position Requirements/Qualifications:

Mandatory

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

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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: Kylie Farrell 02 51242821 kylie.farrell@act.gov.au

MHJHADS

Justice Health Services

Administrative Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 25944-02C5I)

Gazetted: 20 July 2023

Closing Date: 4 August 2023

Details: City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it!

Click [here](#) find out more about why you should live and work in Canberra.

About the Role:

Justice Health Services is a service within the Division of Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) in Canberra Health Services. Custodial Health and Mental Health services are provided for people aged from ten years and above who are already involved in the criminal justice system, or who are at risk of becoming involved with the system.

Under limited direction of the Operational Director you will perform all administrative duties to assist in the running of the office for the Operational and Clinical Directors. You will:

- Manage the daily administrative activities of the Operational and Clinical Director's office including telephone calls, correspondence, presentations, diary management, taking minutes, travel and liaising with other members of the program.
- Monitor and manage the flow of all correspondence, and ensuring deadlines are met.
- Provide administrative support to the Operational & Clinical Directors and the program including administrative support for rostering.
- As required, provide support for finance functions including processing invoices and accounts payable and preparing reconciliations
- Maintain liaison with members of the management team and other personnel including doctors and patients as applicable to ensure effective coordination of program's activities.
- Undertake tasks and initiate action to ensure the timely response to requests for information.
- Provide secretariat support for Divisional meetings as required including meeting preparation, management, minute taking, and documentation.
- Undertake other administrative duties appropriate to this level of classification which contributes to the operation of the JHS administration team.

About you:

Our ideal candidate would possess the following skills and experience:

- Strong organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide responsive services to meet the needs of the Operational and Clinical Directors
- Strong minute taking skills
- Ability to use initiative and judgement in a fast-paced environment
- Drivers Licence
- Knowledge of Canberra Health Services software packages including DHR, Taleo, and Converga (desirable)

What you require:

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience.

- Proven experience in the provision of high-quality administrative support, assistance, and services.
- Demonstrated highly developed computer and keyboard skills and proven experience in a variety of software programs including Microsoft Suite.
- Demonstrated well developed interpersonal and communication skills, including the ability to produce high quality meeting minutes and liaise with staff at all levels.
- Proven organisational and office management skills including attention to detail, an ability to exercise initiative, prioritise workloads and meet set deadlines.
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

What can we offer you:

- City living without the traffic.

- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- 11.5% Superannuation.

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Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

Contact Officer: Gillian Sharp (02) 51246723 Gillian.Sharp@act.gov.au

Child and Adolescent Mental Health Services

Perinatal and Infant Mental Health Consultation Service

Perinatal Mental Health Clinician

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 18576, several - 02BXT)

Gazetted: 20 July 2023

Closing Date: 3 August 2023

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POSITION OVERVIEW

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

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

The PIMHCS team has two Health Professional Level 2 vacancies. We are seeking health professionals to join our exciting and expanding team, with an interest in mother-infant attachment.

Our therapeutic work focuses on early intervention with mothers and infants to support better mental health outcomes for the dyad. The team will offer you a super learning experience in attachment work and perinatal mental health.

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 mothers, their infants, families and/or carers.

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

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

Position Requirements / Qualifications

Mandatory

- Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 1 years' post-qualification experience, working professionally in respective field.

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Social workers must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the ACT Working with Vulnerable People Act 2011
- 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 working with mothers, infants and adults with a mental illness.
- Experience using evidence-based psychotherapy to treat complex PTSD/BPD.
- You will need an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Undergo a pre-employment National Police Check.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: There is one permanent part-time position available and a temporary part-time position available to cover maternity leave for around 11 months. These positions are part-time at 22:05 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Bridget Dillon 51243133 bridget.dillon@act.gov.au

CHS Nursing & Midwifery and Patient Support Services

Ward Services

Mental Health Wardsperson

Health Service Officer Level 5 \$60,182 - \$63,169, Canberra (PN: 20993 - 02C7A)

Gazetted: 26 July 2023

Closing Date: 9 August 2023

Details: POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Mental Health Wardsperson position is a support to the clinical staff and provides assistance with patient care. The Canberra Hospital is a 24-hour service that operates daily including weekends and Public Holidays.

These positions are to assist with patient manual handling and transport throughout the hospital campus, and to assist in code response. The above Advertised position is a fulltime position working 38 hours per week & involves working 10.85 hour shifts on a rotating roster.

ABOUT YOU

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Behavioural Capabilities

Good communication skills: To ensure effective teamwork and that all Hospital Assistants comply with policies and procedures that are relevant to their work performance.

Teamwork: An understanding of the importance of teamwork and the ability to work collaboratively to create a positive culture and deliver a quality service.

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

Position Requirements/Qualifications:

Experience working with people with a mental illness or disorder.

Understanding of Infection Prevention and Control Processes within a healthcare facility.

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

Hold a current driver's licence.

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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: Dragana Petreski 0434 606 012 dragana.petreski@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Territory Wide Mental Health Services

Casual Mental Health Consultation Liaison Clinician

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 13317 - 02C60)

Gazetted: 21 July 2023

Closing Date: 18 August 2023

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website: www.canberrahealthservices.act.gov.au

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

Adult Inpatient Mental Health Services (AIMHS) includes Mental Health Consultation Liaison team (MHCL), Adult Mental Health Unit (AMHU) 12B Sub-Acute Mental Health Unit (12B), Mental Health Short Stay Unit (MHSSU), Neurostimulation Therapy Suite (NTS), Extended Care Unit (Gawanggal), Adult Mental Health Rehabilitation Unit (AMHRU)

The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs.

The successful applicant will be required as part of the casual employee pool, to undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers, and other agencies.

All team members are required to undertake professional development and professional supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes. The position is supported by a

cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

This position will be available to participate in a seven-day twenty-four-hour.

ABOUT YOU

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Behavioural Capabilities

Competent negotiation and influencing skills in dealing with complex situations.

Ability to synthesise and analyse complex information and make decisions.

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

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

Position Requirements/Qualifications:

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

Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention.

Minimum of 3 years' experience (ideal 5 years) working professionally in related/relevant organisation/service is preferred.

The successful applicant will need to be available to cover a 24/7 roster including weekends, evening's, public holidays and Night shifts.

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

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

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.

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

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

Note: This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

Contact Officer: Philip Hoyle (02) 51240992 Philip.A.hoyle@act.gov.au

CHS Nursing & Midwifery and Patient Support Services

Nursing Clinical Support

E-Rostering System Support Nurse Manager 3.1

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 16407 - 02C50)

Gazetted: 21 July 2023

Closing Date: 4 August 2023

Details: POSITION OVERVIEW

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The Division of Nursing & Midwifery and Patient Support Services plays a key role in developing a collaborative and strategic approach to Nursing & Midwifery and Patient Support Services for CHS.

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

Canberra Health Services is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure e-Health systems that ensure the right information is available to the right person at the right time, regardless of their location.

The E-Rostering Unit encompass the E-Rostering System Administration and Management Support services, has responsibility for the centralisation of rostering management system support services across Canberra Health Services and within the Division of Nursing & Midwifery and Patient Support Services. The team provides the E-Rostering system administration, technical and rostering management related support and training services to over 6,500 Canberra Health Services staff currently managed by the Unit. The Unit also works closely with Shared Services ICT and the vendor to manage system upgrades and break/fix solutions as well as conducting system testing procedures; and participating with the establishment of interface integration with the ACT Government HRIMS and Payroll system.

ABOUT YOU

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Behavioural Capabilities

It is expected that the successful applicant will be required to have sound organisation skills, attention to detail, ability to learn and maintain organisation specific software packages, build, and maintain professional relationships, problem solve, adaptability and flexibility to accommodate change and provide responsive services to meet client's needs across the Division.

Position Requirements/Qualifications:

Approved tertiary qualifications or equivalent in nursing / relevant to position.

Minimum 3 years of current experience working professionally in nursing clinical /management role is preferred.

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

Current experience using an electronic rostering system is required.

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.

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

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

Contact Officer: Emma Mevius 02 5124 0991 Emma.mevius@act.gov.au

ACT Pathology

Chemical Pathology

Point of Care Scientist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 16939 - 02C89)

Gazetted: 21 July 2023

Closing Date: 7 August 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

ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region.

The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and branch laboratory is located at the Calvary Hospital.

Under the Direction of the Chief Scientist of Chemical Pathology and Senior Scientist of PoCT the successful applicant will be responsible for ensuring day to day activities of the Point of Care Testing sub-section of the Chemical Pathology Laboratory are efficiently run. The successful applicant will be required to undertake duties associated with performance of point of care testing across CHS including liaising with internal and external customers, training of laboratory and non-laboratory staff, coordination of EQAP/IQC, analysis of samples, maintenance of equipment, monitoring of supplies, operating PoCT IT software and participation in quality management activities.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Ability to communicate effectively with a diverse group of stakeholders

Position Requirements/Qualifications:

Mandatory:

A science degree or equivalent relevant qualifications.

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a Diagnostic laboratory service

Desirable:

Experience in the day-day operations of PoCT devices

Experience of the quality requirements of a laboratory

Experience of working with IT systems for the management of Pathology devices/instrumentation

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Provide confirmation of education

Contact Officer: Carmen Oakman (02) 5124 2809 Carmen.Oakman@act.gov.au

Rehabilitation Aged and Community Services

UCH Rehabilitation

UCH Inpatient Allied Health

Health Professional Officer- Social Worker

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 04556-02CB2)

Gazetted: 25 July 2023

Closing Date: 22 August 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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website: www.canberrahealthservices.act.gov.au

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

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

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

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 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.

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

ABOUT YOU

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Behavioural Capabilities

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

Position Requirements/Qualifications:

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

- Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW).
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

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

For more information about how to apply “click here”

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

CHS Clinical Services

Women, Youth and Children

Paediatrics

Assistant in Nursing, Paediatric Outpatients

Assistant in Nursing \$55,927 - \$57,820, Canberra (PN: 62114-02CA1)

Gazetted: 25 July 2023

Closing Date: 8 August 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Are you looking for an exciting and rewarding opportunity to begin your career with Team CHS?

Come work for us in the Centenary Hospital for Women, Youth and Children. It provides family centred, holistic care and advocacy for children and adolescents in the ACT and surrounding regions. You will work in a growing tertiary hospital that cares for children with acute and chronic health needs. Our newly refurbished wards incorporate state of the art clinical features with improved indoor and outdoor facilities for patients and their families to enjoy.

What can we offer you:

- Competitive pay rates
- Excellent working conditions within a tertiary teaching hospital
- Salary Packaging with many options that provide full fringe benefits tax concessions
- We will work with you to support optimal work life balance
- 11.5% Superannuation
- VISA/Sponsorship for eligible candidates
- Discounted gym memberships
- Scholarships for education support

The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence-based quality care and advocacy for all children and adolescents in the ACT and surrounding areas with acute and chronic health needs.

The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

The environment is child friendly and developmentally appropriate, with the opportunities for learning and play seen as fundamental. The environment is also safe, functional, and comfortable, with a bed/recliner for a parent to sleep in each room.

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

ABOUT YOU

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Behavioural Capabilities

Strong communication skills

Ability to establish and maintain good interpersonal relationships

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

Position Requirements/Qualifications:

- Relevant Certificate 11 in Health Services Assistance and working towards undergraduate qualifications (Diploma or Bachelor of Nursing) and have completed a clinical placement is preferred.
- Understand 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.
- 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.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: This is a temporary position available for up to six months

For more information on how to apply "click here"

Contact Officer: Kara Allen 0481 452 285 Kara.Allen@act.gov.au

CHS Finance and Business Intelligence

FBI Operations

Health Service Officer Level 4/5

Health Service Officer Level 4/5 \$57,149 - \$63,169, Canberra (PN: 20516, several - 02BYO)

Gazetted: 26 July 2023

Closing Date: 9 August 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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website: www.canberrahealthservices.act.gov.au

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

The position reports to the Assistant Director of Supply Operations, Canberra Health Services.

This position is rotated between the Supply Operations at the CHS Distribution Centre or Canberra Hospital.

Two Health Service Officer Level 4/5 positions are available with possibility of extension and/or permanency.

Applicants should have Warehouse experience picking, packing, decanting and delivering stock and use of an ERP system. A forklift licence is desirable but not mandatory.

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Behavioural Capabilities

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

Position Requirements/Qualifications:

Mandatory

- Duties of the position include the requirement to drive vehicles, therefore possession of a driver's licence is required.
- Relevant work experience.
- To be advanced to the HSO5 level:
- Must have a current forklift licence
- Must have a minimum of 2 years Supply Operations experience.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- 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: There are several temporary positions available for six months with the possibility of extension and/or permanency.

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

CHS University of Canberra Hospital

UCH Rehabilitation

Senior Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 04571, several - 02CHU)

Gazetted: 26 July 2023

Closing Date: 9 August 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

We have an exciting opportunity for 3 senior Occupational Therapists to join the Brindabella Day and Ambulatory Service (BDARS) at UCH. BDARS is a vibrant and innovative multidisciplinary rehab services providing rehabilitation for adults living in the ACT community out of the purpose built rehab facility which includes ADL kitchen, bathroom and laundry, outdoor therapy spaces and innovative technology. The vacant positions are in the outpatient rehab team, including Motor Neurone Disease (MND) service, and the post covid recovery clinic.

Successful applicants will be supported by the BDARS manager, HP4 coordinators within BDARS, the OT manager at UCH and the OT clinical practice lead.

This recruitment may be used to fill other OT vacancies at UCH over the next 12 months.

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, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: reliable, progressive, respectful and kind.

Rehabilitation and Aged Care Occupational Therapy services are offered in community, inpatient and outpatient settings including The Canberra Hospital and University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

Brindabella Day and Ambulatory Rehabilitation Services provides Allied Health led interprofessional rehabilitation and health promotion through a number of ambulatory and community-based services based out of the University of Canberra Hospital, including Brindabella Day and Ambulatory Rehabilitation service, Motor Neuron Disease service, Rehabilitation at Home, Post Covid Recovery Clinic, SPICE Dementia Rehabilitation and the Falls and Falls injury prevention service.

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

The Senior Occupational Therapist is an important leadership role within Brindabella Day and Ambulatory Rehabilitation Services, RACS Inpatient and/ or Community Care Program providing safe and high quality Occupational therapy assessment and intervention and working collaboratively to deliver interprofessional rehabilitation to facilitate positive patient outcomes.

Senior Occupational Therapists are responsible for providing professional supervision and support to other Occupational Therapists, Allied Health Assistants and students within Brindabella rehabilitation services and/ or Community Care Program.

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

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of initiative.

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

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

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

Position Requirements/Qualifications:

Mandatory

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

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

Current Drivers 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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: There are several temporary positions available for 11 months with the possibility of extension and/or permanency.

Contact Officer: Megan Sullivan (02) 5124 0079 Megan.Sullivan@act.gov.au

Nursing & Midwifery and Patient Support Services

E-Rostering Unit

E-Rostering Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 00295 - 02C6Q)

Gazetted: 26 July 2023

Closing Date: 31 July 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Canberra Health Services (CHS) is undergoing massive growth, and we want you to be a part of our team!

City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

What can we offer you:

- Competitive pay rates

- Excellent working conditions within a tertiary teaching hospital

- Salary Packaging with many options that provide full fringe benefits tax concessions

- We will work with you to support optimal work life balance

- 11.5% Superannuation

- VISA/Sponsorship for eligible candidates

- Discounted gym memberships

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

POSITION OVERVIEW

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

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

Canberra Health Services is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure e-Health systems that ensure the right information is available to the right person at the right time, regardless of their location.

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The E-Rostering System Administration Management Support Unit has responsibility for the centralisation of rostering support services across Canberra Health Services and within the Division of Nursing & Midwifery and Patient Support Services. The team provides system administration technical and rostering management related support and training services to over 5,500 Canberra Health Services staff currently managed by the Unit. The Unit

also works closely with Shared Services ICT and the vendor to manage system upgrades and break/fix solutions as well as conducting system testing and training and help desk support.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

Behavioural Capabilities

The successful applicant will be required to have sound organisation skills, attention to detail, ability to learn and maintain organisation specific software packages, build, and maintain professional relationships, problem solve, and contribute to change management across the Division.

Position Requirements / Qualifications

Mandatory

Working knowledge and experience with the use of Microsoft word, Excel spreadsheets and ability to use Excel formula to calculate and generate reports at intermediate level.

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

Desirable

Previous experience using an electronic rostering system is preferable.

An understanding of best practice rostering processes would be an advantage.

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

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

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

Undergo a pre-employment National Police Check.

For more information on this position and how to apply "[click here](#)"

Contact Officer: Victoria Schmahl (02) 5124 0992 Victoria.Schmahl@act.gov.au

Mental Health, Justice Health and Alcohol & Drug Services

Child and Adolescent Mental Health Services - Childhood Early Intervention Program

Childhood Early Intervention Clinician – Health Professional

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 60547, several-02C0G)

Gazetted: 21 July 2023

Closing Date: 4 August 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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website: www.canberrahealthservices.act.gov.au

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

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

CEIP deliver both group and individual based intervention and support to children and families within ACT primary schools as well as mental health in-reach and secondary consultation to the Child and Family Centres.

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

ABOUT YOU

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Behavioural Capabilities

Ability to work within a team as a collaborative team member alongside other stakeholders and as needed be flexible and adaptable to a changing environment.

Commitment to achieving positive outcomes for children and young people, their families and/or carers.

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

Position Requirements/Qualifications:

- Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of three years' experience working professionally in the respective field.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
 - Occupational Therapists must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.
 - Psychologists must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).
 - Social workers must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under *the ACT Working with Vulnerable People Act 2011*

Desirable

- Experience working therapeutically with children, young people or families with a mental health context.
- Experience delivering group programs.
- A thorough understanding of child development.
- Availability for occasional out of hours work, with access to time off in lieu.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Note: There are two permanent positions available, one full time permanent and one part time permanent at 22.03 hours per week.

An Order of Merit may be used to fill similar future vacancies within a 12-month period. Appointment to the position may be based on written application and referee reports only.

For more information about this position and how to apply "[click here](#)"

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

Employment Type – Full Time, Permanent

Classification – MI 4

Title - Medical Imaging Level 4 - Sonographer

Location – North Canberra Hospital Bruce, ACT

Salary - \$126,419 - \$136,080 (Plus Super) pro rata

Section – Medical Imaging

Closing Date – 8th August 2023

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About the Hospital

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The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:

The North Canberra Hospital is a 256 bed hospital that offers both acute and subacute services. Our model of care sees multidisciplinary teams working collaboratively to provide a high quality of patient care.

The Medical Imaging department supports the hospital in the provision of an extensive range of medical, surgical, maternity and 24 hour emergency services. The department also offers a service to the general public through private referrals from GP and specialist clinics. The Ultrasound department runs a 24 hour service with weekend and public holiday shifts and on call service outside core hours (penalty rates apply). Multiple permanent positions are available.

Under limited direction of the Deputy Director Medical imaging you will:

- Perform high quality diagnostic ultrasound examinations, based on industry guidelines and informed by evidence based practice within the Ultrasound Department at the North Canberra Hospital.
- Be familiar with and adhere to the ASAR Code of Conduct for Sonographers.
- Maintain a high standard of clinical practice and professional leadership by participating in ongoing professional and organisational education and training, quality assurance, and research.
- Plan and provide comprehensive education frameworks for training and mentoring existing and new staff including student Sonographers and other visiting health professional or medical students. Attend and participate in departmental seminars and maintain ongoing professional development.
- Perform research/quality improvement and change management projects that have a positive impact on patient outcomes, including maintaining clinical standards, policies, and protocols for ultrasound.
- Report equipment failures, maintain records of service history, and maintain appropriate records of procedures.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require

These are the key selection criteria for how you will be assessed in conjunction with your CV and experience

- Relevant tertiary qualifications and registration with the Australian Sonographer Accreditation Registry (ASAR).
- 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.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

How to apply

Applicants are expected to respond in writing and include the following:

- A one page cover letter outlining why you believe you are suitable for this role (a response to selection criteria is NOT required and will not be considered as part of your application)
- Current CV that includes contact details for at least 2 professional referees

What can we offer you:

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If you would like further information regarding this opportunity, please contact Rebecca Manning at rebecca.manning@calvary-act.com.au

Employment Type – Fixed Term, Part Time

Classification – RN3.1

Title – Infection Control Staff Health Coordinator

Salary – \$115,743 - \$120,506 (Plus Super) pro rata

Location – North Canberra Hospital Bruce, ACT

Section – Staff Health

Closing Date – 7th August 2023

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About the Role:

This is an exciting opportunity to join the friendly Infection Prevention, Control and Staff Health (IPCSH) team of North Canberra Hospital (NCH). The IPCSH Department provides Infection Control and Staff Health clinical advice and support to patients, staff including other relevant internal and external partnerships of NCH. The NCH IPCSH Co-ordinator is responsible for the operational management of the staff health unit and provides clinical support for the Infection Prevention and Control unit.

Under limited direction of the Infection Prevention, Control & Staff Health Manager you will:

- Provides operational and professional leadership and management in relation to infection prevention and control to ensure high standards of infection prevention and control practice that result in positive patient outcomes and a safe environment for staff, patients and visitors.
- Co-ordinate a Staff Health (vaccination & screening) and an Occupational Exposure Management Program in line with Occupational Exposure Management & Staff Assessment, Screening and Vaccination Policies.
- Ensures the Staff Health Service delivers a staff health service in line with the NSQHS Standard 3 requirements, demonstrating a high level of compliance and continuous quality improvement.
- Provides operational support and direction for quality improvement in Infection Prevention, Control and Staff Health.
- Provide information and advice to senior management on operational issues related to, or impacted by Infection Prevention, Control and Staff Health when required.
- Review, develop and evaluate Infection Prevention & Control and Staff Health policies and procedures against best available evidence or research to achieve clinically and strategically focused outcomes.
- Identify Staff Health risks and monitor and/or manage critical or adverse events in accordance with relevant legislation, standards, policies or guidelines.
- Ensures that nursing practice adheres to, and is guided by nursing standards of care, legislation, best practice and evidence based practice, including national and international infection control guidelines, relevant Australian Standards and legislative requirements.
- Builds and supports partnerships with key areas, multi-disciplinary teams and, establishes and maintains broad networks across NCH, related to infection prevention and control and to ensure a patient care focused service delivery and service development strategies.

What you require

These are the key selection criteria for how you will be assessed in conjunction with your CV and experience

- Knowledge and understanding of:
 - Infection Prevention and Control
 - Outbreak Investigation and Management
 - Vaccine preventable diseases
 - Infectious agent health screening and immunisation of healthcare workers
 - Management of occupational exposure incidents in health care settings
 - Management and co-ordination of the Respiratory Protection Program
- Demonstrated ability to provide effective management of human, financial and material resources, nursing practice review and policy review.
- Demonstrated ability to develop and mentor staff within a complex health care environment through ongoing education of self and other staff.
- Proven advanced clinical leadership skills including liaison, oral communication and negotiation skills of a high order in particular, the ability to develop and maintain rapport with internal and external stakeholders.
- Demonstrated conceptual, research, analytical and innovative problem solving skills which include data management and analysis, evaluation and reporting service outcomes.
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

How to apply

Applicants are expected to respond in writing and include the following:

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- Current CV that includes contact details for at least 2 professional referees

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If you would like further information regarding this opportunity, please contact Katherine Faupula at Katharine.Faupula@calvary-act.com.au

Employment Type – Full Time, Permanent

Classification – MI 4

Title - Medical Imaging Level 4 - Cardiac Sonographer

Location – North Canberra Hospital Bruce, ACT

Salary - \$126,419 - \$136,080 (Plus Super) pro rata

Section – Medical Imaging

Closing Date – 8th August 2023

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About the Role:

The Cardiology Department at NCH currently encompasses:

- A 6 bed acute inpatient service, with non-acute cardiology patients catered for on general medical wards.
- An echocardiography service, catering for both inpatients and outpatients – including transthoracic, transoesophageal and dobutamine stress echocardiography. Shifts for these services vary from 7am to 5pm. Cardiac sonographers have direct communication with the cardiology advanced trainee, cardiologists, ward doctors and nurses and have a direct line of reporting to the Deputy Director of Medical Imaging (Ultrasound) and the Director of Medical Imaging.

- | | |
|----------------------------------|------------------------------------|
| • Chest pain clinic | • Outpatient cardiology clinic |
| • Cardiac Rehabilitation Service | • Outpatient cardioversion Service |

Under limited direction of the Deputy Director Medical imaging you will:

- Perform high quality diagnostic cardiac ultrasound examinations, based on industry guidelines and informed by evidence based practice within the Echocardiography Department at the North Canberra Hospital.
- Independently complete comprehensive echocardiographic reports by considering all clinical measurements and current ASE guidelines and aligning diagnostic findings with the clinical context of the patient.
- Maintain a high standard of clinical practice and professional leadership by participating in ongoing professional and organisational education and training, quality assurance, and research.
- Plan and provide comprehensive education frameworks for training and mentoring existing and new staff including student Sonographers, Cardiology Advanced Trainees and other visiting health professional or medical students. Attend and participate in departmental seminars and maintain ongoing professional development.
- Perform research/quality improvement and change management projects that have a positive impact on patient outcomes, including maintaining clinical standards, policies, and protocols for echocardiography.
- Support the day-to-day operation and organisation of the echocardiography services of the Cardiology Department, ensuring patient-centred care, efficient service delivery, and equipment acquisition and maintenance.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require

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- Relevant tertiary qualifications and registration with the Australian Sonographer Accreditation Registry (ASAR).
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If you would like further information regarding this opportunity, please contact Rebecca Manning at rebecca.manning@calvary-act.com.au

Employment Type – Various Positions Available

Classification – Registered Nurse, Physiotherapist or Occupational Therapist

Title - SNAP (Sub and Non- Acute Patient) - Assessor

Location – North Canberra Hospital Bruce, ACT

Section – SNAP Health Information Team

Closing Date – 8th August 2023

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About the Role:

The SNAP (Sub & Non-Acute Patient) Team is looking for a dynamic Registered Nurse, Physiotherapist or Occupational Therapist with broad clinical experience. The SNAP (Care Type Change) Team is responsible for

accurately assigning and reporting the care type that best reflects the primary clinical purpose or treatment goal of care provided to a patient during their admission to hospital.

There are 2 permanent positions (fulltime or part-time) which offer a unique opportunity to join a team that provides critical advice and support in capturing assessments and documentation of the care type change as well as education of stakeholders.

Under limited direction of the Snap Team manager you will:

- Conduct standardised assessments in correspondence to AN-SNAP (Australian National-Sub and Non Acute Patient) guidelines and North Canberra Hospital expectations
- Collaborate with members of the MDT (Multi-Disciplinary Team) involved with a patient's care,
- Active participation in case conference, rapid rounds and MDT meetings.
- Provide education and training in relation to care type changes and clinical documentation improvement
- Document and clearly communicate with stakeholders and other health professionals involved with a patient's care during admission about episodes of care and assessments undertaken.
- Maintain a current knowledge in standardised assessments, care type guidelines, policy and procedures, as well as clinical reasoning associated with initiating and assigning care type changes.
- Ensure AN-SNAP deadlines are met with appropriate levels of data quality
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require

These are the key selection criteria for how you will be assessed in conjunction with your CV and experience

- Proven ability to conduct standardised clinical assessment(s) and evaluation of patients including understanding of the care pathway for the patient hospital journey, and an understanding of the different phases of clinical management.
- Demonstrated experience using electronic hospital applications used across the health industry (e.g. EPIC Digital Health Record).
- Formulate and maintain policies, procedures and KPI's (key performance indicators) that are specific to the SNAP team and assist with those relevant for the service.
- Demonstrated ability to work independently and as part of a team to achieve organisational goals.
- Well-developed liaison and communication skills and the ability to communicate and negotiate complex and sensitive clinical issues to key stakeholders and subject experts.
- A sound understanding of the values and philosophical direction of CHS, with the ability to apply it practically in the delivery of health care services.
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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If you would like further information regarding this opportunity, please contact Jodee Njeru at Jodee.Njeru@calvary-act.com.au

Employment Type – Permanent, Full Time

Classification – Senior Officer Grade A

Title– Senior Manager Strategic Projects

Salary – \$157,201 (Plus Super)

Location – North Canberra Hospital Bruce, ACT

Section – Medical Services

Closing Date – 8 August 2023

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About the Role:

The primary purpose of this role is to support and deliver key projects to a dynamic and complex acute health environment; bringing business/operational management, and program/project management skills to affect organisational change; directly contributing to strategic service development and organisational business outcomes. This role works with key stakeholders to investigate and document existing processes and issues and to provide recommendations and implementation assistance on the delivery of strategic support/advice on process and business improvements and efficiencies. The role primarily delivers organisation-wide change to affect operational and strategic outcomes and assist in facilitating the solutions.

The role requires an experienced operational manager with strategic leadership qualities that can be effectively applied in a complex financial and corporate services environment. The Manager will have sound management experience, relationship management, communication, change management and project management skills. The

Manager will ensure delivery of a high quality service in management of the projects, as well as provide specialist advice and management on the deliverables.

Under limited direction of the General Manager/Executive Director Medical Services you will:

- Lead or support the development and implementation of critical projects and activities for CPHB in line with key organisational strategic and operational priorities, and devise solutions to complex policy or operational problems where guidelines or systems are lacking.
- Work with project sponsors, governance bodies, and internal and external stakeholders to support the development of strategic projects and associated project deliverables.
- Identify opportunities for business improvement, develop implementation plans and undertake post-implementation reviews.
- Engage with a wide range of stakeholders to understand the business unit processes, requirements, challenges and objectives.
- Ensure compliance with relevant legislation, policy and professional standards.
- Prepare correspondence including briefs and submissions.
- Support key policy development or review.

Facilitate organisational change management supporting transition.

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

Position Requirements:

These are the key selection criteria for how you will be assessed in conjunction with your CV and experience

- Demonstrated commitment to and understanding of contemporary public sector governance and an ability to advise, facilitate and deliver good governance outcomes.
- Strong relationship management expertise and experience within a political environment.
- Enthusiasm and dedication to skill development and building a positive work environment.
- Highly developed knowledge and experience in governance, change management and service improvement.
- Demonstrated experience in the application of corporate governance and compliance issues.
- Strong capacity for strategic thinking along with highly developed analytical and conceptual skills with the ability to innovatively solve complex problems.
- Proven capability to shape strategic thinking from a comprehensive knowledge of current and future trends in health information management as well as an understanding of new ICT technologies and data governance which lead to business performance improvement.
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

How to apply

Applicants are expected to respond in writing and include the following:

- A maximum two page response to the position requirements listed above
- Current CV that includes contact details for at least 2 professional referees

What can we offer you:

- City living without the traffic.
- Competitive pay rates and excellent working conditions within a tertiary hospital
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions

- 11.5% Superannuation
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval)

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If you would like further information regarding this opportunity, please contact Dr Elaine Pretorius- General Manager at Elaine.Pretorius@calvary-act.com.au

Employment Type – Various Positions Available

Classification – RN2

Title - Registered Nurse Level 2 - Zita Mary Clinic

Salary – \$100,957 - \$107,000 (Plus Super) pro rata

Location – North Canberra Hospital Bruce, ACT

Section – Zita Mary Clinic

Closing Date – 8th August 2023

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About the Hospital

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About the Role:

The Zita Mary Clinic is a specialised day infusion clinic. The ZMC offers a friendly, patient centred and supportive work environment, an atmosphere which is promoted by the ZMC level two nurse. The role of the ZMC level 2 is to provide support, leadership and expertise in the delivery of a variety of treatments offered as Day Therapies in specialities such as Neurology, Rheumatology and Gastroenterology.

Under limited direction of the Clinical Nurse Consultant Zita Mary Clinic you will:

- Provide leadership and excellence in the delivery of patient centred care to patients utilising the nursing process which reflects the Calvary Values
- Provide and coordinate infusion activities to ensure compassionate and patient centred care
- Promote collaboration between the multi-disciplinary team, families and other members of the care delivery team
- Work in collaboration with other team members and operationally report to the Clinical Nurse Consultant
- Assist with the identification of educational needs and liaise with the medical stream education team

- Undertake audits, participate in quality improvement and policy and procedure development
- Comply with and contribute to operational reporting requirements including data entry where required
- Develop and be accountable for the completion of a performance development plan with the CNC
- The ability to think critically and utilise problem solving and negotiation skills
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require

These are the key selection criteria for how you will be assessed in conjunction with your CV and experience

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

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

How to apply

Applicants are expected to respond in writing and include the following:

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- Current CV that includes contact details for at least 2 professional referees

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If you would like further information regarding this opportunity, please contact James Fursdon at James.Fursdon@calvary-act.com.au

Employment Type – Permanent, Part Time

Classification – CMO 2

Title – HiTH - Career Medical Officer 2

Salary – \$176,425 - \$209,516 (Plus Super) Pro Rata

Location – North Canberra Hospital Bruce, ACT

Section – HiTH

Closing Date – 21st August 2023

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About the Role:

The Hospital in the Home (HiTH) service provides hospital-level care to patients who are living at home, even though they are officially inpatients of the hospital. The service can currently be divided into two categories for whom the CMO will be responsible;

1. Inpatients being treated at home.
2. Day-only patients who require regular infusions.

Under limited direction of the Clinical Director you will:

- Maintain effective communication with patients and the relatives, hospital staff, medical colleagues including general practitioners.
- Ensure effective handover of patients requiring on-going care and monitoring at the end of each shift.
- Participate in meetings and education sessions as scheduled.
- Maintain close liaison with consultants regarding patient conditions.
- Ensure effective handover of patients requiring on-going care and monitoring at the end of each shift.
- Maintain medical records in accordance with hospital policy and procedures, including the accurate and timely production of discharge summaries. Ensure completion of discharge summaries by departmental registrars and junior medical officers.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require

These are the key selection criteria for how you will be assessed in conjunction with your CV and experience

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Previous experience as a medical registrar (or equivalent)
- The successful applicant will need Ability to work a 24/7 shift work roster which will include some nights, public holidays and weekends.
- 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.

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

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If you would like further information regarding this opportunity, please contact Kim McNeilly at Kim.McNeilly@calvary-act.com.au

Employment Type – Permanent, Full Time
Classification – HSO 6
Title – Gardener
Salary – \$63,169 - \$65,888 (Plus Super)
Location – North Canberra Hospital Bruce, ACT
Section – Facility Services
Closing Date – 7th August 2023

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About the Role:

The Gardener role reports to the Domestic Services Manager and will undertake activities to support the maintenance of the hospital grounds and gardens, and repairs and maintenance to all associated equipment (powered or hand tools), for North Canberra Hospital and other facilities managed by NCH across the ACT. The asset portfolio is a diverse and complex range of systems and essential infrastructure that support the critical nature of a Health service delivery model.

Under limited direction of the Domestic Services Manager you will:

- Show a sound understanding of grounds maintenance and gardening practices and principles
- Ensure that court yards are kept neat, tidy and weed free
- Show experience in the use and maintenance of all equipment, both powered and hand held, so that it can be operated in a safe and acceptable manner
- Review and provide feedback to the Domestic Services Manager on processes and procedures to determine if more effective processes are achievable without adverse effect to operations
- Implement and sustain effective maintenance plans/programs and oral communication and liaison skills of a high order
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require

These are the key selection criteria for how you will be assessed in conjunction with your CV and experience

- Demonstrated ability to work as an individual or as part of a Team
- Demonstrated ability to prioritise assigned and planned works to achieve a favourable outcome to all stakeholders
- Willingness to help out the Department in demanding times with minor "hands on" maintenance tasks and sanitary duties
- Sound knowledge in the maintenance and servicing of equipment, both powered and hand held
- Licence to handle Hazardous Chemicals
- Oral Communication and liaison skills of a high order
- Current ACT Drivers licence and
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

How to apply

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- Current CV that includes contact details for at least 2 professional referees

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If you would like further information regarding this opportunity, please contact Darrin Brown at Darrin.Brown@calvary-act.com.au

Employment Type – Various Positions Available

Classification – RN1

Title - Registered Nurse 1- Emergency

Salary – \$72,698 - \$97,112 (Plus Super) pro rata

Location – North Canberra Hospital Bruce, ACT

Section – Emergency Department

Closing Date – 8th August 2023

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About the Role:

The Registered Nurse is responsible for assessing, planning, implementing and evaluating patient care. The RN will be required to collaborate with the multidisciplinary team and provide support, guidance and education to patients and their families.

Under limited direction of the ED Clinical Manager you will:

- Provide direct patient care within an ethical and professional framework.
- Practice in accordance with the relevant legislation.
- Practice in a way that acknowledges the dignity, culture, values, beliefs and rights of individuals and/or groups.
- Advocate for individuals and/or groups and their rights for nursing care within the organisational and management structure.
- Understand and practice within your own scope of practice.
- Integrate nursing and health care knowledge, skills and attitudes to provide safe and effective nursing care.
- Integrates organisational policy and guidelines with professional standards.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.
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What you require

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- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- A minimum of 1 year post graduate experience
- Hold a Post Graduate qualification in Emergency Nursing or equivalent or be working towards one. Alternatively commit to completing the internal Emergency Nursing Transition program within 12 months of commencing the role.
- The successful applicant will need to work a rotating roster including evenings, nights and weekends.
- Demonstrated ability to deliver quality nursing care in accordance with the ANMC National Competency Standards for a Registered Nurse
- 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.

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If you would like further information regarding this opportunity, please contact Raymond Hunt at Raymond.Hunt@calvary-act.com.au

Employment Type – Permanent, Part Time
Classification – Staff Specialist – Band 1
Title – Cardiology Specialist/ Senior Specialist
Salary – \$188,151 - \$254,198 (Plus Super) Pro Rata
Location – North Canberra Hospital Bruce, ACT
Section – Cardiology
Closing Date – 21st August 2023

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About the Role:

The Staff Specialist is responsible for providing clinical care and leadership within the Cardiology Department of North Canberra Hospital and will be guided by current evidence based medical practice, to deliver quality and safe patient centred care. The Cardiology Department is considered within a matrix management model with accountability through both the clinical streams model and the professional accountability reporting lines.

Under limited direction of the Director of Cardiology you will:

- Demonstrate relevant clinical experience in adult cardiology with appropriate skills in non-invasive investigation.
- Maintain a high standard of communication with patients, families, all health professionals and the community.
- Demonstrate an interest in service development.
- Participate in on call roster.

- Work within a team structure and participate in a week on call roster system, with daily review of newly admitted patients.
- Supervise junior medical staff around significant patient care issues, such as accurate diagnosis, selection of treatment options, discharge planning, patient and family discussion and education.
- Will be required to participate in general outpatient clinic duties.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require

- These are the key selection criteria for how you will be assessed in conjunction with your CV and experience
- Demonstrate relevant clinical experience in adult cardiology with appropriate skills in non-invasive investigation.
- Interest in interventional and cardiac imaging is an advantage.
- Demonstrate an interest in service development.
- Demonstrated skills in clinical supervision and teaching, primarily to the Advanced Trainee in cardiology.
- Work within a team structure and participate in a week on call roster system, with daily review of newly admitted patients.
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

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How to apply

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If you would like further information regarding this opportunity, please contact Kim McNeilly at Kim.McNeilly@calvary-act.com.au

Employment Type – Permanent, Full Time
Classification – Senior Officer Grade A
Title– Senior Director People & Culture
Salary – \$157,201 (Plus Super)
Location – North Canberra Hospital Bruce, ACT
Section – People & Culture
Closing Date – 8 August 2023

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About the Role:

Do you consider yourself to be a well-rounded HR leader? Are you ready to take on your next challenge and lead the People and Culture teams of the North Canberra Hospital? Then read on!

Under limited direction of the Executive Branch Manager People & Culture, the Senior Director People & Culture will provide management and leadership of the HR and WHS operations supporting all clients within North Canberra Hospital.

Leading a multi-disciplined HR team, the Senior Director People and Culture is responsible for leading the day to day operations for the People and Culture teams within the People and Culture branch. The branch has five key areas of responsibility; HR Business Partners, Recruitment, Payroll Services, WHS and Injury Management and Learning and Development. Each team is responsible for providing their relevant subject matter expertise to support all members of the leadership team of the North Canberra Hospital.

The Senior Director will provide oversight of each area, guiding and supporting teams to deliver a proactive, trusted and collaborative approach in the HR and WHS services provided to the hospital.

You will be an effective communicator, demonstrating a genuine commitment to being a well rounded leader of people with solid HR and WHS experience.

Under limited direction of the Executive Branch Manager People & Culture you will:

- Collaborate with the Executive Branch Manager People and Culture and the wider HR team to define the People and Culture service delivery model.
- Provide effective leadership to the team ensuring a results driven approach is fostered and adopted as well as the ability to lead any HR function within the branch.
- In collaboration with relevant stakeholders, drive key People and Culture initiatives.
- Collaborate with the teams within the branch to anticipate, review and address capability and skills gaps, workplace behaviours, performance matters and WHS issues and coach leaders to identify and address proactively.

- Provide complex HR and WHS advice on a full range of People and Culture related matters including (but not limited to) HR policy and process, recruitment and retention, workplace behaviours, employee relations, reward and recognition, learning and development, industrial relations, workplace health and safety, early intervention and managing ill and injured workers.
- Manage and drive best practice approaches in the application of HR and Work Health and Safety and where appropriate / necessary, work collaboratively with ACT Government stakeholders, Canberra Health Services and Health Directorate stakeholders as well as external stakeholders to continuously improve the Directorate's application in a collegiate manner.
- Undertake analysis and develop options, plans, strategies and programs to address organisational employee relations challenges including productivity, efficiency, absenteeism, leave management, workforce capability, recruitment and retention, workforce education and mandatory training measures, safety management systems and early intervention programs.
- Where available, use HR data and evidence to inform strategies and provide Directorate stakeholders with workforce insights to inform future growth and planning.
- Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety system.

Position Requirements:

These are the key selection criteria for how you will be assessed in conjunction with your CV and experience

- Solid and recent experience in leading generalist contemporary HR practices, employee relations, payroll services and WHS / injury management matters and the ability to lead and manage an operational HR team in achieving key branch and organisational objectives.
- Ability to review, interpret and provide sound advice on complex legislation, policy and enterprise agreement issues relevant to people related matters.
- Proven high level written communication skills including the ability to prepare executive briefs, reports and other documents of a complex nature.
- Effective interpersonal, teamwork and leadership skills including the ability to consult and negotiate on sensitive/complex human resource and WHS matters.
- Previous experience working in a government / public service context would be highly regarded.
- Relevant tertiary qualifications would be highly desirable as well as any relevant professional memberships relevant to the role.

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How to apply:

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If you would like further information regarding this opportunity, please contact Katie Dunn- Executive Branch Manager People & Culture at katie.dunn@calvary-act.com.au

Canberra Institute of Technology

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>
Applications can be sent via email to: jobs@act.gov.au**

Education and Training Services

CIT Education Services

Teacher Capability

CIT Vocational Education Leader

Teacher Level 2 \$114,979, Canberra (PN: 34788, several)

Gazetted: 26 July 2023

Closing Date: 9 August 2023

Details: CIT Teacher Capability have two senior teacher roles available.

As a vocational education leader, you have the power to directly impact the future of CIT's teaching workforce and help prepare CIT for the new Woden Cloud Campus!

This dynamic, curious and client-focussed team values the ability to be flexible and collaborative. The right candidate will be creative, digitally confident, and keen to learn and embed contemporary teaching approaches into their practice.

Key responsibilities for the positions include:

Designing, delivering, and assessing Training and Education TAE qualifications using a learner-centred and evidence-based approaches.

Achieving team outcomes through delivering quality professional learning and sharing expertise.

Providing vocational leadership in a range of ways including mentoring and coaching and representing Teacher Capability through networking with internal and external stakeholders.

The team's portfolio has recently expanded to include delivery to a Fee Free TAFE cohort and an expanded suite of Professional Learning offerings.

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 disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: Applicants must hold a full Training and Assessment Certificate IV qualification (such as TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Notes: This is a temporary position available from 14 August 2023 for 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

How to Apply: Please provide a written response (maximum of two pages) to the selection criteria outlining your skills and experience. Please include a curriculum vitae identifying two referees who can speak to your suitability for the role, one of which should be your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Ryan (02) 6207 3223 Angela.Ryan@cit.edu.au

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

CIT Corporate Services

Audit, Risk and Corporate Governance

Director, Audit, Risk and Corporate Governance

Senior Officer Grade A \$157,201, Canberra (PN: 62365)

Gazetted: 25 July 2023

Closing Date: 8 August 2023

Details: Does playing a pivotal role in unlocking the future of VET Education in Canberra excite you?

Canberra Institute of Technology (CIT) are seeking a motivated Director – Audit, Risk and Corporate Governance to drive a culture of best practice governance and compliance.

What do we want?

The Director – Audit, Risk and Corporate Governance is responsible for leading the development, implementation and review of CIT's fraud and corruption prevention framework, strategic policies and plans whilst building capacity and engagement with risk related frameworks at CIT. We are seeking someone who can understand our customers and deliver best practice corporate advice, services and support in a fast paced and evolving environment.

What will you do?

Reporting to the Executive Branch Manager, Audit, Risk and Corporate Governance, the Director Audit, Risk and Corporate Governance will provide subject matter expertise in the delivery of the CIT's new fraud and corruption prevention framework, protective security policy, business continuity planning and related procedures. Driving a strong culture of governance and compliance, the successful applicant will lead the development, review and implementation of strategic policy and plans.

Key responsibilities of this position include undertaking activities to support the Agency Security Advisor and Agency Security Executive, driving the implementation of the CIT's new fraud and corruption prevention framework, and providing sound advice to Executive management on a range of risk related functions.

What do I need?

To be successful in this position you will need to have proven experience in fraud and corruption control, risk management, and corporate governance at a senior management level. Your knowledge of Government related compliance will be demonstrated in the innovative solutions you have implemented in your previous positions. You will easily be able to assess the current state by identifying opportunities to leverage and areas to improve and can pivot your approach based on feedback from within the system. You will have the ability to communicate often complex information to a wide audience of people and ensure that CIT is compliant. This position requires a leader with a strong, considered, and engaging people focus to successfully deliver best practice risk and corporate governance outcomes across the institute.

How to apply: Please provide a two-page pitch, outlining your suitability for role and claims against the Selection Criteria, along with a current curriculum vitae and contact details.

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

Contact Officer: DanielJ Riley 02 6207 3153 DanielJ.Riley@cit.edu.au

BCEO - Board and CEO

BCEO - Board and CEO

CEO - Chief Executives Office

Director Strategy, Performance and Change

Senior Officer Grade A \$157,201, Canberra (PN: 37350)

Gazetted: 24 July 2023

Closing Date: 7 August 2023

Details: Are you an experienced leader with a passion for driving innovative change, leading people, strategic planning and building organisational capability?

Does playing a pivotal role in unlocking the future of vocational education and training in Canberra excite you?

Or are you a little curious?

The Canberra Institute of Technology (CIT) is seeking an experienced leader to join our team in the newly created position of Director Strategy, Performance and Change.

Reporting directly to the CEO, the Director Strategy, Performance and Change is a senior leader at CIT and will play a pivotal role in supporting the CEO and Executive Leadership Team to shape CIT's future direction. This position leads and participates in key strategic projects designed to enhance the efficiency, effectiveness, sustainability,

and future positioning of CIT, whilst ensuring that the Institute's growth is closely aligned with the demands for knowledge and skills in our region.

The role provides expert advice and leadership in achieving the priorities of the *Strategic Compass - CIT Futures 2025*, supporting the development of strategic and business plans, leading and supporting continuous review, monitoring and reporting against the Institute's strategic and operational plans, driving achievement of performance targets and organisational change to support delivery of strategic priorities and outcomes determined by the CIT Board.

A key function of this position will be leading and contributing to strategic planning and the design and implementation of initiatives to support CIT's investment in organisational capability uplift, our renewed focus on our teachers, students, and future-oriented skills. The Director Strategy, Performance and Change will be a key player in many exciting projects including Campus Renewal, the Woden Project, Cloud Campus, and Digitalisation. The successful applicant will possess exceptional research, and analytical skills with the ability to disseminate information from a range of sources and report on insights at both Institute and Divisional level. Excellent stakeholder engagement and the ability to work cross-functionally with executives and senior leaders are key capabilities in this position as is the ability to develop frameworks and models to enable organisational improvement capability including data analytics, business process improvement, innovation, and commercialisation.

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:

Tertiary qualifications and experience in business management, or a related field. A postgraduate qualification is desirable.

A broad understanding of the administrative, regulatory and policy issues associated with the vocational education sector will be of advantage.

Demonstrated capacity to be responsive, manage a diverse workload with competing priorities and contribute to and support various activities across the Institute.

Commitment to a positive work culture by modelling the CIT's Cultural Traits (Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable, and Inspirational) and the ACT Public Sector Employee Values (Respect, Integrity, Collaboration, and Innovation).

How to apply: Please provide a two-page pitch, outlining your suitability for the role and claims against the Selection Criteria, along with a current curriculum vitae and contact details for two referees.

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

Contact Officer: Jo Pardoe (02) 6205 3309 Jo.Pardoe@cit.edu.au

CORS

D&D

Senior Manager - Data Governance and Privacy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 62368)

Gazetted: 24 July 2023

Closing Date: 7 August 2023

Details:

Is Cyber-Security and data Governance your thing?

Are you interested in making an impact on shaping the future workforce of Canberra?

Are you ready to step into an exciting, newly created role?

The Canberra Institute of Technology (CIT) is seeking a skilled professional for the role of Senior Manager, Data Governance and Privacy within our Data and Digitalisation Branch.

WHAT DO WE WANT?

CIT is seeking a knowledgeable individual with a deep understanding of data governance, privacy, cybersecurity, and system security to lead our Data Governance and Privacy division. Reporting to the Director - Data, Systems, and Operations, the chosen candidate will play a crucial role in developing and managing a robust data governance and policy framework that ensures data integrity, accessibility, and privacy across all data domains.

WHAT WILL YOU DO?

As the Senior Manager, Data Governance and Privacy, you will be pivotal in shaping the digital future of CIT. Your primary responsibility will be to develop and implement a comprehensive CIT data governance framework that

aligns with ACT Government's regulatory requirements. You'll be called upon to provide expert advice on data governance, privacy, cybersecurity, and system security, becoming an invaluable resource to the institution. Managing a small team, you'll oversee and coordinate data privacy audits and assessments, as well as the implementation of any recommendations resulting from these assessments. With an analytical eye, you will regularly evaluate the effectiveness of data governance and privacy policies, recommending improvements when necessary.

Your role will involve developing and maintaining transparency and accountability in data handling through effective data processing activities. To protect CIT's digital landscape, you'll formulate risk mitigation strategies related to data governance and privacy.

WHAT DO I NEED?

We are seeking a candidate with a deep understanding and significant experience in data governance frameworks, principles, and practices, particularly with a focus on privacy. Your ability to provide high-quality data analysis and advice, even when working to short timeframes, will be invaluable in this role. You'll need a firm grasp of regulatory legislative frameworks, with the ability to interpret, apply, and operationalise policy efficiently. Demonstrated ability in managing complex tasks that encompass significant parts of an organisation's operations is a must.

In addition to these technical skills, you'll need to demonstrate high-level communication skills, along with coordination, negotiation, liaison, and representational skills. You should also have a strong ability to establish and maintain effective and diverse business relationships, including with senior stakeholders, through collaboration, engagement, responsiveness, and influence.

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

Eligibility/ Other Requirements

HIGHLY DESIRABLE

Relevant experience in data governance and privacy, with a focus on cybersecurity and system security.

Extensive experience with data quality control.

Extensive experience in the development of strategic documentation i.e. briefs and minutes.

Relevant tertiary education qualifications, or demonstrated experience of 5 years or more, in Data Science and one or more of the following:

Information Systems,

Cybersecurity,

Privacy, or

a related field.

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 provide a two-page pitch, outlining your suitability for role and claims against the Selection Criteria, along with a current curriculum vitae and contact details of two referees.

Join us at CIT, where we believe in being Customer Centric, Professional, Collaborative, Trusted, Adaptable, Accountable, and Inspirational. Apply today for the opportunity to be a part of our innovative and forward-thinking team.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deepansh Kwatra (02) 6205 2813 Deepansh.Kwatra@act.gov.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

Strategic Finance

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62363, Several)

Gazetted: 25 July 2023

Closing Date: 8 August 2023

Details: Are you ready to take the next step in your career as a finance professional? Do you want the opportunity to have a direct impact on the community where you live? The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is currently looking to recruit several assistant directors into our central finance team. Successful applicants will be responsible for leading a small team of finance professionals to deliver one, or several of the following functions: statutory financial reporting, internal and external budgeting, asset management, and finance partnering. These roles would suit applicants who enjoy a high level of variety in their work and would like exposure to a range of different accounting disciplines while remaining in a large central agency.

We are passionate about growing our people and will support your ongoing professional development through coaching, mentoring, and leadership programs, financial and study leave support for a range of courses, and reimbursement of cost for your professional membership. We are a national leader in the adoption of flexible work arrangements, with several options available to staff including flexible working hours, work from home arrangements and flex-time provisions.

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

Eligibility/Other Requirements:

A tertiary qualification in accounting, finance or a related field is highly desirable, and professional membership of CPA/CAANZ is highly desirable. Previous experience working with large corporate finance systems, for example SAP, Oracle, TechOne or TM1, would be an advantage.

Notes: This recruitment covers several permanent and temporary positions. The temporary positions are for an initial term of six months with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee report only. An order of merit will be established from this selection process and may be used to fill vacancies over the next 12 months. These positions are based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To apply for this position please provide a short pitch of **no more than 2 pages** outlining why you are interested in this role and what you offer the Directorate in terms of your skill set and relevant career history. You should consider the *Professional / Technical Skills* and *Behavioural Capabilities* listed in the position description when completing your pitch.

You will also be required to provide a copy of your curriculum vitae and any qualifications when completing your application. A referee report may be requested upon completion of the interview process. Please let us know if you wish to be contacted prior to going out for referee report.

Applications should be submitted via the Apply Now button below.

Contact Officer: Yuliani Tan (02) 6207 0964 Yuliani.Tan@act.gov.au

Payroll & HR Systems

Salary Packaging

Salary Packaging Customer Service Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 08249, several)

Gazetted: 20 July 2023

Closing Date: 3 August 2023

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

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

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: There are several temporary positions available immediately for up to 12 months with the possibility of permanency.

How to apply: Please submit a maximum two-page pitch providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

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

Contact Officer: Deb Rock (02) 62054957 Deb.Rock@act.gov.au

Office of International Engagement

Senior Administration Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 54365)

Gazetted: 20 July 2023

Closing Date: 10 August 2023

Details: The Office of International Engagement (OIE) is seeking a permanent ASO 6 Senior Administration Officer to help support the OIE's comprehensive program of international-engagement activities.

This position will contribute to delivering the OIE's range of engagement programs as defined in *Canberra's International Engagement Strategy*, specifically the events and inbound delegation program. This will contribute to the ACT Government's objective of promoting Canberra as a place to invest, do business, visit and study.

Be a part of an exciting team working to further build the ACT's overseas reputation in a highly dynamic international environment. If you are well-organised, deliver results with accuracy and integrity, and you are skilled in building relationships, we would like 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: The successful applicant will be required to undergo a National Police Check.

Notes: Selection may be based on your written submission and referee reports only. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

How to Apply: Please provide a copy of your current curriculum vitae, as well as a personal pitch of up to two pages, describing how your skills, knowledge, behavioural capabilities and experiences relate to the duties of the position. Please supply at least two referees who can support what you write in your application and expand upon and support your case.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Gowling (02) 6207 2544 Emma.Gowling@act.gov.au

Policy and Cabinet Division

Territory Records Office

Senior Advisor Information Governance

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40144)

Gazetted: 20 July 2023

Closing Date: 3 August 2023

Details: The Territory Records Office is seeking a dynamic and skilled professional to fill the role of Senior Advisor, Information Governance.

In this position you will fulfil a key role in influencing practice across the ACT Government to drive and build a culture of effective records and information management and governance. You will provide support and advice on records management practices, policies and associated legislation, contribute to the implementation of a range of information governance projects and support the work of the Territory Records Office and Archives ACT.

Aside from displaying initiative and having an eye for detail, to be successful in this position you will have demonstrated experience, knowledge and skills in critical analysis, communications, research and project management coupled with exceptional organisational skills and an interest in keeping up to date with current records and information management practices and influencing change.

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

Eligibility/Other requirements: Tertiary qualifications in a relevant field are highly desirable.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note, this position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit the following:

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

Show that you have the capabilities in the "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 and achievements), qualifications and two referees including their contact details.

Applications should be submitted via the Apply Now button below.

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

Digital, Data and Technology Solutions

Technology Services Branch

Networks, Communications Services and ICT Facilities

Protective Security Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 62296)

Gazetted: 20 July 2023

Closing Date: 3 August 2023

Details: Digital Data and Technology Solutions (DDTS) are seeking an experienced, committed, and enthusiastic team member to join the Protective Security Team. The Protective Security Officer will assist in the delivery of physical security systems within a small team of security specialists, supporting and managing the protection of ACT Government data centres, communications rooms, major ICT infrastructure and buildings utilised by the ACT Government. The position will assist in monitoring the needs for protective security governance across DDTS to develop, in consultation the security policies, standards and procedures in alignment with international and federal security standards for the ACT Government.

The position requires a collaborative approach with a strong focus on implementing effective ICT infrastructure and supporting existing infrastructure to underpin the territories ICT services for delivering government and community outcomes.

The Technology Services Branch (TSB) delivers a diverse range of customer focussed and technically efficient products, support and core technology solutions that underpin service delivery across the ACT Government in line with the territory Digital Strategy. This includes identifying and delivering key strategic technology investment priorities including the adoption of location independence and cyber-resilience.

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:

Current AGSVA NV1 security clearance or the ability to obtain.

Certificate IV in Government Security (Physical) or the ability to obtain.

Experience in using EACS and CCTV systems is highly desirable.

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

Current holder of an Asbestos Awareness Card or the ability to obtain.

Driver's licence C class.

Ability to obtain Working with Vulnerable People General Registration would be desirable but not essential.

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

How to Apply: If you are interested in applying for this position, please provide a written statement, maximum two pages, responding separately to each of the seven capabilities in the 'What You Require' section of the Position Description. As well as a copy of your current curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: GaryAP Spencer (02) 6205 9067 GaryAP.Spencer@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Service Management / Customer Support / ICT Service Desk

Senior Service Delivery Officer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 14340, several)

Gazetted: 24 July 2023

Closing Date: 7 August 2023

Details: The Digital, Data and Technology Solutions ICT Service Desk is looking for an enthusiastic person with the right mix of customer service and ICT knowledge to join our team. This person will be providing second level ICT Support to a broad range of staff working for the ACT Government.

As part of the ICT Service Desk team, you will contribute to achieving positive service results within the parameters of team key performance indicators. Your daily duties will encompass answering phone calls, responding to emails, first and second level troubleshooting, and recording of ICT requests or incidents. There is also a requirement to provide face-to-face field support on a rotational basis.

The successful applicant will possess a good understanding of ICT, know how to effectively communicate to troubleshoot common problems and provide training and mentoring for junior staff. If you think you have the relevant experience and skills, please review the Position Description and apply as per directed below.

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 or have the ability to obtain and maintain a CMTEDD issued Personal Vetting program certificate/clearance is essential.

A full driver's license class C is essential.

Note: There are several part-time and full-time positions available immediately for up to 12 months.

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

How to apply: Please submit a two-page pitch addressing the "What You Will Do" and "What You Require" sections of the Position Description.

Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work.

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

Contact Officer: Felicity Knott 02 6205 0346 or 0450 756 362 Felicity.Knott@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Service Management / Customer Support / ICT Service Desk

Service Delivery Officer

Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: 47761, several)

Gazetted: 24 July 2023

Closing Date: 7 August 2023

Details: We're looking for enthusiastic people with the right mix of customer service and ICT knowledge to join our team.

As part of the ICT Service Desk, you will provide first and second level ICT support to staff across ACT Government. Your duties will include:

answering phone calls
responding to emails
first level troubleshooting
recording ICT requests or incidents
face-to-face on-site support on a rotational basis.

The successful applicant will have:

a good understanding of ICT
excellent communication skills
a strong customer focus.
the ability to deliver high quality support via phone, email and in person.

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.

The ACT Public Service is committed to providing employees with work/life balance through flexible working arrangements. Whether you're looking for a full-time or part-time role – we would love to hear from you.

Eligibility/other requirements:

Hold or have the ability to obtain and maintain a CMTEDD issued Personal Vetting program certificate/clearance is essential.

A full driver's license class C is essential.

Note: There are several part-time and full-time positions available immediately for up to 12 months with the possibility of permanency.

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

How to apply: Please provide a two-page pitch addressing the following four points:

Your motivation in pursuing a career in ICT Support with the ACT Government.

Demonstrated experience in providing customer service either by phone, email or face to face.

Proven ability in swiftly tackling and successfully resolving both familiar and unfamiliar issues within tight timeframes.

Demonstrated experience working collaboratively with other areas or team members.

Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance.

If you're seeking part-time work, please provide your availability between 8:00am and 5:00pm on weekdays and why part-time hours work best for you, in your curriculum vitae.

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

Contact Officer: Felicity Knott 02 6205 0346 or 0450 756 362 Felicity.Knott@act.gov.au

Corporate

Workforce Strategy and Information Services

Change Management

Director, Program Manager Winyu Flexible Working Transition

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58740)

Gazetted: 25 July 2023

Closing Date: 1 August 2023

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a Program Manager who will be responsible for the planning, delivery and coordination activities with the Stream delivery leads of the implementation of an Activity Based Working (ABW) environment, refurbishment, and people journey program relating to Winyu in Gungahlin and the establishment of the district based flexible working space (FlexiSpace).

This position is the senior contact point for all key stakeholders and Stream delivery leads (Governance; ICT; physical and digital records; culture and change management; business process change; building works) in relation to program and project activities.

The position holder needs to be comfortable presenting and discussing the program of works and the change program to a variety of stakeholders.

The position allows for flexible working options but will require the position holder to be onsite at Winyu Gungahlin several days during the week to ensure appropriate progression of the Program of works.

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

diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: This is a temporary position available immediately until June 2024. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Interested applicants should submit a pitch of no longer than two pages addressing the Professional and Behavioural capabilities. Provide a current resume, and two referees including a current or most recent supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsten Thompson (02) 6207 8207 Kirsten.Thompson@act.gov.au

Treasury, Economic and Financial Group

Economic and Financial Analysis Branch

Economic and Regulatory Policy

Policy Officer, Economic and Regulatory Policy

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 14087)

Gazetted: 20 July 2023

Closing Date: 3 August 2023

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

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

We provide advice on the ACT's nation leading climate change initiatives, to assist the ACT to meet its climate change objectives with the least cost, while providing the greatest economic opportunities for the city.

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

As a Policy Officer, under the supervision of senior staff, you will provide high level analysis and advice on economic and regulatory policies arising across 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.

Eligibility/Other Requirements: To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Tertiary qualification in Economics, Commerce or another relevant field is highly desirable.

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

How to Apply: Submit your pitch addressing the selection criteria on how you would approach the role (maximum of two pages), a current curriculum vitae and details of two referees.

Contact Officer: Wei Wang (02) 6205 7234 Wei.Wang@act.gov.au

DDTS

Design and Strategy

Design and Experiences

Senior Service and User Experience Designer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62071)

Gazetted: 25 July 2023

Closing Date: 8 August 2023

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

The Business Analysis and User Experience (UX) Design capability within Design and Strategy Branch is a service provided by DDTS to Directorates within the ACT Government. The capability offers a suite of business analysis and

UX design services aimed at a variety of initiatives within the Government to enable the business areas to deliver quality and customer-focused outcomes for the Territory.

These initiatives may be strategic, tactical, or operational. Design services may be performed within the boundaries of a project or throughout enterprise evolution and continuous improvement. It can be used to understand the current state, to define the future state, and to determine the activities required to move from the current to the future state.

What you will do

As a member in a multi-disciplinary team, lead research with customers using co-design techniques including observational studies, customer interviews, prototyping, and other forms of qualitative and quantitative research to uncover insights, learn about user behaviour and verify design concepts.

Develop documentation identifying business problems, research findings and create artifacts to map user pain points, journey maps, service blueprints and personas to support timely project delivery.

Communicate concepts through storytelling and prototypes ranging from low to high fidelity (including for example wireframes, click-throughs, interactive prototypes).

Identify, articulate, and test the viability and feasibility of assumptions with customers and stakeholders.

Contribute / lead work to develop estimates for human resourcing efforts / cost for design activities, and discovery and design phases.

Work closely with other areas within the organisation to promote the value of a great design in achieving positive business and community outcomes.

Identify and adopt relevant industry trends into the work of the sections that enable innovative government service delivery that can be applied to provide better ACT Government outcomes.

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

Advanced knowledge and demonstrated experience of Human Centred Design (HCD) practices and Design Thinking
Excellent design capabilities developing journey maps, personas, empathy maps, service blueprints and other HCD artifacts

Demonstrated ability and experience in conducting user research

Excellent written and oral communication skills including strong facilitation skills

Ability to work as part of a multi-disciplinary team in an agile development environment

An ACT Government CMTEDD Baseline clearance or the ability to obtain and hold a baseline security clearance, is required for this position. The background check for the baseline clearance involves a National Police Check (NPC). This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

This position is based in the ACT. Interstate work arrangements may be considered in line with governing policies.

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

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

How to apply: Please provide a two-page pitch addressing why you are the best person for the position. Your pitch should introduce who you are, why you are applying, and the skills and experiences you would bring to the position.

Please ensure your responses provides evidence of your suitability for the role including specific examples that clearly demonstrate your relevant Skills, Knowledge, and Behavioural Capabilities.

As part of your application, please provide a current curriculum vitae and the names and contact of two referees.

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

Contact Officer: Scott Ashwin (02) 6205 1052 Scott.Ashwin@act.gov.au

Policy and Cabinet

Cabinet Assembly and Government Business

Assembly and Government Business Coordination

Assistant Director, Assembly and Government Business Coordination

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53146)

Gazetted: 26 July 2023

Closing Date: 2 August 2023

Details: An exciting opportunity is available within the Assembly and Government Business coordination team.

As Assistant Director, Assembly and Government Coordination, you will be at the forefront of government decision making, supporting the passage of material being considered by Cabinet and the Legislative Assembly.

To undertake this role successfully, you will have an excellent understanding of the ACT Government's Legislative Assembly, Cabinet and government business activities. You will play a key role in supporting the ACT Public Service and ministerial offices to manage government business in Cabinet and the Legislative Assembly. This diverse and interesting role supports a high functioning branch, who willingly support each other in meeting critical timeframes.

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

Eligibility/Other requirements: This position requires the successful applicant to either hold or be able to obtain a baseline security clearance.

Notes: This is a temporary position available from 31 August 2023 until 5 January 2024. This position is available to ACT Government officers and employees only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position 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: Potential candidates should include a two-page pitch outlining why you are the ideal candidate based on the positions behavioural, technical skills and knowledge. Please also include a copy of your curriculum vitae and details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Kim.P Bailey (02) 6205 1597 Kim.P.Bailey@act.gov.au

Treasury

Shared Services Finance

Business Projects Management

Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 51007)

Gazetted: 25 July 2023

Closing Date: 8 August 2023

Details: Shared Services Finance is looking for a suitable Project Officer to join our Business Project Management team. The successful candidate needs to be able to think both strategically as well as administratively, have excellent attention to detail without losing sight of the 'big picture', and be able to manage competing priorities effectively within project management environment. This includes updating project documents, providing secretariat services, undertake stakeholder engagement and coordination and other ad-hoc project tasks and activities to support effective administration of the project deliverables.

We are working on exciting projects with Whole of Government impacts, such as Whole of Government (WhoG) Banking project, eInvoicing and WhoG ERP Finance System.

You will work in a small team, but you may have to consult and collaborate with teams across Shared Services Finance and Whole of Government stakeholders more broadly.

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:

Previous project support experience is desirable but not mandatory.

This role requires obtaining and maintaining a CMTEDD Baseline security clearance.

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

How to Apply: Applicants should submit a two-page pitch addressing the requirements and capabilities outlined in the attached Position Description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Barrenger 0262052788 Robert.Barrenger@act.gov.au

Policy and Cabinet

Corporate Services

Assistant Director - Corporate Services

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 34805)

Gazetted: 25 July 2023

Closing Date: 6 August 2023

Details: The Corporate Services Branch works collaboratively across the Policy and Cabinet division (PCD). It provides centralised corporate services to the division including financial management, operational, human resources and workforce planning and strategy.

The team also provides strategic and governance support and advice to senior executives within PCD and their branches and continuously seeks to enhance, promote and sustain the effective and efficient operation and delivery of its core strategic priorities.

Reporting to the Director, Corporate Services, the Assistant Director will assist with providing strategic, operational, and complex administrative support to senior executives and their branches within PCD. The role will facilitate the overarching business and financial management of the division.

If you are keen to apply your business, financial and stakeholder management skills and experience in a central agency which interacts closely with all aspects of the ACT Government we want to hear from you.

The ACT Public Service is an inclusive employer which will make physical or cultural adjustments to support staff achieve their best. As a service we are also focused on outcomes and we want to continue to work flexibly in a way that drives both the business of the government of the day and our growing reputation as a flexible employer of choice.

Policy and Cabinet is committed to the ACT Government's Respect, Equity and Diversity Framework and CMTEDD's Reconciliation Action Plan.

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

Eligibility/Other requirements: The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

Demonstrated ability to provide complex administrative support the division and actively meet divisional obligations regarding budget and finance, human resources and government reporting.

Demonstrated supervisory, management and leadership skills.

Demonstrated sound judgement skills, including the ability to work independently and collaboratively with the team. The occupant needs to be proactive, adaptable and remain calm under pressure.

Demonstrated comprehensive understanding of financial management and procedures and proven skills in the Oracle and TM1 financial databases.

Behavioural Capabilities

High level administrative and organisational skills, in particular a demonstrated ability to plan, prioritise, coordinate responses and manage multiple workflows associated with a fast-paced environment.

An innovative approach to work that applies holistic thinking towards the continuous improvement of our services.

Proven interpersonal skills with demonstrated ability to manage sensitive/confidential issues and effectively liaise and/or negotiate with stakeholders while consistently displaying professionalism and sound judgement.

Understanding of and demonstrated commitment to the implementation of the ACTPS Values, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety Initiatives.

Desirable :

ACT Government experience is not necessary but desirable.

Notes: This is a temporary position available immediately for a period of 16 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position currently operates in a hybrid capacity which includes working from home and in office under an activity-based working environment with unallocated desks when in the office. Here is further information on working at CMTEDD, the current Enterprise Agreement and Activity-based working in the ACT Government.

How to Apply: Interested applicants should submit a two-page pitch with your curriculum vitae and two completed referee reports (where possible) - please find template attached to advertisement. The pitch should respond to the selection criteria and outline how your abilities, experience and qualifications make you the best person for the role described in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Hicks (02) 6205 4883 Jessica.Hicks@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Construction and Planning Investigation Team

Building Investigator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43637)

Gazetted: 25 July 2023

Closing Date: 15 August 2023

Details: Do you want to help make Canberra a better place to live? Are you interested in implementing change? Do you want to help improve the quality of building in the ACT? This might be the opportunity for you.

As a member of the Construction and Planning Investigations Team, you will operate with a high degree of integrity to undertake complex investigations relating to complaints under the *Building Act 2004*, the *Planning and Development Act 2007*, the *Heritage Act 2004* and the *Construction Occupations (Licensing) Act 2004*.

Our ideal candidate will be motivated and independent, able to think strategically and apply a risk-based approach to managing investigations and promoting compliance. You will show initiative when undertaking investigations, enforcement action and building inspections. You will have excellent attention to detail and the ability to liaise with internal and external stakeholders. You will have a great team to work with and support you in one of the most diverse and interesting agencies in the ACT 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.

If this sounds like you then we would love to hear about why you would be the best person for the job.

Eligibility/Other requirements:

Mandatory: A current C Class Driver's Licence

Highly desirable: A qualification under the Australian Qualifications Framework that is a Certificate IV or higher in Government Investigations, Regulatory Compliance, or similar.

Notes: There is one expected permanent position, and one temporary position available immediately for eight weeks with the possibility of extension and/or permanency.

How to Apply: Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties and responsibilities listed in the Position Description. Please attached the following to your application:

A current curriculum vitae.

Names and contact details of two professional referees (one of whom is a current or very recent supervisor).

A written pitch of no more than two pages, demonstrating your suitability for the role. Include specific examples of your experience, with details of the context, actions you took and the outcomes you achieved.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ellen Collins (02) 6205 9643 Ellen.Collins@act.gov.au

Digital, Data and Technology Solutions Group

ACT Data Analytics Centre

Senior Data Engineer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 40120)

Gazetted: 25 July 2023

Closing Date: 8 August 2023

Details: The ACTDAC is looking for a passionate, dedicated Senior Data Engineer to drive the delivery of data within the ACT Government Data Lake Environment to support the Environment, Planning and Sustainable Development Directorate (EPSDD) in delivering water-related information to support:

Increase the amount of water data available for analytics across the ACT Government.

statutory water reporting commitments.

Deliver on the intent of the ACT Open Data Policy for water data assets.

Support Business intelligence solutions.

Under limited direction, the Senior Data Engineer will build a strong relationship with EPSDD stakeholders to finalise requirements, design, program, test and deploy solutions to meet the above. This includes developing automated processes and test scripts to support continuous improvement.

This role is part of the ACTDAC Data Infrastructure and Solutions team and reports to the Assistant Director, Data Infrastructure and Solutions.

YOUR DUTIES AND RESPONSIBILITIES

The Senior Data Engineer works within the Data Infrastructure and Solutions team to manage the EPSDD pipelines within the ACT Data Lake platform and environment (including the ACT Government's Open Data Portal) where it is practical, developing solutions to support the Water data improvements, which can be reused as generic solutions for other data pipelines. Your main duties and responsibilities will be to:

Design and develop scalable code for the ingestion and transformation of data to support water related information for EPSDD to be delivered from a wide variety of data sources using contemporary big data technologies (such as Hadoop, Spark, Hive or Apache Drill).

Work closely with stakeholders to understand user requirements for data ingestion, curation, transformation, data analysis, reporting and visualising, and define and deliver data products and projects using the ACT Data Lake.

Utilise contemporary technologies and platforms (such as SQL, Python, PySpark, Bash or Ansible) to deliver products for data and statistical analysis.

Maintain appropriate open source and internal source code repositories, such as Azure DevOps or GitHub.

Develop and maintain fit-for-purpose data models for storage, reporting, and productionising advanced data methodologies.

Model the ACTPS Code of Conduct, ACTPS values and the ACTPS Respect Equity and Diversity framework.

Contribute knowledge and reusable code across the ACTDAC, as well as with other Data Engineers across the ACT Government.

This position may involve the direct supervision of staff.

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 such as bachelor's degree in the field of Computer Science and/or 3+ years in a data engineer role would be highly desirable.

Related training such as Python, Hadoop and Microsoft Azure DevOps will be highly regarded but are not essential.

A CMTEDD-issued ACT Government Personnel Vetting Program certificate (equivalent to a baseline security clearance) is required for this position. More information can be found here: [Accept your offer - Careers and Employment \(act.gov.au\)](#)

Notes: 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.

How to Apply: Please submit a two page expression of interest addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities located in the position description attached.

Applications should be submitted via the Apply Now button below.

Contact Officer: Monica Kempster (02) 6207 8618 Monica.Kempster@act.gov.au

Corporate

Workforce & Information Services

Workforce & Information Services

Inclusion and Belonging Project Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 32174)

Gazetted: 26 July 2023

Closing Date: 9 August 2023

Details: About the role

As a Project Manager in the Inclusion and Belonging team you will play an influential role in shaping the directorate's reconciliation initiatives. In partnership with Executives, stakeholders and staff you will guide the

development, implementation and monitoring of the directorate's Reconciliation Action Plan and related activities. You'll also be involved in driving a range of other diversity and inclusion initiatives that support directorate and Whole of Government objectives.

Your exceptional communication skills will be essential to engage effectively with stakeholders, and your data analysis skills and sound judgement will see you recommending innovative solutions to complex workforce challenges.

You won't be doing it alone. You will work alongside a small team of supportive and enthusiastic professionals who are committed to making CMTEDD an employer of choice for people of all backgrounds and abilities.

Where can you work?

The ACT Government aims to be the most progressive jurisdiction in Australia for hybrid and flexible working. Our team utilises hybrid work arrangements including home-based and activity-based working in both the Civic or Gungahlin offices.

Diverse background?

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. We offer a warm welcome to applicants who identify as Aboriginal and/or Torres Strait Islander people, people with disability, LGBTIQ+ people, Veterans, and those from culturally and linguistically diverse backgrounds. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Notes: This is a temporary position available immediately for 12 months with the possibility of permanency. Please note, this is an Identified position for Aboriginal and/or Torres Strait Islander people only. The duties of this position are able to be arranged to suit flexible start and finish times for full time hours or reasonable part time hours; subject to negotiation prior to commencement. A Merit Pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a two-page (maximum) pitch addressing the professional and behavioural capabilities, 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: Jennifer Bell (02) 6205 0683 Jennifer.Bell@act.gov.au

Economic Development

Events ACT

Event Development

Event Development Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 32741)

Gazetted: 26 July 2023

Closing Date: 9 August 2023

Details: Events ACT is seeking a motivated and organised person to provide program and administration support as part of its Event Development team.

As the Event Development Officer, you will contribute to the transparent and efficient delivery of the grant/funding programs managed by Events ACT, and the associated stakeholder communication and consultation. There will also be a requirement to undertake project coordination activities that support planning and delivery of event sector workshops and resources, along with stakeholder meetings.

This interesting new role sits within a high-functioning branch that willingly supports each other in meeting critical timeframes, delivering a high standard of customer service, and providing advice and assistance to a diverse range of events and event organisers.

If you think you have what it takes, we'd love to hear from you.

The Event Development team currently operates under a hybrid working model, with the working week split between time in the 220 London Circuit Office and working from home.

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

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

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

How to apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description, highlighting why you are the best candidate for this role. Please provide a current curriculum vitae including two referees.

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

Corporate

People and Capability

Assistant Director Industrial Relations

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62383)

Gazetted: 26 July 2023

Closing Date: 9 August 2023

Details: This is a new role focused on delivering a range of HR activities that support the directorate’s industrial relations operating environment.

This includes managing the directorate’s input and implementation of whole of service enterprise bargaining outcomes, policy review and implementation, reporting and undertaking issues analysis and project management to provide quality assurance and continuous improvement in the way we support staff and managers to do their jobs in accordance with the ACT Public Service employment framework.

The role includes supervision of staff responsible for providing general HR advice and other support activities.

There is an opportunity to work both from home and in the office.

We are a professional, responsive team looking for a collaborative, flexible and motivated individual.

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

Notes: This is a temporary position available immediately up to 30 June 2024 with the possibility of permanency. A merit list may be established from this selection process and used to fill identical vacancies over the next 12 months.

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

Your current curriculum vitae.

Names and contact details of two professional referees.

A maximum two page written response to the selection criteria. Refer to the Position Description for further details.

Applications should be submitted via the Apply Now button below.

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

Digital, Data and Technology Solution

ACT Digital

Assistant Director, Governance, Analysis and Administrative Support

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 44514)

Gazetted: 24 July 2023

Closing Date: 7 August 2023

Details: Under the ‘CBR Switched On Program’ the Chief Minister has set the challenge to ensure Canberra becomes “a city that gives you back time- a city of wellbeing and liveability.” Playing its role, the ACT Digital program is charged with making it easier for every citizen and business to transact with government. Through outcomes delivered by the ACT Digital Program, online interactions with government will be seamless and secure for all citizens and businesses.

ACT Digital operates at the forefront of the digital transformation agenda within the ACT Government, creating a range of community co-designed services which take us closer to a vision for the future in which ACT Government digital services are so easy to access they just happen, often without you needing to do anything to initiate the interaction. In breaking new (digital) ground, we are also challenging the status quo, proposing, and establishing new policies and practices to ensure services are appropriately designed and fit for purpose, all of which demands the effectiveness of our activities needs to be measured, analysed and tracked. For these reasons we are looking

for an energetic and passionate someone who understands the role governance, analysis and effective administration play in successful program delivery.

If you have:

The ability to be creative and generate value by streamlining administrative processes.

An analytical mind with the ability to draw insights from transactional data and performance metrics by creating data dashboards and reports.

The ability to develop new and apply or evolve existing governance frameworks to meet organisational demands.

Then this may be just the role you have been looking for!

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

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: Tell us all about yourself and why you would be the perfect candidate to join our team by submitting a statement of no more than two pages addressing the selection criteria set out in the attached Position Description, a current curriculum vitae and contact details for at least two referees prior to the advertised closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jerome Freestone (02) 6205 9802 Jerome.Freestone@act.gov.au

City Renewal Authority

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

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

City Renewal Authority

Finance

Finance Business Partner

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41559)

Gazetted: 25 July 2023

Closing Date: 8 August 2023

Details: The Finance Team is a small high performing team that is responsible for partnering with the business to support strategic, operational and financial decision making. The team provides strategic financial advice to the Executive team and Board and ensures the day-to-day financial management of the organisation.

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

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: Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities listed above.

Skills:

Demonstrated experience in preparing accrual based monthly and annual financial reports, budgets and financial management reports including analysis and forecasting.

Understanding of and ability to apply the technical aspects of accounting standards, public sector legislation and financial management practices.

Demonstrated high level oral and written communication skills with the ability to adapt communications to a range of audiences and in a range of formats to achieve improved financial outcomes.

Knowledge:

Tertiary qualification in related field is an advantage.

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

How to Apply: Please submit a written response of no more than one page and a current curriculum vitae, along with referee reports, copy of qualifications, licences and other relevant documentations. There is a limit of 10MB and 10 documents per application in the online application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Campese 0438001705 Sarah.Campese@act.gov.au

Education

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

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

Service Design and Delivery

Universal School Support

Universal School Support

Project Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 36493)

Gazetted: 26 July 2023

Closing Date: 9 August 2023

Details: A Project Officer in the Programs and Services team is expected to be able to provide general administration, research, and governance support to ensure the Education Directorate's vision of being a leading learning organisation where people know they matter is maximised. This includes assisting with policy review, compliance activities, event management, finance, procurement support and helping to prioritise and manage the various queries received across the team and from a wide range of sources.

Our ideal candidate takes ownership of issues and will demonstrate the ability to work with a variety of stakeholders. This will include working collaboratively across business units, schools, and other directorates to advance the work of the team.

Ideally you will have proven ability to establish and manage projects within tight timeframes, build relationships, communicate effectively and influence stakeholders.

You have the ability to 'wear multiple hats' and juggle priorities, are resilient and tactful, passionate about what you do, and committed to making a difference.

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)

A current Australian Drivers Licence

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

How to Apply: Please submit a statement of claims (maximum of two pages) addressing the Selection Criteria, along with your current curriculum vitae and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alice-E Clements (02) 6207 9873 Alice-E.Clements@act.gov.au

Business Services

Executive Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61342)

Gazetted: 26 July 2023

Closing Date: 2 August 2023

Details: The position of Executive Coordinator provides high level executive administrative support to the Executive Group Manager, Business Services. The position occupant will require excellent oral and written

communication skills, the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with senior executives, other ACT Government officials, private sector and industry stakeholders. The position requires a flexible and adaptable approach to tasking to ensure the work of the Executive Group Manager progresses in a timely and efficient manner. The successful applicant will be required to manage electronic workflow systems and record keeping.

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

Notes: This is a temporary position available for a period of six months with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are asked to prepare a two-page application addressing the Selection Criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Brady (02) 6205 0408 Kim.Brady@act.gov.au

School Performance and Improvement

Belconnen Network

UCSSC Lake Ginninderra

Business Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 19801)

Gazetted: 26 July 2023

Closing Date: 9 August 2023

Details: ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning.

UC SSC Lake Ginninderra is an ACT Government college (Year11/12) situated in Belconnen with approximately 80 staff and 740 students. The College site includes a Registered Training Organisation (RTO) for the Belconnen Network and has strong links with multiple stakeholders, training organisations, feeder schools, hirers, and community groups.

The College is future focussed – to connect, innovate and impact. The Business Manager's primary role is to manage the financial and business administration functions of the school. In addition to this primary role the Business Manager must provide support to the principal, senior executive and School Board. This role assumes a high level of managerial expertise, including a significant level of leadership, the ability to consult, use initiative, delegate, analyse and plan in specific contexts within the school community.

The Business Manager is a member of the Leadership Team that is responsible for the leadership and management of the school. The Business Manager plays an important role in helping to realise the school's mission and vision and School Improvement Agenda. This role is specifically related to ensuring the adequate provision of resources including managing infrastructure projects, needed throughout the school. The role also involves efficiently managing business operations and finances, and leading and working, with teams.

Eligibility/Other requirements:

Essential:

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

Highly Desirable:

Experience in a business-related role.

Financial qualifications or relevant experience.

Database, Human Resources and school administration systems or equivalent.

First Aid Certificate.

Staff employed in the ACT Public Service (ACTPS) are expected to model the ACTPS values and signature behaviours and general obligations as described in the Public Sector Management Act 1994 (PSM Act).

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

How to Apply: Applicants are to provide statement of claims based on the selection criteria outlined in the position description (maximum five pages) along with a current curriculum vitae, listing two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirk Zwangobani (02) 6142 0222 Kirk.Zwangobani@ed.act.edu.au

Business Services

Strategic Finance

Schools Resourcing & Finance

Project Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 46623)

Gazetted: 26 July 2023

Closing Date: 2 August 2023

Details: The School Finance Help Desk team are seeking an experienced administration officer to assist in managing the administration functions of the team.

This includes centralised suppliers and debtors, Xero user permissions, and Westpac Banking access for all ACT Government Schools.

To be successful in this position, the successful applicant will have excellent administrative, organisational, customer service and communication skills.

How to Apply: Applicants need to submit an expression of interest of no more than two pages that addresses the selection criteria along with a current resume.

Applications should be submitted via the Apply Now button below.

Contact Officer: Suzanne Vincent (02) 6205 8425 Suzanne.Vincent@act.gov.au

School Performance and Improvement

North and Gungahlin Network

Amaroo School

School Leader C - Amaroo School

School Leader C \$132,293, Canberra (PN: 02236)

Gazetted: 21 July 2023

Closing Date: 4 August 2023

Details: Amaroo School is a large P-10 School located in the North Gungahlin Network. The staff at Amaroo School are professional educators committed to building a dynamic and safe learning community for all.

Amaroo School is a Professional Learning Community focused on continuous professional improvement where teams of teachers work collaboratively to improve student outcomes.

Amaroo School is seeking an enthusiastic primary school leader to strengthen the P-6 teaching and learning team. The role encompasses building the capacity of teaching teams to achieve the school mission for each individual student.

The successful applicant will possess a deep understanding and knowledge of Professional Learning Communities, the Australian Curriculum, and how to achieve improved academic and social outcomes for all students with a focus on data, evidence based practice and positive relationships.

Eligibility/Other requirements:

Prior to commencing in this role, a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification

A current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI)

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: 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 at Amaroo School.

How to Apply: Please address the following School Leader Capabilities in your application (maximum of three pages in total).

Leading teaching and learning

Developing self and others

Leading improvement, innovation, and change.

A curriculum vitae is also required (maximum of two pages). Please provide contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Gowen (02) 6142 1266 Matthew.Gowen@ed.act.edu.au

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

School Performance and Improvement Division

Belconnen Network

Belconnen Network

Principal, Melba Copland Secondary School

School Leader A 3 \$203,135, Canberra (PN: 12083)

Gazetted: 21 July 2023

Closing Date: 13 August 2023

Details: Melba Copland Secondary School is a dual campus school situated in the West Belconnen region of Canberra. The school has two sites; a high school campus for year 7, 8 and 9 students, and a senior campus for Years 10, 11 and 12.

The school also provides a number of small group programs in Learning support units. Providing secondary education for all students from Years 7-12 is unique amongst all ACT Public Schools and allows for many extension and enrichment opportunities for students. The two campuses, one community approach allows all students to benefit from being connected to a larger school community.

Melba Copland Secondary School provides a rich education for 21st century learners, supporting students to Connect, Learn and Thrive. Offering a range of subject choices and strongly advocating learning is for everyone, students are supported to excel and achieve their intended goals by dedicated passionate and knowledgeable specialist teachers.

Melba Copland Secondary School's vision and commitment that every child deserves a high-quality education is at the core of all learning and is further celebrated and embraced by a welcome and dedicated community partnership of parents, carers and community organisations.

Eligibility /Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

How to Apply: Please provide a Statement of Claims based on the School Leadership Capability Framework outlined in the application package (maximum six pages). A current curriculum vitae (two pages) and contact information for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kris Willis (02) 62058219 EDU.DSIOffice@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.

Service Design & Delivery

Student Engagement

Clinical Practice

Administration Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 44370)

Gazetted: 21 July 2023

Closing Date: 4 August 2023

Details: Service Design & Delivery Group are seeking high performing administration and support officers to support various sections across the group at both the ASO4 level. These roles may be placed in the branches of Student Engagement, Universal School Support, Learning Wellbeing Policy & Service Design or Digital Strategy, Services and Transformation. The roles that may be filled via this merit pool include, but are not limited to:

Administration and Support Officers

Executive Support Officers

Incident Reporting Officers

The established merit pool may also be utilised by other areas across the Education Directorate that are outside of Service Design and Delivery Group. This may include the Education Support Office and/or schools.

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

Eligibility/ Other Requirements

HIGHLY DISERABLE

Highly developed proficiency in the Microsoft Suite of applications.

Notes: This is a temporary position available 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 may be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to apply: Please provide a structured response to the selection criteria (maximum 3 pages) that lists the criteria heading and then the response. Pitch or expression of interest style applications should not be submitted. Please also include a current cv/resume and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan (02) 6205 1310 Amie.Corrigan@act.gov.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

Climate Change and Energy unit

Programs

Assistant Director - Technical

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50580)

Gazetted: 25 July 2023

Closing Date: 1 August 2023

Details: The Climate Change and Energy Division is looking for energetic and well-organised Assistant Directors to help deliver a range of targeted programs and services that empower the Canberra community to be sustainable, reduce emissions, and be energy efficient.

The successful applicants will work in partnership with a wide range of internal and external stakeholders to deliver program outputs and outcomes. Duties include develop, implement and evaluate programs, brief and report writing, stakeholder liaison and communication, and high-quality administration such as procurement and contract support.

The ACT remains a national leader in addressing climate change and promoting sustainability. The Climate Change and Energy Division delivers a comprehensive set of policies, programs, and community engagement activities to reach net zero emissions by 2045. This work is done in collaboration with all sectors including government, non-government, business, community, and households. This is an exciting opportunity to be part of Canberra's climate action and have a direct positive impact for the local community.

Eligibility/Other requirements: A technical background in energy systems such as rooftop solar is highly desirable. Occasional weekend work may be required.

Notes: This is a temporary position available immediately until 30 June 2025. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are encouraged to contact the Contact Officer to learn more.

Applications are sought from potential candidates and should include:

Two-page supporting statement addressing Selection Criteria

Curriculum vitae

Contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: CarlyM Scott (02) 6207 5118 CarlyM.Scott@act.gov.au

Corporate Services and Operations

Chief Operating Officer

Executive Level 2.3 \$336,019 - \$349,479 depending on current superannuation arrangements, Canberra (PN: E558)

Gazetted: 26 July 2023

Closing Date: 16 August 2023

Details: EPSDD responsibilities include policies and programs ranging from climate change, energy, nature conservation, environment protection, strategic and statutory planning, development approvals, building and land management through to heritage and water. The Directorate's vision is to shape the ACT's future while acknowledging and respecting our natural environment. This vision, and the objectives that drive our direction are detailed in the EPSDD 2022-25 Strategic Plan.

The Chief Operating Officer (COO) leads the Corporate Services and Operations stream within the Directorate in delivering high quality and valued services across three branches:

People and Capability,

Finance Information and Assets, and

Governance, Compliance and Legal.

The role requires a person that has an established strategic perspective, exceptional leadership and complex problem-solving skills in an operationally diverse work environment.

Essential experience at an executive level will be required across governance, financial management, people management, collaborative partnerships, and issue management as well as strong abilities in collaboration, engaging with stakeholders with influence for best outcomes and decisions affecting the Directorate.

Remuneration: The position attracts a remuneration package ranging from \$336,019 - \$349,479 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$299,120.

Contract: The successful applicant will be engaged under a performance-based contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly

To apply: Interested candidates should submit a two-page pitch that responds to the requirements of the role and how you will fulfill these, a curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda O'Rourke on amanda@amandaorourke.com.au

Justice and Community Safety

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

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

ACT Corrective Services

Community Operations

Community Corrections Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 12657)

Gazetted: 26 July 2023

Closing Date: 9 August 2023

Details: ACT Corrective Services (ACTCS) is looking for highly motivated, values driven professionals to join Community Operations as a Community Corrections Officer (CCO) ASO6.

A career as a CCO is unlike any other in the public service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement and monitor case management plans that aim to reduce the potential for reoffending. As a CCO you will be required to provide written and verbal

reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention.

In addition, you will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community based offender management programs.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds.

Eligibility/Other requirements:

Experience working in the criminal justice system and relevant tertiary qualifications are highly desirable.

Must complete designated ACT Corrective Services Community Operations suite of training programs.

Background police checks will be conducted.

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)

Driver's licence is essential.

This position may require a pre-employment medical examination.

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

How to Apply: Applicants are required to submit three items:

One to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements.

Current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

Copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Peters (02) 6207 7505 Claire.Peters@act.gov.au

Security and Emergency Management Division

Governance and Secretariat

Committees and Secretariat Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 14873)

Gazetted: 25 July 2023

Closing Date: 1 August 2023

Details: Do you have experience in providing high-level secretariat and coordination support services? Are you looking for a position where you can develop relationships with a wide variety of stakeholders? Are you committed to achieving goals as part of a team whilst also supporting colleagues to achieve team priorities?

The Security and Emergency Management Division (SEMD) is primarily responsible for the development and coordination of strategic security and emergency management policy matters for the ACT Government. SEMD has a whole-of-government focus and works closely with security and emergency management personnel across all Directorates.

The Committees and Secretariat Officer plays a critical role within the Governance Branch, providing high level policy advice and secretariat support to several whole-of-government committees and working groups that support and coordinate security and emergency matters across the ACT. The Committees and Secretariat Officer is responsible for the management and coordination of the day-to-day business needs of committees and working groups, including ensuring membership and distribution lists are accurate and up to date and planning and preparing correspondence and documents in accordance with the committee and working group calendar. The position will also review and maintain governance documentation that supports SEMD committee's and working groups, ensuring committees and working groups are operating in accordance with their intent and purpose. The Committees and Secretariat Officer will have demonstrated high-level experience in the preparation and coordination of meeting papers, agendas and minutes, the ability to prioritise workload and deliver results in a fast paced environment, coordinate responses to internal and external reviews, and excellent oral and written communication skills within a sensitive and secure work environment where confidentiality and discretion is paramount.

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

Eligibility/Other requirements: The ability to communicate effectively with stakeholders at all levels, think critically and creatively, sound attention to detail and planning skills is necessary. Well-developed organisation, time management and written skills, is highly desirable. The successful applicant must have the ability to work autonomously as well as part of a team. This position is a designated security assessed position that requires Australian citizenship and a Negative Vetting 1 (NV1) security clearance, or ability to acquire and maintain an NV1 clearance, as eligibility requirements for this position.

Notes: This is a temporary position available 7 August 2023 until 6 November 2023 with the possibility of extension up to six months. Selection may be based on application and referee reports only. Please note, this position operates in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: After reviewing the Position Description, please provide:

A supporting statement of no more than two pages addressing the Professional/Technical Skills and Behavioural Capabilities which can be found in the Position Description. Please provide evidence of your suitability for the role by providing specific examples that clearly demonstrate your relevant skills and behavioural capabilities; and Current curriculum vitae including the details of two referees, including a current supervisor.

Applications should be sent to the Contact Officer.

Contact Officer: Rebecca Edmundson (02) 6207 6168 Rebecca.Edmundson@act.gov.au

ACT Corrective Services

Operational Support

Secretary to the Sentence Administration Board

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 40864)

Gazetted: 26 July 2023

Closing Date: 9 August 2023

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for a highly motivated, career-oriented person to fill the role of Secretary to the Sentence Administration Board, Senior Officer Grade C (SOGC), within Operational Support.

The successful applicant will provide secretariat support to the Sentence Administration Board (SAB), which is an independent Board hosted by ACTCS.

The successful applicant will perform the role and functions of the Secretary to the SAB under the *Crimes (Sentence Administration) Act 2005*. This involves exercising lawfully and prudently statutory delegated powers and providing high quality secretariat support for the SAB. The role works in cooperation with another Secretary to the SAB and together, provides leadership and support to the secretariat team.

In addition, you will be required to communicate and liaise appropriately with offenders, victims, and other stakeholders, as required, which involves issuing Notices of SAB decisions and about SAB proceedings, undertaking follow-up in accordance with the law, and also supporting and complying with inter-agency arrangements between the SAB and stakeholders.

Further to this, you will assist in the preparation of high-quality reports, submissions, information, briefs, and correspondence for the SAB.

To be successful you will demonstrate the ability to exercise sound judgement in complex situations, while complying with law and other requirements. You will also possess exceptional administrative, communication and interpersonal 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:

A knowledge of the criminal justice system and or a general understanding of the work of the Sentence Administration Board would be desirable.

The successful candidate will be required to undergo a criminal record 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)

How to Apply: Applicants are required to submit the following items:

One to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements.

Current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Darah Bartlett (02) 6207 1563 Darah.Bartlett@act.gov.au

ACT Corrective Services

Service Improvement and Community Operations

Strategy, Data and Research Unit

Research and Evaluation Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43743)

Gazetted: 25 July 2023

Closing Date: 8 August 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from enthusiastic and motivated professionals for the position of Research and Evaluation Officer (ASO6), within the Strategy, Data and Research Unit.

This is a unique opportunity to be involved in research that seeks to improve the evidence-based on improving justice outcomes for offenders and detainees, in a way that informs policy and operational decision-making.

The successful applicant will promote and advocate for the use of evidence, research and evaluations in ACTCS policy and operational planning.

In addition, you will undertake evaluation that assess the effectiveness of ACTCS interventions and programs and conduct desktop research to formulate evidence-based insights on how ACTCS could improve services and better meet its strategic priorities.

Further to this, you will be required to independently conduct research and evaluation activities under the guidance of the Senior Director and proactively collaborate with team members and operational areas.

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

Eligibility/Other requirements:

Demonstrated experience in conducting research and/or evaluation projects.

Work collaboratively, compose and edit complex written material and demonstrate a high level of organisational skills and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

Qualifications or experience in research and/or evaluations with vulnerable peoples is highly desirable.

Applicants with experience in a relevant area would be highly regarded, for example but not limited to, social sciences, criminology, psychology or in a justice-related field.

The candidate will be required to undergo a criminal record 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)

How to Apply: To apply, applicants are required to submit two items:

One to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements.

Current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simone Georg (02) 5124 0000 Simone.Georg@act.gov.au

Emergency Services Agency

Commissioners Office

Public Information and Engagement

Senior Director, Public Information and Engagement

Senior Officer Grade A \$157,201, Canberra (PN: 07284)

Gazetted: 25 July 2023

Closing Date: 8 August 2023

Details: The ACT Emergency Services Agency (ESA) is seeking applications from an experienced team leader and a specialist in strategic communications with a passion for delivering meaningful, high-quality, and accurate communications to support a critical community safety role as the Senior Director, Public Information and Engagement.

This role is pivotal in developing and shaping both internal and organisation-wide external communications strategies, ensuring the balance of proactive positive media for exhibition publicity, issues management and hands-on reactive crisis management.

As a senior member of the Commissioner's Office, you will have relevant senior strategic communications and public relations experience. You will be skilled in providing strategic communications advice, problem solving and issues management relating to internal and external communications. You will have the ability to anticipate and establish priorities, identify, and evaluate risk, monitor progress and ensure the successful delivery of communication outcomes in a high-paced leadership role.

Our ideal candidate has high level communication skills, both verbal and written, and excellent interpersonal skills including the ability to develop and manage key stakeholder relationships and to communicate the vision and strategic direction of ESA.

You will bring strong leadership skills and experience including the ability to provide strategic direction for your team, develop agency plans, set priorities, monitor workflow and performance.

Our ideal candidate is resilient operating in a dynamic and fast-paced work environment. This includes the ability deliver under pressure, manage competing priorities, and respond quickly and flexibly to change. You will exemplify the ESA's values and engender a culture of achievement, collaboration, and agility. You are self-aware, encouraging, and respectful of the diversity of ideas and perspectives that defines the ESA workforce.

This is a front-line role and may require you to act promptly and constructively during a Territory Emergency Incident. This may include work outside of normal hours or on weekends which will be remunerated in accordance with the relevant enterprise agreement.

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

Eligibility/other requirements:

Relevant tertiary qualifications in the field of communications and/or a related discipline area is highly desirable.

Extensive experience working in a high pressure, fast-paced environment such as emergency services is desirable.

Driver's licence 'Class C' is essential.

This position *does not* require a pre-employment medical.

The ability to work flexibly with some out of hours work is required.

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: Applicants should submit a response of no more than two-pages addressing the Position Capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

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

Contact Officer: Georgeina Whelan (02) 6207 84092 Georgeina.Whelelan@act.gov.au

Emergency Services Agency

Assistant Commissioner Corporate

Strategy and Governance

Senior Director, Governance and Coordination

Senior Officer Grade A \$157,201, Canberra (PN: 60943)

Gazetted: 21 July 2023

Closing Date: 6 August 2023

The Emergency Services Agency is seeking applications from highly motivated, experienced, and suitable individuals to deliver the corporate governance objectives, legislative, and business critical priorities of the ACT Emergency Services Agency.

As the Senior Director Governance & Coordination, you will use your extensive management experience to lead a multi-disciplinary team to provide sound governance, risk management, and compliance and quality assurance advice to the ESA Commissioner and Executive team.

This role will oversee and manage the delivery of corporate data requirements, including the Productivity Commission Report on Government Services and ACT Government Performance and wellbeing indicators; this role is also the central point of coordination for the ESA Annual report.

You will need to work collaboratively across the ESA and the ACT Government to develop, implement and manage the ESA's enterprise risk framework to support the ESA to effectively identify and manage risks and opportunities. This role provides the critical function of leading the Agency's internal audit program, liaising with external auditors as required.

The successful candidate will be able to effectively build and manage productive relationships with all stakeholders, internal and external; as well as provide timely, quality reporting and briefing documents to the ESA executive team.

Eligibility/Other Requirements:

Qualifications in Public Administration or related discipline would be an advantage.

Driver's license 'Class C' is essential.

This position does require a Working with Vulnerable People Registration.

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Contact Officer: Elita Barrett (02) 6205 5427 Elita.Barrett@act.gov.au

Office of the Director-General

Executive Officer to the Director-General

Senior Officer Grade B/A \$135,355 - \$157,201, Canberra (PN: 13047)

Gazetted: 21 July 2023

Closing Date: 4 August 2023

Details: The Justice and Community Safety Directorate is comprised of a range of business functions responsible for providing an accessible justice system, community safety and promoting and protecting the rights and interests of all Canberrans.

The Director-General of the Justice and Community Safety Directorate, Richard Glenn is seeking an Executive Officer from September 2023 for a period of 12 months with the possibility of extension.

The Executive Officer will work closely with staff in the Office of the Director-General (ODG) and:

Proactively identify priority issues requiring the Director-General's early attention.

Provide timely strategic and procedural advice on directorate and government matters.

Support the ODG's engagement with Ministers, Ministers' Offices, other Directors-General and their directorates.

Support Senior Executive's engagement with the ODG.

Coordinate and/or prepare briefings and correspondence for the Director-General.

Undertake projects, conduct research and analysis for the Director-General and manage sensitive appointments.

Prepare speeches and talking points for Director-General participation at events.

Eligibility/Other requirements: Possession of, or the ability to acquire, a Negative Vetting (NV 1) national security clearance.

Notes: This is a temporary position available from September for 12 months. Selection may be based on application and referee reports only. This position will be filled at either the Senior Officer Grade B or A level, dependant on the skills and experience of the successful applicant.

How to Apply: Applicants should submit a response of no more than two pages, addressing the Professional/Technical Skills and the Behavioural Capabilities and outlining your skills and experience relevant to the role. A curriculum vitae and the contact details of two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carolyn Towner (02) 6205 7361 Carolyn.Towner@act.gov.au

ACT Corrective Services

Offender Reintegration

Senior Director, Cultural Services

Senior Officer Grade A \$157,201, Canberra (PN: 54048)

Gazetted: 24 July 2023

Closing Date: 7 August 2023

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated and career-oriented person to fill the position of Senior Director, Cultural Services (SOGA), within Offender Reintegration.

The Senior Director, Cultural Services is responsible for the provision of strategic review, planning, advice and guidance on issues relating to the over representation of Aboriginal & Torres Strait Islander people in the criminal justice system, including the provision of best practice advice, policy guidance and reporting support.

The role involves significant community engagement and fostering relationships with services and service providers, essential in contributing to the successful reintegration of detainees back into the community and reducing recidivism.

The successful applicant will contribute a cultural lens to various projects including Integrated Offender Management, Transitional Release, Throughcare, detainee reintegration and the provision of culturally safe case management practices across the organisation.

In addition, you will have strong involvement in issues relating to Aboriginal and Torres Strait Islander Peoples and will be required to liaise with Aboriginal & Torres Strait Islander people, community members and service providers.

To be successful you will possess exceptional communication and interpersonal skills necessary to build rapport with a diverse range of clients and stakeholders. You will also have a demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander peoples' cultures and societies and an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples in contemporary society.

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

Aboriginal or Torres Strait Islander ancestry is considered essential (s42, *Discrimination Act 1991*).

Relevant tertiary qualifications and / or equivalent work experience in the criminal justice system is highly desirable.

The successful candidate may be required to undergo a criminal record check.

Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* is required.

Notes: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

How to apply: Applicants are required to submit the following: 1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; and 2) a current resume with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Narelle Pamplin (02) 6205 0197 Narelle.Pamplin@act.gov.au

Legislation, Policy and Programs

Justice Reform

Senior Policy Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38160)

Gazetted: 21 July 2023

Closing Date: 4 August 2023

Details: The Justice Reform Branch drives the ACT Government's justice reform agenda to support victims of crime, address the underlying causes of crime, reduce the cycle of re-offending, and improve outcomes for vulnerable people, including people with disability, in contact with the justice system.

The Senior Policy/Program Officer works to the Director in collaboration with internal and external stakeholders, contributing to high level advice to the Senior executive and Government on policy relating to victims of crime, people with disabilities, and other vulnerable groups, that is culturally appropriate, gender and trauma informed.

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

Eligibility/ Other Requirements

- Relevant tertiary qualifications in law, criminology, social science or a related field are desirable but not essential to this role.
- This position does not require a pre-employment medical.
- This position does not require a Working with Vulnerable People Check.

Notes: This is a permanent vacancy.

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

How to apply: In 1 to 2 pages, summarise how your experience, skills and personal qualities would enable you to fulfil the responsibilities of the position. Please also provide a copy of your current cv/resume and contact details for 2 referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Bishop (02) 6207 0066 Karen.Bishop@act.gov.au

Major Projects Canberra

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

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

CIT Woden Project

Senior Project Manager - Technical

Infrastructure Officer 5 \$163,315, Canberra (PN: 49334)

Gazetted: 25 July 2023

Closing Date: 8 August 2023

Details: About us

The Canberra Institute of Technology (CIT) Woden Campus Project will deliver a purpose-built CIT Campus, Youth Foyer and a new public transport interchange in the Woden Town Centre, as well as CIT Yurauna, a new dedicated Aboriginal and Torres Strait Islander Educational Centre of Excellence, at the CIT Bruce Campus.

We are committed to building and fostering the environment of diversity, inclusion and belonging. We are empowered to use our creativity, authenticity and differences to contribute to the project's success. We value the unique perspective and complementary skills that come from working within a diverse environment and work together to create value to the community we serve.

About this opportunity

As the Senior Project Manager – Technical, you will play a pivotal role in leading project activities as they relate to technical aspects of design, and later construction, of the new CIT Woden Campus. You will work directly with the head contractor and partner directorates – CIT and CSD, broader MPC and other key stakeholders to drive the project objectives and achieve a successful fit for purpose outcome for CIT.

What do you need to succeed

The below capabilities form the criteria that are vital for you to be successful in this role:

Project management skills and experience in a construction environment.

Experience in leading technical design related matters, understanding of construction codes and standards, ideally within commercial infrastructure projects.

Understanding of project stakeholder requirements and effective administration towards the delivery of project outcomes.

Communication skills, including the ability to prepare briefing materials, and to engage with a diverse group of stakeholders.

Organisational skills, including the ability to establish priorities, adapt to changing requirements and exercise initiative.

Your Benefits

We offer a number of benefits for our staff, including:

Hybrid working options and flexible schedules to accommodate different work/ productivity styles and work-life balance challenges.

Comprehensive professional development opportunities and access to a wide range of training courses.

Study support, including study leave and financial assistance.

Health and wellbeing support, including access to Employee Assistance Program.

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

Eligibility/Other Requirements:

This position requires you to hold recognised qualifications and/or experience in at least one of the following: Engineering or Architecture or Project Management. Please refer to the Position Description (Compliance Requirements/Qualifications) for more details.

Notes: This is a temporary position available immediately until July 2025 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: If you're looking to join a passionate and diverse team of individuals committed to transforming the Woden Town Centre precinct and ensuring CIT continues to effectively deliver quality teaching and learning in the ACT, apply now! Even if you don't think you quite meet all of the job requirement, we'd still like to hear from you.

Please address the selection criteria ('What You Require') with a maximum of three (3) pages, a current resume and contact details of two referees. Please provide copies of relevant degree and qualifications.

If you'd like to apply and need reasonable adjustments at any point in the application or interview process, please let us know.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hamish Chartres (02) 6207 7304 Hamish.Chartres@act.gov.au

Suburban Land Agency

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

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

Suburban Land Agency

Finance, Systems and Valuations

Digital Solutions

TM1 and Salesforce System Administrator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60747)

Gazetted: 24 July 2023

Closing Date: 31 July 2023

Details: The Digital Solutions team at Suburban Land Agency (SLA) is looking to establish a newly evolved role to primarily focus on TM1 and Salesforce administration.

The tasks the role may be tailored to suit the applicant's skillsets, however individuals with strong TM1/financial systems and Salesforce administration experience will be highly regarded. SLA also values professional development so candidates with a base understanding of these platforms but lacking technical skills are also encouraged to apply.

The Digital Solutions team aims to be a centre of excellence and enthusiasm for digital transformation. We create technological efficiencies through:

Digital transformation and innovative solutions.

Modern projects, systems, policies and procedures.

Effective and efficient management of ICT assets.

Actively improving the SLA's cyber security capability and maturity.

We deliver:

Our digital transformation program.

Digital related advice, guidance, assistance and key business system support.

The TM1 and Salesforce Administrator, Digital Solutions reports to the Assistant Director, Digital Solutions.

The TM1 and Salesforce Administrator, Digital Solutions responsibilities include:

Providing support to Salesforce users across the SLA, including identification of bugs and enhancements for SLA's Salesforce solution.

Contribute to the development of a new suite of reports from Salesforce-TM1 to enhance data analytics capabilities.

Manage the system end aspects of TM1 budgeting and forecasting, including salary data loading and capitalisation, scenario management and Salesforce 'snapshot' reporting.

Contributing to the delivery of digital transformation projects as defined in the Digital Transformation Strategy, as well as ad-hoc digital projects, system upgrades and implementation, to improve SLA efficiency.

Demonstrated understanding of the relationship with DDTS and management of ICT-related policies, procedures, and reporting.

Providing ongoing support for other tools such as the SLA Intranet, Objective Connect, MS Teams, Oracle P2P and new systems emerging on the journey of digital transformation.

Eligibility/Other requirements: Current experience or studying towards Salesforce Administration and/or TM1/financial systems management is highly desirable.

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

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Kreukniet (02) 6205 1571 Tim.Kreukniet@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

Transport Canberra and Business Services

Territory and Business Services

Libraries ACT

Programs and Events Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 00517)

Gazetted: 26 July 2023

Closing Date: 9 August 2023

Details: Libraries ACT are on the lookout for a Programs and Events Officer who has a great passion for delivering strategic and targeted programs and events to the community.

Come and join a team of passionate and creative professionals who develop and deliver engaging programs, events and projects for Libraries ACT. We are looking for a dynamic and enthusiastic event management expert who can support the delivery of strategic programs targeted to a broad range of groups within the community. You will work collaboratively with the Outreach team, Communications and Engagement team, Executive team and Library Branches to deliver effective and engaging programs and events. You will work on exciting task that will help shape the future of libraries. Your work will make an immediate and impactful contribution to the Canberra community.

If you want to improve your program and event management skills and undertake work that impacts the people of Canberra, 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 and linguistically diverse people and those who identify as LGBTQIA+ are encouraged to apply.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based in workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk. The opportunity to work from home exist as operational needs allow. Selection may be based on application and referee reports only.

How to Apply: There are two parts to your application.

A pitch (no more than two pages) that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role.

An outline of a program that could be run in the library to engage with one of the key community groups outlined in the Position Description (no more than one page).

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Davies (02) 6207 5156 Megan.Davies@act.gov.au

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

Transport Canberra and Business Services

Bus Operations

Fleet

Vehicle Cleaner Fueller, Night Supervisor

EGS05.1 - EGS05.4 - Workshop Staff \$76,574 - \$80,357, Canberra (PN: NCF013, several)

Gazetted: 25 July 2023

Closing Date: 1 August 2023

Details: Transport Canberra Operations is seeking an experienced and highly motivated Vehicle Cleaner Fueller, Night Supervisor. Under guidance and support of the Regional Maintenance Manager, the Vehicle Cleaner Fueller, Night Supervisor will provide supervision and guidance while working in the team to ensure Transport Canberra fleet vehicles are fuelled and cleaned in accordance with the agreed standards. In addition, the Night Supervisor will support and supervise the cleaning/fuelling staff for the full duration of the evening shift, while ensuring that safety standards are adhered to. Other duties would include ensuring that adequate security of the fuelling buildings and associated equipment was maintained at the completion of the evening shift. This position is required to work under time pressure and is exposed to temperature and weather changes throughout the year.

To be successful in this position you will have:

Demonstrated experience in maintaining stocktake and cleaning equipment.

Previous experience in staff supervision and an ability to identify staff development requirements.

The ability to monitor workflows, set priorities to meet deadlines.

The ability to be self-motivated and demonstrate safe work practices.

Eligibility/Other requirements:

Permanent Resident of Australia.

Security clearance checks will be conducted.

This position does require a pre-employment medical.

Drivers Licence (C-class) is mandatory.

The ability to work rostered shifts including regular weekend overtime.

Notes: This position is part-time at 30:00 hours per week and the full-time salary noted above will be pro-rata.

Selection may be based on application and referee reports only.

How to Apply: Please submit the following

A one-page statement outlining your experience and abilities to perform the advertised role. The statement should demonstrate that you have the capabilities in the "What You Require" section of the Position Description document including details of Professional Skills and Knowledge and Behavioural Capabilities.

A current curriculum vitae including details of work history and professional qualifications.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: John Murphy (02) 6207 7641 John.Murphy@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.

Office of the Director-General

Communications

Assistant Director, Communications and Engagement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 47386)

Gazetted: 21 July 2023

Closing Date: 28 July 2023

Details: Transport Canberra and City Services (TCCS) is looking for an experienced communications and engagement specialist to join its busy communications team.

We're looking for someone that loves the city we live in and is passionate about being a part of city-shaping infrastructure projects.

TCCS delivers infrastructure projects from major road upgrades to improvements to the urban open spaces Canberrans enjoy, and the Assistant Director in Communications and Engagement will work in a collaborative environment with the project managers to engage the community on these projects.

The position will be responsible for providing strategic direction to the Infrastructure Delivery team on engagement activities, coordinating proactive opportunities to promote project milestones, and delivering communications activities to raise awareness of the program of works and potential impacts to the public.

The successful applicant must be a team player that works well under pressure in a fast-paced environment.

Eligibility/Other requirements: Experience in communications and engagement for infrastructure projects is highly desirable.

Notes: This is a temporary position available 14 August 2023 until 14 August 2025 with the possibility of permanency.

How to Apply: Please submit a two-page pitch that demonstrates the duties and responsibilities of the position outlined in the attached position description, along with a current curriculum vitae and contact details of two referees should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Renee Riley (02) 6207 5743 Renee.Riley@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Services

Investigator - Domestic Animal Services

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 44938)

Gazetted: 24 July 2023

Closing Date: 7 August 2023

Details: Based at the Domestic Animal Services facility in Symonston, Investigators are responsible for investigating alleged breaches of the *Domestic Animals Act 2000* and *Animal Welfare Act 1992*, particularly in regards to dog attacks, animal welfare incidents, and animal nuisance complaints.

The position involves responding to complaints in field with Rangers, and taking witness statements from complainants and others who are involved in serious or complex dog attacks and other incidents. You will also be required to create investigation plans, compile prosecution briefs of evidence, Tribunal documents, appeal papers, and prepare documents for the required standards which are both criminal and civil matters.

Investigators prepare Dangerous Dog Declarations and Licences, Notices and Directions, and Control Orders for review and approval by the Registrar or Deputy Registrar. You will also be required to undertake supplementary administrative functions including responding to Freedom of Information requests, Requests for Owner Information (section 55A), and reviewing infringement disputes.

As a member of Domestic Animal Services, you will be required to manage multiple issues, and effectively and efficiently prioritise work. You will work collaboratively in a team environment and support senior leaders with the overall management of the facility, including activities relating to the welfare of animals in the care of the service, and the safety of visitors whilst visiting the facility.

You will contribute to the development, achievement and continuous improvement of team objectives and plans to ensure DAS meets community standards and expectations.

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

How to Apply: Applicants must provide a response to each selection criteria of no more than 350 words per criteria, along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Mooney (02) 6205 0080 Chris.Mooney@act.gov.au

City Services

Roads ACT

Works

Works Manager

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 00824)

Gazetted: 20 July 2023

Closing Date: 10 August 2023

Details: The role is a key member of the Works team and is responsible for planning and organising infrastructure maintenance services to ensure timeliness of service delivery while optimising efficiency and resource allocation.

Key accountabilities: Lead and manage a team of diverse General Service Officers (GSO) for a works program that including routine road maintenance comprising of; sign/line maintenance; street sweeping; asphalt (heavy patching) and the associated traffic management to keep workers safe; plant and equipment hire; and managing call out/emergency response/special event processes.

In addition to providing leadership to the Team, there are elements of contract management involved to source equipment and materials to ensure the work can be undertaken. The Works Manager will also assist in the delivery of the annual road maintenance program for routine road maintenance and associated infrastructure within the allocated annual budget.

As a senior leader within TCCS, this role requires a person who can inspire, energise, and positively influence teams and individual outcomes. The role is responsible for leading, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a value-based leadership style.

This position requires a leader with a strong, considered, and engaging people focus to successfully deliver and drive a culture representing TCCS values. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right 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:

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

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

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

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

How to apply: A supporting statement of no more than four pages outlining experience and/or ability and addressing the requirements of "What you Require" section of the attached Position Description.

A current curriculum vitae

Contact details of at least two referees

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

Contact Officer: Niklas Gansel (02) 6205 3167 Niklas.Gansel@act.gov.au

Worksafe ACT

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

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

Worksafe

Construction

General Compliance and Enforcement

Senior Inspector

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 32662)

Gazetted: 26 July 2023

Closing Date: 9 August 2023

Details: Are you ready to join a team that is passionate about making a difference?

Want to work with clever, innovative, and highly motivated people in a dynamic environment?

We have a temporary vacancy for a suitably skilled individual to work as a Senior Construction Inspector within our Construction Inspectorate team. We are looking for a passionate, committed individual who is ready to play a key role in making sure that all workers, in all workplaces are healthy and safe.

The day-to-day activities of a Senior Construction Inspector includes participating in proactive safety programs and campaigns, liaising with industry stakeholders, workers and the general public, and undertaking inspections, investigations and audits across a range of ACT workplaces. The work we do carries with it an obligation to act in the public interest. It requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence and trust in our work.

If you want to be part of something bigger and are committed to improving health and safety outcomes, please consider submitting an application.

Notes: This is a temporary position available 7 August 2023 until 7 February 2024. This position is available to ACT Government officers and employees only. Selection may be based on written application and referee reports only.

A Merit Pool may be established from this selection process and may be used to fill identical vacancies over the next 12 months. Please note, this position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting written pitch of no more than two pages demonstrating your skills and experience relevant to the selection criteria listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples to demonstrate your experience. Please ensure you meet the 'Essential Requirements' of the role as detailed in the position description. Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

Applications should be submitted directly to the Contact Officer.

Contact Officer: Brooke Grey 6205 0753 Brooke.Grey@worksafe.act.gov.au

APPOINTMENTS

ACT Audit Office

Auditor \$68,685 - \$89,705

Hassan Ali, Section 68(1), 24 July 2023

ACT Health

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

Alexander Dionissiou, Section 68(1), 19 July 2023

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

Jing Jung Huang, Section 68(1), 20 July 2023

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

Cynthia Mathew, Section 68(1), 21 July 2023

Canberra Health Services

Specialist / Senior Specialist, \$188,151 - \$254,198

Mohammed Paymard: 88594068, Section 68(1), 01 August 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Danielle MCGUFFICKE: 86877064, Section 68(1), 24 July 2023

Health Professional Level 2 \$70,679 - \$97,028

Sarah Anderson, Section 68(1), 27 July 2023

Registered Nurse Level 3.1 \$115,743 - \$120,506

Joseph Dalmolin, Section 68(1), 21 July 2023

Medical Imaging Level 2 \$70,679 - \$97,028

Chloe Geering, Section 68(1), 17 July 2023

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

Ruchika Gupta, Section 68(1), 18 July 2023

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

Kabita Gurung, Section 68(1), 12 July 2023

Health Professional Level 2 \$70,679 - \$97,028

Mannat Johal, Section 68(1), 20 July 2023

Senior Officer Grade A \$157,201

Alana Matthews, Section 68(1), 25 July 2023

Health Service Officer Level 4 \$57,149 - \$59,336

Bella Milicevic, Section 68(1), 20 July 2023

Clinical Coder Level 1 \$89,649 - \$124,387

Cheryl Mulvihill, Section 68(1), 24 July 2023

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

Jade Townsend, Section 68(1), 24 July 2023

Health Professional Level 2 \$70,679 - \$97,028

Charlotte Watkins, Section 68(1), 20 July 2023

Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA)

Megan Watt, Section 68(1), 27 July 2023

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Eric Yeo, Section 68(1), 14 August 2023

Chief Minister, Treasury and Economic Development

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

Nikita Amrein, Section 68(1), 24 July 2023

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

Xin Chang, Section 68(1), 24 July 2023

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

Mark Dowell, Section 68(1), 24 July 2023

Senior Officer Grade A \$157,201

Carl Fitzpatrick, Section 68(1), 24 July 2023

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

Liam Folkard, Section 68(1), 26 July 2023

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

Ryan Herden, Section 68(1), 26 July 2023

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

Ashutosh Kamboj, Section 68(1), 24 July 2023

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

Teresa Kenny, Section 68(1), 26 July 2023

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

Thao Mac, Section 68(1), 24 July 2023

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

Madeline Maguire, Section 68(1), 26 July 2023

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

Luke McDonald, Section 68(1), 26 July 2023

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

Carson Meents, Section 68(1), 26 July 2023

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

Jules Tucker, Section 68(1), 24 July 2023

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

Yulu Wang, Section 68(1), 17 July 2023

Community Services

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

Kirsten Close, Section 68(1), 26 July 2023

Education

Classroom Teacher \$72,511 - \$114,624

Karlia Rutledge, Section 68(1), 13 July 2023

Classroom Teacher \$72,511 - \$114,624

Olivia Hall, Section 68(1), 17 July 2023

Classroom Teacher \$72,511 - \$114,624

Zara Maxwell-Smith, Section 68(1), 17 July 2023

Classroom Teacher \$72,511 - \$114,624

Eliza Fisher, Section 68(1), 16 January 2024

School Assistant 2/3 \$51,548 - \$62,857

Mariam Dourdour, Section 68(1), 26 July 2023

School Assistant 2/3 \$51,548 - \$62,857

Ashley Fernandez, Section 68(1), 26 July 2023

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

Jodie Hellyer, Section 68(1), 24 July 2023

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

Keyta Slattery, Section 68(1), 31 July 2023

School Assistant 2/3 \$51,548 - \$62,857

Tyler Whitbread, Section 68(1), 26 July 2023

Environment, Planning and Sustainable Development

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

Joshua Hackworth, Section 68(1), 21 July 2023

Justice and Community Safety

FB1 (FF 4th Class in Training) \$79,519

Tobias Barnett, Section 68(1), 24 July 2023

FB1 (FF 4th Class in Training) \$79,519

Mitchell Brian, Section 68(1), 24 July 2023

FB1 (FF 4th Class in Training) \$79,519

Kade Burgess, Section 68(1), 24 July 2023

FB1 (FF 4th Class in Training) \$79,519

Joshua Cabban, Section 68(1), 24 July 2023

FB1 (FF 4th Class in Training) \$79,519

Jordan Cremerius, Section 68(1), 24 July 2023

FB1 (FF 4th Class in Training) \$79,519

Braeden Cuneo, Section 68(1), 24 July 2023

FB1 (FF 4th Class in Training) \$79,519

William Edgar, Section 68(1), 24 July 2023

FB1 (FF 4th Class in Training) \$79,519

Hayden Evans, Section 68(1), 24 July 2023

FB1 (FF 4th Class in Training) \$79,519

Shantelle Farlow, Section 68(1), 24 July 2023

FB1 (FF 4th Class in Training) \$79,519

Ethan Gould, Section 68(1), 24 July 2023

FB1 (FF 4th Class in Training) \$79,519

Dylan Griffiths, Section 68(1), 24 July 2023

FB1 (FF 4th Class in Training) \$79,519

Joshua Hegarty, Section 68(1), 24 July 2023

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

Ahyoung Jo, Section 68(1), 24 July 2023

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

Michelle Comell, Section 68(1), 24 July 2023

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

Muhammad Ashiq Iqbal Kazi, Section 68(1), 26 July 2023

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

Tahnee Khalu, Section 68(1), 21 July 2023

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

Manon McPherson-Harrington, Section 68(1), 24 July 2023

FB1 (FF 4th Class in Training) \$79,519

Logan Reis, Section 68(1), 24 July 2023

Senior Officer Grade A \$157,201

Luke Schibeci, Section 68(1), 24 July 2023

FB1 (FF 4th Class in Training) \$79,519

Elizabeth Schofield, Section 68(1), 24 July 2023

FB1 (FF 4th Class in Training) \$79,519

Luke Sutherland, Section 68(1), 24 July 2023

FB1 (FF 4th Class in Training) \$79,519

Ryan Taylor, Section 68(1), 24 July 2023

Major Projects Canberra

Infrastructure Officer 5 \$163,315

Alex Jovic, Section 68(1), 24 July 2023

Transport Canberra and City Services

Bus Operator - Training \$74,582

Jessica Dickson, Section 68(1), 22 July 2023

General Service Officer Level 5/6 \$62,078 - \$68,143

Tyler Johnson, Section 68(1), 21 July 2023

Bus Operator - Training \$74,582

Yasir Khan, Section 68(1), 22 July 2023

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

Mitchell Negus, Section 68(1), 20 July 2023

Infrastructure Officer 2 \$91,428 - \$105,186

David Telfer, Section 68(1), 19 July 2023

Bus Operator - Training \$74,582

Jordan Valentine, Section 68(1), 22 July 2023

Bus Operator - Training \$74,582

Jason Wintour, Section 68(1), 24 July 2023

Bus Operator - Training \$74,582

Kamran Zia, Section 68(1), 24 July 2023

TRANSFERS

ACT Health

Akash Garg

From: Senior Information Technology Officer Grade C \$123,710

ACT Health

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

ACT Health, Canberra (PN. 50876) (Gazetted 22 March 2023)

Canberra Health Services

Ruth Bower

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 04535) (Gazetted 2 June 2023)

Grace Knox

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 32303) (Gazetted 08/06/2023)

Rebecca Brown

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 57430) (Gazetted 26 June 2023)

Smirti Chand

From: Registered Nurse level 1 \$72,698 - \$97,112

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 02943) (Gazetted 28 June 2023)

Cary Gloria

From: Registered Nurse Level 1 \$97,112

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 39572) (Gazetted)

Jerin Mathaikutty

From: Registered Nurse Level 2 \$100,957

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 59599) (Gazetted 19 January 2023)

Jessie McQueen

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 58575) (Gazetted 23 June 2023)

Jesica Rennie

From: Health Professional Level 3 \$105,180

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. 35918) (Gazetted 6 September 2022)

Jennifer Toohey

From: Health Professional Level 3 \$105,180

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. 14822) (Gazetted 2 June 2023)

Chief Minister, Treasury and Economic Development

James de Wilde

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

Environment, Planning and Sustainable Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 47693) (Gazetted 19 June 2023)

Efe Momoh

From: Senior Information Technology Officer Grade C \$123,710

Transport Canberra and City Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 13231) (Gazetted 13 July 2023)

Ritu Singh

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

Education

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

Chief Minister, Treasury and Economic Development, Canberra (PN. P10013) (Gazetted 9 May 2023)

Domenico Tripodi

From: Health Professional Level 4 \$123,710

Canberra Health Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 10972) (Gazetted 6 February 2023)

Andreza Viana Redmayne

From: Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 60910) (Gazetted 8 June 2023)

Community Services

Jody Sliwke

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

Community Services

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

Community Services, Canberra (PN. 00421) (Gazetted 1 June 2023)

Environment, Planning and Sustainable Development

Michaela Watts

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 15656) (Gazetted 7 June 2023)

PROMOTIONS

ACT Health

Digital Solutions Division

Office of the Chief Information Officer

Kwong Kim Chung

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. 60727) (Gazetted 22 November 2022)

Population Health Division

Promotion and Programs

Health Promotion and Grants

Katrina Rasheed

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

ACT Health

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

ACT Health, Canberra (PN. 25550, several) (Gazetted 24 May 2023)

Population Health Division

Promotion and Programs

Health Promotion and Grants

Louisa Sassen

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

ACT Health

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

ACT Health, Canberra (PN. 25550, several) (Gazetted 24 May 2023)

Canberra Health Services

Clinical Services

Clinical Services

Mental Health Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services

Prasanth Divakar

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

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 25956) (Gazetted 29 June 2023)

Brendan Higgins

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 37388) (Gazetted 7 April 2023)

Clinical Services

Medicine

Medicine

Minimol Kulakkottu Scaria

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

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 24912) (Gazetted 26 May 2023)

Kolora Kurumalawai

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

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 13386) (Gazetted 7 April 2023)

Clinical Services

Surgery

Surgery

Operating Room

Christina Scheele

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 56786) (Gazetted 23 May 2023)

Clinical Services

Women, Youth & Children

Department Nursing and Midwifery

Reshma Tomy

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 29989) (Gazetted 4 January 2023)

Chief Minister, Treasury and Economic Development

Access Canberra

Service Delivery and Engagement

Service Centres

Shauna Callaghan

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 41297) (Gazetted 11 May 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.

Policy and Cabinet

Corporate Services

Panadda Chaichan

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

Transport Canberra and City Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36835) (Gazetted 5 June 2023)

Access Canberra

Service Delivery and Engagement

Service Centres

Mietta Evans

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 55687) (Gazetted 11 May 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.

Access Canberra

Construction, Utilities and Environment Protection

Office of the Environment Protection Authority

Manish Gaha

From: General Service Officer Level 3/4 \$56,173 - \$61,181

Transport Canberra and City Services

To: Professional Officer Class 1 \$64,473 - \$89,398

Chief Minister, Treasury and Economic Development, Canberra (PN. 15671) (Gazetted 18 November 2022)

Shared Services

Partnership Services

Recruitment and Information Service

Maike Hoepper

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 41679) (Gazetted 28 October 2022)

Office of Industrial Relations and Workforce Strategy

Office of the Deputy Director-General

Fiona Johnston

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

Major Projects Canberra

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 42022) (Gazetted 8 May 2023)

Construction Utilities and Environment Protection

Rapid Regulatory Response Team

Navdeep Kumar

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

ACT Long Service Leave Authority

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 56845) (Gazetted 19 January 2023)

Revenue Management

Compliance

Haozhe Lu

From: Paralegal Grade 2 \$70,403 - \$76,255

Justice and Community Safety

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 62371) (Gazetted 22 May 2023)

Office of Industrial Relations and Workforce Strategy

Work Safety Group

Injury Management Team

Hoang Dung Nguyen

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 50243) (Gazetted 1 June 2023)

Shared Services

Partnership Services

Recruitment and Information Services

Georgette Parkkinen

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Chief Minister, Treasury and Economic Development, Canberra (PN. 08046) (Gazetted 28 October 2022)

Revenue Management

Business Systems

Simon Parmeter

From: Information Technology Officer Class 1 \$73,920 - \$84,144
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Chief Minister, Treasury and Economic Development, Canberra (PN. 55465) (Gazetted 30 September 2022)

Economic Development

Finance and Business Services

Ramona Romero

From: Administrative Services Officer Class 4 \$76,255 - \$82,566
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Chief Minister, Treasury and Economic Development, Canberra (PN. 54238) (Gazetted 19 June 2023)

Office of Industrial Relations and Workplace Strategy

Work Safety Group

Workplace Legislation and Policy

Georgia Rutherford

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$114,928 - \$123,710
Chief Minister, Treasury and Economic Development, Canberra (PN. 56897) (Gazetted 18 May 2023)

Revenue Management

Compliance

Samyukta Simha

From: Administrative Services Officer Class 3 \$68,685 - \$73,920
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Chief Minister, Treasury and Economic Development, Canberra (PN. 59184, Several) (Gazetted 22 May 2023)

Corporate

Workforce and Information Services

Strategic Recruitment

Andrew Trevaskis

From: Senior Officer Grade C \$114,928 - \$123,710
Community Services
To: †Senior Officer Grade B \$135,355 - \$152,377
Chief Minister, Treasury and Economic Development, Canberra (PN. 31474) (Gazetted 5 June 2023)

Community Services

Children , Youth and Families

Child and Youth Protection Services

Child and Youth Protection Services - Operations

Raluca Matei

From: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728
Community Services
To: †Child and Youth Protection Professional Level 4 \$123,373 - \$132,376

Community Services, Canberra (PN. 33998) (Gazetted 8 July 2022)

Education

School Improvement

North Gungahlin

Margaret Hendry School

Ase Anneli Bjoransen

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 52699) (Gazetted 9 June 2023)

School Improvement

Belconnen Network

Florey Primary School

Briana Brockman

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

Education

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

Education, Canberra (PN. 62369) (Gazetted 15 March 2023)

Office for School Improvement

North Canberra Gungahlin

Lyneham High School

Joanne Buttriss

From: School Assistant 2 \$51,548 - \$56,919

Education

To: School Assistant 3 \$58,404 - \$62,857

Education, Canberra (PN. 60194, several) (Gazetted 29 June 2023)

School Performance and Improvement

Tuggeranong School Network

Lake Tuggeranong College

Andrew Crozier

From: School Assistant 2 \$51,548 - \$56,919

Education

To: School Assistant 4 \$70,028 - \$75,827

Education, Canberra (PN. 38375) (Gazetted 13 June 2023)

School Improvement

North Gungahlin

Margaret Hendry School

Lachlan Ferguson

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 50706) (Gazetted 9 June 2023)

School Performance and Improvement

Belconnen network

Evatt Primary

Glen Massey

From: Building Service Officer 2 \$65,256 - \$68,143

Education

To: Building Service Officer 3 \$75,931 - \$80,136

Education, Canberra (PN. 01533) (Gazetted 1 August 2022)

School Performance and Improvement

North/Gungahlin

Harrison School

Ujala Rao

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 25399) (Gazetted 26 May 2023)

Office for School Improvement

North Canberra Gungahlin

Lyneham High School

Manuela Rego

From: School Assistant 2 \$51,548 - \$56,919

Education

To: School Assistant 3 \$58,404 - \$62,857

Education, Canberra (PN. 60194, several) (Gazetted 29 June 2023)

School Performance and Improvement

Mount Stromlo High School

Lauren Tabur

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 57499) (Gazetted 2 June 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 Improvement

North Gungahlin

Margaret Hendry School

Aidan Tandy

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 41320) (Gazetted 9 June 2023)

Office for School Improvement

North Canberra Gungahlin

Lyneham High School

Allison Wilson

From: School Assistant 2 \$51,548 - \$56,919

Education

To: School Assistant 3 \$58,404 - \$62,857

Education, Canberra (PN. 60194, several) (Gazetted 29 June 2023)

Environment, Planning and Sustainable Development

Statutory Planning

Development Assessment

Chris Gell

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

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$157,201

Environment, Planning and Sustainable Development, Canberra (PN. 49434) (Gazetted 14 September 2022)

Justice and Community Safety

Human Rights Commission

Public Advocate and Children and Young People Commissioner

Public Advocacy

Courtney Bellemore

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 57485) (Gazetted 6 April 2023)

Legislation, Policy and Programs

Civil and Regulatory Law Branch

Albert Lee

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

Environment, Planning and Sustainable Development

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

Justice and Community Safety, Canberra (PN. 42589, several) (Gazetted 18 April 2023)

Legislation, Policy and Programs

Justice Reform Branch

Anna Lee

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

Chief Minister, Treasury and Economic Development

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

Justice and Community Safety, Canberra (PN. 11083) (Gazetted 27 January 2023)

Public Trustee and Guardian

Wills, Estates and Trusts Unit

Deirdre Major

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 48999) (Gazetted 11 April 2023)

Human Rights Commission

Public Advocate and Children and Young People Commissioner

Public Advocacy

Samantha Pegram

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 43227) (Gazetted 6 April 2023)

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Randall Smith

From: Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties

Justice and Community Safety

To: †Intensive Care Paramedic 2 \$109,929 - \$121,855 plus penalties

Justice and Community Safety, Canberra (PN. 21474) (Gazetted 3 November 2022)

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

Major Projects Canberra

Infrastructure Delivery Partners
Commercial Project Management
Procurement - Commercial
Leon Mayers

From: Infrastructure Officer 4 \$136,524 - \$155,109

Major Projects Canberra

To: †Infrastructure Officer 5 \$163,315

Major Projects Canberra, Canberra (PN. 61012) (Gazetted 18 April 2023)

Transport Canberra and City Services

Chief Operating Officer
People and Capability
Organisational Development
Kathleen Galvin

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

Chief Minister, Treasury and Economic Development

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

Transport Canberra and City Services, Canberra (PN. 42828) (Gazetted 24 May 2023)

City Services

Roads ACT

Environment and Utilities/Bridges and Structures

Rizwan Sarwar

From: Health Service Officer Level 6 \$63,169 - \$65,888

Canberra Health Services

To: †Infrastructure Officer 1 \$75,792 - \$89,551

Transport Canberra and City Services, Canberra (PN. 23364) (Gazetted 1 May 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.

City Services

Roads ACT

Road and Path Network

Dipak Shrestha

From: General Service Officer Level 3/4 \$56,173 - \$61,181

Transport Canberra and City Services

To: †Infrastructure Officer 1 \$75,792 - \$89,551

Transport Canberra and City Services, Canberra (PN. P29022) (Gazetted 1 May 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.

Transport Canberra and Business Services

Territory and Business Services

Cemeteries

Josh Thomson

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 39708) (Gazetted 26 July 2022)

Worksafe ACT

WorkSafe ACT

WorkSafe ACT

General

Maxwell Rankin

From: General Service Officer Level 8 \$73,429 - \$77,593

Chief Minister, Treasury and Economic Development

To: †Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Worksafe ACT, Canberra (PN. 53997) (Gazetted 24 March 2023)