



ACT Government Gazette

Gazetted Notices for the week beginning 11 August 2022

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from
<http://www.health.act.gov.au/employment>.

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

Health Systems Policy and Research

Health Protection Service

Business Management Services

Database and SharePoint Administrator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 23586)

Gazetted: 16 August 2022

Closing Date: 23 August 2022

Details: The Database and SharePoint Administrator has primary responsibility for regulatory databases, SharePoint and quality management systems that support the work of the Health Protection Service. The regulatory databases manage licences and approvals for public health activities including food business registrations, community pharmacies, infection control risk activities and radiation licences. The Database and SharePoint Administrator is a super-user that ensures the integrity of these systems, manages change, provides user training and support, and prepares reports from these systems. The Database and SharePoint Administrator also assists the Assistant Director Business Improvement with the implementation of quality improvement initiatives

Eligibility/Other requirements:

Undergo a pre-employment National Police Check

Desirable

Whilst not mandatory, experience in database management and SharePoint or suitable qualifications will be highly regarded.

Notes: This is a temporary position available from September 2022 until 28 February 2023 with the possibility of extension up to 12 months. A merit pool will be established from this selection process and may be used to fill vacancies over the next 12 months.

How to apply: Please provide a written response of no more than two pages outlining how your qualifications and experience demonstrate your professional/technical skills, knowledge and behavioural capabilities against the 'What you Require' in the Position Description.

Please include your current curriculum vitae and the contact details of at least two referees, one of which is your current manager.

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

Contact Officer: Katherine Fearn (02) 5124 9231 Katherine.Fearn@act.gov.au

Policy, Partnerships and Programs

Health Policy and Strategy Branch

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45183)

Gazetted: 16 August 2022

Closing Date: 23 August 2022

Details: The Family and Inclusion Team is seeking an Assistant Director to contribute to the work of our team for a period of twelve months with possibility of extension or permanency. We work with a range of complex policy areas including, but not limited to reproductive health, LGBTIQ+ health and responding to the Child Abuse Royal Commission. We are also working with the community to commission health services for a range of sub-sectors in the Family and Inclusion space.

The ideal candidate will have experience working in health or social policy, well developed written and oral communication skills, and an ability to liaise and network within a remote working environment.

Notes: This is a temporary position available from 12 September 2022 until 22 September 2023 with the possibility of permanency. This recruitment process will likely be used to fill other vacancies across the Health Policy and Strategy Branch over the next twelve months.

How to apply: Interested candidates are requested to provide a written statement of no more than two pages addressing the Capabilities listed under 'What You Require' in the Position Description along with your curriculum vitae and contact details of two referees.

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

Contact Officer: Jane Pepper (02) 6205 9441 Jane.Pepper@act.gov.au

Health Systems Policy and Research

OPL

Academic Unit of General Practice

Kindergarten Health Check Administration Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 35616)

Gazetted: 12 August 2022

Closing Date: 19 August 2022

Details: The Academic Unit of General Practice (AUGP) plays an important role in helping to integrate the Commonwealth and privately funded primary health care sector with the ACT public health services.

The AUGP has developed research activities that encompass child health, integrated service development, clinical research, individual routes to health and healing, social determinants of medical care, and scholarship in teaching and learning. Together with the Women's, Youth and Children's Service and the School Health Nursing Team, we also administer the Kindergarten Health Check (KHC) screen for ACT Health.

This position is responsible for managing, tracking and secure handling of the KHC surveys and associated information; for scoring aspects of the screening tools; preparing and responding to incoming correspondence of an administrative nature, and preparing and distributing correspondence to GPs.

Eligibility/other requirements: Experience working within the Kindergarten Health Check program or with understanding and scoring associated survey questionnaires according to established protocol is an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment National Police Check.

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

Hold a current ACT Drivers Licence

Note: This is a part-time temporary position available at 18.37 hours per week from 3rd October 2022 until 30th December 2022, with the possibility of permanency and of increased hours corresponding with work demands.

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

Selection may be based on application and referee reports only.

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

How to apply: Applicants are to address the Selection Criteria (listed at 'What you Require') (maximum of three pages in total), a current curriculum vitae and two referee reports, at least one of which must be recent.

Applications should be sent to the Contact Officer.

Contact Officer: Karen Ciszek (02) 5124 4949 Karen.Ciszek@act.gov.au

Policy, Partnerships and Programs

Health Policy and Strategy

Various

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58203)

Gazetted: 12 August 2022

Closing Date: 26 August 2022

Details: The Health Policy and Strategy branch is seeking to recruit a motivated and experienced Director who can be part of a dynamic team, and able to make a significant contribution to improving health and wellbeing outcomes for the ACT community.

The successful candidate will be required to work collaboratively across a range of areas in ACT Health and with other ACT Government directorates. The incumbent will provide leadership, communicate professionally and work with flexibility, efficiency both individually and as part of a complex team/community effort.

The position will lead policy development across a range of key health priority projects for the ACT Government. Policy areas are diverse and include (but are not limited to) Voluntary Assisted Dying, implementation of the LGBTIQ+ Health Scoping Study, and reproductive health.

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: To be successful, the Director must have:

Proven time management and organisational skills with the ability to multitask and work under pressure with minimal supervision.

Excellent written skills with experience in developing quality, detailed documentation including complex ministerial briefings, Cabinet submissions, Assembly questions, speeches.

Excellent communication skills interacting with diverse range of key stakeholders to assist in policy project delivery.

Strong problem-solving skills to resolve issues as they arise as well as foresee potential project obstacles and take action to prevent these drawbacks.

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

How to Apply: Please submit a response of no more than two pages outlining how your qualifications and experience demonstrate your skills, knowledge and behavioural capabilities against 'what you will do' in the Position Description.

Please include your current curriculum vitae, and the contact details of at least two referees, one of which is your current manager.

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

Contact Officer: Chadia Rad (02) 5124 6216 Chadia.Rad@act.gov.au

Corporate and Governance

People, Strategy and Culture

People Strategy

Assistant Director, Learning and Development

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 39511)

Gazetted: 12 August 2022

Closing Date: 26 August 2022

Details: The People Strategy and Culture Branch delivers operational human resources services, Industrial Relations for the ACT Health Directorate (ACTHD) and projects that underpin the evolution of a high performing culture across the ACT public health system and within the ACTHD.

We are looking for a senior officer with strong coordination skills, proven leadership and management skills and experience in developing and delivering initiatives to support the Branch in achieving its outcomes. The Assistant Director, Learning and Development will be responsible for the:

strategic project work related to the development, implementation and ongoing evaluation of an organisation wide Learning and Development Strategy,

development and implementation of the ACTHD Talent Framework,

development and support of organisational reward and recognition programs coordination, and

development of an evaluation plan, including the collection and analysis of data to assess the effectiveness of the suite of offerings and programs delivered.

This is a great opportunity to join an enthusiastic and committed team and lead a high profile and important health system-wide initiative.

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

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

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

How to apply: Applicants must submit a written response to the Selection Criteria of no more than two pages outlining your ability to perform the advertised role (Skills, Knowledge, Behaviour, and related experience), a current curriculum vitae and contact details of two referees, one of which should be your current manager/supervisor.

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

Contact Officer: Belinda Harris (02) 5124 9387 Belinda.Harris@act.gov.au

Calvary Public Hospital Bruce

Technical Officer Level 1

Full-time Temporary

Closes: 31 August 2022

Classification: Technical Officer Level 1

Salary: \$62,599 - \$65,631 plus superannuation

Position No: LP8840

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazettal date): 17 August 2022

Contact Officer: Christopher Hidayat on christopher.hidayat@calvary-act.com.au or (02) 6201 6266

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 501768

Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>

Contact Officer: Christopher Hidayat (02) 6201 6266 christopher.hidayat@calvary-act.com.au

Canberra Health Services

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

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

Infrastructure and Health Support Services (IHSS)

Capital Project Delivery

Senior Project Manager

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 45390-0250M)

Gazetted: 17 August 2022

Closing Date: 31 August 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure delivery, facilities management and a diverse array of non-clinical support services that is focussed on delivering timely patient centric solutions across the CHS organisation.

The Senior Project Manager role will report to the Project Director, Capital Project Delivery and undertake key activities to support the planning and delivery of CHS capital projects. The role will require working in close collaboration with infrastructure delivery partners, Major Projects Canberra.

The Senior Project Manager will be responsible for managing a number of major CHS projects, ensuring that they are delivered on time and within budget, whilst minimising impacts to clinical services from operating within a live hospital environment. This will include a range of construction projects involving demolition works, construction of

new buildings and refurbishments or existing buildings. A key element will be engaging with internal and external stakeholders, and managing stakeholder expectations to deliver agreed project outcomes.

ABOUT YOU

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

Behavioural Capabilities

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

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

Have strong interpersonal and negotiation skills, and the ability to develop and maintain positive working relationships across CHS and with external stakeholders;

Be able to respond to and prioritise competing and often urgent requests in a calm and efficient manner, while maintaining high work standards and accuracy; and

Have a commitment to achieving positive outcomes for clients and the CHS organisation

Position Requirements / Qualifications

Mandatory

Relevant profession qualifications 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

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

General Construction Induction Card (White Card) for working on a construction site.

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

Note: This is a temporary position for a period of two years with the possibility of extension or permanency

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Owen Hughes (02) 51248732 owen.hughes@act.gov.au

Allied Health

Acute Allied Health Services - Psychology

Clinical Psychologist (Registrar)

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 12193 - 0250N)

Gazetted: 17 August 2022

Closing Date: 2 September 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

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 Canberra Health Services Division of Allied Health Services provides a range 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.

An exciting opportunity exists for a Clinical Psychologist to join the friendly and supportive Acute Support Psychology team in the Division of Medicine. Our team consists of Clinical Neuropsychology and Clinical Psychology positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings.

The successful applicant will provide high quality clinical psychology assessment and intervention as part of the Allied Health team providing a range of services from acute ward settings to specialised services such as the ACT Hospital in the Home service, the Spinal Pain Service, and the Pain Management Unit. This position also provides opportunity for long-term therapeutic work with people across the lifespan in outpatient settings. This position will report to the Psychology Manager. Clinical supervision for the registrar program is provided by the department and will be negotiated with the Psychology Manager.

ABOUT YOU

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Behavioural Capabilities

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

Strong interpersonal and communication skills.

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

Strong organisational skills with a strong work ethic.

Able to relate to people of varied backgrounds.

Position Requirements/Qualifications:

Mandatory

Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology

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

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

Enrolled in (or eligible for enrolment) the Clinical Psychology Registrar Program for Area of Practice Endorsement in Clinical Psychology with the Psychology Board of Australia.

Previous experience working with a multidisciplinary team in an acute care setting

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

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

Note: A permanent position as well as temporary positions with the possibility of extension and/or permanency are available. Clinicians looking for full-time or part-time roles are encouraged to apply.

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: Elissa Jacobs 51242045 Elissa.Jacobs@act.gov.au

Medical Services

Pharmacy

Antimicrobial Stewardship Pharmacist

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 32147-024T6)

Gazetted: 17 August 2022

Closing Date: 14 September 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

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

The Antimicrobial Stewardship Pharmacist will work within the Antimicrobial Stewardship (AMS) Team, to promote quality use of antimicrobials that is safe and cost-effective within Canberra Health Services (CHS). The position holder will participate in the CHS AMS program, providing both clinical and administrative input under the supervision of the Lead Antimicrobial Pharmacist. The position holder will integrate into the CHS Pharmacy team and will provide a range of pharmacy services on a rostered basis.

ABOUT YOU

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

Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory

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

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

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

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

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

The successful applicant will need to be available for occasional weekend and after-hours work, including on call, working across hospital sites as necessary.

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.

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

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Edwina Smythe (02) 5124 2121 Edwina.Smythe@act.gov.au

Perioperative

Extended Day Surgery Unit

Registered Nurse Level 1- Extended Day Surgery Unit

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 29076 - 024ZK)

Gazetted: 15 August 2022

Closing Date: 31 August 2022

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

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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 Division of Surgery is responsible for delivering inpatient and outpatients surgical services. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and Intensive Care Unit.

The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas.

The Extended Day Surgery Unit (EDSU) is a 14 bed unit caring for pre and post-operative DSU and EDSU patients. The DSU patients require a minimal stay before a same day discharge and the EDSU patients require overnight post-operative care. The DoSA unit provides pre-operative assessment and preparation for patients presenting for surgery on the day of admission. Both units are managed and staffed as the one identity and nursing staff are expected to work in both areas.

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

Strong communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory

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

Other:

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

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

Note: This is a temporary position available immediately for six months with possibility of extension and/or permanency. Selection may be made on application only.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Deanne Cole 5124 3987 deanne.cole@act.gov.au

Infrastructure and Health Support Services (IHSS)

Executive Group Manager Infrastructure and Support Services

Clinical Support, Sterilising Services

Food and Sterilising

Director Sterilising Services

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 14198-024WN)

Gazetted: 15 August 2022

Closing Date: 29 August 2022

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

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

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

Sterilising Services is organised into the following functional areas:

Sterilising Services at Mitchell, including management and administration

Sterilising Unit at CH

Sterilising Unit at CPHB

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

About You

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encouraged to apply.

Behavioural Capabilities

1. Strong leadership and organisational skills with ability to manage competing priorities.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs whilst upholding a high level of customer service.
3. Strong communication and interpersonal skills and passionate about a patient focused service.

Position Requirements/Qualifications:

Mandatory

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

Desirable

- Tertiary qualifications in business management, Health Services management, the sciences and/or relevant experience.
- Current class C Driver's Licence.
- Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

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.

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

Contact Officer: Ken Barnett 0422383855 ken.barnett@act.gov.au

Surgery

Perioperative

Registered Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 20320, several - 02421)

Gazetted: 15 August 2022

Closing Date: 29 August 2022

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

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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: <https://www.health.act.gov.au/> The Division of Surgery is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas.

The Registered Nurse Level 2 (RNL2) is seen by the Organisation as a source of expert nursing knowledge, skills, and attributes. The RNL2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

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

Proven advanced experience and clinical mentoring in a similar nursing role

Strong organisational skills with a high degree of drive

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

Strong communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory

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

Desirable:

Holds or is working towards a tertiary management and/or nursing qualification

Certificate IV in Training and Assessment

Postgraduate qualification in Nursing or Clinical Education.

Clinical experience as a Clinical Development Nurse role.

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

Note: These are temporary positions available for 3 months with the possibility of extension. Selection may be made on application only.

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

Contact Officer: Deanne Cole (02) 5124 3987 deanne.cole@act.gov.au

Rehabilitation Aged and Community Services

Community Health Centres

Health Centre Coordinator

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 23044 - 02503)

Gazetted: 15 August 2022

Closing Date: 29 August 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

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

There are seven Community Health Centres as part of Canberra Health Services. These health centres are located at Belconnen, Gungahlin, Dickson, City, Phillip, and Tuggeranong and Weston. Five of these health centres have Walk-In Centres co located with them.

This position is a coordinator role and oversees administration staff in the various Health Centres. This role also supports the maintenance of the buildings and works closely with clinical services in an administrative capacity to

increase service delivery and customer service within the teams. This position is under the direction of the Administration Manager for Community Health Centres and the broader direction of the Operations Manager.

ABOUT YOU

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Behavioural Capabilities

Strong customer service skills

Ability to adapt to a changing environment

Position Requirements/Qualifications:

Relevant experience working in an administrative capacity and/or working towards or holds a certificate in management or customer service or another relevant field is desirable.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Trudi Thompson (02) 5124 1537 Trudi.Thompson@act.gov.au

Women Youth and Children Community Health Programs

Women's Health Services

Nurse Practitioner

Registered Nurse Level 4.2 \$140,121, Canberra (PN: 52670 - 024Y7)

Gazetted: 15 August 2022

Closing Date: 31 August 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

The ACT Women's Health Service (WHS) provides interprofessional and holistic nursing, medical and counselling services to vulnerable women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexuality, gender identity, mental health or substance use. The service seeks to provide trauma informed care to women accessing the service.

In this role you will work collaboratively within the interprofessional team and with other relevant services, to promote a holistic response to addressing the needs of women to improve health and wellbeing outcomes. At this level it is expected that you will provide a high level of clinical assessment and intervention to women across a range of clinical areas. As a member of the nursing medical team working in a nurse practitioner led service this position will hold leadership responsibilities.

The person we are seeking will have a commitment to working within an inter-professional environment and an understanding of delivering services to women from a feminist perspective.

ABOUT YOU

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

Behavioural Capabilities

Highly motivated with strong organisational and time management skills

Capacity to contribute to a positive, strong and cohesive interprofessional culture

Adaptability and flexibility to manage changes in demand

Personal and professional integrity

Position Requirements/Qualifications:

Mandatory

This position is a protected position and is open to women only as ACT Health, consistent with section 34(2)(i) of the Discrimination Act 1991, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively provide the counselling service.

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

Registered or eligible to register as a Nurse Practitioner with AHPRA

Qualifications in primary health care; and experience or qualifications in women's health

Must hold a current drivers licence.

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

Desirable

Experience working with marginalised populations

Knowledge and experience assessing and managing mental health presentations

The successful applicant will need to be available for occasional after-hours work, with access to penalty rate if relevant.

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

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

Note: This is a temporary position available immediately until 20 January 2023. This position is part-time at (24:00) hours per week and the full-time salary noted above will be pro-rata. As part of the selection process permanent Advanced Practice Nurse/Nurse Practitioner position candidates will need to complete a 4-week OSCE training module and pass the relevant Assessments for which Canberra Health Services will supply a temporary paid position to cover you for completion of the training module and assessment. Failure to complete or pass the module and assessments will result in an unsuccessful application and no permanent offer being extended. Please contact the listed Contact Officer for further information regarding this process

Prior to commencement successful candidates will be required to:

Obtain reference checks

Undergo a pre-employment National Police Check.

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

Nurse Practitioner must be credentialed prior to commencement at Canberra Health Services

Contact Officer: Nikki Goddard 02 5124 1787 Nikki.Goddard@act.gov.au

Cancer and Ambulatory Support

Executive

Personal Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 17602)

Gazetted: 15 August 2022

Closing Date: 29 August 2022

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

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the support functions for ambulatory and community health including the Central Intake team, central outpatients, Walk-in Centres and transcription.

Under limited direction of the CAS Director of Nursing and Clinical Director you will provide administrative support to the offices of the Director of Nursing and Clinical Director, and other members of the team as directed. You will organise and maintain appointments and meetings for the Director of Nursing and Clinical Director, draft and prepare minor correspondence as necessary, arrange meetings and provide secretariat for meetings. Other duties include assisting with minor research and project tasks as required. Ability to work under limited supervision in a fast-paced environment and adapt to change is highly desirable.

ABOUT YOU

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Behavioural Capabilities

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

High level communication skills and the ability to develop and maintain networks across Canberra Health Services and with external parties.

Ability to manage confidential and sensitive information.

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

Position Requirements/Qualifications:

Experience working in an administrative position supporting senior team members is preferred.

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

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Karen O'Brien 02 512 42623 Karen.O'Brien@act.gov.au

Enhanced Health Services

Women Youth and Children Community Health Program

Early Family Support Service

Clinical Nurse Consultant, Early Family Support Service

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 58158-024ZZ)

Gazetted: 15 August 2022

Closing Date: 29 August 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

The Enhanced Health Services (EHS) includes the Early Family Support Service (EFSS), Enhanced Child Health Service (ECHS), Developmental Paediatric and Child Protection Medical Service (DPCPMS) and Women's Health Service (WHS).

Nursing Team, Early Family Support Service (EFSS):

The EFSS delivers targeted services across the ACT for families with complex needs who require additional support beyond universal Maternal And Child Health (MACH) services. The CNC of the Nursing Team provides clinical leadership to a team of Registered Nurses working with parents and their newborn or young children within a sustained home visiting model and at outreach sites.

The Nursing Team supports early identification and intervention for child development concerns, and information and support for parenting to build skills and confidence in the parenting role. This team of Nurses contribute to the health of families through preventive health initiatives such as breastfeeding promotion, immunisation programs and child safety support and through collaboration and strong multi-disciplinary work with the Early Family Support Counselling and Physiotherapy (EFSCP) Team.

ABOUT YOU

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Behavioural Capabilities

Strong clinical, leadership, and interpersonal skills

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

The ability to work respectfully in partnership with staff and stakeholders

Position Requirements/Qualifications:

Relevant Registered Nursing qualifications and a minimum of five years' experience working professionally in the delivery of clinical services for women, children, young people, and families is preferred.

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

Hold post graduate qualifications in Child and Family Health Nursing/Paediatric Nursing.

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.

Hold a current drivers licence

Note: This position is part-time at (32:00) hours per week and the full-time salary noted above will be pro-rata.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Carolyn Thomas 02 51242712 carolyn.thomas@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Services

Withdrawal Unit Counsellor

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 57833-024WS)

Gazetted: 12 August 2022

Closing Date: 26 August 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence-based service providing high quality ADS guided by the

principles of harm minimisation. ADS incorporates 7 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service, Drug Alcohol Sentencing List and Counselling and Treatment Services.

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

This also includes the provision of high-quality liaison with external stakeholder, consumers and staff of MHJHADS.

This position is part of ADS Allied Health team, based at Building 7 at the Canberra Hospital. The team provides client services across the Withdrawal Unit and Opioid Treatment Service.

The role is located within the Withdrawal Unit and part of a multidisciplinary team working collaboratively with individuals to address psychosocial issues which involves direct intervention or counselling, therapeutic group work, advocacy, or referral to other agencies for more specialised support.

The role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive social work assessments, ability to provide a wide range of psychological/counselling treatments and group work to adults. Experience of alcohol and other drug assessment skills are desirable but not mandatory. All team members are required to undertake professional development and supervision, provide supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

ABOUT YOU

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Behavioural Capabilities

- Ability to work within a multi-disciplinary team, be flexible, adaptable, and comfortable with a changing working environment.
- Strong organisational skills including excellent written and oral communication
- Ability to analyse information and make decisions to complete tasks with minimal supervision
- Ability to consider the broader bio psychosocial components to clinical presentations and their interaction or influence on the presenting problem.
- Ability to uphold access and equity for clients with diverse needs through advocacy and liaison.
- The ability to provide a range of psychological/counselling treatments.

Position Requirements/Qualifications:

Mandatory

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- Applicants must have a minimum of 1 years (ideal 2 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.

Desirable

- Experience of alcohol and other drug assessment skills are desirable but not mandatory.
- 4 Core Competencies from the Certificate IV in AOD Work, or higher (if not training will be provided for the successful candidate)
- 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.

- Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Michael Haines (02)51242591 Michael.Haines@act.gov.au

Women, Youth and Children

Paediatrics

Specialist 1-5 / Senior Specialist - Paediatrics

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 40840,several - 024P6)

Gazetted: 12 August 2022

Closing Date: 7 September 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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Canberra Hospital is the only paediatric tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of over half a million. Canberra Hospital is a modern 600-bed hospital providing most major medical and surgical sub-specialty services.

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a family-centred, multidisciplinary approach to care in partnership with the consumer and other service providers.

Paediatrics at Canberra Hospital, co-located within the Centenary Hospital for Women, Youth and Children, can cater for up to 48 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department.

There is a tertiary accredited Level 6 Neonatal Intensive Care Unit. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Endocrinology and Diabetes and Paediatric Surgery. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney.

There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over 18,000 paediatric presentations per year and is accredited with the Royal College of Physicians (RACP) for paediatric basic training and Australasian College of Emergency Medicine (ACEM) training.

The department has an FRACP training program with a paediatric fellow, 10 registrars, 6 SRMO positions and 5 PGY2 positions. We regularly have candidates undertaking the Sydney Child Health Program (SCHP) in preparation for RACP or Royal Australasian College of General Practitioners (RACGP) training. There is an active junior doctor teaching program which is producing quality trainees interested in continuing in paediatrics. Involvement in departmental teaching is required and research is encouraged and supported.

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

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

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra

Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters.

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

DUTIES

Under limited direction of the Unit Director, you will:

Manage inpatients and outpatients referred to the General Paediatric Service and in doing so, promote a commitment to high quality, customer service principles, practices and attributes.

2. Contribute to the on-call requirements in General Paediatrics and provide support for acute paediatric inpatients.

3. Initiate and manage clinical governance systems within the Paediatric Department by practicing evidence-based medicine, participating in clinical audit and morbidity and mortality review and contributing to the review and maintenance of policies and guidelines.

4. Contribute to the education and training of students attending ANU Medical School, junior medical staff, postgraduate trainees and other members of the clinical team during the provision of clinical care and contribute to research in areas of medical interest related to the clinical practice or science of Paediatrics.

5. Undertake other duties appropriate to this level of classification which contribute to the operation of the section with the delivery of high-quality person and family centred, safe and high-quality patient care.

6. Promote a collaborative approach to care that enables all members of the clinical team to feel respected and valued and optimises patient care and treatment outcomes.

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

ABOUT YOU

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Behavioural Capabilities

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

Experience in the practice of paediatrics

Strong organisational skills with a high degree of drive

Good understanding of the principles of quality and safety to deliver exceptional care

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

Position Requirements/Qualifications:

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

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

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

Hold a current driver's license

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

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

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

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

Contact Officer: Blessy Charles 02 5124 7607 Blessy.charles@act.gov.au

Mental Health, Justice Health Alcohol and Drug Services

Territory Wide Mental Health Services

Administrative Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 17240 - 02403)

Gazetted: 12 August 2022

Closing Date: 30 August 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Territory Wide Mental Health Services (TWMHS) incorporates mental health services that operate across the ACT. These services include the Home Assessment and Rapid Response Team (HAART) team that provide a home assessment care for consumers who have been recently discharge from hospital and need ongoing assessment, treatment, and care. While the rapid response service attends to consumers who are needing crisis assessment and support in relation to mental health.

The Mental Health Police, Ambulance, and clinician Early Response (PACER) is a multi-agency team made up of a police officer, paramedic, and mental health clinician. The team works together to assess and help people of all ages who are experiencing a mental Health urgent crisis. Access Mental Health Team (AMHT), which is available 24 hours, 7 days a week and provide mental health assessments over the phone to decide what type of mental health supports are needed.

Mental Health Consultation Liaison (MHCL) are a multidisciplinary team who undertake mental health assessments and provide short term mental health management for people in acute distress with mental health conditions within the Canberra Hospital (TCH) and Emergency Department (ED). Other responsibilities within the TWMHS portfolio are the Mental Health Workforce Recruitment and Training, Patient Flow, Infrastructure planning, Consumer and Carer Engagement and Mental Health Emergency, Ambulance and Police Collaboration (MHEAPC). The TWMHS Administrative Assistant is responsible for the provision of high-level administrative support to the Operational Director and Clinical Director of Territory Wide Mental Health Services, other related administrative duties such as preparing a range of correspondence, diary, and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests. It is expected that in this position you will assist in the strategic and operational processes required for the directors to undertake their role. This includes the provision of high-quality customer service to the consumers and staff of MHJHADS Division.

ABOUT YOU

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

Behavioural Capabilities

Ability to manage confidential and sensitive information.

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

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

Position Requirements/Qualifications:

Mandatory

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

Desirable

Hold a current driver licence.

Experience within a health administration area.

Knowledge and experience in the use of relevant medical terminology.

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.
 - Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
- Contact Officer: Michelle Jones 5124 1623 michelle.jones@act.gov.au

Director of Allied Health - Allied Health Adult Inpatients

Adult Mental Health Unit

Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 40206)

Gazetted: 12 August 2022

Closing Date: 30 August 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

The position will report operationally to the Allied Health Manager of AMHU/MHSSU. Professional governance of this position will come from the Discipline Principal Occupational Therapy (MHJHADS).

ABOUT YOU

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

Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes: Demonstrated leadership qualities in managing and positively influencing teams, processes and practice improvement in a human services environment.

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

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

Position Requirements/Qualifications:

- Relevant Degree (or recognised equivalent) in Occupational Therapy and registered with the Occupational Therapy Board of Australia.

Eligible for professional membership of Occupational Therapy Australia.

Minimum 3 years (preferably 5) experience in occupational therapy practice.

Current Passenger Vehicles Driver's Licence.

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

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

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

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

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment Police check.

Contact Officer: David Warren 02 5124 5401 David.Warren@act.gov.au

Cancer and Ambulatory Support (CAS)

Cancer Nursing Administration

Assistant Director of Nursing

Registered Nurse Level 4.3 \$149,388, Canberra (PN: 18038)

Gazetted: 11 August 2022

Closing Date: 25 August 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

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 Assistant Director of Nursing (ADON) holds a senior nursing leadership position within the Division of Cancer and Ambulatory Support (CAS). The ADON in consultation with the Director of Nursing provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes within CAS. The ADON for CAS reports to the Director of Nursing. You will actively support, guide and collaborate with the Clinical Nurse Consultants within CAS in strategic implementation of evidence-based practice, auditing, reporting and compliance to standards, procedure and policies across CHS and the national governing bodies

ABOUT YOU

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

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

Relevant post graduate management qualifications or equivalent.

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

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
 - Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
 - Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](http://www.workingwithvulnerablepeople.act.gov.au)
- Contact Officer: Karen O'Brien (02) 5124 2623 karen.o'brien@act.gov.au

Canberra Institute of Technology

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

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

Education and Training Services

Health, Community and Science College

CIT Science

Animal Care Attendant

General Service Officer Level 3 \$53,867 - \$55,873, Canberra (PN: C13051, several)

Gazetted: 16 August 2022

Closing Date: 13 September 2022

Details: **Details:** Do you love working with animals? Are you self-motivated, a team player, and have strong customer service skills?

Canberra Institute of Technology's Science department at Bruce campus offers a Dog Day Care program as part of the teaching area in Animal studies. CIT Dog Day Care is open four days per week during school terms, offering work experience to current students.

CIT Dog Day Care animal attendants will be required to:

Provide Dog Day Care dogs with exercise, fun and training.

Monitor dog interactions, wellbeing and behaviour.

Oversee student work experience, provide guidance and instruction on Dog Day Care procedures.

Maintain cleanliness and housekeeping of the Dog Day Care yard and Dog house.

Undertake record keeping tasks, provide clients with pertinent information on their pets in Dog Day Care.

Work outdoors in all kinds of weather

Ensure all interactions are consistent with CIT cultural traits (Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable and Inspirational).

Eligibility/Other requirements: You would preferably have experience working with dogs in an animal care setting or hold qualifications in animal studies such as Certificate III in companion animal, Certificate III in dog behaviour and training.

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

A merit list will be maintained and may be used to fill identical casual vacancies which may occur until the end of the calendar year.

How to apply: Please fill in the attached application and submit along with a current curriculum vitae to CITScience@cit.edu.au

Applications should be submitted directly to CITScience@cit.edu.au

Contact Officer: Michelle Flatt (02) 6205 1911 Michelle.Flatt@cit.edu.au

Education and Training Services

Student Services

Client Relationship

Client Service Officer

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 55020)

Gazetted: 16 August 2022

Closing Date: 30 August 2022

Details: Looking for an exciting opportunity?

The Canberra Institute of Technology (CIT) welcomes your two-to-three-page pitch on why you would be the right person to join a highly motivated team of staff in Student Services who support prospective and current students to achieve their education goals. In this exciting role you will provide students with information to support their course selection and provide advice on other issues impacting their ability to study. You will also connect students with other support services across CIT.

To be successful in this role you'll need to have excellent communication skills and be able to work with people from a range of backgrounds. It's important that you can listen to their needs and understand what they require. Successful applicants should be highly organised and have sound computing skills. You'll need to be good at multitasking and be able to work as part of a larger team.

Eligibility/Other requirements: Knowledge of Vocational Education is desirable.

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

How to apply: If this is you, then please submit your pitch outlining your experience, skills and the knowledge you will bring to the role using the duties/responsibilities and addressing the Selection Criteria in the Position Description as a guide, along with your curriculum vitae and the names of two referees.

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

Contact Officer: Emma Ulrich (02) 6205 8577 Emma.Ulrich@cit.edu.au

CIT Corporate Services

Human Resources

CIT Teacher Capability

CIT Teacher Capability Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40687)

Gazetted: 16 August 2022

Closing Date: 23 August 2022

Details: Do you thrive in dynamic, fast-paced environments and are you looking for a new opportunity to make your mark? Look no further, CIT Teacher Capability needs you!

An opportunity exists for a Coordinator for the CIT Teacher Capability Team. The Team provides qualifications and Professional Learning opportunities across CIT for teachers and all staff. This role demands high level organisational and digital skills. You will bring strong administrative and communication skills and have a demonstrated ability to interact and collaborate effectively with a range of stakeholders.

The role also requires strong writing capability for a range of channels and audiences as well as an ability to be flexible with work priorities. If you think you've got the skills, we'd love to hear from you.

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

Eligibility/Other requirements: Certificate IV in Training and Assessment TAE40110 or TAE40116 or experience in the VET environment is desirable

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

How to apply: Please submit a current curriculum vitae and a two-page pitch that outlines your suitability for the position.

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

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

Education and Training Services

Student Services/Information and Recognition

Information and Recognition Officer

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 54907)

Gazetted: 15 August 2022

Closing Date: 29 August 2022

Details: Looking for an exciting opportunity?

The Canberra Institute of Technology (CIT) welcomes your two to three-page pitch on why you would be the right person to join a highly motivated team of staff in Student Services who support prospective and current students to achieve their education goals. In this exciting role you will provide students with information to support their course selection and provide advice on other issues impacting their ability to study. You will also connect students with other support services across CIT.

To be successful in this role you'll need to have excellent communication skills and be able to work with people from a range of backgrounds. It's important that you can listen to their needs and understand what they require. Successful applicants should be highly organised and have sound computing skills. You'll need to be good at multitasking and be able to work as part of a larger team.

Eligibility/Other requirements: Knowledge of vocational education is desirable.

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

How to apply: If this is you, then please submit your pitch outlining your experience, skills and the knowledge you will bring to the role using the duties/responsibilities and addressing the selection criteria in the Position Description as a guide, along with your curriculum vitae and the names of two referees.

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

Contact Officer: Barbara McCormack (02) 6207 3560 Barbara.McCormack@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Executive

Executive Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 11843)

Gazetted: 17 August 2022

Closing Date: 31 August 2022

Details: Are you an experienced Executive Assistant with exceptional administrative, communication and time management skills? Are you able to take things in your stride and roll with the punches? You are! Then this could be just the opportunity that you have been seeking.

The Customer Engagement Services Branch Executive Branch Manager is seeking applications from skilled Executive Assistants who demonstrate self-assurance, a well-developed eye for detail, sound judgement, initiative, and excellent written and verbal communication skills. Furthermore, this position requires exceptional time management, liaison, and negotiation skill.

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

Eligibility/other requirements: Ability to gain an ACT Government CMTEDD Baseline clearance.

Note: This is a temporary position available for a period of 11 months with possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: Please provide the following items.

Two-page pitch relating to what you will bring to the role outlined in the attached Position Description. Provide evidence of your capacity to perform the duties outlined.

Contact details of two referees noting their relationship to you, supervisor, branch manager or personal referee.

A current curriculum vitae

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

Contact Officer: Ashlee Hall (02) 6207 8107 Ashlee.Hall@act.gov.au

Economic Development

Director, Business and Industry

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 47485)

Gazetted: 17 August 2022

Closing Date: 23 August 2022

Details: Are you interested in a role that leads an Economic Development program and policy area that is at the core of the ACT Government’s Economic Development strategy [CBR Switched On](#)? Do you have experience in leading a high performing team and a readiness to engage with a wide range of service providers and stakeholders?

The Business and Innovation Branch in Economic Development is seeking an experienced candidate for the position of Director, Business and Key Sectors to take forward the ACT Government’s important economic agenda to support ACT small businesses to establish, operate and grow. The position leads on the delivery of programs in support of Aboriginal and Torres Strait Islander businesses and entrepreneurs and also manages creative industry sector activities, particularly relating to the ACT Government commitment to growing the Canberra screen industry. The successful applicant will have excellent leadership skills, communication skills and a demonstrated ability to manage competing priorities, along with ensuring a high level of quality, accuracy and timeliness for all Ministerial and Executive briefings. As Director, you will be managing outward facing programs, policies and activities and will need to demonstrate experience and your ability to actively engage with our key stakeholders in support of the Government’s economic development and small business agenda.

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

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

How to Apply: Your Expression of Interest should include a one page pitch, along with your current curriculum vitae and contact details of two referees. Your pitch should outline why you would be great for this opportunity and your relevant experience.

Applications should be submitted to the Contact Officer.

Contact Officer: Glen Hassett (02) 6205 5346 Glen.Hassett@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Business Enablement, Advisory and Services Team

Senior Business Improvement and Process Automation Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 39654)

Gazetted: 17 August 2022

Closing Date: 31 August 2022

Details: This is an exciting opportunity for someone with the right skills, attitude, and values to work in this innovative area, collaborating with stakeholders alongside a great team that’s committed to delivering quality outcomes.

Do you enjoy being involved in project work relating to improvement initiatives, where you are able to analyse, design, document and develop meaningful solutions that help solve business problems? Is delivery of customer

centric outcomes of interest to you with a variety of work where no two projects are the same? Are you someone who is keen on working with business areas to Co-design solution for them and with them?

We are seeking a skilled, innovative, and motivated person committed to driving business improvement initiatives across DDTS business areas. This role will work closely with various administrative and technical teams under limited supervision. The successful candidate will be able undertake work to a high degree of attention to detail and accuracy with the ability to work both independently and as part of a team.

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

Eligibility/other requirements: Tertiary qualifications and/or demonstrated equivalent professional experience relevant to the role is highly desirable.

Experience or transferrable skills in designing processes/delivering solutions with service management platforms such as Service Now and Robotic Process Automation (RPA) and other Artificial Intelligence platforms is highly desirable.

Note: This is a short-term temporary position available to start immediately until 30 November 2022, with a possibility of extension. A Merit Pool may be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your Skills, Qualifications and Experience make you an ideal candidate for the role. In drafting your statement, you should consider both the Duties/Responsibilities of the position and the capabilities that are required to perform the duties and responsibilities of the position.

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

Contact Officer: Anisa Hasan (02) 6205 7664 Anisa.Hasan@act.gov.au

Revenue Management

Business Systems

Systems Support Officer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 56982)

Gazetted: 16 August 2022

Closing Date: 6 September 2022

Details: The ACT Revenue Office is looking for an energetic person to join the Business Systems branch as a Systems Support Officer. This person will work across multiple business products in a DevOps environment, with a multi-skilled team that is dynamic, flexible, professional and fun to be with.

If you're experienced in Oracle platforms or Out Systems or MS SQL Server related database tools (or all three!) and are looking for long-term and fulfilling work, we're keen to meet you.

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

Eligibility/Other requirements: At least one of the key technology stacks (Oracle, Out Systems or MS SQL Server) must be demonstrated along with the aptitude and attitude to learn the others quickly.

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

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

How to apply: To apply, please submit your curriculum vitae and a two-page pitch addressing the Skills, Knowledge and Behavioural capabilities as outlined in the Position Description.

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

Contact Officer: Anthony Tuipeatau (02) 5124 9422 Anthony.Tuipeatau@act.gov.au

Digital, Data and Technology Solutions

Software Applications Packaging Team Leader

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 32413)

Gazetted: 16 August 2022

Closing Date: 30 August 2022

Details: End User Services (EUS) is seeking an experienced and motivated person to take on the role of Software Applications Packaging Team Leader. This role is responsible for overseeing the development of automated silent

installs/updates/uninstalls of internally developed and third-party applications. The role will architect and develop installer packages which may be required for complex applications. The role is also responsible for prioritising the team's work and reporting progress to the Director of the Release Team and the Senior Director of EUS. The role will supervise up to eight team members.

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

Eligibility/Other Requirements: The successful applicant will need to hold or be able to rapidly obtain an ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline security clearance equivalent).

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position may be transitioning to activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk. Working from home part time may form part of the flexible work arrangements for this position.

How to Apply: After reviewing the position description, please provide a written response to each of the individual seven capabilities listed in the 'What you require' section of the Position Description, describing experience and claims of suitability for each capability separately. Applications should be limited to cover sheets, applicant's curriculum vitae, and not more than two pages of response that addresses the capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrian Waugh (02) 6205 4503 Adrian.Waugh@act.gov.au

Economic Development

Facilities Coordinator

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 24031)

Gazetted: 16 August 2022

Closing Date: 1 September 2022

Details: Enjoy maintaining a large scale facility? Enjoy attending major events? Have we got the job for you! Venues Canberra are seeking a high performing facilities coordinator to join our Venue Infrastructure and Capital works team. Reporting to the Senior Director, you will be responsible for managing planned and reactive maintenance at GIO Stadium. You will also be responsible for event facility management and attend the majority of events. You will also be expected to work across all Venues Canberra sites when required. This position is being readvertised. Previous applicants will be considered and need not apply.

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

Eligibility/Other Requirements:

Essential:

C Class Drivers License is essential.

Experience in contract and contractor management.

Experience in maintaining large facilities.

Relevant project management experience.

Ability to obtain white card, forklift, asbestos awareness and working at heights certification

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

Desirable:

Licensed Electrician

Knowledge of the event industry and/or event industry experience

Forklift operator licence

White card, asbestos awareness, working at heights, confined spaces and first aid certification.

Note: This is a temporary position available from 1 September 2022 up until 2 December 2022 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: Applicants will need to provide a two page pitch outlining their suitability for the position in line with the Position Description. A current curriculum vitae with the details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew De Boni (02) 6213 0701 Andrew.DeBoni@act.gov.au

ACT Insurance Authority

Assistant Director, Risk Management

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 37990)

Gazetted: 16 August 2022

Closing Date: 8 September 2022

Details: Do you have experience in developing exceptional risk management systems in a wide variety of private or public sector environments? Do you excel when working collaboratively to achieve results and find you thrive in an exciting, dynamic and fast-paced service environment? Do you have strong communication skills and enjoy working in a lively and passionate team? Then this may well be the perfect job for you!

The ACT Insurance Authority (ACTIA) is looking for an enthusiastic, positive and creative individual, who has a passion for creating risk management policies, materials and tools, to join us as an Assistant Director, Risk Management Policy.

The successful candidate will provide operational risk management capability uplift within the ACT Government. They will be dedicated to promoting and supporting the adoption of strategic and enterprise risk management best practice.

Reporting to the Director, Risk Management, the Assistant Director Risk Management will be part of a small team of exceptionally driven and passionate individuals delivering the functions of the ACTIA Risk Management Office. The team works to create a positive and resilient risk management culture across the ACT Government consistent with the Territory wide Risk Management Policy by providing policies, tools, training and workshops. The successful candidate will assist ACT Government directorates and agencies with the development of their risk management frameworks. They will develop training, reporting, materials and other resources to support risk management activities across the ACT Government.

We are looking for a highly motivated individual who can demonstrate the ability to work in a team environment with limited supervision and demonstrate flexibility and a passion to challenge the status quo in a quest for continuous improvement. ACTIA values diversity and practices inclusiveness in line with the ACT Public Service values.

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

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

How to apply: Interested applicants are requested to submit a two-page pitch addressing the attached selection documents, a current resume and contact details for two referees

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

Contact Officer: Rhonda Pilgrim (02) 6205 1372 Rhonda.Pilgrim@act.gov.au

Access Canberra

Corporate Support and Capability

Gambling and Harm Prevention Team

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58216)

Gazetted: 15 August 2022

Closing Date: 29 August 2022

Details: Do you enjoy working in a team to find new ways to deliver results? Are you looking for an opportunity to make real change in the community? Does the opportunity to think about the big picture, play with data and run evaluation make you jump out of bed in the morning? If the answer to these questions is yes, then Access Canberra has an opportunity for you within the Gambling and Harm Prevention team. Access Canberra and the ACT Gambling and Racing Commission (the Commission) has the aspiration of achieving a Canberra free from gambling harm, and has adopted a public health approach to realising this vision; and Access Canberra needs a special person to help it deliver.

The Gambling and Harm Prevention team is responsible for supporting the Commission and is after an Assistant Director to deliver the Commission's key projects that directly benefit the ACT community and are consistent with

the objectives of the Commission's strategy for gambling harm prevention. To be successful you should embrace 'change as being the new normal', support and nurture innovation and collaboration with a renewed focus on outcomes. As an Assistant Director you will need to be a good communicator with excellent interpersonal skills and the management of multiple tasks and projects.

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

Notes: This is a temporary position available immediately until 22 December 2023. This position operates within an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

How to apply: Please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the Selection Criteria, your current curriculum vitae, and details of two referees, one of which should have worked with you.

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

Contact Officer: Robert Brasnett (02) 6207 0357 Robert.Brasnett@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

End User Services

Test Coordinator - Environment

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 46459)

Gazetted: 12 August 2022

Closing Date: 26 August 2022

Details: Endpoint User Services (EUS) are seeking an experienced and motivated person to take on the role of a Test Coordinator - Environment. The Test Coordinator – Environment role will primarily be responsible for the management and support of the EUS Test Team Lab containing physical and virtual devices. These devices are used by the Test Team to test packaged applications prior to the User Acceptance Testing (UAT) and widespread deployment. The person would also be required to conduct both hardware and software related testing and coordinate the UAT of software as required.

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. Current and former ADF members are encouraged to apply.

Eligibility/Other requirements: The successful applicant will need hold a current CMTEDD issued Personnel Vetting Program certificate or be able obtain and maintain a certificate/clearance.

Notes: This is a temporary position available immediately for six months with possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position may be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk. Working from home part time may form part of the flexible work arrangements for this position.

How to apply: After reviewing the Position Description, please provide a written response to each of the individual six capabilities listed in the "What you require" based on the 'What you will do' section. Describe experience, examples, and claims of suitability for each capability separately.

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

Contact Officer: Larissa Wurzer (02) 6207 5929 Larissa.Wurzer@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

End User Services

Test Team Leader

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 32023)

Gazetted: 15 August 2022

Closing Date: 29 August 2022

Details: Endpoint User Services (EUS) are seeking an experienced and motivated person to take on the role of the Test Team Leader. The Test Team Leader is responsible to oversee the test execution phases of operational and development activities, including testing of COTS and in house developed software products and the coordination and facilitation of User Acceptance and Production Verification Testing (UAT/PVT) within expected timeframes.

The Test Team Leader promotes the use of test automation across ACT Government, liaises with stakeholders to develop automated test models as well as arranging demonstrations and engagements for automated testing. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/other requirements: The successful applicant will need hold a current CMTEDD issued Personnel Vetting Program certificate or be able obtain and maintain a certificate/clearance.

Note: Selection may be based on application and referee reports only. Please note, this position may be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk.

Working from home part time may form part of the flexible work arrangements for this position. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace.

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: After reviewing the Position Description, please provide a written response to each of the individual six capabilities listed in the "What you require" based on the 'What you will do' section. Describing experience, examples, and claims of suitability for each capability separately.

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

Contact Officer: Adrian Waugh (02) 6205 4503 Adrian.Waugh@act.gov.au

Revenue Management

Compliance

Compliance Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 00027, several)

Gazetted: 12 August 2022

Closing Date: 30 August 2022

Details: The ACT Revenue Office is seeking an intelligent and innovative person committed to raising the funds necessary to support the provision of high quality services to all Canberrans. The role involves dealing professionally with taxpayers to ensure compliance with the ACT's tax laws, including through taxpayer engagement and education as well as compliance investigations and enforcement. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team.

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

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

How to Apply: To apply, please submit your curriculum vitae and a two-page pitch addressing the Selection Criteria as outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Ellis (02) 6205 4811 David.Ellis@act.gov.au

Access Canberra

Corporate Support and Capability

Strategic ICT

Project Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 54527)

Gazetted: 11 August 2022

Closing Date: 18 August 2022

Details: Access Canberra's Strategic ICT team is seeking applications for the position of Project Manager to successfully coordinate and manage a variety of interesting projects.

This is an exciting opportunity to be part of a dynamic team environment designing and delivering projects that will benefit the ACT community. As part of this, you will work closely with various areas within Access Canberra, Key Directorate stakeholders and vendors.

The successful applicant will demonstrate well developed liaison, organisational and administrative skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision. Previous experience in managing Payment Card Industry Data Security Standard (PCI DSS) projects is highly desirable.

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

Eligibility/Other Requirements:

Previous experience in successful delivery or management of Payment Card Industry Data Security Standard (PCI DSS) projects is highly desirable.

Relevant tertiary qualifications are desirable.

Competency in the use of relevant Project Management tools and techniques is desirable.

Notes: This is a temporary position available until 31 July 2023 with possibility of extension up to 12 months.

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

How to Apply: Please submit a pitch of no longer than two-pages with your Curriculum Vitae. Your pitch should address the Selection Criteria set out in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maryam Howe (02) 6207 2074 Maryam.Howe@act.gov.au

Access Canberra

Working with Vulnerable People

Assistant Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 19620, several)

Gazetted: 11 August 2022

Closing Date: 18 August 2022

Details: Would you like to make a real difference in the community and contribute to the protection of vulnerable people? Access Canberra is looking for a highly motivated and conscientious candidate to fill an expected vacancy for the role of Assistant Director within the Working with Vulnerable People team.

As Assistant Director, you will support the management team to provide direction and contribute to the overall objectives of the team. This role requires well developed interpersonal and communication skills, the ability to think critically, and willingness to take responsibility and effectively manage a team. The successful applicant should also be able to work independently and proactively address potential challenges and issues. It will be necessary to have excellent attention to detail with the ability to adapt to competing priorities and stay focused in a fast paced and high pressure environment whilst liaising with a diverse range of internal and external stakeholders. Access Canberra is a dynamic workplace with a changing workforce and the preparedness to adapt through ongoing personal and professional development is desirable quality of prospective candidates.

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

Eligibility/ Other Requirements: You must hold a current unrestricted registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* or be eligible to gain a registration upon commencement. For further information on Working with Vulnerable People registration refer to -

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

This role carries a high potential for encountering offensive or traumatic material. By applying for this position, you acknowledge the nature of the material you may be exposed to and indicate that you are willing to utilise employer provided support services to manage your mental health on an ongoing basis.

Note: This is a full-time temporary position available immediately with the possibility of extension up to 12 months. Selection may be based on applications only. A merit pool will be established from this selection process and may be used to fill expected identical vacancies over the next 12 months. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home.

How to Apply: Please review the Position Description and submit an application, no longer than two pages, explaining how you are the right person for this opportunity and providing examples that demonstrate you have skills, knowledge, behavioural capabilities and experience to perform the duties and responsibilities of the role to a high standard. Applicants are also required to submit their curriculum vitae and the contact details of two referees. One of your referees should be your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathy Bandala (02) 6205 4187 Kathy.Bandala@act.gov.au

Procurement ACT

Goods and Services Procurement Branch

Whole of Government Contracts and Category Management Team

Category Management Practitioner

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 03582)

Gazetted: 11 August 2022

Closing Date: 25 August 2022

Details: The Contracts and Category Management team within Procurement ACT is looking for an individual who is able to provide high levels of customer service to a broad range of Directorate and Agency personnel as well as external stakeholders. The primary role requires full time management of the Travel Enquires inbox and providing support and operating within the online travel booking and form of payment systems. The role requires significant data management of multiple Microsoft and online data bases to ensure that the arrangements work efficiently. To thrive in the position, you are a person who is organised, self-motivated, responsive, shows initiative, and sound judgement. You are able to think on your feet and work effectively under pressure, within competing deadlines and in a changing environment to deliver high-quality advice and outcomes that align with the relevant arrangements. As part of the Contracts and Category Management team, you will have the opportunity to be involved in arrangement transitions or refreshes as well as focusing on enhancing reporting and communication activities to support the outcome of a range of whole of government arrangements.

Having procurement or contract management experience is desired but you may also have strong core skills which can be successfully applied/transferred to the procurement and contract management environment.

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

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

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

How to apply: Please provide a copy of your curriculum vitae and respond to each of the Selection Criteria in a maximum two-page pitch.

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

Contact Officer: Elizabeth Philpott (02) 6205 5021 Elizabeth.Philpott@act.gov.au

Community Services

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

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

Children, Youth and Families

Business Support

Director, Complaints and Client Services

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 33116)

Gazetted: 17 August 2022

Closing Date: 31 August 2022

Details: Business Support is the central business unit for the Children, Youth and Families division and is the office responsible for providing support to the Executive Group Manager. The unit provides coordination and management of matters relating to Government and Assembly business and contributes to the development of whole of government strategic policy initiatives.

The unit takes the lead in development and implementation of the Children, Youth and Families Strategic Plan, risk frameworks and business continuity plans, manages the Complaints and Client Services team which includes complaints and stakeholder liaison, and provides strategic business support to the branches within Children, Youth and Families.

Business Support is a dynamic customer orientated team, focused on delivering strategic support and coordination. The role is responsible for the leadership of the Complaints and Client Services team.

The Director will lead, contribute and assess collaboration between Children, Youth and Families and community and government agencies and promote continuous improvement of service delivery. The position will focus on improving and strengthening relationships between Children, Youth and Families stakeholders and will be the central mechanism for feedback to the Directorate.

The Director is also responsible for overseeing complaints management processes across Children, Youth and Families, in alignment with the Community Services Directorate's policy and commitment to resolution focused, conciliatory management of complaints.

Essential requirements include a good knowledge of child protection legislation and policy in the ACT, and the ability to analyse systemic issues and provide advice to the Executive.

Eligibility/Other Requirements

Essential qualifications and experience:

- A sound knowledge and understanding of the social and economic issues affecting children, young people and their families.
- Proficiency with Microsoft Office products and database systems.
- Working With Vulnerable People (Background Checking) ACT 2011 may be required. Desirable qualifications and experience:
- Relevant tertiary qualifications e.g. in Social Work, Psychology, Education or an allied health position (speech therapist, occupational therapist)
- Experience and/or qualifications in complaint handling, conciliation processes and/or government investigations
- Demonstrated experience and understanding of the ACT child and youth protection system.

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

How to Apply: Please submit your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Button below.

Contact Officer: Malcolm Fowler (02) 6207 5917 Malcolm.Fowler@act.gov.au

Children, Youth and Families

Business Support

Business Support

Complaints and Client Services Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14962)

Gazetted: 17 August 2022

Closing Date: 31 August 2022

Details: **Details:** Business Support is the central business unit for the Children, Youth and Families division and is the office responsible for providing support to the Executive Group Manager. The unit provides coordination and management of matters relating to Government and Assembly business and contributes to the development of whole of government strategic policy initiatives.

The unit takes the lead in development and implementation of the Children, Youth and Families Strategic Plan, risk frameworks and business continuity plans, manages the Complaints and Client Services team which includes complaints and stakeholder liaison, and provides strategic business support to the branches within Children, Youth and Families. Business Support is a dynamic customer orientated team, focused on delivering strategic support and coordination.

The role is responsible for the coordination, administration and development of responses, and resolution of complaints, in alignment with the Community Services Directorate's policy and commitment to resolution focused,

conciliatory management of complaints. The role will prepare reports and policy papers, undertake project work, provide secretariat support, and conduct research and analysis as required.

Essential requirements include a good knowledge of child protection legislation and policy in the ACT, and the ability to analyse systemic issues and provide advice to the Executive. The position will also support the strengthening of relationships between Children, Youth and Families and key stakeholders.

Eligibility/other requirements:

Essential qualifications and experience:

A sound knowledge and understanding of the social and economic issues affecting children, young people, and their families.

Proficiency with Microsoft Office products and database systems.

Desirable qualifications and experience:

Relevant tertiary qualifications in either Social Work, Psychology, Education or an allied health position (speech therapist, occupational therapist).

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

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

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

How to apply: Please submit your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae, and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

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

Contact Officer: Johanne Beirne (02) 6207 6713 Johanne.Beirne@act.gov.au

Children Youth and Families

Children and Families

Child Development Service

CAYPELS Technical Officer

Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 52320)

Gazetted: 17 August 2022

Closing Date: 31 August 2022

Details: The Child Development Service is seeking to fill the position of Technical Officer. This is a temporary position available for nine months with a possibility of extension.

The Children and Young People Equipment Loan Scheme (CAYPELS) Technical Officer will provide assistance in the Equipment Services Team, including the maintenance, cleaning and delivery of specialised therapeutic equipment. Individuals will be based at the CAYPELS site in Holder, and deliver equipment to a variety of settings, including clinics, homes, schools and community.

Eligibility/other requirements:

Essential

Experience and/or desire to work in a community services environment.

Proficiency with Microsoft Office and database systems.

Current Driver's Licence

Desirable

Experience maintaining specialist equipment

Note: This position is part-time temporary for nine months with the possibility of extension at (22:03) 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: Applicants are required to address the Selection Criteria in the Position Description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

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

Contact Officer: Humphrey Cornthwaite (02) 6205 3738 Humphrey.Cornthwaite@act.gov.au

Housing ACT

Senior Director and Director, Contract Management Team

Senior Officer Grade B/A \$135,355 - \$157,201, Canberra (PN: 17967, 11710)

Gazetted: 17 August 2022

Closing Date: 7 September 2022

Details: The Infrastructure and Contracts branch of Housing ACT is looking for a dynamic Senior Director and Director to lead our busy Contracts Management team.

The Senior Director and Director of Contract Management lead the Contract Management team and are responsible for managing the Total Facilities Management contract to deliver maintenance services. As senior leaders within Housing ACT, these roles require people who can inspire, energise, and positively influence team and individual outcomes.

These roles are responsible for leading, managing and motivating a team and providing appropriate support and guidance for the delivery of maintenance services. Effective employee engagement skills are a key enabler in the performance of these roles as is a values-based leadership style. These positions require leaders with a strong, considered, and engaging people focus to successfully deliver maintenance services on behalf of the Commissioner for Social Housing.

The ideal candidates 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. As leaders you are required to have demonstrated management skills to support a large team and the delivery of a significant program of maintenance works. Building and maintaining relationships, both within Government and outside. We are looking for people with demonstrated contract, negotiation and engagement capabilities and an ability to develop and use relationships and networks with internal and external stakeholders.

Applicants should indicate the role/s they are applying for and reference the relevant Position Description/s in their response.

More information can be found in the Position Descriptions.

Note: This position will be filled at either the SOGB or SOG A level, dependant on the skills and experience of the successful applicant. Please ensure you review the relevant Position Description attached and apply for the appropriate classification to meet your qualifications and experience. apply for the appropriate classification to meet your qualifications and experience. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications written addressing the Selection Criteria, no more than two A4 pages plus curriculum vitae. Applicants should indicate the role/s they are applying for and reference the relevant Position Description/s in their response.

Applications should be submitted via the Apply Button below.

Contact Officer: Catherine Loft (02) 6207 4592 Catherine.Loft@act.gov.au

Children Youth and Families

Children and Families

Child Development Service

Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 36145)

Gazetted: 15 August 2022

Closing Date: 29 August 2022

Details: Are you an enthusiastic, qualified Occupational Therapist who loves working with families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join an expanding Child Development Service (CDS). Successful applicant will work with families and community to identify children 0-6 years with, or at risk of developmental delays and support their movement through the service system. You will also provide Occupational Therapy early intervention programs to children up to 3 years of age.

This is an exciting opportunity to provide clinical early intervention services within a community based, highly skilled and dedicated, multidisciplinary team of allied health professionals.

The Child Development Service has a vacancy available for a HP3 Occupational Therapist. This is a permanent position.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and Torres Strait Islander people, People with a Disability, from culturally and linguistically diverse backgrounds, veterans, mature age workers and LGBTIQ people.

Eligibility/other requirements:

Relevant tertiary qualifications in Occupational Therapy

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for Membership with Occupational Therapy Australia

At least 3 years recent practice experience working with children and their carers or families.

Current Drivers Licence

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 address the Selection Criteria in the Position Description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

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

Contact Officer: Tracey Carson (02) 6205 1277 Tracey.Carson@act.gov.au

Office of the Director

Executive Support

Executive Assistant to the Deputy Director-General

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 19415)

Gazetted: 12 August 2022

Closing Date: 26 August 2022

Details: An opportunity is available in CSD for an experienced Executive Assistant with strong organisation skills, good judgment and the ability to work in a dynamic work environment. The successful applicant will provide administrative support for the Deputy Director General including diary management, scheduling of meetings, monitoring the flow of correspondence and documents, and preparing briefing papers. The successful applicant will demonstrate excellent communication and interpersonal skills, attention to detail and coordination skills, and experience in providing high level confidential support.

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

Eligibility/Other Requirements:

Desirable: Experience in providing executive administrative support

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

How to Apply: Please provide a two page pitch in response to the Selection Criteria; your curriculum vitae; and the details of two referees, preferably one of these should be your current manager/supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gabrielle Webb (02) 6205 3650 Gabrielle.Webb@act.gov.au

Director of Public Prosecutions

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 DPP

Legal

Legal

Prosecutor grade1-2

Prosecutor Grade 1 - 2 \$82,812 - \$129,452, Canberra (PN: 43754, Several)

Gazetted: 11 August 2022

Closing Date: 25 August 2022

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under *the Public Sector Management Act 1994*, to assist the Director.

The Grade 1-2 prosecutor role is a broadband position, where the duties of such can include prosecuting summary hearings; appear in mention lists in the Magistrate's Court and Children's Court; act as instructing solicitor in trials in the Supreme Court; appear in coronial inquests; prepare advices of a routine nature; appear in Supreme Court bails, sentences and simple appeals from the Magistrates Court; conducting research and drafting policy advice for the Executive. However, the primary duty of a prosecutor Grade 1-2 will be the conducting summary hearings. The Office of the Director of Public Prosecutions 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:

Admitted to or eligible to practice as a legal practitioner in the ACT.

The successful candidate will be required to undergo a criminal record check

The occupant of this position will be required to participate in a Saturday court roster.

The occupant of this position will be required to participate in a public holiday court roster.

How to Apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria. The combined response to all Selection Criteria should be no more than 4 pages in length (12 point, single spacing).

Note: Weighting will be given to core criterion.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joel Hiscox (02) 6207 5399 Joel.Hiscox@act.gov.au

Legal

Crown Prosecutor Head of Appeals Unit

Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E1264)

Gazetted: 11 August 2022

Closing Date: 18 August 2022

Details: This position reports to the Director and provides the necessary leadership and support in both representing the Director and the Office, and effectively managing the Office's caseload.

The position's main accountabilities include:

Appear as lead counsel in complex and difficult appeals, including those of great significance to the community and to the development of the criminal law.

Institute and respond appeals in the ACT Supreme Court, ACT Court of Appeal and the High Court of Australia.

Exercise without supervision, where appropriate, the discretion to initiate, vary and discontinue criminal appeals.

Build capacity within the office, on appeal jurisprudence.

Represent the Director and the Office outside the courts.

Exercise leadership in managing human and financial resources and enhancing staff professional development, including managing a small team within the appeals unit; and

Provide high level advice to the AFP and other investigative agencies.

The position requires extensive experience initiating, responding to and appearing in appeals in the Supreme Court, Court of Criminal Appeal and High Court of Australia.

The incumbent will have a comprehensive knowledge and mastery of criminal law and advocacy, demonstrated high level of skill and ability to communicate persuasively as an advocate with judges in criminal proceedings of great complexity, and a proven commitment and ability to contribute to the professional development of legal and paralegal staff.

The successful applicant will also be admitted as a legal practitioner of an Australian State or Territory.

Information on Executive Capabilities for the ACTPS is available at <https://www.cmtedd.act.gov.au/employment-framework/for-executives/actps-executive-employment-conditions>

Remuneration: The position attracts a remuneration package ranging from \$266,764 - \$277,429 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008.

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 provide a curriculum vitae, contact details of two referees and statements addressing the selection criteria taking into account the Executive Capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shane Drumgold (02) 6207 5190 shane.drumgold@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

Senior Director Universal School Support

Senior Officer Grade A \$157,201, Canberra (PN: 31884)

Gazetted: 16 August 2022

Closing Date: 23 August 2022

Details: The Senior Director Universal School Support is a key leadership role in the Directorate and is responsible and accountable for the development of strategic planning and system leadership across a broad range of areas including:

Student Pathways Reform covering Vocational Education and Training (VET), careers education and transitions

Using a collaborative approach to work across branches in the ESO as well as schools to support school improvement strategies as applied through a service delivery model

Development of policies relating to the delivery of programs, supports and curriculum in schools

Provision of advice to senior executive, advisory and statutory bodies and the government on matters relating to education policies and programs

Fostering strong relationships and collaborating with key external stakeholders including other ACT Government agencies and industry

Representing the Directorate at meetings when required both locally and nationally.

The Senior Director reports to the Executive Branch Manager Universal School Support and is a member of the USS leadership team. A comprehensive understanding of governance and excellent oral and written communication skills are required, along with experience in programme development and implementation, and customer engagement strategies.

Eligibility/Other requirements: Desirable:

Previous experience in program management and policy development in an education context.

A deep knowledge of the VET sector.

Note: This is a temporary position available immediately up until 4 January 2023 with the possibility of extension.

Selection may be based on application and referee reports only.

How to apply: Interested candidates should submit a pitch of no more than one page describing your ability to undertake the role and a current curriculum vitae (including the contact details of two referees).

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

Contact Officer: Anita Wesney (02) 6205 9205 Anita.Wesney@act.gov.au

Business Services Group

Strategic Finance and Procurement

Internal Budgets and Reporting

Assistant Director, Internal Budgets and Reporting

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 16308)

Gazetted: 16 August 2022

Closing Date: 30 August 2022

Details: The Strategic Finance and Procurement Branch is looking for a self-motivated, highly capable Assistant Director, to assist with the preparation of internal budgets and financial management.

The successful applicant will have excellent communication, and technical accounting skills, be able to liaise with a wide range of stakeholders on a broad range of topics, work in a very busy environment and manage parts of the

budget and financial reporting process. The successful applicant will be able to find solutions to complex issues and identify ways to improve existing processes.

This position will be operating from a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Staff are currently working from home due to the COVID-19 restrictions which may continue. Please discuss any concerns or questions you may have with the Contact Officer.

Eligibility/Other requirements: Relevant qualifications in accounting or similar and/or experience is desirable. Working knowledge of the TM1 and Oracle is also highly desirable.

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

How to apply: Applicants should submit a current curriculum vitae, a two-page statement addressing the Selection Criteria as per the Position Description, and details of two referees.

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

Contact Officer: Karina Christensen (02) 6207 1053 Karina.Christensen@act.gov.au

Service Design and Delivery

Learning and Wellbeing Policy and Design

Learning and Teaching Policy and Service Design

Director Digital Pedagogies and eSafety

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 36640)

Gazetted: 15 August 2022

Closing Date: 29 August 2022

Details: The Learning and Wellbeing Policy and Design Branch is seeking an exceptional leader for the role of Director Digital Pedagogies and eSafety. This role will be responsible for developing and implementing Directorate policies and projects related to Digital teaching policy and practice, eSafety initiatives and contribute to the Branch and the Directorate strategic priorities.

The Director Digital Pedagogies and eSafety will lead a small team to support schools in the areas of technology enabled pedagogies, online digital learning and eSafety.

Eligibility/other requirements:

Highly Desirable:

A strong background in education and leading both digital learning and eSafety initiatives in a school setting.

Mandatory

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

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

How to apply: A supporting statement of no more than two pages addressing the Selection Criteria and be written with a focus on the job description specified and 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: Kym Turnbull (02) 6207 8601 Kym.Turnbull@act.gov.au

Director-General's Office

Executive Support Officer to the Director-General

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 10022)

Gazetted: 12 August 2022

Closing Date: 26 August 2022

Details: Position Overview

The Executive Support Officer (ESO) will provide high level administrative support in the Director-General's Office. The ESO will provide timely, accurate and effective senior executive support to the DG. The DG Office operates in a fast pace and busy environment and the ESO will need to manage workload based on shifting priorities within challenging timelines.

The role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing priorities.

ESO Role

The Executive Support Officer to the Director-General will:

Develop, implement and maintain processes that contribute to achieving organisational and operational goals, including monitoring the quality and timeliness of documents received by the Director-General's Office and ensuring records management processes are followed.

Undertake research and prepare written work such as e-mails, correspondence and other documents relating to the work of the Education Directorate.

Manage e-mails, telephone enquiries and other correspondence and enquiries received by the Director-General's Office.

Oversee the budget of the Director-General's office, process invoices and payments in a timely manner and human resource tasks relating to the office.

Maintain high levels of confidentiality in handling queries and papers and deal sensitively with issues as they arise.

Liaise with internal and external stakeholders on a range of issues, some of which may be complex, sensitive and challenging.

Work collaboratively as part of the overall Senior Executive Support team.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristine Reyes (02) 6205 9145 Kristine.Reyes@act.gov.au

Service Design and Delivery

Administration and Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 37079, several)

Gazetted: 11 August 2022

Closing Date: 25 August 2022

Details: Service Design and 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 and 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.

Eligibility/ Other Requirements:

HIGHLY DESIRABLE

Highly developed proficiency in the Microsoft Suite of applications.

Incident Reporting Officers - Demonstrated knowledge and experience in Riskman Incident Reporting system

Note: There are several temporary positions available for a period of six months with the possibility of extension up to 12 months 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 provide a response to the selection criteria (maximum four pages), current curriculum vitae 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

Service Design and Delivery

Senior Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 38905)

Gazetted: 11 August 2022

Closing Date: 25 August 2022

Details: A Senior Policy Officer in the Universal School Support team is expected to be able to engage with legislation, undertake research, and contribute to a range of governance tasks to ensure the Education Directorate's vision of being a leading learning organisation where people know they matter is maximised. This includes assisting with policy review, compliance activities, event management, contract management, secretariat and committee support, and helping to prioritise and manage the various queries received across the team and from a wide range of sources.

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

Ideally you will have proven ability to establish and manage projects within tight timeframes, build relationships, communicate effectively and influence stakeholders. You have the ability to 'wear multiple hats' and juggle priorities, are resilient and tactful, passionate about what you do, and committed to making a difference.

This position has a particular focus on supporting the care and use of animals in all ACT school for educational purposes. As such, an understanding of the regulatory framework and ethical issues surrounding animals in schools is desirable.

Eligibility/ Other Requirements:

Desirable:

An understanding of regulation and legislation around the care and use of animals in schools for educational purposes, as it applies to ACT schools, is desirable.

A current driver's licence.

Note: This is a temporary position available from 3 October 2022 up until 29 September 2023 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Meg Owens (02) 6205 1262 Meg.Owens@act.gov.au

School Performance and Improvement

North Canberra and Gungahlin

Majura Primary School

Executive Assistant and Communications Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 57024)

Gazetted: 11 August 2022

Closing Date: 25 August 2022

Details: Majura Primary School is seeking an enthusiastic and highly motivated officer to join our administration team in the Executive Assistant (EA) and Communications officer role. The successful applicant will undertake a variety of executive support responsibilities, primarily at the direction of the principal. The EA and communications officer also supports the Business Manager in day-to-day activities and administration.

The position also undertakes secretariat duties, prepare and publish various forms of communications, assist in the management of school events, and support the whole-school administrative function including supporting student enrolment processes.

The successful applicant will be highly motivated, experienced, possess excellent communication skills and work collaboratively with the administration team and the school community to support students. The EA and communications officer provides an integral role in supporting the executive team in a busy work environment that has competing demands.

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

Note: This is a full-time temporary position available immediately for three months with the possibility of extension 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 your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees. Provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills: Professional /Technical skills and Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrienne Tranter (02) 6142 3140 Adrienne.Tranter@ed.act.edu.au

School Performance and Improvement

North Canberra and Gungahlin

Majura Primary School

SAKG Kitchen Specialist

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 58156)

Gazetted: 11 August 2022

Closing Date: 25 August 2022

Details: Majura Primary School is seeking a passionate and enthusiastic Kitchen specialist/cook to work in partnership with the garden specialist to support the Stephanie Alexander Kitchen Garden Program.

The aim of the Kitchen Garden Program is to introduce young children to the wonderful world of good food by means of developing a productive food garden, and an exciting kitchen that includes a nurturing place to share food, as an integral part of the school curriculum.

We hope to engage the curiosity of the young students and to help them learn how to grow the very best food in the very best way, how to care for it in the garden, how to recognise when it is ripe and at its best. They will learn how to prepare it easily and enjoyably in the kitchen and how to develop an expanding culinary palate and be excited by all these experiences.

The kitchen specialist will work in conjunction with the garden specialist to provide culinary experiences for the students through planning weekly lessons in the kitchen, producing meals from garden produce, preparing lessons in a format suitable for children to understand and liaise with volunteers.

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: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees.

Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Professional/Technical Skills and Knowledge and Behavioural capabilities as required.

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

Contact Officer: Adrienne Tranter (02)6142 3140 Adrienne.Tranter@ed.act.edu.au

Business Services

People and Performance

Assistant Director People Cases

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43946)

Gazetted: 11 August 2022

Closing Date: 1 September 2022

Details: Do you have exceptional writing skills and the ability to problem solve complex matters?

Do you have demonstrated experience providing advice on complex employment and conduct matters with the ability to manage competing priorities? or a strong background in complex case management or reportable conduct? If this sounds like you, then we want to hear from you!

The People and Performance team within the Education Directorate are seeking a high performing and self-motivated team player to join our People Cases team to provide proactive case management of conduct and reportable conduct matters.

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

To be successful you will need to have strong analytical skills with the ability to build solid relationships with internal and external stakeholders.

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

How to apply: Applicants are required to provide a maximum two-page pitch outlining their skills, experience and suitability based on the requirements of the role as set out in the Position Description.

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

Contact Officer: Karen Vitler (02) 6205 3429 Karen.Vitler@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

Director Biodiversity Planning and Policy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 16011)

Gazetted: 17 August 2022

Closing Date: 2 September 2022

Details: This is an exciting opportunity to lead and manage a team that develops key environmental and conservation strategies, policies, plans and legislation in the ACT.

This position suits a strategic, collaborative leader who will oversee a small team responsible for planning, policy and legislation relating to nature conservation. The role has a focus on achieving landscape-scale to site-scale biodiversity and environmental outcomes across the territory, developing strategic policies to address current and emerging nature conservation issues, and fostering collaboration across a range of internal and external stakeholders.

The ACT Public Service (ACTPS) operates on a one government service model. The ACTPS is a values-based service based on its core values of respect, innovation, collaboration, and integrity.

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 biodiversity conservation, natural resource management, environmental science, or similar, are highly desirable.

Experience engaging with Traditional Custodians is highly desirable.

Note: A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months. This position will be located within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include:

Two-page pitch supporting statement addressing the Selection Criteria and role details

Curriculum vitae

Contact details of at least two referees.

Applications should be submitted via the Apply Button below.

Contact Officer: Stuart Jeffress (02) 6207 8082 Stuart.Jeffress@act.gov.au

Program Officer, Climate Change and Energy

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 50331, several)

Gazetted: 17 August 2022

Closing Date: 2 September 2022

Details: The Climate Change and Energy Division is looking for several energetic and well-organised Program Officers 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 effective project planning and delivery, brief and report writing, stakeholder liaison and communication, and high-quality administration such as procurement and contract management 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: Occasional weekend work may be required.

A current ACT or equivalent driver's licence is required.

Note: There are several temporary and permanent positions available. The temporary positions are available immediately up until April 2023 with the possibility of permanency. A merit pool will be established from this selection process and will be used to fill both full-time temporary and/or permanent vacancies in the Program Delivery Branch over the next 12 months. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications 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: Helen Roden (02) 6207 4789 Helen.Roden@act.gov.au

Environment Heritage and Water

Resilient Landscapes

ACT NRM

Assistant Director Nature Connectivity

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45237)

Gazetted: 16 August 2022

Closing Date: 8 September 2022

Details: Join an excellent team that is making a real difference. ACT Natural Resource Management team has responsibility for strategic program development, delivery, monitoring, and stakeholder engagement. The team has a focus on achieving landscape scale natural resource management outcomes across public and private land. This position will oversee the connecting nature, connecting people program. The program works with community volunteers, scientists, planners, and the Ngannawal traditional custodians to integrate the natural environment into the urban life of Canberra.

The position will lead engagement with other government teams and facilitate community environmental outcomes and stewardship of public assets.

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 developed communication, representational and interpersonal skills, including negotiation and community liaison;

Extensive experience and highly developed skills in managing environmental programs across tenure with a demonstrated ability establish and achieve program targets;

Demonstrated budget management skills and capacity to plan and deliver complex works programs;

Provision of well written and accurate information and sound advice to management including through briefs, financial reports and correspondence.

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

How to apply: Please prepare a two-page pitch regarding how you meet the eligibility criteria as well as a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Frank Garofalow (02) 6207 0497 Frank.Garofalow@act.gov.au

Office of the Director General

Communications, Engagement and Media

Assistant Director, Communications and Engagement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 12966, several)

Gazetted: 12 August 2022

Closing Date: 26 August 2022

Details: The Environment, Planning and Sustainable Development directorate (EPSDD) Communication, Engagement and Media team is looking for passionate communications and engagement professionals to join our team.

EPSDD is responsible for a wide range of policies and programs within the ACTPS that includes areas as diverse as climate change policy, energy policy, nature conservation, environment protection policy, strategic and statutory planning, development approvals, building policy, land policy and economics, heritage and water.

The Directorate also includes the ACT Parks and Conservation Service which manages nature reserves, national parks, commercial softwood forests and rural lands to ensure Canberra provides open and safe space to our community.

These positions will work collaboratively within a multidisciplinary team to develop and deliver strategic communications and engagement projects across a range of interesting and challenging topics. This exciting opportunity will suit people who have a passion for storytelling with extensive experience developing targeted and engaging content and driving strategic communication and engagement outcomes across a range of interesting and challenging topics.

We are seeking a highly organised individual to join our dynamic team of communication professionals. If you are committed to supporting a positive team culture and keen to develop your communication skills, we want to hear from you!

Eligibility/Other requirements:

Relevant tertiary education qualifications and a minimum of five years' experience working professionally in the fields of Communications, Marketing, Public Relations, Engagement, or a related field is highly desirable.

Accreditation under the International Association of Public Participation (IAP2) is highly desirable.

Note: There are several temporary positions available immediately for up to 12 months and up to 24 months with possibility of extension and/or permanency.

Selection of suitable candidate may be made on application only.

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

How to apply: To apply for this role please submit a maximum two-page pitch addressing the Skills, Knowledge and Behaviours listed in the Selection Criteria and details of two referees.

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

Contact Officer: Amy Faulks (02) 6207 2096 Amy.Faulks@act.gov.au

Office of the Director General

Director, Major Projects and Engagement

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57002)

Gazetted: 12 August 2022

Closing Date: 19 August 2022

Details: We are looking for a dynamic and responsive Director to lead a high-performing Communications and Engagement Team to deliver key strategic projects and initiatives in the climate change and energy portfolio.

You will work collaboratively with a multidisciplinary team and will advise and support directorate executives on how best to inform and engage with the Canberra community in relation to these projects.

You will be a proven communications professional with extensive experience in strategic planning for communications, and a track record in developing and implementing integrated communications strategies within

set deadlines, including managing associated issues and establishing priorities. To deliver these, you will possess high level stakeholder engagement skills, with demonstrated ability to liaise and negotiate with sensitivity to Directorate issues.

If this sounds like you, we would love to hear from you!

Eligibility/Other Requirements: Relevant tertiary qualifications and significant experience managing communications and engagement teams is desired.

Note: This is a temporary position available immediately for a period of two years until 1 September 2024. 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: Interested candidates are requested to submit a statement of claims of no more than two pages outlining how your skills and experience align with this position. Please also attach your curriculum vitae and the contact details of two current referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Magee (02) 6207 2136 Alexandra.Magee@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.

Independent Competition and Regulatory 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

Office Manager

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 09308)

Gazetted: 17 August 2022

Closing Date: 31 August 2022

Details: Are you an enthusiastic and motivated administration professional looking for a challenge? Then we have the job for you!

We are looking for an experienced office manager for a small but busy office. The job responsibilities are broad, with the main tasks being collating and distributing commission meeting papers; arranging meetings, travel and accommodation; handling straight-forward correspondence; managing the website and records management system (Objective); and managing the asset register, security pass register, stationery and supplies, and other simple procurements.

You have strong organisational skills and can manage multiple tasks with different priorities. You understand ACT Government administrative processes, have a professional and collaborative approach to work, and enjoy working in a small team. Ideally, you are skilled in using Objective and Squiz Matrix.

In return, we offer a friendly, positive and supportive team environment and flexible work arrangements. The work is varied, and every day is different. The commission's office is in Nara House.

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

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

How to apply: Please send your curriculum vitae and a one-page pitch explaining your interest in this role and how your skills and experience match the Selection Criteria.

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

Note: This is a temporary position available

Contact Officer: Annette Weier (02) 6207 3150 Annette.Weier@act.gov.au

Independent Statutory Offices Including Boards, Tribunals and Committees

Presidential Member

ACT Civil and Administrative Tribunal

Annual remuneration: \$303,987 per annum (plus superannuation and allowances)

Gazetted: 05 August 2022

Closing Date: 02 September 2022

The Attorney-General of the ACT, Mr Shane Rattenbury MLA, invites expressions of interest from eligible and suitably qualified people for appointment to the position of Presidential Member of the ACT Civil and Administrative Tribunal (ACAT).

Presidential members are appointed to hear and determine, mediate or conduct conferences about matters within the jurisdiction of the ACAT and exercise a range of functions given under Territory laws. Expressions of interest are sought from people who are lawyers and have been lawyers for 5 years or more.

Expressions of interest are sought from all areas of the legal community, including the private, government and community sectors. Women, people with disabilities and people of Aboriginal and Torres Strait Islander and culturally diverse backgrounds are encouraged to apply.

Further information about this position, including an expression of interest form and other relevant information, can be found at <http://justice.act.gov.au>.

Presidential Members are appointed to the ACAT for a term of 7 years. A merit list will be established to fill any further vacancies that arise in the next 12 months.

Remuneration

Remuneration is set by the ACT Remuneration Tribunal in [Determination-8-of-2021-ACAT.pdf \(act.gov.au\)](#) under the *Remuneration Tribunal Act 1995*. Other terms and conditions may be set by the Executive at the time of appointment.

Enquiries and Expressions of Interest

Expressions of interest must be in writing, address the selection criteria, and be accompanied by a detailed curriculum vitae. Expressions of interest can be emailed to judicialappointment@act.gov.au or posted to:

ACAT Member Recruitment

Justice and Community Safety Directorate

GPO Box 158

CANBERRA ACT 2601.

General enquiries about the ACAT should be directed to the ACAT Registrar, Ms Kristy Carter, on (02) 6207 1379. The Justice and Community Safety Directorate contact officer for recruitment-specific questions is Mr Daniel Ng (A/g Executive Group Manager) who can be contacted on (02) 6207 0674.

Expressions of Interest close Friday, 2 September 2022.

Senior Member

Ordinary Member

ACT Civil and Administrative Tribunal

Annual remuneration: Senior Member - \$1,155 per day; Ordinary Member - \$540 per day

Gazetted: 05 August 2022

Closing Date: 02 September 2022

The Attorney-General of the ACT, Shane Rattenbury MLA, invites expressions of interest from eligible and qualified people for appointment as a Senior Member or an Ordinary Member of the ACT Civil and Administrative Tribunal (ACAT).

They are sessional appointments to the ACAT.

Senior and Ordinary members are appointed to hear and determine, mediate, or conduct conferences about matters within the jurisdiction of the ACAT and exercise a range of functions given under Territory laws.

Expressions of interest are sought from people who have relevant qualifications, skills and experience in areas including law, town planning, building construction, health care, social welfare, residential tenancy, or occupations which are subject to disciplinary proceedings before the ACAT.

Women, people with disabilities and people of Aboriginal and Torres Strait Islander and culturally diverse backgrounds are encouraged to apply.

People with legal qualifications should note that expressions of interest are sought from all areas of the legal community, including the private, government and community sectors.

Further information about these positions, including an expression of interest form and other relevant information, can be found at <http://justice.act.gov.au>.

Senior and Ordinary Members are usually appointed to the ACAT for a term of 5 years. A merit list will be established to fill any further vacancies that arise in the next 12 months.

Remuneration

Remuneration is set by the ACT Remuneration Tribunal in [Determination-8-of-2021-ACAT.pdf \(act.gov.au\)](#) under the *Remuneration Tribunal Act 1995*. Other terms and conditions may be set by the Executive at the time of appointment.

Enquiries and Expressions of Interest

Expressions of interest must be in writing, address the selection criteria and be accompanied by a detailed curriculum vitae. Expressions of interest can be emailed to judicialappointment@act.gov.au or posted to:

ACAT Member Recruitment

Justice and Community Safety Directorate

GPO Box 158

CANBERRA ACT 2601.

General enquiries about the ACAT should be directed to the ACAT Registrar, Ms Kristy Carter, on (02) 6207 1379. The Justice and Community Safety Directorate contact officer for recruitment-specific questions is Mr Daniel Ng (A/g Executive Group Manager) who can be contacted on (02) 6207 0674.

Expressions of Interest close Friday, 2 September 2022.

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

Emergency Services Agency

ACT Ambulance Service

Clinical Governance Unit

Ambulance Manager - Clinical Governance Unit

Ambulance Manager Level 2 \$141,918 - \$149,471, Canberra (PN: 58188)

Gazetted: 16 August 2022

Closing Date: 30 August 2022

Details: Are you a qualified and experienced Paramedic? Are you detail orientated and like to analyse trends to make recommendations which improve patient care? The ACT Ambulance Service (ACTAS) is looking for energetic and resilient individuals to undertake a management role in conducting clinical review and audit activities (including maintaining clinical governance documents in line with academic evidence), for the ACT Ambulance Service.

The Ambulance Manager, Clinical Governance Unit (CGU) positions are Ambulance Manager 2 (AM2) level positions within the CGU section of the ACT Ambulance Service.

If you have a commitment to provide the highest level of service to the community by addressing the safety and quality of patient care; we would love to hear from you. This role handles sensitive information with the intention of being an active member of ACTAS to review and make recommendations to improve process. Your ability to communicate, engage and remain impartial when interacting with ESA stakeholders and members of the public will be excellent.

The Ambulance Manager CGU will also contribute, as part of a team, to the management of external feedback, and liaise with patients with specific needs, and other stakeholders to identify and address patient care issues.

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

Eligibility/Other requirements:

Mandatory:

Current registration as a Paramedic with Australian Health Practitioner Regulation Agency (AHPRA)

Current Authority to Practice at Intensive Care Paramedic level or Ambulance Paramedic Level:

Intensive Care Paramedic level with a minimum of 3 years practice post Intensive Care Authority of Practice; or

Ambulance Paramedic level with a minimum of 5 years experience post Authority to Practice.
Driver's licence Class 'C' is essential.

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

How to apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the selection criteria/competencies, and a current curriculum vitae including the details of two referees.

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

Contact Officer: Carol Shipp (02) 6205 0734 Carol.Shipp@act.gov.au

ACT Corrective Services

Operational Support

Sentence Administration Board Secretariat

Secretary to the Sentence Administration Board (Legal)

Legal Officer Grade 1 \$70,680 - \$142,352, Canberra (PN: 40864)

Gazetted: 15 August 2022

Closing Date: 7 September 2022

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the role of Secretary to the Sentence Administration Board (Legal 1), 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 the Secretary to the SAB (non-legal) and together, provides leadership and support to the secretariat team.

In addition, you will be required to communicate and liaise appropriately with offenders, victims, parties and 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 undertake legal research and analysis as required, and 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 communication and interpersonal skills and demonstrate an ability to develop and compose complex workplace documents.

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 Law qualifications, either fully or partially completed, is required.

The successful candidate will be required to undergo a criminal record check.

This position requires a Working with Vulnerable People Check.

How to apply: Applicants are required to submit the following items: 1) a one-to-three-page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

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

Contact Officer: Tina Nicholls (02) 6205 4605 Tina.Nicholls@act.gov.au

Security and Emergency Management Division

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 14862)

Gazetted: 15 August 2022

Closing Date: 29 August 2022

Details: Are you task-focused, super organised, self-motivated, and looking to use your skills and experience to contribute to whole of government policy development? If so, you could be the Policy Officer we're looking for! The Security and Emergency Management Division is looking for a Policy Officer to join a small, high-functioning team that provides governance, secretariat and business support to all areas of the Security and Emergency Management Division. The Division provides security and emergency management expertise, advice and leadership at whole of government level. As a Policy Officer, you will work on a project basis to support the development of policies in security and emergency management. You will be responsible for preparing a wide range of documentation, coordinating and contributing to administrative activities, and planning and implementation of policy and project initiatives.

We are looking for someone with great coordination, written and verbal communication skills, and who can manage their own working day to get everything done on time.

How you go about your work is important to us as we have worked hard to build a positive workplace culture in our division. You will need to be skilled at work collaboratively with colleagues and will be expected to contribute to maintaining our positive culture and upbeat momentum.

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

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

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

How to apply: Please provide a two-page application addressing the Skills, Capabilities and the job specific criteria and a current curriculum vitae with details of two referees, including a current supervisor.

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

Contact Officer: Laila Kazak (02) 6207 9289 Laila.Kazak@act.gov.au

Security and Emergency Management

Emergency Management

Assistant Director Emergency Management Policy

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 07199)

Gazetted: 12 August 2022

Closing Date: 26 August 2022

Details: The Assistant Director, Emergency Management Policy drives the development of policies and projects to strengthen the ACT's whole of government emergency management capability.

The Assistant Director assists the Senior Director, Emergency Management and Director, Resilience and Recovery in developing and implementing ACT Government's strategic emergency management priorities across a whole of government approach.

The Assistant Director will be required to establish and sustain a cooperative and collaborative approach to the development of whole of government policies across multiple Directorates and National and inter-jurisdictional stakeholders.

They will also be responsible for the preparation of briefings and strategic advice to Senior Officials and Ministers under the limited direction of the Senior Director and Executive Branch Manager.

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

Eligibility/Other requirements:

Demonstrated policy development experience, preferably within an emergency management or similar environment.

Experience in managing and delivering strategic projects within an emergency management or similar environment.

Demonstrated ability to undertake research and analysis and interpret legislation, regulations, corporate objectives, instructions and other guideline materials relating to the operations, policies and functions of the Emergency Management Branch.

Desirable:

Well-developed liaison, negotiation and interpersonal skills

Well-developed organisational capability, including the ability to effectively manage multiple tasks effectively

Well-developed leadership and people management skills

An understanding of National and ACT emergency management governance arrangements is an advantage.

Compliance Requirements/Qualifications:

The successful candidate will be required to have, or ability to obtain, a Negative Vetting 1 security clearance

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

How to apply: Applications must include:

A written response (a pitch) of no more than three A4 pages which:

demonstrates that you have the capabilities outlined in the 'What you require' section of the Position Description, and

outlines why you believe you are suitable for the position.

your curriculum vitae; and

contact details of two referees with a thorough knowledge of your work performance.

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

Contact Officer: Dianne Gordon (02) 6205 3133 Dianne.Gordon@act.gov.au

Security and Emergency Management Division

Executive Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43799)

Gazetted: 12 August 2022

Closing Date: 26 August 2022

Details: We are looking for the right person to join our small, high-functioning team to provide executive and administrative support to our Executive Group Manager as part of small, high-functioning team that provides governance, secretariat and business support to all areas of the Security and Emergency Management Division. If you are super organised, self-motivated and enjoy working in a fast paced and dynamic environment, you will excel in this position. Ideally you will have sound communication and negotiation skills and have well developed executive assistance skills.

The Division provides security and emergency management expertise, advice and leadership at whole of government level. We are after someone that has great process, coordination and communication skills, and who can manage their own working day to get everything done on time. You will need to be skilled at work collaboratively with colleagues, and will be expected to contribute to maintaining our positive culture and upbeat momentum.

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

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

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Current and former ADF members are encouraged to apply.

How to Apply: Please provide a two-page application addressing the Skills, Capabilities and the job specific criteria and a current curriculum vitae with details of two referees, including a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laila Kazak (02) 6207 9289 Laila.Kazak@act.gov.au

Courts and Tribunals

Magistrates Court

Senior Director - Legal

Legal Officer Grade 2 \$154,663 - \$161,019, Canberra (PN: 37052)

Gazetted: 12 August 2022

Closing Date: 30 August 2022

Details: The Magistrates Court Registrar is seeking an experienced legal practitioner to join the team as Senior Director – Legal. The primary role of the Senior Director is to lead its protection team, with a focus on family and personal violence. The successful applicant will exercise the statutory powers and delegated judicial powers of a deputy registrar of the ACT Magistrates Court, Industrial Court, Family Violence Court, Coroner’s Court and Children’s Court; and provide high level policy and legal advice on questions of law/justice administration, on matters affecting the ACT Courts.

The Senior Director - Legal also has responsibility for providing direction and support to ACT Courts registry staff in the law and practice relevant to the operations of the ACT Courts. This includes providing training and advice to staff on legal matters and the exercise of statutory powers and functions.

The Senior Director - Legal will engage with key stakeholders including members of the legal profession, stakeholder and user groups, the Justice and Community Safety Directorate, other Government agencies and members of the community on matters relating to the functions of the ACT Courts.

Notes: This is a temporary position available from 30 September 2022 for 12 months with a possibility of permanency. A merit pool will be used to fill similar vacancies at the ACTCT Legal 2 level.

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

Contact Officer: Belinda Barry (02) 6207 4531 Belinda.Barry@courts.act.gov.au

Legal Aid Commission

Legal Aid

IT Transition Officer

Classification: Administrative Services Officer Class 6

Salary: \$91,319 - \$104,511 plus superannuation

Position No: IT TO

Directorate: Legal Aid Commission

Advertised (Gazetted date): 11 August 2022

Closing date: 22 August 2022

Details: Legal Aid ACT is seeking a suitably qualified person to assist with our data management and reporting and the Commission’s IT transition to Microsoft Dynamics.

As the IT Transition Officer you will support our IT Managed Service Provider and staff to successfully move platforms, troubleshoot issues, identify training and prepare internal process documentation and communications. This role will also perform general IT functions for Legal Aid ACT such as data extraction and analysing, reporting and other duties as specified.

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

How to Apply: Applications should include a recent curriculum vitae, address the Selection Criteria and provide two current referees.

Contact Officer: Brett Monger on Brett.monger@legalaiddact.org.au or 6243 3445

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

Project Development and Support

Project Management Office

Project Controls

Project Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 52360)

Gazetted: 16 August 2022

Closing Date: 30 August 2022

Details: Are you our new Project Support Officer?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you! The Project Management Office Branch is part of the Project Development and Support Group.

The PMO Branch consists of the Project Controls Team; Prequalification and Contracts Team and the Project Management and Reporting System (PMARS) Team. The position is within the Project Controls Team, however will work across the PMO Teams.

The Project Support Officer will report to the Project Controls Lead. The Project Support Officer will also work closely with the Executive Branch Manager, Project Management Office and the Senior Director, Work Health and Safety.

The Project Support Officer will be expected to liaise closely with all project delivery teams, and other staff and advisors across the Directorate. The key focus of the role is to support the development and implementation of the Project Delivery Framework and the WHS Management System. The role will require the close consultation and collaboration with the Prequalification and Contracts Team, WHS Active Certification Team and the PMARS Team.

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

Australian Defence Force: Current and former ADF members are encouraged to apply.

Eligibility/Other requirements:

Desirable:

Experience working in infrastructure project delivery/project support environment

Sound knowledge of Microsoft Office Suite and other standard software

Tertiary qualifications in project management (or related field)

Experience using Microsoft Project or Primavera P6

Experience using electronic document management systems and/or digital engineering platforms

Audit and quality management experience

Note: This position is available until August 2023 with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Francine Kelly (02) 6207 6691 Francine.Kelly@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

Program Solutions

Commercial

Assistant Director, Commercial Sales

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58437)

Gazetted: 12 August 2022

Closing Date: 26 August 2022

Details: Applications are sought for a newly created position of Assistant Director, Commercial Sales. This position will play a vital role in the SLA's new Build-to-Rent project.

Notes: This is a temporary position available immediately through to 30 June 2024 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants should submit a supporting statement, addressing the selection criteria, of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

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

Contact Officer: Stephen Terracini (02) 6207 7231 Stephen.Terracini@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

Canberra Memorial Parks

Cemetery Worker

General Service Officer Level 5/6 \$59,713 - \$65,718, Canberra (PN: 20105)

Gazetted: 16 August 2022

Closing Date: 30 August 2022

Details: Canberra Memorial Parks is seeking a motivated self-starter to join our enthusiastic and driven grounds teams at Gungahlin and Woden Cemeteries. Working in a team-based environment under limited supervision of the Team Leader, the Cemetery Worker is responsible for carrying out burial and grounds maintenance activities services in a high-quality customer service environment.

Ideally the successful candidate will have experience in the operation of backhoe, excavator and other grounds maintenance equipment including ride on mowers, whipper snippers and handheld blowers. Training opportunities exist for the successful applicant to further develop their skills in a wide variety of fields.

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

Eligibility/Other requirements:

Mandatory

- Current ACT/NSW licence class C minimum.
- White card and asbestos awareness training.

Desirable

- Experience in the operation of backhoes, excavators and skid steer loaders.
- Previous experience in maintaining gardens and turf surfaces.
- First Aid Certificate.
- Chemical accreditation ChemCert or equivalent.

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

How to apply: Applicants wishing to apply for this role need to supply:

A copy of their current curriculum vitae, including contact details of two referees and a short pitch detailing your current and previous experience relevant to this role

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

Contact Officer: Stephen Eppelstun 0490874010 Stephen.Eppelstun@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

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 22359)

Gazetted: 12 August 2022

Closing Date: 19 August 2022

Details: Transport Canberra is seeking an enthusiastic and experienced Executive Assistant to provide high-quality executive support to the Executive Group Manager Transport Canberra.

The Executive Assistant is responsible for providing high-quality executive support, including diary management, arranging and scheduling meetings and appointments, managing telephone calls, and actioning emails and enquiries promptly and efficiently. The Executive Assistant will also provide secretariat support for executive and senior management meetings, managing invoices, as well as assisting in the coordination and processing of ministerial briefings and correspondence through Objective.

This is an integral position within Transport Canberra. The **Executive Assistant** is expected to have excellent written and oral communication skills as well as excellent customer service and organisational skills, the ability to work under pressure and liaise with staff at all levels of the Directorate and the Legislative Assembly. The role also requires discretion and professionalism to be exercised at all times.

Transport Canberra is dynamic and fast changing and therefore, the successful applicant needs to demonstrate the ability to work flexibly, be innovative and outcome focused

Eligibility/Other Requirements: Previous experience as an Executive Assistant is highly desirable.

Note: This is a temporary position available from the 22 August for three months with the possibility of extension up to 12 months.

Selection may be based on application and referee reports only.

How to Apply: Applications are sought from potential candidates and should include:

A two-page pitch outlining experience and/or ability and addressing the requirements listed in 'What You Require' in the attached Position Description.

Contact details of two referees.

A current curriculum vitae.

Applications should be submitted via the Apply now button below.

Transport Canberra and Business Services

Transport Canberra

Procurement and Strategic Assets

Procurement and Contract Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 30974)

Gazetted: 12 August 2022

Closing Date: 2 September 2022

Details: The Procurement and Strategic Assets team partner with Transport Canberra business areas, facilitating a procurement process to enable the purchase of Goods and Services in accordance with the legislated requirements. The Procurement and Strategic Assets facilitate strategic procurement planning through high level monitoring of contract management activities and data collection. The Procurement and Strategic Assets team procure high value, strategic technical assets for Transport Canberra using our combined subject matter knowledge of technical engineering and procurement. The **Procurement and Contract Officer** plays a key role in the **Procurement and Strategic Assets** team and provides high-level procurement and contract advice and services to Transport Canberra. The **Procurement and Contract Officer** works closely with business units where appropriate to deliver procurement and contract management oversight to achieve business outcomes, while ensuring that all Transport Canberra procurement processes comply with relevant legislation and policy requirements. The **Procurement and Contract Officer** has procurement and contract management experience and/or qualifications, good verbal and written communication skills and able to work both collaboratively and independently as required.

Eligibility/Other Requirements:

Previous experience in procurement and contract management is highly desirable.

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

Selection may be based on application and referee reports only.

How to Apply: Expressions of interest are sought from potential candidates and should include:

A two-page pitch outlining experience and/or ability and addressing the requirements listed in 'What You Require' in the attached Position Description.

Contact details of two referees.

A current curriculum vitae (resume).

Applications should be submitted via the Apply Now button below.

Contact Officer: KylieA Smith (02) 6205 4337 KylieA.Smith@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 ACT

WorkSafe ACT

Major Investigations

Investigator

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509, Canberra (PN: 52868, several)

Gazetted: 12 August 2022

Closing Date: 30 August 2022

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

The WorkSafe ACT Major Investigations Team is growing, and we have several permanent positions available for candidates with a background or focus on regulatory compliance and investigations as well as work health and safety from within various industry sectors. You will have practical knowledge and experience of investigations.

No two days are the same in the Major Investigations team. Do you have the ability to deal with sensitive situations? Are you passionate about making a difference in the community? Looking to make a career change? If you answered yes to any of these questions, you might be the next WorkSafe ACT

Investigator we are looking for!

Job responsibilities include, but are not limited to:

ability to work within a team and autonomously

conduct and manage workplace investigations in accordance with best practice which will involve managing exhibits, preparing briefs of evidence for court and the giving of evidence in court

experience in developing and building rapport to gain cooperation from people in challenging and confronting situations

conducting investigations and providing advice in accordance with legislation administered by WorkSafe ACT
drafting reports, investigation plans briefing notes, correspondence and other written material relating to investigations

conducting records of interviews and statements

participating in team meetings, planning and training activities, and

maintaining records in accordance with the *Territory Records Act 2002*

Essential requirements include:

must be flexible regarding shifts, and able to respond after hours (e.g. for emergencies), and
current unrestricted driver's licence.

Are you based outside of the ACT? You may be eligible for reimbursement of relocation expenses. Please get in touch with us via the contact officer to obtain more information.

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

We are looking for individuals from various backgrounds who are passionate about making a positive difference to the health and safety of ACT workers. If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

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

How to Apply: Applications are sought from potential candidates and should include a supporting pitch (written statement) of no more than two pages addressing the skills under 'Ideal Candidate' section in the Position Description. Please also ensure you demonstrate your ability to meet the 'Essential Requirements'. Applicants should also provide a current curriculum vitae and contact details of two referees. Referee reports may be sought at a later stage.

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

Contact Officer: Tyrone Smithers (02) 6205 1989 Tyrone.Smithers@worksafe.act.gov.au

APPOINTMENTS

ACT Health

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

Pierre De Alvia, Section 68(1), 15 August 2022

Canberra Health Services

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

Monique Aarts, Section 68(1), 13 August 2022

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

MOHAMED AHSAN ABDUL HASSAN, Section 68(1), 16 August 2022

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

Annet Babirye, Section 68(1), 16 August 2022

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

Rosemary Belbin, Section 68(1), 17 August 2022

Technical Officer Level 1 \$62,599 - \$65,631

Viether Bergas, Section 68(1), 18 August 2022

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

Lindsay Butler, Section 68(1), 15 August 2022

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

Stephen Dah-Joshua, Section 68(1), 10 August 2022

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

Prudence Gwese, Section 68(1), 5 August 2022

Health Professional Level 4 \$114,928 - \$123,710

Chelsea Hillenaar, Section 68(1), 18 August 2022

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

Leolo Kamilo, Section 68(1), 10 August 2022

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

Deanne Macleod, Section 68(1), 10 August 2022

Technical Officer Level 1 \$62,599 - \$65,631

Ei Thengi Naing, Section 68(1), 18 August 2022

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

Deepa Parajuli, Section 68(1), 11 August 2022

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Thomas Rowsell, Section 68(1), 9 August 2022

Health Professional Level 2 \$70,679 - \$97,028

Bridget Smith, Section 68(1), 22 August 2022

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Ivanna Tancheska, Section 68(1), 8 August 2022

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

Joanne Taylor, Section 68(1), 12 August 2022

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

Lynda Watt, Section 68(1), 12 August 2022

Technical Officer Level 1 \$62,599 - \$65,631

Zi Ye, Section 68(1), 18 August 2022

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

Pem Zam, Section 68(1), 15 August 2022

Staff Specialist 1-5 / Senior Specialist Band, \$188,151 - \$254,198

Lance Lasersohn: 87703963, Section 68(1), 29 August 2022

Chief Minister, Treasury and Economic Development

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

Raees Ahmad, Section 68(1), 18 August 2022

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

Rachael Boyle, Section 68(1), 18 August 2022

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

Faisal Nazir, Section 68(1), 16 August 2022

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

Anushka Ranasinghe, Section 68(1), 18 August 2022

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

Mohit Thakur, Section 68(1), 18 August 2022

City Renewal Authority

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

Rosemary Joyce, Section 68(1), 15 August 2022

Community Services

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

Carly McIntyre, Section 68(1), 17 August 2022

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

Kate Thornber, Section 68(1), 11 August 2022

Education

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

Alexandra Conroy, Section 68(1), 3 August 2022

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

Courtney Noack, Section 68(1), 10 August 2022

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

Bethany Turner, Section 68(1), 15 August 2022

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

Emma Welfare, Section 68(1), 15 August 2022

Environment, Planning and Sustainable Development

Professional Officer Class 2 \$91,315 - \$104,509

Benjamin Croak, Section 68(1), 11 August 2022

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

Jin Cui, Section 68(1), 11 August 2022

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

Jenilee Cumberland, Section 68(1), 11 August 2022

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

Raine Dobliger, Section 68(1), 11 August 2022

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

Denise Easton, Section 68(1), 11 August 2022

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

Jeremy Ferris, Section 68(1), 11 August 2022

Technical Officer Level 3 \$79,105 - \$89,398

Cameron Gallagher, Section 68(1), 11 August 2022

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

Kinlay Lhamo, Section 68(1), 17 August 2022

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

Anthony Mollett, Section 68(1), 11 August 2022

Professional Officer Class 2 \$91,315 - \$104,509

Luke O'Loughlin, Section 68(1), 11 August 2022

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

Kerri Paloni, Section 68(1), 11 August 2022

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

Caitlin Pidgeon, Section 68(1), 11 August 2022

Infrastructure Officer 5 \$163,315

Heather Rae, Section 68(1), 15 August 2022

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

Mary Swete Kelly, Section 68(1), 11 August 2022

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

Laura Thomas, Section 68(1), 11 August 2022

Justice and Community Safety

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

Lindsay Singer, Section 68(1), 8 August 2022

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

Ayu Sukardi, Section 68 (1), 16 August 2022

Major Projects Canberra

Infrastructure Officer 3 \$115,193 - \$126,450

Ronald Egle, Section 68(1), 18 August 2022

Infrastructure Manager/Specialist 2 \$187,632

Ralf Sieberer, Section 68(1), 11 August 2022

Infrastructure Officer 3 \$115,193 - \$126,450

Amanda Vine, Section 68(1), 18 August 2022

Transport Canberra and City Services

Capital Linen Service Band 1 \$51,001 - \$53,047

Siti Allan, Section 68(1), 18 August 2022

Capital Linen Service Band 1 \$51,001 - \$53,047

Muhammad Asad, Section 68(1), 18 August 2022

Infrastructure Officer 4 \$136,524 - \$155,109

Sean Crowe, Section 68(1), 18 August 2022

Bus Operator - Training \$74,582

Kelli Ingram, Section 68(1), 16 July 2022

Capital Linen Service Band 1 \$51,001 - \$53,047

Yeshi Peden, Section 68(1), 18 August 2022

Capital Linen Service Band 1 \$51,001 - \$53,047

Heri Prayitno, Section 68(1), 18 August 2022

Capital Linen Service Band 1 \$51,001 - \$53,047

Ahmad Rahimi, Section 68(1), 18 August 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

John Seeck, Section 68(1), 21 July 2022

Capital Linen Service Band 1 \$51,001 - \$53,047

Narinder Sekhon, Section 68(1), 18 August 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Jay Willoughby, Section 68(1), 15 August 2022

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

Chelsea Zeitlhofer, Section 68(1), 17 August 2022

TRANSFERS

Canberra Health Services

Nicole Judge

From: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 44926) (Gazetted 26 May 2022)

Rowan McIntyre

From: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services

To: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 04524) (Gazetted 7 July 2022)

Community Services

Jordan Scarr

From: Classroom Teacher \$76,575 - \$114,624

Education

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

Community Services, Canberra (PN. 58255) (Gazetted 24 February 2022)

Environment, Planning and Sustainable Development

Corporate Services and Operations

Finance, Information and Asset

Business Services and Sustainability

Kristie Perrin

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

Education

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

Environment, Planning and Sustainable Development, Canberra (PN. 36749) (Gazetted 23 June 2022)

Major Projects Canberra

Hamish Stephens

From: Infrastructure Manager/Specialist 3 \$200,140

Chief Minister, Treasury and Economic Development

To: Infrastructure Manager/Specialist 3 \$200,140
Major Projects Canberra, Canberra (PN. 57778) (Gazetted 23 June 2022)

Transport Canberra and City Services

Ashu Mittal

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

Education

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

Transport Canberra and City Services, Canberra (PN. 20251) (Gazetted 15 March 2022)

PROMOTIONS

ACT Health

Digital Solutions Division

Technology Operations

Critical Systems and Infrastructure Hub

Benjamin Morris

From: Information Technology Officer Class 1/Information Technology Officer Class 2 \$73,920 - \$104,509

ACT Health

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

ACT Health, Canberra (PN. 50880) (Gazetted 17 March 2021)

Canberra Health Services

Helena Addison

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. 54485) (Gazetted 20 June 2022)

Linda Arthur

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. 42435) (Gazetted)

Neethu Everest

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. 54487) (Gazetted 20 June 2022)

Antero Fiel

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. 16866) (Gazetted 20 June 2022)

Danielle Harding

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. 53516) (Gazetted 20 August 2022)

Sushimita Kumar

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. 54486) (Gazetted 20 June 2022)

Canberra Health Services

Amy Rogers

From: Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS Only \$57,246-\$61,992)

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 13674) (Gazetted 10 June 2022)

Theresa Solinap

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. 53459) (Gazetted 20 August 2021)

Joanne Wortley

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. 54484) (Gazetted 20 June 2022)

Canberra Institute of Technology

CIT Education and Training Services

CIT Education Services

CIT Education Projects

David Smith

From: Teacher Level 1 \$80,673 - \$107,642

Canberra Institute of Technology

To: †Teacher Level 2 (EDS CIT) \$114,979 (conditions outlined in the Canberra Institute of Technology (Teaching Staff) Enterprise Agreement)

Canberra Institute of Technology, Canberra (PN. 34772) (Gazetted 5 October 2021)

Chief Minister, Treasury and Economic Development

Workforce Capability and Governance

Whole of Government Industrial Relations and Public Sector Employment

Sophie Afaras

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. 51821) (Gazetted 11 July 2022)

Access Canberra

Fair Trading and Compliance

Infringement Review

Michael Bunt

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 32048) (Gazetted 12 July 2022)

Digital, Data and Technology Solutions

Technology Services Branch

Cloud and Platform Services

Jarrad Chant

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 05248) (Gazetted 6 July 2022)

Shared Services

Partnership Services Group

HR/Finance Service Desk

Jessikah Clarke

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. 14254) (Gazetted 24 June 2022)

Shared Services

Partnership Services Group

Record Services - Physical Record Support

Alexander Eglitis

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 55190) (Gazetted 3 August 2021)

Digital, Data and Technology Solutions

Technology Services Branch

Endpoint User Services

Matthew Fouracre

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 05134) (Gazetted 3 June 2022)

Digital, Data and Technology Solutions

Technology Services Branch

Cloud and Platform Services

Jason Orchard

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 17678) (Gazetted 6 July 2022)

Procurement ACT

Procurement Policy and Capability

Mihiri Weeraratna

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. 11066) (Gazetted 12 April 2022)

Economic, Revenue, Insurance, Property and Shared Services

Economic and Financial Group

Macroeconomics, Modelling and Federal Financial Relations

Lara Widdup

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 52590) (Gazetted 16 June 2022)

Shared Services

Partnership Services

Service Centre/HR and Finance Service Desk

Claire Woodward

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. 05406) (Gazetted 29 June 2021)

Community Services

Children Youth and Families

Business Support

Jayde Geary

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

Community Services

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

Community Services, Canberra (PN. 00060) (Gazetted 8 July 2022)

Director of Public Prosecutions

ACT Director of Public Prosecutions

Legal

Legal

Hannah Lee

From: Prosecutor Associate \$76,255 - \$78,591

Justice and Community Safety

To: †Prosecutor Grade 1 - 2 \$82,812 - \$129,452

Director of Public Prosecutions, Canberra (PN. 05472) (Gazetted 11 February 2022)

ACT Director of Public Prosecutions

Legal

Legal

Corey O'Connor

From: Prosecutor Associate \$76,255 - \$78,591

Justice and Community Safety

To: †Prosecutor Grade 1 - 2 \$82,812 - \$129,452

Director of Public Prosecutions, Canberra (PN. 32948) (Gazetted 11 February 2022)

Education

School Improvement

South Weston Network

Canberra College

Kojo Delle

From: School Assistant 2/3 \$51,548 - \$62,857

Education

To: Building Service Officer 3 \$73,429 - \$77,593

Education, Canberra (PN. 16330) (Gazetted 8 June 2022)

Office for School

Tuggeranong

Monash Primary School

Casey-Anne Langler

From: \$132,293

Education

To: †School Leader B \$154,033

Education, Canberra (PN. 04107) (Gazetted 10 June 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.

Business Services

People and Performance

Recruitment

Rachel Lesbirel

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

Education

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

Education, Canberra (PN. 41868) (Gazetted 4 July 2022)

School Improvement and Performance

North / Gungahlin Network

Gold Creek School

Rebecca Newton

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 06936) (Gazetted 22 June 2022)

School Performance and Improvement

Belconnen Network

Evatt Primary School

Rebecca Swiridziuk

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

Education

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

Education, Canberra (PN. 57973) (Gazetted 18 July 2022)

School Performance and Improvement

Belconnen Network

Evatt Primary School

Felicity Toohey

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 31895) (Gazetted 28 June 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.

School Performance and Improvement

South and Weston Network

Forrest Primary School

Robert Wallis

From: School Assistant 2/3 \$51,548 - \$62,857

Education

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

Education, Canberra (PN. 55824) (Gazetted 13 July 2022)

School Performance and Improvement

North Canberra and Gungahlin

Majura Primary School

Kristine Warren

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

Education

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

Education, Canberra (PN. 51318) (Gazetted 23 June 2022)

Tuggeranong Network

Gordon Primary School

Helen Wilson

From: \$132,293

Education

To: †School Leader B \$154,033

Education, Canberra (PN. 43287) (Gazetted 21 June 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.

Environment, Planning and Sustainable Development

Environment

ACT Parks and Conservation Service

Volunteers and Visitor Experience

Jessica Enge

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 23094) (Gazetted 15 June 2022)

Environment, Heritage and Water

ACT Parks and Conservation Service

Fire Management

Christopher Field-Leal

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

Environment, Planning and Sustainable Development

To: General Service Officer Level 7 \$67,760 - \$71,554

Environment, Planning and Sustainable Development, Canberra (PN. 20115) (Gazetted 3 June 2022)

Statutory Planning

Gregory Ledwidge

From: Senior Professional Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development

To: †Senior Professional Officer Grade A \$157,201

Environment, Planning and Sustainable Development, Canberra (PN. 34852) (Gazetted 26 October 2021)

Suburban Land Agency
Built Form and Divestment
Build Form Program

Luiz Rocha

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

Environment, Planning and Sustainable Development

To: Infrastructure Officer 3 \$115,193 - \$126,450

Environment, Planning and Sustainable Development, Canberra (PN. 12119) (Gazetted 15 March 2022)

Independent Competition and Regulatory Commission

Admin Team

Amali Imalka

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

Independent Competition and Regulatory Commission, Canberra (PN. 09718) (Gazetted 8 July 2022)

Justice and Community Safety

ACT Human Rights Commission

President

Corporate Team

Jenny Acton

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 57264) (Gazetted 22 June 2022)

Emergency Service Agency

ACT Ambulance

Gemma Armarego

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 23158) (Gazetted)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

Emergency Services

ACT Ambulance Services

Allyson Bandle

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 23266) (Gazetted)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

Emergency Services

ACT Ambulance Services

Danielle Card

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 26341) (Gazetted)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

Legislation, Policy and Programs

Criminal Law Group

Anna Christoff

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. 42231) (Gazetted 31 May 2022)

Emergency Services

ACT Ambulance Services

Rachel Gregory

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 33292) (Gazetted 17 August 2022)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

Emergency Services

ACT Ambulance Services

Aaron Hughes

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 33304) (Gazetted)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

Emergency Services

ACT Ambulance Services

Alicia Keane

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 33321) (Gazetted)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

Emergency Services

ACT Ambulance Services

Jackson Livingstone

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 44012) (Gazetted)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

Legislation, Policy and Programs

Criminal Law Group

Angharad Lodwick

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. 27142) (Gazetted 31 May 2022)

Emergency Services

ACT Ambulance Services

Allannah Marshall

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 44060) (Gazetted)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

Emergency Services

ACT Ambulance Services

Kade Potts

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 44080) (Gazetted)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

Emergency Services

ACT Ambulance Services

Taryn Skoglie

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 47541) (Gazetted)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

Transport Canberra and City Services

Transport Canberra and Business Services

Transport Operations

Human Resources and Safety

Nicola Bowell

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

Canberra Health Services

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

Transport Canberra and City Services, Canberra (PN. 35990) (Gazetted 15 March 2022)

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

City Services

ACT No Waste

Waste Regulation

Mark Hooker

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

Chief Minister, Treasury and Economic Development

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

Transport Canberra and City Services, Canberra (PN. 44737) (Gazetted 26 April 2022)

Chief Operating Officer

People and Capability

Training and Development

Melinda Melville

From: Transport Officer Grade 2 \$73,918

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 15153) (Gazetted 2 June 2022)

CORRIGENDA

Canberra Health Services

Permanent appointment for Kazi Hasan AGS: 87341990 gazetted 14/07/2022, date of effect should be 01/08/2022.