



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 29 September 2022**

## VACANCIES

### ACT Audit Office

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

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

#### Professional Services

##### **Senior Audit Manager \$135,524 - \$157,201, Canberra (PN: 25227)**

Gazetted: 05 October 2022

Closing Date: 10 October 2022

**Details:** The Director, Finance and Quality (Professional Services) is a key position in the ACT Audit Office and provides advice and support to the Audit Office's Executive Committee and Financial Audit team. The Director performs the role of the Chief Finance Officer and is expected to make a strong contribution to the performance of the ACT Audit Office and provide leadership in the achievement of the Office's planned performance targets.

#### **The Director is responsible for:**

- Performing the role of Chief Finance Officer; overseeing the financial and budgetary management and reporting of the Audit Office;
- Leading and managing a team responsible for the day-to-day financial, budgetary and corporate matters of the ACT Audit Office promoting a team environment based on collaboration and effective communication;
- Planning, managing and coordinating the completion of quality assurance reviews of financial audits and performance audits and other reviews in accordance with applicable professional quality control standards;
- Contributing to quality control processes associated with the production of the ACT Audit Office's annual report;
- Providing sound accounting advice to financial audit teams by conducting annual reviews of the ACT Government whole of government financial reporting policies, including model financial statements for directorates and territory authorities; and
- Contributing to the effective administration of the ACT Audit Office as required.

The Director, Finance and Quality (Professional Services) is expected to give a high priority to:

- Overseeing preparation and reporting of the Audit Office's annual and monthly financial statements and the Office's statement of performance. This includes liaison with external auditors and providing briefs on the Office's financial and budgetary matters to the Office's Audit and Review Committee;
- Overseeing preparation of the Audit Office's monthly budget, internal budget allocations, taxation compliance returns and six-monthly reporting to the Speaker and Standing Committee on Public Accounts on the operations of the Office;
- Maintaining the Audit Office's financial activities and reporting consistent with ACT public sector financial accounting policy, Financial Management Act, Australian Accounting Standards and all other applicable legislation;
- Monitoring and costing of business initiatives, including the provision of advice to the Audit Office's Executive Committee of changes in financial position;
- Conducting quality assurance activities for the Audit Office;
- Building strong relationships and effectively representing the Audit Office to the Legislative Assembly and its Committees, public sector agencies, interacting with staff and stakeholders in a professional manner and responding effectively to staff concerns;
- Implementing the values of the ACT Audit Office by exemplifying standards of behaviour and integrity which accord with these values; and
- Contributing to good governance and leadership within the ACT Audit Office by leading and managing staff, providing support to the Senior Director, Professional Services and financial and performance audit teams.

**Notes:** This is a temporary position available from 17 October 2022 up until 02 December 2022. This position is available to ACT Government officers and employees only.

**How to Apply:** Interested candidates are requested to submit a short application of no more than two pages outlining relevant skills and experience related to the key selection criteria for the Director Finance and Quality position and a current curriculum vitae to [basu.banka@act.gov.au](mailto:basu.banka@act.gov.au) by **COB Monday 10 October 2022**

Applications should be sent to the Contact Officer.

Contact Officer: Basu Banka (02) 6207 0987 Basu.Banka@act.gov.au

## **ACT Health**

Selection documentation for the following positions may be downloaded from

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

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

### **Population Health**

#### **Office of the Chief Health Officer**

##### **Deputy Chief Health Officer**

**Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 59044)**

Gazetted: 05 October 2022

Closing Date: 21 October 2022

**Details:** The ACT Health Directorate is seeking an experienced staff specialist, with leadership skills to undertake the role of ACT Deputy Chief Health Officer. The occupant will work collaboratively across a range of areas in ACT Government, and lead the small medical officer team, to provide high quality, strategic and technical public health input into a range of population health priority areas. The Deputy Chief Health Officer will provide high quality leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team/community effort.

The Deputy Chief Health Officer will support the CHO in fulfilling the statutory responsibilities under relevant legislation. This role is part of the Population Health Executive team, and will be instrumental in the high-level planning for:

Development, implementation and management of public and population health policies and services;  
Maintaining public health systems and capacity to detect and/or respond to existing and emergent public health risks and disasters, including ensuring ACT Health's disaster readiness/response capacity and bio preparedness;  
Increasing the evidence-base and translation of this into population health policy and practice, and;  
Providing training and support for public health professionals for future public health leadership in the ACT.

Eligibility/Other Requirements:

#### **Mandatory:**

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner Regulation Agency.

Fellowship of the Australasian Faculty of Public Health Medicine, or imminent entry to the Fellowship/College.

Have met Faculty requirements to be able to supervise junior medical staff in relevant training programs.

Current driver's licence.

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

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

Undergo a pre-employment Police check.

**Note:** This is a temporary position available immediately up until 30 September 2023 and with possibility of extension or permanency.

**How to Apply:** The online application form requires a written response to the Selection Criteria and a current curriculum vitae to be provided.

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

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

### **Corporate and Governance**

#### **People Strategy and Culture**

##### **Workforce Capability and Talent**

##### **Senior Director, Program Manager**

**Senior Officer Grade A \$157,201, Canberra (PN: 41857)**

Gazetted: 29 September 2022

Closing Date: 6 October 2022

**Details:** The Senior Director, Program manager will lead a team that delivers HR support across the ACT Health Directorate (ACTHD) and also drive some system-wide culture projects. This includes the delivery of operational workforce planning, learning and development, workplace inclusion, people analytics and reporting and support of ongoing system-wide culture projects. This is a critical role required to lead both strategic and operational initiatives that will have a positive influence on the culture for the ACTHD and the system.

The successful candidate must be flexible in thinking, adaptable, and responsive to changes in priorities. This also includes promoting and managing key strategic relationships within the broader ACTPS and across the ACT Public Health System to achieve organisational goals. This position provides leadership, mentoring, coaching, clear direction, and management to a diverse team. The successful candidate will have demonstrated experience in leading a team in the delivery of complex work programs including the ability to provide advice that influences strategic direction and program management approaches.

This position has significant engagement with the ACTHD Executive team. The ideal candidate will demonstrate sensitivity, have an adaptive leadership style, reflective and flexible in their approach, and a preparedness to work in partnership with business areas to understand and resolve complex HR 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.

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

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

**How to Apply:** Please submit a response (no more than two pages) to the 'What You Require' section of the position description, outlining your relevant skills, knowledge and experience along with your current CV and contact details of two referees (one must be current or recent supervisor).

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

Contact Officer: Jodie Junk-Gibson (02) 5124 9941 Jodie.Junk-Gibson@act.gov.au

## **Corporate and Governance**

### **People Strategy and Culture**

#### **People Support Services**

##### **Senior HR Advisor**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 42558, several)**

Gazetted: 29 September 2022

Closing Date: 13 October 2022

**Details:** The Senior Advisor within the People Strategy and Culture Branch work in partnership with internal and external stakeholders to resolve workplace matters at the local level. You will have an excellent understanding of Human Resource (HR) policy and legislation and have a record of delivering outcomes focused solutions in one or more of the following areas: recruitment and onboarding, HR reporting and data analysis and the provision of employee relations advice. The Senior Advisors provide consistent, policy-based advice, and work within the parameters of the employment framework to develop responsive and flexible solutions in response to stakeholder needs. We are looking for team members with a positive attitude and a solid track record of working collaboratively and respectfully to achieve organisational outcomes. The role requires an ability to manage multiple functions and projects within tight timeframes, exemplary knowledge of employment related policy and legislation, and a "can do" attitude that will

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:**

Explain any eligibility requirements you want to highlight or otherwise leave blank.

Qualifications and/or experience in a HR function would be highly desirable.

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

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

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

Contact Officer: Caroline Brighenti (02) 5124 9943 Caroline.Brighenti@act.gov.au

### **ACT Integrity Commission**

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

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

#### **Investigations**

##### **Senior Investigator**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 47164, several)**

Gazetted: 05 October 2022

Closing Date: 21 October 2022

**Details:** The Senior Investigator will undertake investigations conducted by the Commission, using conventional investigation methodologies and the covert and coercive investigation powers available to the Commission. This position will mentor and assist junior staff as required.

The Senior Investigator will prepare examination briefs for use in Commission examinations and where appropriate briefs of evidence for referral to the ACT Director of Public Prosecutions and disciplinary or other action by public sector authorities.

You will be expected to participate in decision making and strategic planning and contribute to organisational direction, planning and objectives.

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

- Demonstrated broad and substantial experience in conducting investigations in an oversight, law enforcement, or regulatory compliance environment.
- Demonstrated knowledge of the criminal law and/or the rule of law as it applies to oversight or regulatory environments, and the rules of evidence, criminal procedure and the preparation and oversight of briefs of evidence.
- Proven organisational abilities, problem solving, analytical skills, policy and process identification, development, modification and implementation.
- Ability to write well and communicate effectively with a wide range of people both within and external to the Commission.

Minimum diploma level qualification in the field of investigations is mandatory.

##### **Behavioural Capabilities**

- Organisational abilities include the ability and flexibility to effectively manage and prioritise multiple tasks to meet deadlines.
- Analytical and problem-solving skills includes the ability to collate, examine and determine investigative methodologies based on the information obtained, the circumstances surrounding a report and the objectives and priorities of the Commission.
- Tenacity and attention to detail.
- Leadership, which translates to building culture, capacity building through providing vision, encouraging and promoting teamwork, inclusivity, self-awareness and emotional intelligence.

##### **Compliance Requirements / Qualifications**

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

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

It is a condition of employment with the Commission that staff be fully vaccinated against COVID-19

- Section 50 of the *Integrity Commission Act 2018* provides that the Commissioner must not appoint a person as a member of staff of the Commission if the person is or has, in the 5 years immediately before the day of the proposed appointment, been an ACT public servant.

**Notes:** There are three permanent positions available and one temporary position available for 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Applications must include:

- A current curriculum vitae, and
- A written response, not exceeding 700 words, to the four criteria listed under the 'What you require' section of this Position Description (see page 3).

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

**Contact Officer:** Matt Kelly (02) 6207 9483 [Matt.Kelly@integrity.act.gov.au](mailto:Matt.Kelly@integrity.act.gov.au)

## **Assessments**

### **Assistant Director - Assessments**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59043)**

Gazetted: 30 September 2022

Closing Date: 14 October 2022

Details: Agency Overview

The ACT Integrity Commission ('Commission') is an independent body and law enforcement agency with powers under the *Integrity Commission Act 2018* ('Act') to investigate, expose and prevent corruption and foster public confidence in the integrity of government.

Under the *Public Interest Disclosure Act 2012*, the Commission is also responsible for receiving, assessing, referring, and investigating reports of disclosable conduct and deciding which reports are to be treated as Public Interest Disclosures ('PIDs'), and performing an oversight role of ACT public sector agencies and their management of PIDs.

Our values

Independence

Our actions are lawful, ethical, evidence based, and free from political direction or influence and bias.

Professionalism

We demonstrate excellence, respect, courtesy, and dedication in all that we do.

Accountability

We accept responsibility for our actions and decisions; transparency and consistency are fundamental to our business.

Fairness

We will exercise the Commissioner's powers fairly, paying due respect to civil and human rights.

Our functions

The Commission's functions are to:

investigate conduct that is alleged to be corrupt conduct;

refer suspected instances of criminality or wrongdoing to the appropriate authorities;

prevent corruption through research and mitigation efforts;

publish information about investigations, including lessons learned;

provide education programs;

foster public confidence in the Legislative Assembly and ACT public sector;

receive, assess, refer, and investigate reports of disclosable conduct; and

oversee ACT public sector agency management of public interest disclosures.

Business unit overview

This position sits in the Commission's Assessments Team.

The role of the Assessment team is to record, triage and assess corruption reports and PIDs received by the Commission and propose appropriate recommendations to the Assessment Panel in accordance with s70 of the Act.

Position overview

The Assistant Director Assessments will manage and lead the Assessments team in the delivery of their functions; the triage and assessment of corruption reports and PIDs received by the Commission and propose appropriate recommendations and actions in accordance with the Act and the Commission's objectives.

The Assistant Director Assessments will undertake the assessment of the more complex and time sensitive PIDs and corruption reports received by the Commission.

The Assistant Director Assessments will prepare internal reports, oversee and quality assure reports completed by the Assessments team and communicate with both internal and external parties throughout the assessment process.

The Assistant Director Assessments supports the Director Assessments through project work relevant to the Assessment function including regular review of assessment policies and procedures, systems, and templates to ensure key performance indicators are met.

The Assistant Director Assessments is expected to participate in decision making and strategic planning and contribute to organisational direction, planning and objectives of the Commission. This position will mentor and assist junior staff as required.

What you will do

Conduct complex assessments into PIDs and corruption reports received by the Commission ensuring: assessment standards are promoted, and consistently applied, and operational practices will withstand internal and external scrutiny; and records of assessments, activities and results are appropriately kept, maintained, and updated within the case management system so that information about the progress of assessments and outcomes are readily available to Commission staff;

Communicate within and external to the Commission in a professional, timely, clear, and relevant way ensuring: assessment reports are of a consistent high quality, are accurate, clearly articulated, and records are meticulously maintained so that information and operational progress, decision making, and reasoning is readily available to team members and the Director, Assessments; and communication with complainants/authors of corruption reports are clear, concise and include clearly explained rationale for Commission decisions.

Provide strategic and operational advice as needed to staff and the Director, Assessments in the pursuit of a professional and agile assessments capability ensuring: development and implementation of operational policy and procedures; mentoring of assessments staff to produce high quality, analytical and accurate reports for the assessment panel; provide sound well-reasoned strategic and operational advice, which is timely, salient and aligned with Commission objectives, and ensure annual reporting is aligned with Commission's and wider government objectives and timings.

Promote a culture of continuous personal and organisational improvement through positive personal behaviours and recognition of the role the Commission plays in ensuring human rights are upheld and supported.

Promote ethical practice, Work Health and safety (WHS), Equal Employment Opportunity (EEO), diversity and employee well-being.

What you require (Selection Criteria)

Essential criteria

Excellent written and verbal communication skills

A proven ability to achieve results

Demonstrated analytical skills and sound judgement

Demonstrated personal drive and integrity

A proven track record developing productive working relationships

Desirable criteria

Experience managing a team in an oversight, law enforcement, or regulatory compliance environment.

Other requirements of the position

Section 50 of the *Integrity Commission Act 2018* provides that the Commissioner must not appoint a person as a member of staff of the Commission if the person is or has, in the 5 years immediately before the day of the proposed appointment, been an ACT public servant.

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

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

The position may involve some domestic travel.

How to apply: Applications for the position should be submitted online via the [jobs.act.gov.au](https://jobs.act.gov.au) website.

Applications must include:

A current curriculum vitae, and

A written response (a pitch) of no more than 750 words which:

demonstrates how your skills, knowledge and experience address the criteria outlined in the 'What you require' section of the position description, and

outlines why you want the job and why you believe you are the best person for the position.

If you are unable to submit your application online, please contact the Director, Assessments on 0418173464 or at [jeff.smith@integrity.act.gov.au](mailto:jeff.smith@integrity.act.gov.au).

Note: if you are shortlisted for further assessment, you may be asked to undertake a written task to further demonstrate your capabilities.

Applications should be submitted via the Apply Now button below  
Contact Officer: Jeff Smith (02) 6205 9551 [Jeff.Smith@integrity.act.gov.au](mailto:Jeff.Smith@integrity.act.gov.au)

## Assessments

### Senior Assessments Officer

#### Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55823)

Gazetted: 29 September 2022

Closing Date: 13 October 2022

Details: Agency Overview

The ACT Integrity Commission ('Commission') is an independent body and law enforcement agency with powers under the *Integrity Commission Act 2018* ('Act') to investigate, expose and prevent corruption and foster public confidence in the integrity of government.

Under the *Public Interest Disclosure Act 2012*, the Commission is also responsible for receiving, assessing, referring, and investigating reports of disclosable conduct and deciding which reports are to be treated as Public Interest Disclosures ('PIDs'), and performing an oversight role of ACT public sector agencies and their management of PIDs.

Our values

Independence

Our actions are lawful, ethical, evidence based, and free from political direction or influence and bias.

Professionalism

We demonstrate excellence, respect, courtesy, and dedication in all that we do.

Accountability

We accept responsibility for our actions and decisions; transparency and consistency are fundamental to our business.

Fairness

We will exercise the Commissioner's powers fairly, paying due respect to civil and human rights.

### Our functions

The Commission's functions are to:

- investigate conduct that is alleged to be corrupt conduct;
- refer suspected instances of criminality or wrongdoing to the appropriate authorities;
- prevent corruption through research and mitigation efforts;
- publish information about investigations, including lessons learned;
- provide education programs;
- foster public confidence in the Legislative Assembly and ACT public sector;
- receive, assess, refer, and investigate reports of disclosable conduct; and
- oversee ACT public sector agency management of public interest disclosures.

Business unit overview

This position sits in the Commission's Assessments Team.

The role of the Assessment team is to record, triage and assess corruption reports and PIDs received by the Commission and propose appropriate recommendations to the Assessment Panel in accordance with s70 of the Act.

Position overview

The Senior Assessments Officer will communicate with members of the public who are making a corruption report or PID and is responsible for keeping complainants, reporters and disclosers updated.

The position also undertakes the assessment of PIDs and corruption reports received by the Commission and necessary follow-up inquiries and propose appropriate recommendations and actions in accordance with the Act and the Commission's objectives.

What you will do

- Conduct assessments into PIDs and corruption reports received by the Commission ensuring:
  - assessment standards are promoted, and consistently applied, and operational practices will withstand internal and external scrutiny; and
  - records of assessments, activities and results are appropriately kept, maintained, and updated within the case management system so that information about the progress of assessments and outcomes are readily available to Commission staff;



Communicate within and external to the Commission in a professional, timely, clear, and relevant way ensuring; assessment reports are of a consistent high quality, are accurate, clearly articulated, and records are meticulously maintained so that information and operational progress, decision making, and reasoning is readily available to team members and the Director, Assessments; and communication with complainants, reporters and disclosers is clear, concise and includes clearly explained rationale for Commission decisions.

Promote a culture of continuous personal and organisational improvement through positive personal behaviours and recognition of the role the Commission plays in ensuring human rights are upheld and supported.

Promote ethical practice, Work Health and safety (WHS), Equal Employment Opportunity (EEO), diversity and employee well-being.

What you require (Selection Criteria)

Essential criteria

Excellent written and verbal communication skills

A proven ability to achieve results

Demonstrated analytical skills and sound judgement

Demonstrated personal drive and integrity

A proven track record developing productive working relationships

Other requirements of the position

Section 50 of the *Integrity Commission Act 2018* provides that the Commissioner must not appoint a person as a member of staff of the Commission if the person is or has, in the 5 years immediately before the day of the proposed appointment, been an ACT public servant.

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

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

The position may involve some domestic travel.

How to apply

Applications for the position should be submitted online via the [jobs.act.gov.au](https://jobs.act.gov.au) website. Applications must include:

A current resume, and

A written response (a pitch) of no more than two 750 words which:

demonstrates how your skills, knowledge and experience address the criteria outlined in the 'What you require' section of the position description, and

outlines why you want the job and why you believe you are the best person for the position.

If you are unable to submit your application online, please contact the Director, Assessments on 0418173464 or at [jeff.smith@integrity.act.gov.au](mailto:jeff.smith@integrity.act.gov.au).

Note: if you are shortlisted for further assessment, you may be asked to undertake a written task to further demonstrate your capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeff Smith (02) 6205 9551 [Jeff.Smith@integrity.act.gov.au](mailto:Jeff.Smith@integrity.act.gov.au)

## Assessments

### Assessments Officer

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 59042)**

Gazetted: 29 September 2022

Closing Date: 13 October 2022

Details: Agency

The ACT Integrity Commission ('**Commission**') is an independent body and law enforcement agency with powers under the *Integrity Commission Act 2018* ('**Act**') to **investigate, expose** and **prevent** corruption and foster public confidence in the integrity of government.

Under the *Public Interest Disclosure Act 2012*, the Commission is also responsible for receiving, assessing, referring, and investigating reports of disclosable conduct and deciding which reports are to be treated as Public Interest Disclosures ('**PIDs**'), and performing an oversight role of ACT public sector agencies and their management of PIDs.

### Our values

**Independence**

Our actions are lawful, ethical, evidence based, and free from political direction or influence and bias.

**Professionalism**

We demonstrate excellence, respect, courtesy, and dedication in all that we do.

**Accountability**

We accept responsibility for our actions and decisions; transparency and consistency are fundamental to our business.

**Fairness**

We will exercise the Commissioner's powers fairly, paying due respect to civil and human rights.

**Our functions**

The Commission's functions are to:

- investigate conduct that is alleged to be corrupt conduct;
- refer suspected instances of criminality or wrongdoing to the appropriate authorities;
- prevent corruption through research and mitigation efforts;
- publish information about investigations, including lessons learned;
- provide education programs;
- foster public confidence in the Legislative Assembly and ACT public sector;
- receive, assess, refer, and investigate reports of disclosable conduct; and
- oversee ACT public sector agency management of public interest disclosures.

**Business unit overview**

This position sits in the Commission's Assessments Team.

The role of the Assessment team is to record, triage and assess corruption reports and PIDs received by the Commission and propose appropriate recommendations to the Assessment Panel in accordance with s70 of the Act.

**Position overview**

The Assessments Officer will communicate with members of the public who are making a corruption report or PID and is responsible for keeping complainants, reporters and disclosers updated.

The position also undertakes the assessment of basic PIDs and corruption reports received by the Commission and necessary follow-up inquiries and propose appropriate recommendations and actions in accordance with the Act and the Commission's objectives.

The position will also support the administrative functions of the Assessments team

**What you will do**

Conduct assessments into basic PIDs and corruption reports received by the Commission ensuring: assessment standards are promoted, and consistently applied, and operational practices will withstand internal and external scrutiny; and records of assessments, activities and results are appropriately kept, maintained, and updated within the case management system so that information about the progress of assessments and outcomes are readily available to Commission staff;

Communicate within and external to the Commission in a professional, timely, clear, and relevant way ensuring: assessment reports are of a consistent high quality, are accurate, clearly articulated, and records are meticulously maintained so that information and operational progress, decision making, and reasoning is readily available to team members and the Director, Assessments; and

communication with complainants, reporters and disclosers is clear, concise and includes clearly explained rationale for Commission decisions.

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

Provide high level administrative support to the Assessments team as required.

Promote a culture of continuous personal and organisational improvement through positive personal behaviours and recognition of the role the Commission plays in ensuring human rights are upheld and supported.

Promote ethical practice, Work Health and safety (WHS), Equal Employment Opportunity (EEO), diversity and employee well-being.

**What you require (Selection Criteria)****Essential criteria**

Excellent written and verbal communication skills

A proven ability to achieve results

Demonstrated analytical skills and sound judgement

Demonstrated personal drive and integrity

A proven track record developing productive working relationships

### **Other requirements of the position**

Section 50 of the *Integrity Commission Act 2018* provides that the Commissioner must not appoint a person as a member of staff of the Commission if the person is or has, in the 5 years immediately before the day of the proposed appointment, been an ACT public servant.

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

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

The position may involve some domestic travel.

### **How to Apply:**

Applications for the position should be submitted online via the [jobs.act.gov.au](http://jobs.act.gov.au) website. Applications must include:

A current curriculum vitae, and

A written response (a pitch) of **no more than two 750 words** which:

- demonstrates how your skills, knowledge and experience address the criteria outlined in the 'What you require' section of the position description, and
- outlines why you want the job and why you believe you are the best person for the position.

If you are unable to submit your application online, please contact the Director, Assessments on 0418173464 or at [jeff.smith@integrity.act.gov.au](mailto:jeff.smith@integrity.act.gov.au).

**Note:** if you are shortlisted for further assessment, you may be asked to undertake a written task to further demonstrate your capabilities.

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

Contact Officer: Jeff Smith (02) 6205 9551 [Jeff.Smith@integrity.act.gov.au](mailto:Jeff.Smith@integrity.act.gov.au)

### **Calvary Public Hospital Bruce**

#### **Calvary Public Hospital Bruce**

#### **Position Title Project Manager**

#### **Classification Senior Officer B \$135,355 - \$152,377 Canberra (Expected)**

Gazette Date: 30 September 2022

Closing Date: 2 October 2022

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 502794

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

Contact Officer: Denise Holm 0451948880 [denise.holm@calvary-act.com.au](mailto:denise.holm@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](mailto:jobs@act.gov.au)**

#### **Rehabilitation, Aged and Community Services**

#### **Community Care Program**

#### **Community Nurse**

#### **Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 28239, several-0262D)**

Gazetted: 30 September 2022

Closing Date: 14 October 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](http://www.canberrahealthservices.act.gov.au)

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

The Community Care Program (CCP) Community Nursing Service delivers a range of health care community-based technical nursing services to residents of the ACT

#### 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

Demonstrate initiative and enthusiasm within the workplace.

Well-developed communication and interpersonal skills.

The ability to work autonomously and as part of a multi-disciplinary team.

Highly organised and well-developed time management skills

#### Position Requirements/Qualifications:

##### Mandatory

Tertiary qualifications (or equivalent) in Nursing.

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

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

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

Current Driver's licence.

##### Desirable

Experience as a registered nurse in the community 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.

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

Undergo a pre-employment National Police Check.

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

Note: There are several fulltime temporary positions available for up to 12 months.

#### HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Sonia Knight (02)51241484 [sonia.e.knight@act.gov.au](mailto:sonia.e.knight@act.gov.au)

#### **Surgery**

##### **Intensive Care Unit**

##### **Clinical Development Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 28937, several-025ZA)**

Gazetted: 30 September 2022

Closing Date: 14 October 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](http://www.canberrahealthservices.act.gov.au)

The Intensive Care Unit is a 31-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

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

The unit participates in international multi-disciplinary and multi-center research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research.

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

The Clinical Development Nurse is responsible for the professional advancement of nursing staff within the Intensive Care Unit by delivering continuing education and support. It is a challenging role that requires expert knowledge and highly developed interpersonal skills, to undertake the responsibility of teaching and supporting nursing staff including new graduates, undergraduate and postgraduate student nurses in the workplace. This position entails being approachable, demonstrating excellent communication skill, having a passion for sharing knowledge and educating others.

## 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

Effective communication and strong interpersonal skills

Demonstrate leadership skills.

Commitment to evidenced-based nursing practice and quality improvement.

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

### Position Requirements/Qualifications:

#### Mandatory

A minimum of three years' experience working professionally in a hospital-based Intensive Care environment, with proficiency in leadership and management

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

The successful applicant will need to be available for rotating roster of morning and evening shifts.

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

#### Desirable:

Post Graduate Certificate in Critical care nursing or working towards the same

Certificate IV in Assessment and Workplace Training or working towards the same

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

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

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

Undergo a pre-employment National Police Check.

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

## HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Amanda McCarthy (02) 5124 2756 [Amanda.McCarthy@act.gov.au](mailto:Amanda.McCarthy@act.gov.au)

## **Surgery**

### **Intensive Care Unit**

#### **Registered Nurse**

#### **Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 24878, several-025Z8)**

Gazetted: 30 September 2022

Closing Date: 10 November 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](http://www.canberrahealthservices.act.gov.au)

The Intensive Care Unit is a 39-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The unit satisfies College requirements for training in Neurosurgery, Cardio-thoracics and Trauma.

The unit participates in international multi-disciplinary and multi-centre research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research.

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

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

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Ability to work independently and as part of a multidisciplinary team

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

Ability to work a flexible rotating roster

High level communication, interpersonal, negotiation and conflict resolution skills

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

##### **Mandatory**

A minimum of 12 months experience working professionally in a hospital-based Intensive Care environment or Critical Care environment

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

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

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

##### **Desirable**

Have an understanding of how the National 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.

Post Graduate Certificate in Critical care nursing

Note: There is one Permanent Full-time position and several Temporary Full-time positions available for up to 12 months.

Prior to commencement successful candidates will be required to:

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

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Amanda McCarthy (02) 5124 2756 [Amanda.McCarthy@act.gov.au](mailto:Amanda.McCarthy@act.gov.au)

## **Cancer and Ambulatory Support**

### **Radiation Oncology**

#### **Radiation Therapist**

**Radiation Therapist Level 2 \$73,662 - \$101,811, Canberra (PN: 12115, several-025SE)**

Gazetted: 29 September 2022

Closing Date: 13 October 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](http://www.canberrahealthservices.act.gov.au)

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

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

High order interpersonal skills with a focus on delivering high quality patient care

Good time management and organisational skills

Ability to work in a busy environment with a multidisciplinary team

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

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

A recognised tertiary qualification in Radiation Therapy

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

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

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

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

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

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police Check.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Martin Seng (02) 5124 2284 [Martin.Seng@act.gov.au](mailto:Martin.Seng@act.gov.au)

**Women Youth and Children**

**Enhanced Health Services**

**Enhanced Child Health Services Manager**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 28649 - 02603)**

Gazetted: 29 September 2022

Closing Date: 13 October 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](http://www.canberrahealthservices.act.gov.au)

Women, Youth and Children, Community Health Programs delivers a range of community-based health services to women, children, young people and families. 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 multidisciplinary team.

**Enhanced Child Health Service**

The Enhanced Child Health Service sits in the overarching Enhanced Health Service and consists of three teams: the Counselling Team, the Multidisciplinary Assessment, Intake and Navigation (MAIN) Team and the Training Team. These teams of allied health and nursing clinicians provide support and intervention to children and families who are at risk of poor health and development outcomes. These range from brief, short-term interventions, to extended counselling support and specialist education and training

**Multidisciplinary, Assessment, Intake and Navigation (MAIN) Team**

Health Professionals in the MAIN Team are responsible for psychosocial assessment and interventions for children and families who are at risk of poor health and development outcomes. Health Professionals also provide interventions regarding service navigation and parental support and psychoeducation regarding child's behaviour/diagnosis.

**Child and Family Counselling Team**

Provide therapeutic psychosocial and counselling interventions to children, young people, and families relating to experiences of abuse and trauma. Interventions may include short- or medium-term counselling, group work and service linkage to support identified consumer goals.

**Training Team**

All CHS staff are required to undertake essential education regarding their roles and responsibilities in relation to child protection. The Training Team develops, provides, and evaluates all mandatory child protection and Strengthening Health Responses to Family Violence (SHRFV) training

This is a rewarding and exciting position within a vibrant service that is suitable for a dynamic, flexible, and highly skilled Health Professional, with strong leadership and operational experience, who is committed to the delivery of a high quality, trauma informed and holistic service.

**ABOUT YOU**

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

**Behavioural Capabilities**

Strong clinical, leadership, and interpersonal skills

Adaptability and flexibility to accommodate change

Kindness

**Position Requirements/Qualifications:**

- Relevant Tertiary qualifications (or equivalent) in a Health Profession.



- A minimum of 5 years' experience working professionally in health services to women, children, young people, and families is preferred.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or if from a profession that is not AHPRA regulated, be eligible for membership of relevant professional association
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
  - Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
  - Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
- Contact Officer: Deborah Colliver (02) 5124 1616 [Deborah.Colliver@act.gov.au](mailto:Deborah.Colliver@act.gov.au)

### **Rehabilitation, Aged and Community Services**

#### **Community Care Program – Nursing – Link Team**

#### **RN2 Afterhours Community Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 59038 - 0260Q)**

Gazetted: 29 September 2022

Closing Date: 13 October 2022

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

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

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

The Community Care Program (CCP) Community Nursing Service is a nurse-led service that provides community-based nursing care to residents of the ACT in a clinic or home setting. The Community Care Program emphasises person-centered care that is integrated into the patients' life. Services provided include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care.

RACS services work collaboratively with the individuals, carers and other services within and external to Canberra Health Services. CHS is a values-led Directorate.

The Link team is responsible for providing after hours nursing services to patients with a broad range of needs within the ACT community by coordinating the afterhours rapid response service for community nursing including weekends and ACT public holidays.

#### **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**

A positive, collaborative, and effective communicator with well-developed written, oral, and interpersonal skills including negotiation and liaison abilities.

Organisational ability and time management skills

Advanced clinical skills, attention to detail and problem-solving ability

Self-motivated with the ability to work autonomously which includes a commitment to a consultative, collaborative team approach

Position Requirements/Qualifications:

Mandatory

- Bachelor of Science/ Nursing and a minimum of 3 years' full time equivalent experience working professionally in nursing.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be available for weekend and after-hours work and will need to be available for occasional extra shifts/relief for the other part time RN2 /RN3 coordinators in the team.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and /or community health applicable to the position.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

This position is part-time at (21) hours per week and the full-time salary noted above will be pro-rata.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Leontine Muis (02) 5124 2900 Leontine.A.Muis@act.gov.au

### **Specialist/ Senior Specialist – Clinical Coordinator BreastScreen ACT**

**Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 33744 - 025XE)**

Gazetted: 29 September 2022

Closing Date: 28 October 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

#### **POSITION OVERVIEW**

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

BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years.

BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip, and Belconnen Health Centres. All assessments are carried out at the Canberra city clinic.

This position offers the successful candidate the opportunity to work with a team of dynamic and dedicated health professionals within the BreastScreen Program in Canberra to achieve the National BreastScreen Program objectives. The position adds to CHS health care by providing a reliable, respectful, kind screening service to the community that is trusted.

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

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

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

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

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

#### **DUTIES**

Under limited direction of the Program Director, BreastScreen ACT, you will show a willingness to undertake training in the detection and management of early breast cancer within the population of women targeted by the Program, have an ability to work well with a multidisciplinary team, possess excellent communication skills and a strong client focus, a commitment to quality improvement and an appreciation of the aims of population health screening. You will:

Manage the process for assessing women recalled to BreastScreen following a screen detected abnormality including:

supporting women through the process by providing information regarding procedures and providing counselling or referring clients to Nurse Counsellors as appropriate.

providing results of assessment procedures including biopsies to women.

liaising with GPs regarding client results and recommendations concerning treatment options.

ensuring all clinical documentation is accurate, consistent, and complete at all points along the screening and assessment pathway.

reviewing all data relating to the surgical management of BreastScreen clients referred for open surgical biopsy and those discharged from the program with a diagnosis of breast cancer.

In collaboration with other medical staff, nurse counsellors and radiographers, undertake clinical assessment of women recalled to BreastScreen assessment clinics including:

participating in triage decisions with nurse counsellors and radiographers.

undertaking medical history, clinical breast examination and documentation of findings.

participating in clinical decisions regarding appropriate procedures to be carried out during the assessment pathway.

coordinating and liaising with the medical, clinical, and technical staff.

Provide advice to the Program Director concerning clinical and medical issues related to best practice and the safe and effective operations of the screening and clinical services.

Monitor outcome data and trends in clinical processes of the service and recommend changes to operations through quality improvement activities and projects.

Support clinical training and supervision of medical students and registrars as appropriate and provide education for GPs in relation to the Program.

Provide clinical leadership and promote a commitment to high quality customer service principles and practices.

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

#### **ABOUT YOU**

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

#### **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 Royal Australasian College of Physicians (FRACP) in General Medicine and/or medical sub-specialty or equivalent specialist qualifications.

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

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

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

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

**For Senior Specialist we will also expect that you:**

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

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

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

Undergo a pre-employment Police check.

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

**Note:** This is a part-time permanent position available at 28 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Julianne Siggins 0422390606 Julianne.siggins@act.gov.au

## **ACT Pathology**

### **Haematology**

#### **Haematology scientist**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 28607, several - 0260J)**

Gazetted: 30 September 2022

Closing Date: 26 October 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](http://www.canberrahealthservices.act.gov.au)

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

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

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

Under direction, the Scientist role is responsible for the provision of Haematology, Coagulation and Transfusion procedures. At the Haematology laboratories at Canberra and Calvary Hospitals, the Scientist role is a key position involved in the troubleshooting of instrumentation, monitoring of Quality Control, analysis of results, blood film morphology and the provision of blood and blood products.

This position is an opportunity to be part of a large team with a number of specialist areas and room for personal development and possible career opportunities.

#### ABOUT YOU

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

#### Behavioural Capabilities

High level evaluation and analysis skills.

Strong written and oral communication skills.

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

#### Position Requirements/Qualifications:

##### Mandatory

Relevant Medical Science tertiary qualifications and a minimum of one years laboratory experience working professionally in Pathology is preferred.

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

##### Desirable

- Have an understanding of how the National 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 advertisement may be used to fill both permanent and temporary positions in Haematology. The selection process may be conducted as a desk top review.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Jackie Pratt (02) 5124 2034 Jackie.Pratt@act.gov.au

#### Division of Medicine

#### Hospital In The Home

#### Administrative Service Officer

#### Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 45000 - 025XC)

Gazetted: 30 September 2022

Closing Date: 12 October 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](http://www.canberrahealthservices.act.gov.au)

Hospital in the Home (HITH) is an inpatient service that provides care for people who would usually require an admission to hospital but are treated externally for chronic and acute conditions. The team comprises of medical, nursing, allied health.

The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, initiative, critical thinking and common sense.

## 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

Flexible

Organised

Reliable

Position Requirements/Qualifications:

- A minimum of one years' experience working professionally in administration is preferred.
- The successful applicant will need to be available for weekend work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

Note: This is a permanent Part-time position at (22.05) hours per week. The above full-time salary will be pro-rata. Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
  - 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: Liisa Teivonen Liisa Teivonen (02) 5124 2923 [Liisa.teivonen@act.gov.au](mailto:Liisa.teivonen@act.gov.au)

## Cancer and Ambulatory Support

### Ambulatory Care Support Services – Central Health Intake

#### Administration Officer

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 48499-025XK)**

Gazetted: 30 September 2022

Closing Date: 7 October 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](http://www.canberrahealthservices.act.gov.au)

The Division of Cancer, Ambulatory Support (CAS) provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. This Division is also responsible for the support functions for ambulatory and community health including the Central Health Intake team, Central Outpatients, Transcription and the Walk in Centres

The Central Health Intake team provides a call centre, referral receipt and management and outpatient bookings services. It is a busy and dynamic service supporting over 100 clinical services, handling 20,000 calls and 3,000 referrals per month. A team of nurses and administrative staff provide a two-tiered approach to the management of referrals, screening and booking.

The Administration Officer will work in ensuring the delivery of high-quality service to the public. They will ensure provide high value administrative support in the management of referrals, phone calls and other administrative

duties. The administration officer works collaboratively with internal and external stakeholders for the provision of quality healthcare

#### 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

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

Sound communicator, both written and verbal, with the ability to drive collaboration in the health care environment.

#### Position Requirements/Qualifications:

Relevant secondary and tertiary qualifications and a minimum of 12 months experience working professionally in Administrative Support Management/Leadership role is preferred.

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.

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

#### HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Luke Baker 6205 2339 [Luke.Baker@act.gov.au](mailto:Luke.Baker@act.gov.au)

## ACT Pathology

### Office of Professional Leadership and Education

#### Director Laboratory Operations

#### Senior Officer Grade A \$157,201, Canberra (PN: 55518 - 02574)

Gazetted: 29 September 2022

Closing Date: 27 October 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

This is a rare opportunity to build and lead the ACT's diagnostic laboratory operations into the future. Canberra Health Services is investing in people, innovation and infrastructure, with a major campus modernisation project for the Canberra Hospital.

An experienced Pathology leader, you will have sound laboratory technical and operations knowledge, and strong stakeholder engagement skills to help us design and realise a new vision for Pathology in the ACT. You will also have the leadership capability and experience to build an energised and engaged team.

Reporting to the Executive Director of Pathology, you will play a key role in harnessing diagnostic technology innovation, automation, digital systems and informatics, and a vibrant workplace culture, to position ACT Pathology as one of the leading Pathology services in the country. This will include a new purpose-built Pathology building, adjacent to the new Critical Services Building on the Canberra Hospital site.

Eligibility is open to applicants with transferable skills and experience from beyond the healthcare industry.

#### POSITION OVERVIEW

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



and surrounding region. More information can be found on the CHS website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

As a key member of the Executive team this position provides high level strategic leadership for ACT Pathology. Reporting to the Executive Director, the role has overall responsibility for the scientific and technical operations of all laboratory operations, including budget management, recruitment and people management, procurement, safety and quality, and business planning to ensure the provision of a safe and high quality public pathology service.

You will work closely with the Executive Director and the senior leadership team to build one of Australia's leading pathology services, create an exciting, values-based workplace, a broad range of career opportunities for staff and foster a culture of effective and accountable leadership.

#### **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:

High level written and oral communication skills

Effective organisational skills with a high level of initiative, self-motivation and a values-based work ethic

An agile and adaptive leadership style

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

- Tertiary qualifications (or equivalent) in laboratory science or related are essential.
- Extensive operational experience in a clinical Pathology laboratory
- High level management experience in a laboratory environment
- Knowledge of the Australian pathology sector, including funding and regulatory requirements
- Knowledge of the governance and compliance requirements for public sector entities is highly desirable
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

**Note:** This is a temporary position available for 11 months.

#### **Prior to commencement successful candidates will be required to:**

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

Contact Officer: Glenn Edwards (02) 5124 2891 [glenn.edwards@act.gov.au](mailto:glenn.edwards@act.gov.au)

#### **Infrastructure and Health**

##### **Support Services**

##### **Operational Support Services**

##### **Security Supervisor**

**Health Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: 42250, several - 025PH)**

Gazetted: 30 September 2022

Closing Date: 14 October 2022

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



and surrounding region. More information can be found on the CHS website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Protective Services section is embedded within the Infrastructure and Health Support Services Division. Protective Services' mission is to provide the necessary climate and mechanisms that will enable staff, patients and visitors at Canberra Health Services' facilities to go about their daily activities without fear or intimidation by preventing crime and protecting persons and property.

As a Security Supervisor you will ensure a safe and secure environment is maintained for staff and consumers at Canberra Hospital, the Dhulwa Mental Health Unit and nonacute sites by providing incident response, proactive security functions and enforcement of Canberra Health Services policy and directives.

#### **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 you will have the following attributes:

1. Emotional maturity and resilience
2. Exceptional conflict management and resolution
3. Influencing and persuading
4. Ability to work within protocols, processes and use initiative
5. Empathy and cultural awareness
6. Professionalism, a strong moral compass, and teamwork.

Position Requirements/Qualifications:

The successful applicant must (mandatory):

Possess a Certificate II in Security Operations and an ACT Security Licence

Possess an unencumbered ACT Driver Licence (or equivalent)

Be prepared to wear a uniform and work a shift roster, weekends, public holidays or night shifts at any Canberra Health Services worksite on an 'as needs' basis

Be able to complete a continuous 500m run comprising of a series of five 100m laps, with stair ascent and descent of 10 steps at the end of each lap, and a 20m dummy drag, in under 5 minutes on an annual basis

Be willing to be, and remain, vaccinated against vaccine-preventable diseases during their employment

Attain a Certificate III in Security Operations with the following competencies within the first 12 months of employment:

Monitor security from control room

Restrain persons using handcuffs

Control persons using baton.

The successful applicant should (desirable):

Possess a sound understanding of providing security services in a healthcare 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:** Candidates may be selected based on application and referees only.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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: Chris Mooney (02) 5124 5145 [chris.mooney@act.gov.au](mailto:chris.mooney@act.gov.au)

#### **Cancer and Ambulatory Support**

##### **Nursing**

##### **Autologous Stem Cell Transplant and Plasma cell disorders Specialist Nurse**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 58797 - 0260D)**

Gazetted: 05 October 2022

Closing Date: 19 October 2022

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

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

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centers across ACT Health.

The Autologous Transplant and Plasma Cell Disorders Cancer Specialist Nurse will work as part of the division's Cancer Supportive Care Team. The Cancer Specialist Nurse role is responsible for co-ordinating the care of clients with complex needs, related to a diagnosis of non-metastatic breast cancer across the cancer journey.

**ABOUT YOU**

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

**Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

Ability to prioritise workloads

Well-developed negotiation skills

**Position Requirements/Qualifications:**

**Mandatory**

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

**Desirable**

- Relevant qualifications and a minimum of 3 years' experience working professionally in apheresis, cancer care or haematology nursing with experience in administration of chemotherapy
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Erin Wells 0466 322 676 [Erin.Wells@act.gov.au](mailto:Erin.Wells@act.gov.au)

**Paediatric Endocrinology and Diabetes**

**Nursing**

**Paediatric Diabetes Advanced Practice Nurse**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 22590 - 025N1)**

Gazetted: 04 October 2022

Closing Date: 27 October 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

The paediatric endocrinology and diabetes service is seeking a highly skilled, hardworking and enthusiastic advanced practice nurse to provide professional leadership to the nursing team. This person will have highly developed paediatric diabetes clinical skills, be able to lead QI and collaborate on service development and have the ability to provide stability and support to the team.

#### POSITION OVERVIEW

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

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

The Paediatric Endocrinology and Diabetes Service provides coordinated and integrated care for children, young people and their families with diabetes and other endocrine conditions. Services are delivered at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre. The Paediatric Endocrinology and Diabetes Service is an interdisciplinary service comprising medical, nursing and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

The Advanced Practice Nurse will provide expert knowledge and skills to support extension to practice and the development of therapeutic and evidence-based nursing interventions within the Paediatric Endocrinology and Diabetes Service. This role requires the ability to develop, implement and undertake new and innovative practices within legislative and professional boundaries. The Diabetes Advanced Practice Nurse will be responsible operationally to the Service Coordinator and professionally to the Assistant Director of Nursing, Paediatrics and Projects.

This position is likely to be required to participate in an afterhours clinic, and work at several sites operated by Canberra Health Services

#### ABOUT YOU

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

#### Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Highly conscientious and professional in all aspects of work

Ability to work within an interdisciplinary team environment

#### Position Requirements/Qualifications:

##### Mandatory

- Have a post-graduate certificate in Diabetes Education and be an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator.
- Have a minimum of five years' experience working professionally as a nurse.
- Be registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

##### Desirable

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Rosemary Young (02) 5124 7495 Rosemary.Young@act.gov.au

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

### **Child and Adolescent Mental Health Services**

#### **CAMHS Clinical Manager**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 23207, several - 025WS)**

Gazetted: 04 October 2022

Closing Date: 18 October 2022

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

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

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

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

These services include:

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Territory-wide Mental Health Services (TWMHS)

CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework to children and Young People up to the age of 18.

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 clinicians.

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

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

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

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

Position Requirements/Qualifications:

**Mandatory:**

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

A current Driver's Licence.

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Social Work:

- Degree in Social Work
- Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the Working with Vulnerable People Act 2011
- Must hold a current driver's license.

For All:

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

Highly desirable for all disciplines:

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

Note: The successful candidate will be required to:

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

This position is a permanent available at CAMHS services.

An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Simone Clarke 02 5124 3133 [Simone.Clarke@act.gov.au](mailto:Simone.Clarke@act.gov.au)

**Office of the Chief Operating Officer**

**Patient Flow Unit**

**Director of Nursing Flow and Coordination Hub**

**Registered Nurse Level 5.5 \$178,535, Canberra (PN: 59064 - 02529)**

Gazetted: 04 October 2022

Closing Date: 20 October 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](http://www.canberrahealthservices.act.gov.au)

The Director of Nursing provides leadership, management and coordination of the Flow and Coordination Hub (FaCH) reporting as part of the Office of the Chief Operating Officer (COO). Additionally, the position contributes to the overall vision, strategic planning and daily operations to ensure that demand and capacity is managed, and that exceptional care (person-centred, safe and effective) is delivered across the care continuum.

The successful applicant will demonstrate the ability to provide direction and leadership for direct reports and key stakeholders in a complex service delivery environment that is staffed by multidisciplinary teams. Excellent communication and organisational skills are essential to this position, as is an ability to engage with stakeholders and develop partnerships.

#### ABOUT YOU

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

#### Behavioural Capabilities

Strong organisational and management skills with a high degree of drive

Adaptability, flexibility, and resilience to lead complexity and accommodate change and provide responsive services to meet clients' needs

Highly developed interpersonal communication skills.

Ability to operate autonomously with sound decision-making abilities.

#### Position Requirements/Qualifications:

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

- Relevant post graduate tertiary qualification.
- Previous position of influence in an operational healthcare 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.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Cathie O'Neill (02) 5204 2147 [Cathie.O'Neill@act.gov.au](mailto:Cathie.O'Neill@act.gov.au)

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

#### **Adult Community Mental Health Services**

##### **Clinical Nurse Consultant**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 16098 - 0252C)**

Gazetted: 04 October 2022

Closing Date: 18 October 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](http://www.canberrahealthservices.act.gov.au)

This is a temporary position which may lead to permanency.

This position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The ACMHS has community recovery services operating from Gungahlin, City, Tuggeranong, Phillip, and Belconnen Community Health Centres. Additionally, ACMHS has an Assertive Community Outreach Service based at Belconnen, an Older Persons Mental Health Community Team based at the University of Canberra Hospital, a Mental Health Services Intellectual Disability Team based at Gungahlin, and a Mental Health Link Team based at the City.

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

The ACMHS model of care aims to improve the responsiveness and diversity of services offered to people. The ACMHS MoC is underpinned by principles of recovery and aims to:

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

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

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

As a Clinical Nurse Consultant working on the Mental Health Link Team, you will be responsible for providing consultation liaison services to support consumers to live and function within their community and to identified Partnership Community Organisations.

Your duties will include providing advance nursing care to consumers who require supported accommodation, residential housing, justice community housing, clinical sub-acute housing as well as temporary and short-term accommodation options. Additionally, you will provide advance support to the division in the areas of post suicide attempt follow up, NDIS planning and discharge consultation liaison.

You will enjoy working as a member of the multidisciplinary team and be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the applicant will contribute their expertise to the multidisciplinary team; provide supervision to staff at the Registered Nurse 1, 2 and 3 Levels as well as supervising students.

The position is based at the City Community Health Centre and reports to the Mental Health Link team manager.

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

#### ABOUT YOU

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 whilst working towards achieving positive outcomes for people who access the service

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

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

#### Position Requirements/Qualifications:

##### Mandatory

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

##### Desirable

- Strong understanding of adult community mental health services with minimum of 3 years post qualification experience.
- Post Graduate Qualification in Mental Health Nursing or working towards such is highly desirable.



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

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

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency. Please note that candidates may be assessed on their written applications alone.

Prior to commencement successful candidates will be required to:

- Hold a current driver's licence.
- 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: Don Wilson 0432 753 420 Donald.L.Wilson@act.gov.au

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

### **Allied Health Central Management**

#### **Principal Occupational Therapist**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 26142 - 0261Q)**

Gazetted: 04 October 2022

Closing Date: 18 October 2022

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

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

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

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

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

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

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

#### **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 mentor and guide diverse teams and external parties in a collaborative and influential manner.

Ability to be flexible, adaptable and comfortable with a changing working environment.

Competent negotiation and influencing skills in dealing with complex situations.

Ability to synthesise, analyse complex information and make decisions that demonstrates critical thinking skills and forms defensible conclusions based on evidence based sound judgement.

Position Requirements/Qualifications:

Mandatory

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

Desirable

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

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

This position is part-time at (29.24) hours per week and the full-time salary noted above will be pro-rata.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Rebecca Phillips 51241664 rebecca.phillips@act.gov.au

## **CHS - Division of Surgery**

### **Ophthalmology Outpatients**

#### **Orthoptist**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 43577 - 025YD)**

Gazetted: 04 October 2022

Closing Date: 20 October 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

An opportunity exists for an enthusiastic Orthoptist to apply for a Health Professional Level 2 position in Ophthalmology Outpatients. This position is full time for six months with the possibility of extension and/or permanency. You will be part of a multidisciplinary team providing high quality ophthalmic care to both outpatients and inpatients from Canberra and the surrounding region.

#### **POSITION OVERVIEW**

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

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

The Ophthalmology Outpatient Clinic (Eye Clinic) is a multidisciplinary clinic of the Division of Surgery at the Canberra Hospital. This clinic comprises of Staff Specialist and VMO Ophthalmologists, Ophthalmology Registrars, nurses, orthoptists and administration staff. The Ophthalmology Outpatient Clinic is responsible for the coordination and delivery of emergency eye services along with select non-emergent ophthalmic health care in the ACT. Non-emergent Clinics include corneal, retinal, neuro-ophthalmic, and uveitis-immunology, along with select

procedure clinics. Our aim is to provide effective and efficient patient care in line with the Canberra Health Service values.

#### ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills.

Adaptability and flexibility to accommodate change and working within a multidisciplinary environment.

Position Requirements/Qualifications:

#### Mandatory

- Relevant tertiary qualifications and a minimum of 1 years' experience working continuously and professionally in Orthoptics.
- Be registered or be eligible for registration with the Orthoptists Board of Australia.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

#### Desirable

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

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

Contact Officer: Barb O'Brien (02) 51245870 barbara.o'brien@act.gov.au

#### **Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)**

#### **Child and Adolescent Mental Health Services (CAMHS)**

#### **Clinical Manager**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 21341 - 025YZ)**

Gazetted: 04 October 2022

Closing Date: 18 October 2022

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

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

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

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

These services include:

Adult Community Mental Health Services (ACMHS)  
Adult Acute Mental Health Services (AAMHS)  
Alcohol and Drug Services (ADS)  
Child and Adolescent Mental Health Services (CAMHS)  
Justice Health Services (JHS)  
Territory-wide Mental Health Services (TWMHS)

CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.

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

CAMHS is seeking a dynamic and experienced Health Professional Level 3 to undertake the role of the duty officer with CAMHS Community Teams. Under the direction of the Clinical Team Manager, the HP3 will provide expertise in triage, referral management and mental health assessment, including risk assessments and provide clinical support to HP1 and HP2 clinicians.

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

Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

#### DUTIES

Under limited direction of the CAMHS Clinical Team Manager, the Clinical Manager will:

Take the primary responsibility for triage, intake, conducting high quality mental health assessment and timely risk assessments, including the provision of brief evidence-based treatments and collaborative recovery and treatment planning with individuals with moderate to severe mental illness and their families/carers

Provide clinical expertise with regard to specific discipline skills within the multidisciplinary team in regard to case presentations and case reviews.

Liaise, consult and participate in the education of other agencies, families and carers in regard to mental health issues.

As an active team member, participate in the monitoring, research and evaluation of mental health care provision.

Undertake clinical supervision and professional development activities and provide clinical supervision as required.

Be involved in membership of committees and working parties.

Work within the Mental Health Act and other relevant legislation.

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

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

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

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

#### Position Requirements/Qualifications:

##### Mandatory:

##### For Occupational Therapy:

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

- Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Social Work:

- Degree in Social Work
- Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the Working with Vulnerable People Act 2011
- Must hold a current driver's license.

For All:

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

Highly desirable for all disciplines:

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

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)

**Note:** This position is part-time at (29:40) hours per week and the full-time salary noted above will be pro-rata.

The successful candidate will be required to:

- Be available to work within all program areas of CAMHS as service needs arise.
- This position is a permanent part time HPO3 position available at CAMHS services.
- An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.
- Appointment to the position may be based on written application and referee reports only.

Contact Officer: Simone Clarke 5124 3133 [Simone.Clarke@act.gov.au](mailto:Simone.Clarke@act.gov.au)

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

### **Justice Health Services**

#### **RN Bimberi Youth Justice Service**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 14278 - 0262Q)**

Gazetted: 04 October 2022

Closing Date: 18 October 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](http://www.canberrahealthservices.act.gov.au)

The Justice Health Services (JHS), Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre (BYJC). The service aims to provide collaborative, equitable and comprehensive health care to clients whilst collaborating with other key stakeholders and services.

At this level you will provide clinical care for adults and young people (YP) in custody in the ACT. This role requires a high level of clinical skills, clinical reasoning, critical thinking and knowledge. The role is required to provide leadership and guidance for colleagues and stakeholders that aids the facilitation of ongoing development of excellence in clinical practice and optimal patient outcomes within this patient group.

This position works collaboratively with all staff including ACT Correctives Services and Child and Youth Protection services to ensure optimum service delivery and best evidence practice. The role will be responsible for quality initiatives, data collection and analysis and procedure development.

The position holder will work within the Custodial Health nursing team to drive change and promote a high-quality service to patients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

This role will predominantly be based at the Bimberi Youth Justice Centre but you may also be required to work at other Justice Health facilities.

### **ABOUT YOU**

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

#### **Behavioural Capabilities**

- Ability to synthesise and analyse information and make decisions.
- Effective communication skills and the ability to develop procedures as required. Ability to manage confidential and sensitive information.
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

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

##### **Mandatory**

- Be registered (or eligible for registration) as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and a minimum of 3 years' experience working professionally in Primary Health / Adolescent Health or equivalent relevant experience.
- The successful applicant will work a five day / week, Monday to Friday roster.
- Current Driver's 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**

- Post graduate qualifications (or working towards) in a relevant field.
- 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.
- Undergo any Security Clearance checks required by the Community Services Directorate and ACT Corrective Services.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Contact Officer: Melanie Brown (02) 5124 2428 [Melanie.Brown@act.gov.au](mailto:Melanie.Brown@act.gov.au)

## **Nursing and Midwifery and Patient Support Services**

### **Central Equipment and Courier Service**

#### **Technical Officer**

**Technical Officer Level 2 \$67,760 - \$77,593, Canberra (PN: 31072 - 0262E)**

Gazetted: 04 October 2022

Closing Date: 11 October 2022

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

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

The Central Equipment and Courier Service (CECS) Technical Officer is responsible to the Operations Manager CECS. The primary function of the Technical Officer is to assist in managing the day-to-day operation of the CECS and its staff to ensure equipment and courier services meet patient and organisational requirements. The Technical Officer manages and co-ordinates a high volume of requests using the Smartpage dispatching system. This includes the distribution of clinical and non-clinical equipment including infusion pumps, bariatric, pressure care and falls risk equipment, as well as delivery and collection of Pathology blood products and specimens, delivery of pharmaceutical products and collection of Clinical Records, following requests from stakeholders such as nursing staff, Pharmacy, Specimen Reception, and the Pathology Transfusion department. The Technical Officer oversees and maintains the functionality of clinical and non-clinical equipment, co-ordinating repair, or replacement, and ensuring that the CECS storeroom meets safety and infection control standards as required.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

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

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

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

- Understanding of Infection Prevention and Control Processes within a healthcare facility
- Knowledge of Central Equipment and Courier Service duties and an understanding of the Patient Support Services commitment to client services and outcomes.
- Ability to work Monday to Friday or shift work at 76 hours a fortnight as required within all areas of the Hospital.
- Hold a current driver's 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.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Joanne Keni (02) 5124 2980 [Joanne.Keni@act.gov.au](mailto:Joanne.Keni@act.gov.au)

**Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)**

**Child and Adolescent Mental Health Services (CAMHS)**

**CAMHS Clinical Manager**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 52123 - 02526)**

Gazetted: 04 October 2022

Closing Date: 18 October 2022

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

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

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

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

These services include:

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Territory-wide Mental Health Services (TWMHS)

CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.

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

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to junior clinicians.

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

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

**ABOUT YOU**

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

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

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

**Position Requirements/Qualifications:**

**Mandatory:**

**For Registered Nurse:**

- Relevant tertiary qualification in nursing and a minimum of 3 years' post-qualification experience working professionally in respective field, 5+ years' experience is preferred.



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

Highly desirable for all disciplines:

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

Prior to commencement successful candidates will be required to:

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

Note: The successful candidate will be required to:

- Be available to work within all program areas of CAMHS as service needs arise.
- An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.
- Appointment to the position may be based on written application and referee reports only.

Contact Officer: Simone Clarke 51243133 [Simone.Clarke@act.gov.au](mailto:Simone.Clarke@act.gov.au)

## Allied Health

### Acute Allied Health Services

#### Clinical Psychologist

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 38917 - 0250T)**

Gazetted: 30 September 2022

Closing Date: 14 October 2022

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

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

The 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.

The Psychology team in Acute Allied Health Services provides evidence-based care to inpatients and outpatients across four divisions of The Canberra Hospital (TCH) and Canberra Health Services. TCH is an acute care teaching hospital of approximately 600 beds, and a tertiary referral centre that provides a broad range of specialist services to the people of the ACT and South East NSW. The team consists of Clinical Psychologist and Clinical Neuropsychologist roles.

This Clinical Psychology position may work across a number of areas including:

The Allied Health Led Spinal Pain Service - a new multidisciplinary, community based. ACT Health clients who are referred to the Allied Health Led Spinal Pain Service are provided with education, non-surgical management recommendations and individual physiotherapy and psychological assessments and interventions as appropriate.



The Pain Management Unit - a public tertiary multidisciplinary outpatient service providing services to the population of Canberra and surrounding areas. The multidisciplinary team currently consists of medical (pain physicians, consultant psychiatrist in drug and alcohol, pain fellow), nursing, physiotherapy, clinical psychology, occupational therapy, social work and administration. The core business of the PMU is providing outpatient care for individuals living with chronic pain. The allied health professionals at the PMU play an integral role in the multidisciplinary team facilitating group based assessment and intervention.

The position will report to the Manager of Acute Support Psychology, with day to day operational coordination and service planning through the Physiotherapy Clinical Lead of the Spinal Pain Service and the Director of PMU respectively. Clinical supervision will be negotiated with the Acute Support Psychology Manager.

The Clinical Psychologist may be responsible for the provision of psychologist services at two different sites, the Canberra Hospital Campus and the Belconnen Health Centre.

#### 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

Strong interpersonal and communication skills.

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

#### Position Requirements/Qualifications:

##### Mandatory

- Hold general registration with the Psychology Board of Australia under AHPRA.
- Hold an area of practice endorsement in Clinical Psychology
- Applicants must have a minimum of 3 years (ideal 5 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

- Eligibility for (or willingness to work towards) gaining approval as a Psychology Board of Australia Approved Supervisor for Higher Degree students, and Principal Supervisor for Registrar Program in Clinical Psychology.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: There is the possibility of being awarded permanent or temporary positions with possibility of extension and/or permanency from this recruitment round.

This position is eligible for a Psychology Group Attraction and Retention Incentive: \$10,399-\$14,627. The ARIn will be reviewed every 12 months where the ARIn will be terminated or adjusted under the terms of the ARIn policy.

To continue payment, the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework.

The maximum combined salary and ARIn amount for this position is \$119,807.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Elissa Jacobs (02) 5124 2045 [Elissa.Jacobs@act.gov.au](mailto:Elissa.Jacobs@act.gov.au)

#### Canberra Institute of Technology

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

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

**Corporate Services**

**Corporate Services**

**Facilities Department**

**Project Manager**

**Senior Officer (Technical) Grade C \$114,928 - \$123,710, Canberra (PN: 58637)**

Gazetted: 04 October 2022

Closing Date: 27 October 2022

**Details:** The Canberra Institute of Technology (CIT) is seeking applications for a newly establish position as the Project Manager, within the Facilities team. This position is a new addition to the Facilities team and will take on the responsibility for developing and coordinating a range of projects. This includes but is not limited to; strategic asset maintenance programming, coordinating a range of concurrently delivered building renewal and capital works projects, and coordinating the procurement activity for all repairs and maintenance contracts, as well as contract management responsibilities in collaboration with the Operations Manager.

This is an exciting opportunity to join the Facilities team as CIT embarks on campus renewal and modernisation projects, including preparing for the opening of the new state-of-the-art Woden campus. In addition to the more strategic focused planning and implementation of facilities maintenance programming, your contribution to the operational delivery of facilities management will be highly valued.

We are looking for a confident, self-motivated and highly experienced Project Manager to coordinate and lead a range of facilities related projects. This position will also lead a small team of two staff to help in the development and implementation of strategic asset maintenance plans, procurement activity and project management of a range of building improvement projects.

The successful candidate will demonstrate extensive experience in project management, specifically managing facilities or building and construction related projects. This position will also hold extensive experience in the procurement of goods and services, ideally within the ACT Government or a Commonwealth Department. Strategic asset maintenance planning and implementation of building improvements and plant equipment upgrades will play a key function of this position. Your extensive experience in procuring goods and services will ensure transparent and compliant procurement practices are applied to all aspects of the position.

As a leader within the Facilities Department, you will contribute to capability development across the team and lead by example with regards to flexible work arrangements. Although your primary location is likely to be CIT Bruce, you will be expected to work flexibly from Reid and Fyshwick and eventually Woden as the work requires. Your passion for customer centric practices will be second to none and building capability within your team to deliver high quality customer services will be imperative. Your interpersonal skills, ability to influence suitable outcomes, set clear expectations and communicate with clarity and authority will see you succeed in this position. Your success will be highly dependent on your agility and adaptability to change, as well as building rapport and professional relationships with staff and contractors.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. 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:** Hold a current drivers' licence.

**Desirable:** Current experience in facilities management.

**Highly Desirable:** Qualifications and/or skills/experience in Procurement and Project Management, and experience in Contract Management.

**Notes:** This is a newly established permanent appointment within the Facilities Department. An order of merit will be established from this selection process to fill any similar or permanent identical vacancies over the next 12 months.

**How to Apply:** Applicants are to submit a response of no more than a two-page pitch demonstrating skills, knowledge and experience as outlined in the Selection Criteria, along with a current curriculum vitae including the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Colson 0412 931 834 [Sean.Colson@cit.edu.au](mailto:Sean.Colson@cit.edu.au)

## **CIT Education and Training Services**

### **CIT Education Services**

#### **CIT Education Service**

##### **Assistant Team Leader**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 55586)**

Gazetted: 29 September 2022

Closing Date: 13 October 2022

**Details:** Canberra Institute of Technology is seeking applications for an assistant team leader in the Awards and Programs team.

In this role you will work with the Project Manager Awards and Program to lead and supervise the issuance of CIT Awards and other academic documents to My eQuals.

The tasks include initiating and monitoring team workflows; providing training and ensuring staff comply with established policies to provide high quality customer service; and managing official records and documents using CIT student record management system (Banner), TRIM, CRM.

The role requires sound customer service focus and strong communication and problem-solving skills, which will be applied to responding to the more complex enquiries from students and internal and external stakeholders about providing academic advice to students, and verification qualifications to third parties.

You will help develop, review, and produce user documentation as needed to support team functions, and provide appropriate training for new team members. In collaboration with team leadership, you will help foster innovation and support continuous improvement within Awards and Programs.

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

#### **Eligibility/Requirements**

##### **MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING**

nil

##### **Desirable**

At least two years' experience in VET/tertiary education administration.

**How to Apply:** Please provide a pitch outlining your skills and experience relevant to the position (preferably 1 to 1 1/2 pages), a current curriculum vitae and the contact details of two referees.

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

Contact Officer: Robyn Betts (02) 6207 4114 [Robyn.Betts@cit.edu.au](mailto:Robyn.Betts@cit.edu.au)

## **Education and Training Services**

### **Student Services**

#### **Information and Recognition**

##### **Assistant Manager, Information**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 16465)**

Gazetted: 29 September 2022

Closing Date: 6 October 2022

**Details:** CIT Student Services is seeking a motivated individual to support the Manager, Information and Recognition with the day-to-day operations of the Information team. This Information team provides first point contact for all enquiries received via CIT's main phone, email and live chat platforms.

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

Strong organisational skills with a high degree of drive.

Strong communication skills and a high attention to detail.

Strong leadership skills.

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

#### **Eligibility/Requirements**

Experience supervising a small team desirable.

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

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

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

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

Contact Officer: 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](mailto:jobs@act.gov.au)**

#### **The Economic, Revenue, Insurance, Property and Shared Services Group**

##### **Shared Services**

##### **Strategic Finance**

##### **Costings and Systems Accountant/Analyst**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 41977)**

Gazetted: 05 October 2022

Closing Date: 19 October 2022

**Details:** Are you an experienced accounting professional with a strong interest in system accounting? Do you want to be part of an innovative and forward-thinking business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. As Costings and Systems Accountant/Analyst you will be managing and delivering key financial and business system development projects; systems administration and help desk support for key business. Additionally, you will be responsible for providing timely and accurate advice to customers on financial management issues in particular related to cost models, service consumption and invoicing matters. You will need to demonstrate you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. You will need advanced skills using Microsoft Excel and demonstrated experience with financial systems and tools including TM1 and ClearCost to deliver this role. We want an innovative, forward-thinking professional who enjoys problem solving, understands financial systems and how financial and system issues integrate. Your enthusiasm, professionalism and analytical skills as well as your ability to manage and prioritise workloads will ensure your suitability for the role.

**Eligibility/Other Requirements:** Completion or substantial progression towards tertiary qualifications in accounting, finance, or IT highly desirable.

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

**How to Apply:** Please submit your current curriculum vitae, setting out relevant personal particulars, employment history, qualifications and experience (no more than four to six pages)

Please include a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position. Applicants should take into account the stated position requirements/duties, technical knowledge and behavioural capabilities as described in the Position Description to tell us why your skills, knowledge and experience makes you the best person for the job. You should include specific examples of your work where possible.

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

Contact Officer: Nam Tran (02) 6205 2518 Nam.Tran@act.gov.au

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

##### **Customer Engagement Services Branch**

##### **Service Management**

##### **Specialist Technical Team Manager**

##### **Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 47762)**

Gazetted: 05 October 2022

Closing Date: 12 October 2022

**Details:** Effectively manage and provide technical leadership to a team responsible for providing customer focussed, technical and operational support across the ICT Service Delivery Model.

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/Requirements**

Must hold or have the ability to obtain and hold the following:

Current baseline security clearance and

Current ACT driver's licence.

ITIL qualifications are highly desirable

Relevant tertiary qualifications (e.g., degree in Information Technology, Computer Science, Information Systems, Business Administration, or related fields) are highly desirable

**Notes:** This is a temporary position available until the 26th of April 2023 with the possibility of extension up to 12 months.

**How to Apply:** Please provide a two-page pitch of your demonstrated experiences that are relevant to the What You Will Do section of the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance.

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

Contact Officer: Sandra O'Rourke (02) 6207 7924 Sandra.O'Rourke@act.gov.au

**Economic and Financial Group, Treasury**

**Executive Branch Manager, Economics Branch**

**Executive Level 1.3 \$251,374 - \$261,418 depending on current superannuation arrangements, Canberra (PN: E402)**

Gazetted: 05 October 2022

Closing Date: 12 October 2022

**Details:** ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate, is seeking an appropriately qualified person to temporarily fill the position of Executive Branch Manager, Economics Branch, Economic and Financial Group.

This position is available from 17 October 2022 until 27 January 2023 while the nominal occupant is on leave.

The Executive Branch Manager Economics leads and manages the teams responsible for providing microeconomic, revenue and regulatory policy advice to the government. The successful applicant will be responsible for ensuring the branch operates effectively and produces high quality output including complex briefing material, cabinet submissions, briefs, research reports and ministerial correspondence.

For further information please see the attached position description.

**To apply:** Please submit a pitch style response of no more than 1 page demonstrating your experience against the Executive Capabilities in the attached position description, details of two referees, and a current curriculum vitae to Stephen Miners via email [stephen.miners@act.gov.au](mailto:stephen.miners@act.gov.au) by 4pm (5 days after advertisement).

**Note:** The successful candidate may be selected based on written application and referee reports only.

**Remuneration:** The position attracts a remuneration package ranging from **\$251,374 - \$261,418** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$223,205**.

**Contact Officer:** Stephen Miners P: 0405 118 676, M: [stephen.miners@act.gov.au](mailto:stephen.miners@act.gov.au) or via team's chat.

**Digital Data and Technology Solutions**

**Strategic Business**

**Portfolio Delivery**

**Project Officer**

**Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 24049)**

Gazetted: 04 October 2022

Closing Date: 11 October 2022

**Details:** The Project Officer is responsible for providing technical assistance and advice on the ICT requirements to deliver ICT equipment and services to new and existing Schools under Education Directorate's Infrastructure Capital Works projects.

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

**Eligibility/Other requirements:**

Hold a current CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance is mandatory

**Notes:** This is a temporary position available immediately for six months. **A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.** The role includes the requirement to attend sites that are subject to vaccination mandates under a Public Health direction, the successful candidate must be willing and able to comply with all relevant Public Health directions in the performance of the advertised role.

How to Apply: In two pages or less tell us:

why you want the role

what you would bring to the role

what you would get out of it

about an achievement that you are most proud of

- A current curriculum vitae

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Duffy 0409 557 857 [Nicole.Duffy@act.gov.au](mailto:Nicole.Duffy@act.gov.au)

## **Communications and Engagement**

### **Director, Content (Media and Public Relations)**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 41355)**

Gazetted: 04 October 2022

Closing Date: 20 October 2022

**Details:** Want to join a dynamic team of communications, engagement, marketing, digital and content specialists who are driving the future of government communications?

Do you have a relentless drive to provide clear information to our community – in the way they want to receive it? Then we have the job for you.

If you're successful, you will lead a small team to deliver high quality content and media outcomes for stakeholders, including the Chief Minister's Office.

You will work with a variety of teams across the directorate and broader government to deliver proactive and reactive communication projects.

Collaborating within and across teams to develop and distribute high quality content, the successful applicant will: develop and provide well researched, evidence-based content and responses across all communication channels, audiences and stakeholders

collate and strategically prepare information in response to media requests including talking points, training and briefings

liaise effectively with media representatives and a range of internal and external stakeholders

work collaboratively with Senior Officers, Executives and Ministers' Offices to proactively improve content provided to our community.

If you work well in a team, are self-motivated and proactively look for solutions to problems, we would love to hear from you.

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

**Eligibility/Other Requirements:** Relevant tertiary education qualifications in fields including journalism, public relations or strategic communication and a minimum of 10 years' experience is preferred.

**Notes:** This is a temporary position available immediately for a period of up to 12 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.

This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** If you're interested in this opportunity, please submit a two-page (maximum) pitch addressing the Position Description and how you could make a positive contribution to the media and public relations team in the Chief Minister, Treasury and Economic Development Directorate.

Please include an up-to-date curriculum vitae and the names of two referees.

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

Contact Officer: David Polglase (02) 6205 9957 David.Polglase@act.gov.au

## **Economic, Revenue, Insurance, Property and Shared Services Group**

### **Shared Services**

#### **Strategic Finance**

#### **Senior Finance Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 01578, several)**

Gazetted: 30 September 2022

Closing Date: 14 October 2022

**Details:** Are you an experienced finance officer who likes a challenge? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. As Senior Finance Officer you will be responsible for managing and preparing financial management reports, reconciliations and all other associated correspondence for both internal and external stakeholders. Additionally, you will be responsible for the preparation and monitoring of budgets and forecasts as well as providing technical financial advice to address and resolve accounting issues. You will need to demonstrate you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. You will need advanced skills using Microsoft Excel and demonstrated experience with financial reporting systems and tools including TM1 to deliver this role. We want an innovative, forward thinking professional who enjoys problem solving, understands budgeting and reporting principles and how issues integrate. Your enthusiasm, professionalism and analytical skills as well as your ability to manage and prioritise workloads will ensure your suitability for the role. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff](#)

#### **Eligibility/Requirements**

Tertiary qualification in accounting/finance or audit is required.

Membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA.

**Notes:** There are two temporary positions available immediately for six months with the possibility of extension up to 12 months and/or permanency.

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

**How to Apply:** Please submit your current curriculum vitae, setting out relevant personal particulars, employment history, qualifications and experience (no more than four to six pages)

Please include a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position. Applicants should take into account the stated position requirements/duties, technical knowledge and behavioural capabilities as described in the Position Description to tell us why your skills, knowledge and experience makes you the best person for the job. You should include specific examples of your work where possible.

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

Contact Officer: Tony Zhang (02) 6207 5454 Tony.Zhang@act.gov.au

## Revenue Management

### Business Systems

#### Website Content Manager

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55465)**

Gazetted: 30 September 2022

Closing Date: 14 October 2022

**Details:** We are seeking a highly motivated Website Content Manager to assist in the maintenance, development, and continuous improvement to the ACT Revenue Office website.

The successful applicant will be the primary contact for the ACT Revenue Office website and be responsible for the design, development, and content changes for the administration of ACT tax laws.

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

**Eligibility/Other Requirements:** Experience working with Squiz Matrix, SharePoint and OutSystems would be beneficial.

**Notes:** This is a temporary position available for up to 11 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Interested candidates are requested to provide a two-page pitch demonstrating your suitability against the Selection Criteria for this role outlined in the Position Description. Please provide a recent curriculum vitae and the contact details of two referees.

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

Contact Officer: Tereza Zilic (02) 6207 9323 [Tereza.Zilic@act.gov.au](mailto:Tereza.Zilic@act.gov.au)

## Economic Development

### Strategic Policy

#### Strategic Policy

##### **Assistant Director - Strategic Policy**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38633)**

Gazetted: 30 September 2022

Closing Date: 19 October 2022

**Details:** Do you have excellent communication and problem-solving skills and want to be part of a high-performing team that leads innovative economic policy issues? The Strategic Policy team is looking for an enthusiastic and positive self-starter passionate about working in a dynamic policy environment.

Under the supervision of the Senior Director, Strategic Policy, the Assistant Director will contribute to the development, implementation and evaluation of major economic policy initiatives led by the Strategic Policy team.

As Assistant Director, you will:

Lead and/or contribute to small project teams to deliver efficiently and on time.

Coordinate the development of high-quality reports, submissions, high level briefs and correspondence on active projects.

Where project relevant, support coordination of and engagement with stakeholders, including industry, peak bodies and community organisations, to ensure efficient delivery of projects and initiatives.

Participate in and contribute to a positive and high performing team to foster a culture of performance and collaboration.

Provide advice and briefings on a range of activities and business and industry related issues, and where required, support the Senior Director in providing advice to Executives and Ministers to resolve complex policy and legislative problems.

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

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



Notes: **This is a temporary position available immediately for six months with a 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. Selection may be based on application and referee reports only.

How to Apply: Applicants must provide a written response addressing the selection criteria of no longer than two pages, a current curriculum vitae and contacts for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Madeleine Orubuloye (02) 6207 1282 Madeleine.Orubuloye@act.gov.au

## **Policy and Cabinet**

### **Wellbeing Team**

#### **Assistant Director**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50749)**

Gazetted: 30 September 2022

Closing Date: 14 October 2022

**Details:** Are you interested in exploring and reporting on the wellbeing of Canberrans?

The Wellbeing Team in Policy and Cabinet Division, CMTEDD, is seeking a permanent Assistant Director to lead our work in creating and communicating data visualisations and insights in relation to wellbeing in the ACT. The team is responsible for leading development of the ACT Wellbeing Framework, guiding its implementation across the ACT Public Service, and engaging the community and other stakeholders as part of this journey.

In this role, you will take a user centred design approach to overseeing data collation and visualisation to contribute to compelling insights and stories - seen by Ministers and staff, senior officials and the community. This will include supporting the production and updating of visuals for the ACT Wellbeing Data Dashboard ([www.act.gov.au/wellbeing](http://www.act.gov.au/wellbeing)). Your work will therefore be key to informing and influencing decision-makers about aspects of wellbeing in the ACT.

This role will assist development of our wellbeing evidence base, in conjunction with relevant agencies and institutions (within and outside the Public Service) and the community. This work will draw information from many sources and in a variety of forms. The consideration of innovative approaches to gathering and presenting such evidence/developing insights will be important to maximising the value add from this work in informing government/the community and contributing in a timely fashion to decision-making processes. Strong data literacy and intuition will be an imperative for this role.

A key role for this position will be working collaboratively within the Service, with other data/insight providers and with the community to consider how we access and utilise available information to draw insights and understandings in relation to wellbeing outcomes (and the determinants of those outcomes) to build an evidentiary basis to support wellbeing analysis, advice to government and reporting.

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

**Eligibility/other requirements:** The successful applicant will be able to deliver clear, concise, and creative data visualisations and insights for dashboards, presentations and reports – using expertise in PowerBI and other standard visualisation tools. These skills will need to be backed by proven data literacy and intuition, and an ability to work effectively with others to produce and communicate high-quality reporting products. Full details are provided in the Position Description.

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

The Policy and Cabinet Division values people who bring their lived experience to help us achieve more informed business outcomes. We encourage people from all backgrounds to apply for this role.

Our attractive remuneration package is competitive. We also offer excellent employment conditions and benefits set out in our Enterprise Agreement, including:

Salary Packaging

Annual Leave Loading

Generous Superannuation

Access to professional development programs

Flexible working arrangements

A merit pool will be established from this selection process and may be used to fill future vacancies at level within Policy and Cabinet Division over the next 12 months.

This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 circumstances, most staff are working from home. Please discuss any concerns you may have with the Contact Officer. Additionally, the ACT Public Service is committed to providing flexible and part time work options and to encouraging remote/balanced working where desirable and appropriate.

**How to apply:** Please provide a pitch of no more than two pages outlining why you should be an Assistant Director in the Wellbeing Team. The pitch should:

draw on examples from your work, as well as the way you work.

explain why you would be the best person to join our team; and

relate to the Selection Criteria in the Position Description.

We are looking for a story about you and what you will bring to this role.

Please provide a curriculum vitae that details your relevant skills, work experiences (roles, timing, responsibilities and achievements), qualifications - as well as contact details of two referees.

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

Contact Officer: Lauren Clift (02) 6205 2184 [Lauren.Clift@act.gov.au](mailto:Lauren.Clift@act.gov.au)

## **Economic Development**

### **Sport and Recreation**

#### **ACT Academy of Sport**

##### **Senior Business Support Officer**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 49478)**

Gazetted: 29 September 2022

Closing Date: 6 October 2022

**Details:** Sport and Recreation is seeking an enthusiastic and dynamic Senior Business Support Officer to join our dynamic team of high performance sport professionals at the ACT Academy of Sport (ACTAS). This position involves working with the ACTAS senior leadership team, performance service providers, sports medicine providers, coaches/program leads; the Sport and Recreation Executive Branch Manager and Senior Management Support Officer; and Finance and Business Support - Assistant Director.

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

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

For the successful applicant and prior to commencing this role you are required to hold or complete a:

Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

Current CPR and First Aid Certificate

Level 2 Sport Integrity Australia (SIA) Certificate (2022 update)

Australian Institute of Sport (AIS) Site User Agreement and application for Security Pass

##### **Desirable**

Direct experience with and thorough knowledge of existing ACT Government financial systems (APIAS, Oracle), processes and budgeting are highly desirable.

**Notes:** This is a temporary position available until 4 August 2023 with the possibility of extension. Selection may be based on written application and referee reports only. A merit pool may be established from this recruitment process to fill future similar vacancies over the next 12 months.

ACTAS operates on the Australian Institute of Sport (AIS) campus in the suburb of Bruce. As a tenant on the AIS campus all ACTAS personnel must adhere to the AIS High Performance Zone Vaccination Policy which requires two doses of an approved COVID-19 Vaccine. If accessing High Performance Zones, evidence of vaccination must be readily accessible, should you be asked to provide this whilst onsite.

**How to Apply:** Please provide a covering letter, supporting statement of no more than two pages addressing skills knowledge and experience and behavioural capabilities outlined in the Position Description; along with your current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Stainlay (02) 6207 4396 [Andrew.Stainlay@act.gov.au](mailto:Andrew.Stainlay@act.gov.au)

## Economic Development

### VisitCanberra

#### Partnership and Distribution Officer

#### Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58799)

Gazetted: 30 September 2022

Closing Date: 14 October 2022

**Details:** VisitCanberra leads the ACT and capital region tourism industry to create and implement a range of marketing and partnership programs that aim to grow the value of tourism to the ACT economy.

We are looking for a highly organised and enthusiastic team player to join the busy International and Partnerships team at VisitCanberra. The team is responsible for the development and implementation of all international programs and activities, including all tourism trade engagement activities; domestic and international commercial partnerships; and a number of programs that support industry capability.

This role is to be occupied part-time for 3-days per week (22.5 hours per week) and will primarily focus on the delivery of the Aussie Specialist Program (ASP) for VisitCanberra. The ASP is an online training program for domestic and international travel agents which aims to provide the knowledge and skills to promote and sell Australian destinations, including Canberra. Delivery of the ASP includes project management, writing and designing newsletter content and conducting destination training presentations for Canberra, as well as industry engagement. The role may also involve supporting VisitCanberra's presence at tourism trade events and implementing product development programs, as well as support on a range of other activities within the team. Working in a small team, the position presents a unique opportunity to bring a high level of energy and contribute to the promotion of Canberra as a place to visit to domestic and international tourism trade audiences. As a result, the successful candidate will be able to demonstrate experience in writing content, sound project management skills, and a demonstrated ability to be proactive, flexible and manage competing priorities.

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

#### **Eligibility/other requirements:**

Knowledge of the tourism and hospitality industry sectors.

Current Australian driver's licence.

Ability to work flexible hours and travel as required

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

The role is for three days per week / 22.5 hours per week. The salary noted will be paid pro rata.

Selection may be based on application and referee reports only.

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

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

Our workforce is currently working flexibly from the workplace and remotely. The successful candidate will be provided information on how to work remotely safely and effectively.

**How to apply:** To apply, please submit your response of no more than two pages clearly addressing the Selection Criteria, together with your curriculum vitae and details of two referees.

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

Contact Officer: Sarah Staruszkiewicz (02) 6205 0506 [Sarah.Staruszkiewicz@act.gov.au](mailto:Sarah.Staruszkiewicz@act.gov.au)

## Digital, Data and Technology Solutions

### Strategic Business Branch

#### Business Readiness

#### Assistant Director, Business Readiness

#### Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53558)

Gazetted: 30 September 2022

Closing Date: 14 October 2022

**Details:** The ACT Government is committed to creating a city that gives you back time. One of the ways we plan to make that happen is by ensuring interactions with Government are seamless and secure for the Canberra community and businesses.

In partnership with ACT Digital, the Business Readiness team has been set the challenge to build organisational change capability to support implementation of a range of transformative ACT Government initiatives.

These initiatives have been designed, developed, and tested with the community in mind and, as a program of works, enable fundamental improvements to systems that remove administrative burdens and improve user experience. For positive and meaningful change, each initiative requires influencing and transforming behaviour, mindsets, and formal processes at all levels.

Strategic Business Branch (SBB) is seeking a motivated and enthusiastic individual to join our Business Readiness team as an Assistant Director.

We are looking for leaders who are passionate about organisational change and being part of an innovative new function, which supports and enables activities directed towards making Canberra an even better place to live or work.

We know this requires skills, acumen, and experience outside that typically sought in a recruitment round. That's why we are going to approach assessing your suitability differently.

We need successful applicants to demonstrate their capability at the Assistant Director level and are keen to learn what skill sets and passion you will bring to the role - why you are attracted to the position and a little bit about what makes you tick.

As an Assistant Director with the team, you will have the opportunity to contribute to the success of digital projects and initiatives by ensuring an appropriate focus is also applied to the people, policy and process aspects of change.

While some are hesitant to apply for roles if they feel they don't check every box, we encourage you to approach this differently and if you believe you have what it takes, apply.

We value diversity and know that different skillsets, experiences, abilities and contributions only build organisational strength and high performing teams, so if you're up for a challenge and the opportunity to shape meaningful change across the ACT Government, we'd love to hear from you!

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

**Note:** This is a temporary role available immediately for a period of six months, with the possibility of permanency.

Selection may be based on application and referee reports only.

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

**How to apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit an Expression of Interest no longer than two pages highlighting your suitability against the Professional Skills and Behavioural Capabilities, a current curriculum vitae and contact details of two referees.

We encourage creativity so think outside the box with your application!

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

Contact Officer: Erin Emery (02) 6207 8462 [Erin.Emery@act.gov.au](mailto:Erin.Emery@act.gov.au)

## **Access Canberra**

### **Corporate Support and Capability**

#### **Skills, Safety and Support**

##### **WHS Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59110)**

Gazetted: 30 September 2022

Closing Date: 14 October 2022

**Details:** If you pride yourself on supporting our people and teams, enjoy collaborating to achieve outcomes and relish the prospect of contributing to work that makes a real difference we'd love to hear from you!

The Work, Health and Safety (WHS) team are on the lookout for a new team mate to support a broad range of WHS and wellbeing functions for our people; one day you may be analysing WHS related data to inform our Executives and the next you might be supporting risk management activities out in the field. You will have a passion for supporting the wellbeing of our people, empowering them to create a safe workspace for all.

You will provide support in safety management strategies, systems and programs, wellbeing initiatives, and WHS reporting. You will support the WHS team with the management of various committees and maintain the Chief Minister, Treasury and Economic Development's (CMTEDD) WHS management system. Some work health and safety experience is advantageous (operational or other), along with strong communication and some analytical skills.

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

**Note:** This is temporary position available immediately for three months with possibility of extension up to six months. Applications from this recruitment process may be used to form a merit pool to fill similar positions over the next 12 months. Selection may be based on application and referee reports only. This position will be in an activity-based working (ABW) workplace. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants should submit a response of no more than two pages addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees.

**Applications should be sent to the Contact Officer.**

Contact Officer: Kerrie Wilmot (02) 6207 6317 [Kerrie.Wilmot@act.gov.au](mailto:Kerrie.Wilmot@act.gov.au)

### **Access Canberra**

#### **Corporate Support and Capability Branch**

#### **Customer Experience and Design**

#### **Assistant Director, Technical Project lead**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 01370)**

Gazetted: 05 October 2022

Closing Date: 12 October 2022

**Details:** Access Canberra is looking for a skilled and experienced professional to join the Access Canberra Customer Experience and Design team for the next 6 months. The Customer Experience and Design team is focused on providing advice for, and implementing customer focused digital solutions that make services easier to access for the Canberra community. While in this team your main focus will be to take the lead in implementation of a new digital style guide for the Access Canberra website. As a successful applicant, you will be responsible for:

- Architecting and developing digital solutions on the Salesforce platform
- Liaising with stakeholders, management and other teams to deliver technical solutions
- Communicate your solutions effectively to both technical and non-technical personnel
- Manage your work priorities and deadlines to deliver projects on time that meet the business requirements
- Working effectively in a team environment to assist with other work priorities as necessary

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

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

Salesforce administration and developer qualifications are highly desirable.

Relevant experience in project management, business analysis, business process design, business process re-engineering and similar disciplines are highly desirable.

**Notes:** This is a temporary position available for six 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:** Please attach the following to your application:

Your curriculum vitae;

Names and contact details of two professional referees; and

A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position.

Contacting the contact officer to discuss the duties of the position is highly recommended.

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

Contact Officer: Duncan Taylor (02) 6207 0117 [Duncan.Taylor@act.gov.au](mailto:Duncan.Taylor@act.gov.au)

## **Community Services**

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

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

### **Office of the Director General**

#### **Quality, Complaints and Regulation**

##### **Senior Investigator**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 07469)**

Gazetted: 05 October 2022

Closing Date: 19 October 2022

**Details:** Quality, Complaints and Regulation (QCR) branch is seeking an enthusiastic, professional and organised person who works flexibly, shows initiative and manages a range of priorities.

The Senior Investigator will, under limited direction, provide administrative and professional support in the resolution of complaints about CSD and, where required, regulated human services. The position undertakes strategic policy development as part of quality improvement.

The Senior Investigator role includes oversight of internal complex complaints for the Directorate and reporting related to the whole-of-Directorate Complaints Handling and Management Platform (CHAMP).

The Senior Investigator works closely with Senior Regulatory Assessors to build capabilities and confidence within the branch and collaborates on complex regulatory investigations.

The position requires a person who can contribute significantly to the leadership of the team and can work as a part of a small team. The successful applicant will be involved in a change program both internal and external to the branch.

Applicants will be expected to show:

a high degree of initiative and personal responsibility for achieving agreed outcomes;

a high degree of autonomy

interpersonal skills that will facilitate close co-operation with individuals and other areas of the ACT Government, other State and Territory Governments and the Commonwealth.

a high degree of sensitivity and confidentiality; and

a flexible approach in responding to tight deadlines.

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

Essential qualifications:

Working with Vulnerable People check

Desirable qualifications and experience, but not essential:

Certificate IV in Govt Investigations or similar

Experience in leading investigations into compliance with service standards; and/or

Experience in the delivery of human services

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

**How to Apply:** Please provide a maximum of two pages outlining your skills and experience, your curriculum vitae and the name of two referees. Selection may be based on application and referee reports only.

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

Contact Officer: Michelle Waterford (02) 6205 9104 [Michelle.Waterford@act.gov.au](mailto:Michelle.Waterford@act.gov.au)

## **Communities**

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

#### **Assistant Director**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 39123)**

Gazetted: 29 September 2022

Closing Date: 6 October 2022

**Details:** The Communities Division is seeking a permanent Assistant Director to contribute to the development and implementation of work within the Office for Women and other divisional portfolios. This is your opportunity to directly contribute to the thinking and programs that will drive positive change across the ACT community.

As an Assistant Director, you will play a key role undertaking complex tasks and shaping whole of government policy and programs. You will work across the Community Services Directorate, ACT Government and community stakeholders to identify and strengthen policies, programs and initiatives that contribute to a connected, equitable and inclusive Canberra.

The interdisciplinary nature of the work means you are a 'big picture' thinker, with the ability to link information from different sources. You can also produce high-quality written documents and presentations for senior management and external stakeholders.

The Communities Division values people who bring their lived experience to help us achieve more informed business outcomes.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly

encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

**Notes:** Selection may be based on application and referee reports only. A merit pool will be established from this selection process to fill future permanent and temporary vacancies at level within the Communities Division over the next 12 months. Please note, under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** If this sounds like you, please provide a pitch of no more than two pages outlining why you should be an Assistant Director in the Communities Division along with your curriculum vitae and contact details of two referees. Your pitch should address the Selection Criteria in the Position Description.

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

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

## Office of the Director-General

### Regulation, Assurance and Quality

#### Internal Audit and Risk Management

#### Senior Auditor and Risk Coordinator

#### Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 36544)

Gazetted: 30 September 2022

Closing Date: 19 October 2022

**Details:** The Community Services Directorate, ACT Government, is looking for an ideal candidate with strong interest in governance and business improvement to join the Internal Audit and Risk Management team. The role will enable the successful applicant to develop knowledge of human services and governance in a diverse and dynamic work environment.

As Senior Auditor and Risk Coordinator, the successful applicant will work with leaders across the organisation to deliver the Directorate's internal audit program and support the organisation's Audit and Risk Management Committee (ARMC). The role also supports the implementation of risk management, fraud and corruption and similar frameworks, as well as supporting the CSD Senior Executive Responsible for Business Integrity and Risk. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

**Eligibility/Other Requirements:** Related tertiary and/or professional qualifications such as CPA/CA (or study towards) would be beneficial. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

**How to Apply:** Please provide a curriculum vitae, contact details of two referees, and a statement (no more than three pages) outlining how your skills, qualifications and experience make you an ideal candidate for the role. You should consider the Selection Criteria which is outlined in the job description in drafting your statement.

[Applications should be submitted via the Apply Now button below.](#)

Contact Officer: Mayooran Sinnathurai (02) 6205 0147 [Mayooran.Sinnathurai@act.gov.au](mailto:Mayooran.Sinnathurai@act.gov.au)

### **Cultural Facilities Corporation**

#### **ACT Historic Places**

##### **Visitor Services Supervisor**

##### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 9026)**

Gazetted: 05 October 2022

Closing Date: 21 October 2022

**Details:** ACT Historic Places is seeking an enthusiastic and self-motivated Visitor Services Supervisor for three of the ACT's most significant cultural heritage sites – Lanyon Homestead, Calthorpe's House and Mugga Mugga Cottage. The Visitor Services Supervisor role sits with the Visitor Experience and Interpretation Team and is responsible for ensuring excellent customer service and visitor experiences through the delivery, supervision and administration of museum tours, learning and public programs, events, retail and front of house services to a diverse range of visitors. This role is responsible for the Visitor Services Officers and Volunteers, including rostering and training organisation.

The Visitor Services Supervisor reports to the Visitor and Commercial Services Coordinator and is expected to work collaboratively with all members of ACT Historic Places teams as required. This is an exceptional opportunity to contribute to the ACT's rich cultural tourism offerings.

**Note:** This is a permanent part time position available at four days per week (29.4 hours). The full time salary noted above will be paid pro rata.

**How to Apply:** Applicants, please provide a two-page pitch telling us what you would bring to our team addressing the Selection Criteria in the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

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

Contact Officer: Anne Brake 6237 6513 [anne.brake@act.gov.au](mailto:anne.brake@act.gov.au)

#### **Historic Places/CMAG**

##### **Program Bookings Officer**

##### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 43672)**

Gazetted: 05 October 2022

Closing Date: 21 October 2022

**Details:** The Cultural Facilities Corporation is seeking a highly motivated self-starter to fill the Program Bookings Officer position for two of Canberra's key cultural institutions – Canberra Museum and Gallery (CMAG) and ACT Historic Places.

The Programs Booking Officer is responsible for the administration of bookings, ticketing, invoicing, enquiries and related communication for Learning and Public Programs, tours and events at Canberra Museum and Gallery and ACT Historic Places.

This position plays a central role in communicating information to schools and museum visitors, collating visitation and program information, and reporting. This role also provides administrative support to CMAG Access and Learning Officers and ACT Historic Places Museum and Public Program Producers.

The position reports to the CMAG Assistant Director, Access and Learning and the ACT Historic Places Assistant Director, Visitor Engagement and Interpretation.

**How to Apply:** Applicants, please provide a two-page pitch telling us what you would bring to our team addressing the Selection Criteria in the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

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

Contact Officer: Anne Brake 6237 6513 [anne.brake@act.gov.au](mailto:anne.brake@act.gov.au)

#### **ACT Historic Places**

##### **Visitor and Commercial Services Coordinator**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 8525)**



Gazetted: 05 October 2022

Closing Date: 21 October 2022

Details: ACT Historic Places is looking for a highly motivated self-starter to fill the Visitor and Commercial Services Coordinator position. This role is a crucial link in our Visitor Engagement and Interpretation team and manages the visitor services operations and front-of-house staff at Lanyon Homestead, Mugga Mugga Cottage and Calthorpes House. The Visitor and Commercial Services Supervisor will ensure exceptional customer service through our tours, learning and public programs, marketing, and commercial operations. This position also manages venue hire, weddings and functions, retail, and hospitality. Central to the role is digital communication with our audiences and visitors.

How to Apply: Applicants, please provide a two-page pitch telling us what you would bring to our team addressing the Selection Criteria in the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

Applications should be via the Apply Now button below.

Contact Officer: Anne Brake 6237 6513 [anne.brake@act.gov.au](mailto:anne.brake@act.gov.au)

### **Canberra Museum and Gallery**

#### **Assistant Curator**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 8533)**

Gazetted: 30 September 2022

Closing Date: 18 October 2022

Details: Canberra Museum and Gallery (CMAG) is seeking an Assistant Curator to join its curatorial team to research and interpret the story of the Canberra region through our visual arts and social history collections. This is a dynamic position with the chance to work with leading experts in the museum and cultural sector, develop and grow your networks, interests, and skills.

The role would suit an organised, multi-tasker who enjoys supporting high-performing staff as well as being involved in a creative, dynamic environment. You will need to have a passion for the arts and social history of the Canberra region, experience working within a fast-paced museum or gallery environment, well-developed research skills and be an effective verbal and written communicator, able to work professionally with a range of stakeholders.

The role includes:

Providing support to the planning, development and delivery of visual art and social history exhibitions at CMAG and for touring to other centres under CMAG auspices.

- Assisting with the activities of researching and interpreting the visual art and social history collections, including research, Vernon CMS data entry, cataloguing and writing acquisition reports.
- Assisting with the research, writing and production of visual arts and social history exhibition collateral, both in hardcopy and for digital platforms. Provide information and assistance to other areas of CMAG, including Collections Management, Access and Learning and Front-of-House as required.

How to Apply: Provide a two-page pitch telling us what you would bring to our team addressing the Selection Criteria, a copy of your current curriculum vitae, and the contact details of two referees.

Contact Officer: Rebecca Richards 6207 2182 [rebeccaERichards@act.gov.au](mailto:rebeccaERichards@act.gov.au)

### **Head Electrician**

#### **Head Technical Officer Level 4 \$72,566 plus superannuation, Canberra (PN: H2022)**

Gazetted: 30 September 2022

Closing Date: 14 October 2022

Details: The Canberra Theatre Centre, Australia's first arts centre, seeks a permanent Head Electrician. Part of the Cultural Facilities Corporation, the Centre runs three venues: A 100 seat Courtyard Details: Studio; the 600 seat Playhouse; and 1,200 seat Canberra Theatre, and welcomes a diverse range of productions and events from emerging artists to major Broadway musicals. We are poised to embark on a major renewal project that includes new and refreshed venues in the midst of an emerging cultural district. The Head Electrician leads a department of two permanent deputies, and a large pool of casual staff. The position liaises externally with clients, internally with colleagues in other technical disciplines, and broadly across the Centre's team. If you are skilled and keen to lead and develop the lighting team as the Centre enters this exciting phase we would like to hear from you.

**Eligibility/Other Requirements:** You will have five-plus years' experience in lighting in a professional theatre, arts organisation or events context, and relish working in a fast paced environment encompassing multiple concurrent venue operations.

**How to Apply:** To apply, please send us a one- two page pitch that addresses the Capabilities in the Position Description, your curriculum vitae, and two referees.

**Contact Officer:** Jeremy Christian 6243 5736 [jeremy.christian@act.gov.au](mailto:jeremy.christian@act.gov.au)

## **Education**

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

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

### **Service Design and Delivery**

#### **Student Engagement**

#### **Allied Health Service**

#### **Speech Language Pathologist**

**Health Professional Level 1/2/3 \$66,285 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 54142)**

Gazetted: 05 October 2022

Closing Date: 2 November 2022

**Details:** Black Mountain School are seeking a Speech Language Pathologist to be part of an exciting new initiative whereby Allied Health Professionals will be an integral part of teaching and learning teams. Successful applicants will work directly with teachers and students to provide an integrated allied health lens to help inform individual student and whole class programs. These roles will be a part of an interprofessional in school team that directly supports the speech, language and communication needs of students in order to increase access to curriculum. 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/Requirements**

Speech Pathology candidates it is essential that they have professional membership or eligibility for professional membership to their respective professional body (Australian Association of Social Workers or Speech Pathology Australia).

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

Possession of a current driver's licence and access to a private vehicle.

**Notes:** This is a temporary position available immediately for 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

**How to Apply:** Please submit a response to the selection criteria (maximum 3 pages), current cv/resume and contact details for 2 referees.

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

**Contact Officer:** Lara Coman (02) 6142 1400 [Lara.Coman@ed.act.edu.au](mailto:Lara.Coman@ed.act.edu.au)

### **Business Services**

#### **Governance**

#### **Audit and Assurance**

#### **Chief Internal Auditor**

**Senior Officer Grade A \$157,201, Canberra (PN: 42737)**

Gazetted: 05 October 2022

Closing Date: 2 November 2022

**Details:** Auditors are a special breed and they know it. They are masters at searching for needles in haystacks, being able to see forests where others are focused on trees, and they love that sense of a job well done when an audit comes together. Senior auditors also enjoy working with senior executives to find solutions to wicked challenges and delivering sustainable solutions for their organisation. The Chief Internal Auditor occupies a rarefied position of independence and influence, with reach into all parts of the business.

Now take a moment to re-read the above paragraph with Sir David Attenborough's voice in your head. How special is that?

The Education Directorate is offering an exciting opportunity for an experienced senior auditor to work closely with the Senior Executive Team in 2023 in the role of Chief Internal Auditor. This position is the Chief Audit Executive for the Directorate who will lead an established high-functioning internal audit team supported by a strong governance framework and a dynamic Audit Committee.

This role offers a high degree of variety and flexibility in a large and diverse Directorate and your work on any given day could include working on technical, social, behavioural, governance and administrative type assignments and internal audits. The audit team has administrative and secretariat support, allowing the Chief Internal Auditor to focus on the bigger picture and delivering the annual audit program with impact. As the Chief Internal Auditor you will be reporting directly to the Director-General, working closely with a highly experienced Audit Committee Chair and you will also be a key member of the leadership team for the Directorate's Governance Branch, working with colleagues across areas of risk, security, emergency management, policy and legal.

This is a temporary opportunity for 12 months with the possibility of extension.

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

**Notes:** This is a temporary position starting from the 3rd of January for 12 months with the possibility for extension.

Selection may be based on application and referee reports only.

**How to Apply:** Please submit your resume and a pitch of no more than two pages that addresses your suitability for the role as outlined in the position description.

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

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

## SPID

### South and Weston Network

#### Alfred Deakin High School

#### Science Laboratory Assistant

#### School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 39516)

Gazetted: 30 September 2022

Closing Date: 14 October 2022

**Details:** Alfred Deakin High School is located in the South/Weston Network and caters for students from Year 7 to Year 10, supporting the learning of over 800 students. We have a staff of approximately 90 teachers, learning support and administration staff.

Under the general direction of the Science Executive, the successful applicant will provide technical, procedural and safety advice to teachers in regards to the implementation of science educational programs. Take responsibility for the safe storage of chemicals, safe and accurate preparation of chemical solutions and the maintenance and preservation of biology, physics and geology specimens and equipment.

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

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

**Note:** The hours for this position is Monday - Friday 8:30am-3:30pm or a total of 31:25 per week.

Part-time hours can be negotiated if required.

Selection may be based on application and referee reports only.

**How to apply:** Please submit a maximum two-page statement providing examples demonstrating your suitability against the Technical/Professional Skills for this role outlined in the Selection Criteria. Please provide a current curriculum vitae including two referees.

As the school office will be closed until 10th October, please reach out to the Contract Officer via email.

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

Contact Officer: Jacqueline Millard (02) 6142 3888 [Jacqueline.Millard@ed.act.edu.au](mailto:Jacqueline.Millard@ed.act.edu.au)

## **School Performance and Improvement**

### **School Improvement**

#### **School Planning and Review**

##### **Director, School Planning and Review**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 35542)**

Gazetted: 29 September 2022

Closing Date: 13 October 2022

**Details:** We are seeking an experienced leader to join the School Planning and Review (SPR) team as part of the School Improvement Group (SIG). This team facilitates the alignment of School Improvement planning and reporting with the priorities of the Education Directorate and the ACT Future of Education vision.

The right candidate will be able to use the combination of the ACER National School Improvement Tool and the national, system and school-based student performance data to support school leadership teams as they identify strategies and actions for each school's priorities for improvement. You will provide advice to other teams within the School Improvement Group, along with other branches of ESO.

You will work closely with other SPR and SIG team members to identify differentiated supports for school leadership teams to analyse, prioritise and evaluate both long term and short-term strategies for improvement based on longitudinal trends in their respective communities.

As part of the School Planning and Review team you will ensure a consistent public reporting approach for schools which includes a five-year School Improvement Plan, a five-year School Review Report, an Annual Action Plan developed through the Impact Report and the annual School Board Report.

##### **Eligibility/other requirements:**

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

A current driver's licence is also required.

##### **Desirable:**

Qualifications or experience related to school education

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

Selection may be based on application and referee reports only.

**How to apply:** If you are interested in this position, we encourage you to apply.

To enable us to assess your merit, your application should include your:

##### **Current Curriculum Vitae**

Your curriculum vitae is your introduction to the selection committee and includes personal details, professional experience, and qualifications. It may also contain a list of publications, presentations, awards or honours, affiliations with professional associations and community interests relevant to the capabilities.

##### **Individual response to the Selection Criteria**

In three pages or less your Statement of Claims against the Selection Criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position.

##### **Two Referees**

Provide two referees with a thorough knowledge of your work performance and outlook. Ensure that one of the referees is your current or immediate past supervisor. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report.

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

Contact Officer: Lucy Barrett (02) 6205 8219 [Lucy.Barrett@act.gov.au](mailto:Lucy.Barrett@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](mailto:jobs@act.gov.au)

## Environment

### ACT Parks and Conservation Service

#### Volunteers and Visitor Experience

#### Commercial Tourism Manager

#### Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 09878)

Gazetted: 05 October 2022

Closing Date: 21 October 2022

**Details:** The ACT Parks and Conservation Service (PCS) manage an extensive suite of natural land tenures in the Australian Capital Territory including National Parks, nature reserves, and pine plantations. The region is a mecca for mountain bike riding, outdoor events, horse-riding, remote area hiking and other nature-based activity. The ACT's natural areas are highly valued and used by the regions 425,000 residents who are proud of their 'Bush Capital'.

Additionally, more than 1.4 million people visit the region each year and this is growing. The ACT is fast shaking its public service image and driving unique opportunities for nature-based tourism.

We are seeking a Commercial Tourism Manager to drive commercial tourism development and management in ACT parks, reserves, and forests. This position will support the Commercial Tourism – Policy/Project Manager in the development of a framework to guide nature-based tourism activities across the PCS managed estate.

The position is responsible for the day-to-day management of the development of appropriate commercial tourism ventures within PCS estate, with support from the Commercial Tourism and Events Officer. This includes management of the NatureStays portfolio of property, using compliance frameworks such as relevant Plans of Management, the *Nature Conservation Act (2014)*, the *Public Unleased Land Act (2007)*, and the *Emergencies Act (2004)*, in addition to developing stakeholder relationships with industry, government, and community, to seek out, identify and develop tourism opportunities and challenge solutions for the Commercial Tourism Stream of Volunteers and Visitor Experience.

#### Eligibility/Other Requirements:

##### Mandatory:

Hold registration under the *Working with Vulnerable People (Background Checking) Act 2011*;

Be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training;

Be prepared to work some shift work for key events as required;

Be prepared to wear a uniform; and

Possess a manual drivers' licence.

##### Highly Desirable:

Tertiary qualifications relevant to natural or cultural resource management and/or recreation or tourism management in protected areas are desirable but not essential.

**Notes:** This is a temporary position available from 31 October 2022 until 30 April 2025. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michaela Watts (02) 6207 1831 [Michaela.Watts@act.gov.au](mailto:Michaela.Watts@act.gov.au)

## Planning and Urban Policy

### Planning System Review and Reform Project

#### Project Coordinator

#### Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58364)

Gazetted: 05 October 2022

Closing Date: 17 October 2022

**Details:** The Planning and Urban Policy Division within the Environment, Planning and Sustainable Development Directorate is seeking a highly motivated, experienced and suitably qualified person to fill the role of Project Coordinator in the Planning System Review and Reform Project (PSRRP) team.

The PSRRP team is a small team working to deliver a reformed planning system, including a new Planning Act, a new Territory plan and system improvements. The Project Coordinator will assist the Executive Branch Manager to

develop forward work programs, report and manage milestones and commitments, manage resources and budget, prepare and coordinate briefing material, develop and maintain productive working relationships.

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/Requirements**

Significant work experience in project management and coordination, government administration.

**Notes:** This is a temporary position available for a period of two years with the possibility of extension.

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

This position is being re-advertised and previous applicants need not re-apply.

Selection may be based on application and referee reports only.

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

**How to Apply:** Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

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

Contact Officer: Shannon Rowe (02) 6207 5759 Shannon.Rowe@act.gov.au

**Corporate Services and Operations**

**Governance Compliance and Legal**

**Government Services**

**Directorate Liaison Officer**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 56973)**

Gazetted: 05 October 2022

Closing Date: 19 October 2022

**Details:** The Government Services team within Environment, Planning and Sustainable Development (EPSDD) provides operational and strategic support to EPSDD Ministers', their Offices, the Director-General, EPSDD executive and EPSDD staff on ministerial and government business. The team works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

An exciting opportunity is available for highly motivated applicants to undertake the role of Directorate Liaison Officer. To perform this role successfully, applicants will:

**be informed** – you know the processes and frameworks and can advise and support our Ministers and their offices, EPSDD colleagues and key stakeholders on Cabinet and Assembly business with a high level of discretion, judgement and confidentiality.

**be connected** - you will part of a values based, collaborative and supportive team and perform a key leadership role in the Government Services team while being accountable for day to day operations, keeping many balls in the air, often with competing and challenging timeframes.

**be energetic and enthusiastic** – you will oversee a range of support to EPSDD staff and executive and Ministers' Offices in relation to Cabinet, Assembly and Government Business matters, working with a passionate, innovative and experience team who will encourage and support you.

If you have relevant experience to take on this role or believe your experience, skills and knowledge translate across to the position then we want to hear from you! Roles of this nature are unique and challenging, yet very rewarding with a leadership focus.

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

**Notes:** This is a temporary position available from 7 November 2022 until 3 November 2023. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applications from potential candidates should include a supporting statement of no more than two (2) pages addressing the selection criteria, a current curriculum vitae and identify two referees.

The successful applicant may be selected based on application only.

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

Contact Officer: Dorena Morris (02) 6207 5989 Dorena.Morris@act.gov.au

### **Planning and Urban Policy Division**

#### **Assistant Director, Senior Urban Planner / Designer**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 32222, several)**

Gazetted: 04 October 2022

Closing Date: 18 October 2022

**Details:** The Planning and Urban Policy Division within the Environment, Planning and Sustainable Development Directorate is seeking highly motivated, experienced and suitably qualified people to fill several Assistant Director, Senior Urban Planner/Designer positions across multiple teams in the division.

The role will require you to work in a multi-disciplinary environment to deliver strategic planning and urban design policies, projects, and programs to facilitate land use and built form that is well planned, sustainable, and responsive to the strategic directions set by the ACT Government.

While experience in urban planning, urban policy, urban design, architecture, landscape architecture or similar, policy is highly desirable, project and program management professionals with applicable skills, experience and enthusiasm are also encouraged to apply.

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

#### **Eligibility/Requirements**

##### Highly Desirable

Relevant tertiary qualifications and/or demonstrated equivalent industry/professional experience in urban design, urban planning, architecture, landscape architecture or a related field.

Significant work experience in urban design, urban planning and planning policy reform or a related field.

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

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

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

The ACT Government offers flexible working arrangements including working from home where appropriate. The positions may be filled as a part-time role for the right candidate.

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

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

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

Contact Officer: JamesP Bennett (02) 6205 4877 [JamesP.Bennett@act.gov.au](mailto:JamesP.Bennett@act.gov.au)

### **Environment**

#### **ACT Parks and Conservation Service**

#### **Projects, Planning and Capital Works**

#### **Senior Program Manager**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59039)**

Gazetted: 30 September 2022

Closing Date: 19 October 2022

**Details:** The Parks and Conservation Service (PCS) Projects, Planning and Capital Works Team sits within the Environment, Heritage and Water Division of the Environment Planning and Sustainable Development Directorate. It is a small multidisciplinary team of project managers with expertise in landscape architecture, architecture, environmental science, natural resource management, ecology, and asset management.

The team has specific responsibility for the delivery of capital works of varying scale and complexity across the Parks and Conservation Service's national parks, nature reserves and commercial forestry lands. Projects include works to improve functionality and safety of park facilities and amenities including recreational infrastructure such as nature playgrounds, contaminated site remediation, establishment of environmental offset sites, and development of tracks and trails. Our work contributes to the broader work of PCS conserving the natural, cultural

and heritage values of the ACT, increasing community well-being through active living, and creating connection to nature and culture.

We are seeking an experienced and enthusiastic Project Manager that has a passion for recreational trails and its management. The successful applicant will be required under limited direction, establish and project-manage a prioritised program of recreational trail assessments, repairs upgrades and maintenance activities. The Project Manager will provide technical input and advice on walking track and trail program and project delivery, including procurement, design, planning, visitor facilities, recreational infrastructure and natural and cultural resource management.

Eligibility/Other requirements:

**Highly Desirable:**

Qualifications in environmental science, natural resource management, landscape architecture, project management or similar relevant field.

Demonstrated experience using computer applications appropriate to the work area including Microsoft Office suite, Microsoft Project, Adobe PDF, and Arc GIS.

Notes: This is a temporary position available until 30 June 2024 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the selection criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Blundell 0419966287 Rebecca.Blundell@act.gov.au

**Environment, Heritage and Water**

**ACT Heritage**

**Senior Director**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 03858)**

Gazetted: 04 October 2022

Closing Date: 11 October 2022

**Details:** A unique opportunity exists for an experienced leader with an interest in statutory functions and heritage to fulfil the responsibilities of Senior Director ACT Heritage. The position performs the role of branch head and is responsible for delivering all roles and functions of ACT Heritage. ACT Heritage administers the provisions of the *Heritage Act 2004* (Act), supports the Heritage Council and assists in the recognition, protection, conservation and celebration of the ACT's unique heritage places and objects. ACT Heritage also coordinates the annual Canberra and Region Heritage Festival and administers the annual funding of the ACT Heritage Grants Program.

The successful candidate will have well-developed leadership skills and the ability to work within a regulatory environment that is subject to the provisions of the Act and other guiding documents. Providing Secretariat support and policy advice to the Heritage Council is a key focus for the position and therefore requires strong communication and interpersonal skills. The position will also have a key role in identifying and supporting the delivery of new business and administrative processes to enhance the ability of ACT Heritage to support a growing Canberra whilst protecting heritage and aboriginal objects and places of value.

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

**Eligibility/Other Requirements:** Tertiary qualifications in a relevant field such as archaeology, architecture, engineering, history, landscape architecture, nature conservation, object conservation, town planning, urban design, cultural geography would be an advantage.

**Note:** This is a temporary position available for up to six months with the possibility of extension up to three years and/or permanency. Selection may be based on application and referee reports only. This position works within an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants for the position should prepare a pitch of no more than two pages broadly addressing the Selection Criteria. Please include a curriculum vitae and the name of two referees.

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

Contact Officer: Bren Burkevics (02) 6207 8628 Bren.Burkevics@act.gov.au



### **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](mailto:jobs@act.gov.au)

#### **Chief Executive Officer**

**Temporary Vacancy 17 October 2022 until 13 January 2023 with possibility of extension**

**Independent Competition and Regulatory Commission**

**Position: E643**

**(Remuneration equivalent to Executive level 1.3)**

Circulated to: ACTPS Band 1 Executives, ACTPS SOGA

Date circulated: 6 October 2022

The Independent Competition and Regulatory Commission (ICRC) is the ACT's independent economic regulator and sits within the Treasurer's portfolio. The ICRC is seeking an appropriately qualified person to temporarily fill the position of CEO to lead and manage the agency.

This position is available from 17 October 2022 until 13 January 2023, with the possibility of extension, while the nominal occupant is on leave.

The CEO leads and manages the ICRC secretariat to conduct price investigations, oversee the economic regulation framework for energy and water utilities and energy retailers, ensure utilities and retailers comply with legal and licence obligations, assess and report on the utilities' performance, and develop regulatory policy advice to the government on complex and technical issues that are important to protect ACT consumers. The successful applicant will report directly to the senior commissioner and will be responsible for ensuring the agency operates effectively, produces high quality outputs including regulatory reports and ministerial briefing material, engages effectively with stakeholders, meets the commitments in the Statement of Intent, and complies with good governance practices. The main focus of work over the period will be water and sewerage services price investigation.

For further information please see the attached position description.

**Remuneration:** The position attracts a remuneration package ranging from \$251,374 - \$261,418 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$223,205.

**Note:** The successful candidate may be selected based on written application and referee reports only.

**To apply:** Please submit a pitch style response of no more than 1 page demonstrating your experience against the Executive Capabilities in the attached position description, details of two referees, and a current curriculum vitae to Annette Weier, Chief Executive Officer, via email at [Annette.Weier@act.gov.au](mailto:Annette.Weier@act.gov.au) by COB Wednesday 12 October 2022.

For further information about the role please contact Annette Weier, Chief Executive Officer, via phone 02 6207 3150 or email at [Annette.Weier@act.gov.au](mailto:Annette.Weier@act.gov.au). For more information about ICRC see [www.icrc.act.gov.au](http://www.icrc.act.gov.au).

### **Justice and Community Safety**

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

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

#### **Legislation, Policy and Programs**

#### **Governance and Business Support**

#### **Executive Assistant**

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 42723)**

Gazetted: 05 October 2022

Closing Date: 19 October 2022

**Details:** Legislation, Policy and Programs are seeking a highly motivated person to join our dynamic team in the role of Executive Assistant. The successful applicant will need to be engaged, great at problem solving, manage complex and sensitive issues, have excellent multi-tasking skills, have sound IT skills and be able to constantly

prioritise. In this interesting role you will provide administrative and executive support, diary and mailbox management, reception services, liaise with various stakeholders across the ACT Government, maintain a high-level of confidentiality and discretion, respond quickly to business needs and adhere to tight timeframes. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Requirements**

Experience in an Executive Assistant or similar support role would be an advantage.

An understanding of Cabinet, Ministerial, Legislative Assembly and Machinery of Government processes would be beneficial.

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

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

**How to Apply:** Interested applicants should submit a supporting statement (no more than two to three pages) outlining practical experience and examples related to the role with reference to the professional and behavioural capabilities, a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Dean Browne (02) 6205 4013 [Dean.Browne@act.gov.au](mailto:Dean.Browne@act.gov.au)

**ACT Emergency Services Agency**

**Assistant Commissioner's Office**

**Executive Officer to Assistant Commissioner, Corporate and Assistant Commissioner, Operations**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58984)**

Gazetted: 05 October 2022

Closing Date: 19 October 2022

Details: This position provides a valuable opportunity to be at the forefront of supporting the delivery of emergency management services to the ACT community. The position will suit an enthusiastic, highly professional person who enjoys the challenge of working in a highly dynamic and rewarding industry.

Under the general direction of both Assistant Commissioner's, the Executive Officer will support the Assistant Commissioner's by providing efficient and cohesive management and advice at a senior level; managing the governance of key Committees, including coordinating meetings and activities; managing stakeholder relationships and networks; preparing high-level correspondence, briefs, submissions and reports; and, working collaboratively with key external partners to deliver agency objectives and outcomes.

**Eligibility/Other Requirements**

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

This is a designated security assessed position. Security clearance is not mandatory for the application process but the ability to obtain the security clearance is mandatory for the appointment to this position.

Driver's licence is essential.

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

How to Apply: Interested applicants should submit a two page pitch outlining their suitability for the position against the position capabilities. A copy of your current curriculum vitae and the names of two referee's who can attest to your claims against the position is also to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wayne Phillips 0428 653 332 [Wayne.Phillips@act.gov.au](mailto:Wayne.Phillips@act.gov.au)

**Corporate services**

**Governance and Business Improvement**

**Senior Records Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 44598)**

Gazetted: 05 October 2022

Closing Date: 19 October 2022

**Details:** The Justice and Community Safety Directorate is seeking a highly motivated and innovative records management professional to provide advice and support on the proper operation of the directorate's Electronic Document and Records Management System (EDRMS). Working independently and as part of a small team, the Senior Records Officer provides training and support to Directorate staff to effectively use the EDRMS in a way that both supports business needs and compliance with the *Territory Records Act 2002*. The position is also responsible for implementing quality assurance procedures with respect to records created and captured on the EDRMS. To be successful in this role you will require a good understanding of records management principles and the ability to identify opportunities for business improvement. You will also need to be self-motivated and able to work relatively autonomously to deliver outcomes

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

**Notes:** Please note, this position will be moving to a new workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated

Background / Security clearance checks will be conducted

**How to Apply:** Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

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

Contact Officer: Lauren Callow (02) 6213 0762 [Lauren.Callow@act.gov.au](mailto:Lauren.Callow@act.gov.au)

## **ACT Human Rights Commission**

### **Discrimination, Health Services, Disability and Community Services Commissioner**

#### **Senior Investigator and Conciliator**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 42672)**

Gazetted: 05 October 2022

Closing Date: 28 October 2022

**Details:** The ACT Human Rights Commission is an independent agency established by the *Human Rights Commission Act 2005*. The role of the ACT Human Rights Commission is to resolve complaints and promote rights, including to:

provide an independent, fair and accessible process for resolving individual complaints;

promote service improvement;

promote the human rights and welfare of people; and

foster understanding of particular legislation.

The ACT Human Rights Commission is seeking experienced, highly motivated people with excellent communication and interpersonal skills to join our team as a **Senior Investigator and Conciliator**. The Senior Investigator and Conciliator will manage a caseload of complex complaints across multiple jurisdictions including discrimination, health services, disability and community services.

The role also involves the investigation and conciliation (alternative dispute resolution) of complaints and undertaking legal research and policy and project work.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the contact officer for the role.

**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: [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804position](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804position).

Relevant tertiary qualifications in law or health are highly desirable.

Qualifications and experience in statutory conciliation/alternative dispute resolution are desirable.

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

Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a 'pitch' of no more than two (2) pages describing how your knowledge, experience and qualifications meet the Professional/Technical Skills and Knowledge and the Behavioural Capabilities of the role, as described in the Position description. Please also provide your resume/curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Murley (02) 6205 4102 Alison.Murley@act.gov.au

**ACT Emergency Services Agency**

**Commissioner's Office**

**Public Information and Engagement**

**Assistant Director, Content**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50936)**

Gazetted: 30 September 2022

Closing Date: 7 October 2022

**Details:** The ACT Emergency Services Agency (ACTESA) is seeking applications for an Assistant Director, Content. The Assistant Director, Content, leads a small team responsible for managing the day-to-day delivery of ESA's digital channels and content. The Assistant Director, Content works collaboratively with the Public Information team to ensure ESA's content informs and engages the Canberra community.

The Assistant Director, Content, encourages the ongoing development of contemporary digital practice including promoting content design and strategy, and user research methodologies and techniques.

The Content team will work across the Agency to develop, deliver and improve content across channels and manage this with key stakeholders.

The Assistant Director, Content will work flexibly, with openness to change and in partnership with stakeholders.

The Assistant Director, Content will lead a small team to engage and deliver effective communications to the ACT community, including from within an ESA Incident Management Team or from within the Public Information Coordination Centre (PICC) during a Territory Emergency Incident.

**WHAT YOU WILL DO**

Under limited direction of the Director, Public Information and Engagement the Assistant Director, Content will: Manage a small team to produce written and visual digital content sourced from diverse business areas.

Advise on, create and publish content for ESA publications, websites, intranets and other digital channels (including video content) in accordance with ACT Government Publishing and Website standards

Report on, evaluate and provide analysis of communications digital content delivery to guide and improve future information release and content development to ensure it is always fit for audience.

Provide strategic advice to officers from ESA to ensure their digital communication activities are timely, accurate, appropriate and within best practice content design principals.

Develop creative briefs, scripts and storyboards to coordinate external suppliers.

Oversee ESA's social media channels by developing and implementing digital channel strategies, governance, schedules, and reporting.

Oversee and provide advice on ESA internal communications, including managing the distribution of content and communication updates.

Use and maintain modern photography, video and sound equipment and software to produce photography and video content for ESA.

Build and maintain relationships with key stakeholders, including the Minister's office, internal business areas and community groups to ensure communication requirements are met.

Support and participate in the on-call Public Information Officer team to deliver advice to the community in times of emergency and crisis.

Support other team members on joint projects when required.

Maintain records in accordance with the *Territory Records Act 2002*.

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework and Workplace Health and Safety initiatives.

Undertake other duties appropriate to this classification which contribute to the effective and efficient operation of the Agency, as directed.

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/Requirements**

The capabilities below are required to perform the duties and responsibilities of the positions.

**Professional / Technical Skills and Knowledge**

Demonstrated ability to develop and implement audience and insights driven digital communication strategies covering complex and sensitive issues across internal and external channels, including experience in content production (internal communications, social media and video production).

Strong knowledge of contemporary digital content methods and approaches, and a demonstrated understanding of accessibility, usability and content design issues.

Excellent oral and written communication skills together with strong negotiation, liaison and representational skills.

**Behavioural Capabilities**

Demonstrated leadership and management skills, including the ability to motivate and support a team.

Demonstrated ability to manage competing priorities under pressure, meet deadlines and exercise initiative in a complex, fast paced and dynamic work environment with minimal supervision.

Demonstrated experience in establishing and maintaining effective working relationships with internal and external stakeholders to achieve results through collaboration and innovation, including the capacity to manage sensitive and confidential issues with integrity.

**Compliance Requirements/Qualifications**

Tertiary qualifications in the field of digital communications and/or a related discipline area is highly desirable.

Experience working in a high pressure, fast-paced and sensitive environment such as emergency services is highly desirable.

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

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

**Notes:** 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 supporting statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the position description, and a current curriculum vitae including two referee reports.

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

Contact Officer: Fiona Amundson (02) 6207 8300 [Fiona.Amundson@act.gov.au](mailto:Fiona.Amundson@act.gov.au)

**ACT Emergency Services Agency**

**ACT Rural Fire Service**

**Operations**

**Operations Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 40573)**

Gazetted: 30 September 2022

Closing Date: 14 October 2022

**Details:** Would you like an opportunity to contribute to keeping our ACT community safe?

Are you a self-motivated, enthusiastic and dedicated? An opportunity exists in ACT Rural Fire Service to be part of community based service, in protecting people, property and environment from bushfire.

The Operations Officer (OO) supports the Director Operations, in the delivery of the ACTRFS functions as outlined in the ACT Emergencies Act (2004).

The OO will contribute to planning, preparedness and fire response in rural areas of the ACT, through supporting the delivery of the Strategic Bushfire Management Plan, and will assist with the management and operation of the ACTRFS and Brigades. You will support the administrative and operational readiness support on the maintenance of assets and resources of ACTRFS.

In return you will be provided with a supportive team environment, an excellent opportunity to broaden your skills and capabilities, and insight into how the ACTRFS and broader ESA provides a collaborative service to protect the ACT community.

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

**Eligibility/Requirements**

Knowledge and understanding of the application of the *ACT Emergencies Act 2004* and the *Work, Health and Safety Act 2001*, in relation to a complex workforce and volunteer environment is highly desirable.

Background and Security clearance checks will be conducted including National Police Records Check.

Qualifications in a field related to fire behaviour and/or AIIMS are **desirable**.

Minimum C Class driver's licence is essential, together with the ability to gain an MR Class Licence.

A pre-employment medical is required for all new employees. The ACTRFS also requires the successful applicant to undertake an annual fitness test for fire ground access.

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

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

**How to Apply:** Applicants are required to submit a response of no more than two pages addressing the position capabilities under "What you require", together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Proof of driving licence and Working with Vulnerable People Registration will also be required prior to commencement in the role.

It is recommended that you make contact with the Contact Officer to discuss the role and its responsibilities prior to submitting your application.

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

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

Contact Officer: Ken Hall (02) 6207 1238 [Ken.Hall@act.gov.au](mailto:Ken.Hall@act.gov.au)

**ACT Emergency Services Agency**

**ACT Rural Fire Service**

**Operations**

**Senior Operations Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 04599)**

Gazetted: 30 September 2022

Closing Date: 14 October 2022

**Details:** ACT Rural Fire Service is seeking highly motivated enthusiastic and dedicated person. An opportunity exists in ACT Rural Fire Service to be part of community-based service, in protecting people, property and environment from bushfire.

The Senior Operations Officer (SOO) supports the Director Operations, in the delivery of the ACTRFS functions as outlined in the ACT Emergencies Act (2004). You will have excellent communication skills and ability to adapt to operational needs and of ACTRFS and Brigades. This role involves working collaboratively by maintaining internal and external stakeholders and membership engagement activities. You will work collaboratively with JACS Capital Works and Infrastructure and other directorates of the ACT Government. Under limited directions to plan, coordinate projects, organise and prioritise workloads to meet multiple demands and deadlines within an environment of rapid change.

In return you will be provided with a supportive team environment, an excellent opportunity to broaden your skills and capabilities, and insight into how the ACTRFS and broader ESA provides a collaborative service to protect the ACT community.

**Eligibility/other requirements:**

Knowledge and understanding of the application of the *ACT Emergencies Act 2004* and the *Work, Health and Safety Act 2001*, in relation to a complex workforce and volunteer environment is highly desirable.

Background and Security clearance checks will be conducted including National Police Records Check.

Qualifications in a field related to fire behaviour and/or AIIMS are **desirable**.

Minimum C Class driver's licence is essential, together with the ability to gain an MR Class Licence.

A pre-employment medical is required for all new employees. The ACTRFS also requires the successful applicant to undertake an annual fitness test for fire ground access.

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

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

**How to apply:** Applicants are required to submit a response of no more than two pages addressing the position "Professional/Technical and Technical Skills and Knowledge" under "What you require", together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Proof of driving licence and Working with Vulnerable People Registration will also be required prior to commencement in the role.

It is recommended that you contact the Contact Officer to discuss the role and its responsibilities prior to submitting your application.

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

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

Contact Officer: Ken Hall (02) 6207 1238 [Ken.Hall@act.gov.au](mailto:Ken.Hall@act.gov.au)

## **ACT Courts and Tribunal**

### **Corporate and Strategic Services**

#### **Strategic Finance**

#### **Senior Director, Strategic Finance**

**Senior Officer Grade A \$157,201, Canberra (PN: 43696)**

Gazetted: 29 September 2022

Closing Date: 13 October 2022

**Details:** The ACT Courts and Tribunal (ACTCT) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members, and high-quality services to those using the courts and tribunal. It provides the Supreme Court, Magistrates Court and ACT Civil and Administrative Tribunal (ACAT) with registry, court support, forensic, corporate and strategic services.

The ACTCT is led by the Principal Registrar and Chief Executive Officer appointed under the Court Procedures Act and has the following business areas:

- Executive
- Registrars Office (Supreme Court)
- Registrars Office (Magistrates Court)
- Registrars Office (ACT Civil and Administrative Tribunal)
- Corporate Services
- Registry Operations
- ACAT Operations
- Sheriffs Office

**NOTE:** The nature of the organisation is such that staff may be exposed to sensitive material or information that may be confronting and culturally sensitive. The ACT Courts and Tribunal provides support services and training to assist staff in being culturally aware, resilient and safe in the workplace.

The ACTCT Corporate Services and Strategy Branch is responsible for delivering a range of corporate and strategic services that support the operations of each court and ACAT. The services delivered by the Branch include:

- strategic governance and human resource management;
- financial and budget management;
- preparation of high-level budget bids;
- statistical analysis and reporting;
- accountability and agency performance reporting;
- internal communication and consultative arrangements;

- organisational governance and administrative support;
- risk and compliance, development and implementation activities;
- facility and asset management;
- procurement and contract management;
- leadership in organisational planning;
- resource planning aligned to strategic goals; and
- management of information technology services and business solutions (or systems).

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

**Eligibility/Requirements**

A qualification in public administration, economics, business or a related subject (or willingness to undertake) is highly desirable.

Experience with financial modelling tools such as TM1, Oracle and/or COGNOS is highly desirable.

Full memberships or progress towards memberships of CPA Australia or Chartered Accounts Australia and New Zealand is highly desirable.

This position does require a police record check.

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

**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:**

Your up-to-date curriculum vitae (max three pages)

A one-page pitch which outlines your ability and experience to perform the role, this includes the Professional/Technical Skills and Knowledge and Behavioural Capabilities which can be found in the Position Description.

The contact details of two referees.

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

Contact Officer: Deborah Bowden (02) 6207 5821 Deborah.Bowden@Courts.act.gov.au

**ACT Corrective Services**

**Office of the Commissioner**

**Office of the Commissioner**

**Chief of Staff**

**Senior Officer Grade A \$157,201, Canberra (PN: 32237)**

Gazetted: 29 September 2022

Closing Date: 6 October 2022

**Details:** ACT Corrective Services (ACTCS) is seeking applications from experienced, highly motivated and suitable individuals to fill the position of Chief of Staff (SOGA), within the Office of the Commissioner.

The Chief of Staff (CoS) provides high level support across a broad range of functions to the ACTCS Executive. The CoS is pivotal in managing the executive support and governance functions of the organisation, providing high level, timely and accurate advice to the Minister, Commissioner and Executive.

The successful applicant will also have significant responsibility for managing stakeholder engagement, internal communications and the development of external communication strategies to promote the work of ACTCS.

**In addition, you will be responsible for coordinating and providing organisational responses to internal and external reviews and liaise with the Government Solicitors Office, regarding the ACTCS legal case load and other matters of the law.**

To be successful you will possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities. You will also have working knowledge of the legal system relevant to the ACTCS area of requirement, including the ability to provide support to external legal entities.

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/Requirements**

Driver's licence is essential.



NV 1 security clearance or the ability to obtain one.

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

**How to Apply:** Applicants are required to submit the following: 1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; and 2) a current resume with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your driver's licence. Please ensure you submit all required items.

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

Contact Officer: Ray Johnson (02) 6207 0879 Ray.Johnson@act.gov.au

## **Major Projects Canberra**

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

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

### **Light Rail**

#### **Project Support Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 53780)**

Gazetted: 05 October 2022

Closing Date: 19 October 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!

Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra.

Light Rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The key responsibility of the Project Support Officer is to provide project and general administrative assistance to the wider Light Rail Project team.

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

Eligibility/Other Requirements:

Desirable:

Experience in a project related environment

Proven efficiency in the use of various standard computer applications including Content Manager and Objective.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

### **Light rail**

#### **Stakeholder Interface Project Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 45764)**

Gazetted: 04 October 2022

Closing Date: 18 October 2022

Details: Are you our new Stakeholder Interface Project 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!

Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra.

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The key responsibility in providing the Services, and performing the role of Stakeholder Interface Project Officer, is to assist the Stakeholder Interface Team manage the stakeholder interface issues on the Project.

The Stakeholder Interface Project Officer will, in providing the Services, provide technical support for critical engagements with key stakeholders including ACT Government agencies, Commonwealth Government agencies, other organisations, adjacent projects and developments near the Light Rail Project and with technical and other service providers.

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 a project related environment

Proven efficiency in the use of various standard computer applications including Content Manager and Objective.

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

**How to Apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

## **Infrastructure Delivery Partners**

### **Social Project Management**

#### **Project Manager**

**Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 03260)**

Gazetted: 30 September 2022

Closing Date: 19 October 2022

**Details:** Are you our new Project Manager?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

IDP is seeking Project Managers to support the development and delivery of the Government's capital works program for our partner Directorates. This includes the full range of social infrastructure incorporating education, emergency services and justice facilities, health infrastructure upgrades including community health centres, sport, art and community services assets.

We also deliver civil and living infrastructure projects including new and upgraded roads, park and ride facilities, active travel assets, Water Sensitive Urban Design and stormwater upgrade projects, and landscaping and urban realm improvement projects. At any one time, Infrastructure Delivery Partners is procuring or providing contract administration services across hundreds of projects worth over \$500 million dollars.

Further details can be found in the Position Description.

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

**Eligibility/Other Requirements:**

#### **Mandatory**

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

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience

**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. Current and former ADF members are encouraged to apply.

**How to Apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant degree and qualifications.

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

Contact Officer: Luigina Corich (02) 6205 0284 [Luigina.Corich@act.gov.au](mailto:Luigina.Corich@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](mailto:jobs@act.gov.au)**

#### **Suburban Land Agency**

#### **Sustainability and Release Coordination**

#### **Program Manager**

#### **Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 11253)**

Gazetted: 05 October 2022

Closing Date: 12 October 2022

**Details:** The Program Manager reports to the Deputy CEO. The successful applicant will require knowledge and experience at a senior level in the Government's Indicative Land Release Program, sustainability, and innovation as it applies to land development, as well as experience in project management, planning, design and construction process.

The role includes working on key strategic developments in collaboration with other ACT Government Directorates, including resolution of complex issues in specific sites. Experience in policy development, research and development, project implementation, contract management and monitoring and high-level reporting are required for this role.

A commitment to integrity and people leadership is essential, including executive level communication skills. You will need to be able to demonstrate your ability to be responsive and manage a diverse team and workload with competing priorities, meet tight deadlines whilst maintaining quality.

**Notes:** This is a temporary position available immediately until 16 December 2022. Selection may be based on written application and referee reports only.

**How to Apply:** Please submit a one to two-page pitch, your curriculum vitae and contact details of at least two referees to the Contact Officer.

**Applications should be sent to the Contact Officer.**

Contact Officer: Neil Bulless (02) 6207 0264 [Neil.Bulless@act.gov.au](mailto:Neil.Bulless@act.gov.au)

### **Transport Canberra and City Services**

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

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

#### **Executive Group Manager Territory and Business Services**

#### **Temporary Vacancy (six months with the possibility of extension up to nine months)**

#### **Transport Canberra and City Services**

#### **Transport Canberra and Business Services**

#### **Position: E877**

#### **(Remuneration equivalent to Executive Level 2.3)**

Circulated to: ACTPS Senior Executive List

Date circulated: 30 September 2022

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Group Manager Territory and Business Services asap for a period of six months with a possible extension to nine months. This process may also be used to backfill for the following 12 months.

The Executive Group Manager Territory and Business Services reports to the Deputy Director-General Transport Canberra and is responsible for providing leadership in the delivery of a range of services to the community.

Provision, management and maintenance of services for the city of Canberra, including:

Libraries ACT who are responsible for delivering public library services to the ACT community and for the management of the ACT Heritage Library.

Management of commercial focussed services for the ACT Government Directorates and Canberra community, including

Capital Linen Services that provide linen rental and laundry services to Canberra's public and private hospitals, aged care facilities, as well as tourism and hospitality industries.

Yarralumla Nursery, a wholesale nursery that grows and provides plants for ACT Government landscape development projects, the ACT Government Plant Issue Scheme, for planting in Canberra's streets, parks and public places and to supply the landscape industry and local community.

The Executive Group Manager is responsible for leading each of these business units in providing sustainable, innovative and best practice management of facilities and service delivery.

The Executive Group Manager represents the Directorate at Government, industry and community forums on matters that span the Directorate's operations. The role requires exceptional leadership, executive management and negotiation skills across a range of portfolio areas including strategic management, service delivery, policy, financial management, human resources, government, the wider community and business issues. The Executive Group Manager will be required to demonstrate effectiveness in senior public sector management and have the capacity to build and maintain relationships with key internal and external stakeholders. They will need strong leadership skills and the ability to motivate and inspire others to work together to achieve Government policy outcomes.

**To apply:** Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Ben McHugh at [ben.mchugh@act.gov.au](mailto:ben.mchugh@act.gov.au) by COB Friday 7 October 2022.

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

**Remuneration:** The position attracts a remuneration package ranging from \$325,947 - \$339,001 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$290,087.

Contact Officer: Ben McHugh 02 6205 4105 [ben.mchugh@act.gov.au](mailto:ben.mchugh@act.gov.au)

## **Transport Canberra and Business Services**

### **Transport Canberra**

#### **Contracts and Asset**

#### **Assets and Infrastructure Manager**

#### **Senior Officer (Technical) Grade B \$135,355 - \$152,377, Canberra (PN: FEM001)**

Gazetted: 05 October 2022

Closing Date: 26 October 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 team 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 Assets and Infrastructure Manager is a critical role within the Procurement and Strategic Assets team, and reports to the Senior Director Procurement and Strategic Assets Transport Canberra. The Assets and Infrastructure Manager is responsible for providing high level support for delivery of complex procurement processes, asset renewal, improvement, and upgrade programs and transport related strategic construction projects. The Assets and Infrastructure Manager co-ordinates the activities of the Procurement and Strategic Assets team, including delivery of programs, field trials and policies to meet set business outcomes.

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

**Eligibility/Requirements**

Qualifications in asset management, procurement and contract management, project management or a related discipline is desirable.

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

**How to Apply:** 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.

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

Contact Officer: Matthew Halls (02) 6205 2003 Matthew.Halls@act.gov.au

**City Services**

**City Presentation**

**Place Management/Planning and Programs**

**1st Year Horticultural Apprentice**

**Apprentices \$44,278 - \$70,834, Canberra (PN: 44997, several)**

Gazetted: 04 October 2022

Closing Date: 27 October 2022

Details: We have opportunities available in a wide range of teams, all doing their part to help us achieve our mission of delivering connected services to the people of Canberra. You can help us improve our parks, ponds and public open spaces through horticulture, mowing and maintenance; boost Canberra's sustainability through recycling and waste programs; and help our city be better connected through building and managing roads, footpaths, cycle paths and our integrated public transport network including buses and light rail. You can help us champion literacy and learning through our public libraries, ensure animal welfare and safety through our domestic animal services, and bring your skills to commercial operations that we oversee including Yarralumla Nursery, ACT Public Cemeteries and Capital Linen. We also need those with great technical, business, creative and people skills to help us plan, support and communicate the great work that we do.

TCCS is a value-based organisation where all employees are expected to embody the core values of respect, integrity, collaboration, safety, excellence and innovation as well demonstrate the related signature behaviours. Join our team of close to 2,000 employees already at work in one of our 50+ locations across Canberra and help us shape our city for tomorrow.

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:**

- Year 10 Certificate or equivalent with passes in English, Mathematics and preferably a credit pass in Science.
- You must hold a current Class C Driver License or be able to possess a licence prior to commencement.
- Ability to undertake the physical requirements of the tasks listed in the Position Description.

**Notes:** These are apprenticeship positions available from 30 January 2023 until 29 January 2027.

**How to Apply:** Please submit a written application limited to a maximum of two pages addressing the 'What you require' section of the Position Description, along with your current curriculum vitae listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shannon Walker (02) 6207 7530 Shannon.Walker@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**

**Transport Canberra**

## **Bus Operations Training**

### **Trainer Assessor**

#### **Transport Officer Grade 2 \$73,918, Canberra (PN: A20105)**

Gazetted: 04 October 2022

Closing Date: 18 October 2022

Details: Transport Canberra is seeking a qualified Trainer Assessor to join the team. Working in a dynamic and fast paced environment, Trainer Assessors are responsible for delivering bus driver training to new drivers, delivering driver continuity training, conducting operational requested assessments, new bus technology / system familiarisation and maintaining training and assessment documentation.

This position requires a high level of oral and written communication skills, effective interpersonal skills, including proven ability to provide constructive feedback within a training environment. Proven problem-solving skills with experience in consulting and collaborating to achieve operational business expectations.

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

Eligibility/Other requirements:

Hold a Certificate IV in Training and Assessment (TAE40116), Heavy Rigid (HR) class licence, Public Vehicle Driver Authority, Working With Vulnerable People (WWVP) registration, minimum of (1) year bus driving experience.

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

How to Apply: Please submit your curriculum vitae and no more than 2 A4 page expression of interest addressing the points identified in the "What you will do" and "What you require" sections of the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Allan Taylor (02) 6207 8109 [Allan.Taylor@act.gov.au](mailto:Allan.Taylor@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.

## **City Services**

### **Roads ACT**

#### **Business Support**

#### **Procurement, Contract and Administrative Services Officer**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 53694)**

Gazetted: 30 September 2022

Closing Date: 7 October 2022

**Details:** Roads ACT is seeking expressions of interest for a temporary vacancy for the role of Procurement, Contract and Administrative Services Officer.

This position undertakes a high-level administration function to support Roads ACT business units with a continuous procurement program and daily contract management requirements associated with delivery of our services. The role is a critical function to sustain compliance with the TCCS Procurement and Contract Management Framework. The role is focused on maximising documentation quality, leading to improved service delivery outcomes.

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

#### **Eligibility/Requirements**

Permanent resident of Australia.

Driver's licence (C Class) is essential.

Procurement, contract management and administration skills are essential.

Project Management qualification is highly desirable.

**Notes:** This is a temporary position available immediately for six months with the possibility of extension up to nine 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.

Selection may be based on application and referee reports only.

**How to Apply:**

- A supporting statement of no more than two pages outlining experience and/or ability and addressing the requirements 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.***

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

Contact Officer: Nerissa Baldock (02) 6213 0765 [Nerissa.Baldock@act.gov.au](mailto:Nerissa.Baldock@act.gov.au)

## **Transport Canberra and Business Services**

### **City Services**

#### **Infrastructure Planning**

##### **Senior Project Manager**

##### **Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 40910)**

Gazetted: 29 September 2022

Closing Date: 13 October 2022

**Details:** Infrastructure Planning is responsible for supporting the operational areas of City Presentation and Roads ACT in the planning and management of our open space and public municipal infrastructure assets. Key responsibilities include strategic asset and data management, services planning and understanding deficiencies in the road network, contract management, project management, forward capital works planning, technical design review and providing Directors with support, advice, guidance and direction on all assets associated with City Presentation and Roads ACT.

The Senior Project Manager will be required to progress delivery of the Parkes Way upgrade – planning and design project and the initial stage (corridor study) for the south west corridor project.

As a senior person within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a value based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

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

#### **Eligibility/Requirements**

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

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience; and

Minimum of five years' experience in public/municipal infrastructure planning, design or infrastructure delivery.

**Notes:** This is a temporary position available immediately for 12 months, with the possibility of extension.

**How to Apply:** Applicants must submit a curriculum vitae, contact details of at least two referees, and a written response addressing the Selection Criteria of no more than four pages.

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

Contact Officer: Jonathon Dragos (02) 6205 7208 [Jonathon.Dragos@act.gov.au](mailto:Jonathon.Dragos@act.gov.au)

## **City Services**

### **Roads ACT**

#### **Business Support**

##### **Administration Officer (Finance)**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 00823)**

Gazetted: 30 September 2022

Closing Date: 7 October 2022

**Details:** Expressions of Interest are sought for a short-term vacancy as an administration officer (finance) within the Business Support team. the role provides administrative support to the Road Maintenance team located at Fyshwick depot.

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 for five months with the possibility of extension up to 12 months.

Selection may be based on application and referee reports only.

**How to apply:** Candidates should provide a one-page response to the Selection Criteria (what you require); a current curriculum vitae and contact details for two referees.

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

## APPOINTMENTS

### Canberra Health Services

**Health Service Officer Level 3/4 \$55,350 - \$59,336**

Tyson Bruce, Section 68(1), 29 September 2022

**Radiation Therapist Level 4.2 \$140,460 - \$143,995**

Tejinder Chahal, Section 68(1), 4 October 2022

**Health Service Officer Level 3/4 \$55,350 - \$59,336**

Andrew Chancellor, Section 68(1), 29 September 2022

**Health Professional Level 2 \$70,679 - \$97,028**

Gemma Everett, Section 68(1), 19 September 2022

**Health Service Officer Level 3/4 \$55,350 - \$59,336**

Dylan Forrest, Section 68(1), 29 September 2022

**Health Service Officer Level 3/4 \$55,350 - \$59,336**

Justin Forrest, Section 68(1), 29 September 2022

**Health Service Officer Level 3/4 \$55,350 - \$59,336**

Jordan Gannon, Section 68(1), 29 September 2022

**Health Professional Level 2 \$70,679 - \$97,028**

Imogen Hendy, Section 68(1), 4 October 2022

**Health Professional Level 2 \$70,679 - \$97,028**

Caitlin Ironside, Section 68(1), 29 September 2022

**Health Service Officer Level 3/4 \$55,350 - \$59,336**

Ivo Jajic, Section 68(1), 29 September 2022

**Health Professional Level 2 \$70,679 - \$97,028**

Thi Minh Chau Olson, Section 68(1), 1 October 2022

**Health Service Officer Level 3/4 \$55,350 - \$59,336**

Patrick O'Neill, Section 68(1), 29 September 2022

**Registered Nurse Level 3.1 \$115,743 - \$120,506**

Jessica Thorncraft, Section 68(1), 29 September 2022



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

Koula Tuilawa, Section 68(1), 4 October 2022

**Health Professional Level 2 \$70,679 - \$97,028**

Miriam VANDERMEIDE, Section 68(1), 29 September 2022

**Health Service Officer Level 3/4 \$55,350 - \$59,336**

Brendan Warton, Section 68(1), 29 September 2022

**Staff Specialist 1-5 / Senior Specialist Band, \$188,151 - \$254,198**

Meera Srinivasan, Section 68(1), 07 November 2022

**Staff Specialist 1-5 / Senior Specialist Band, \$188,151 - \$254,198**

Elizabeth Paver, Section 68(1), 10/10/2022

**Chief Minister, Treasury and Economic Development**

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

Laura Cook, Section 68(1), 4 October 2022

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

Yazhen Ding, Section 68(1), 21 September 2022

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

Huseinali Lakkani, Section 68(1), 28 September 2022

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

Craig Meer, Section 68(1), 5 October 2022

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

Lauren Rasche, Section 68(1), 4 October 2022

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

Simon Williams, Section 68(1), 6 October 2022

**Community Services**

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

Nadene Smith, Section 68(1), 4 October 2022

**Education**

**Senior Officer Grade A \$157,201**

Michael de Raadt, Section 68(1), 30 September 2022

**School Assistant 3 \$58,404 - \$62,857**

Jennifer Heydon, Section 68(1), 4 October 2022

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

Liam Mackay, Section 68(1), 19 September 2022

**Justice and Community Safety**

**ACT Courts and Tribunal Legal 3 \$172,620 - \$180,081**

Danielle Gatehouse, Section 68(1), 6 October 2022

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

Stephanie Gray, Section 68(1), 26 September 2022

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

Natalie Gringeri, Section 68(1), 27 September 2022

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

Russell Hannah, Section 68(1), 4 October 2022

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

Benjamin Puckett, Section 68(1), 4 October 2022

**Transport Canberra and City Services**

**Bus Operator - Training \$74,582**

Katarzyna Giera, Section 68(1), 1 October 2022

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

Tara McMahon, Section 68(1), 3 October 2022

**Bus Operator - Training \$74,582**

John Morton, Section 68(1), 1 October 2022

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

Jessica Muir-Morris, Section 68(1), 3 October 2022

**Bus Operator - Training \$74,582**

Satinderjeet Saini, Section 68(1), 1 October 2022

**TRANSFERS**

**Canberra Health Services**

**Karen Clarke**

From: Health Professional Level 3 \$102,205

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 33951) (Gazetted 8 August 2022)

**Kate Peterson**

From: Health Professional Level 3 \$99,819

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 33458) (Gazetted 10 June 2022)

**Maria Wilson**

From: Registered Nurse Level 1 \$72,698

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 53158) (Gazetted )

### **Community Services**

#### **Alison Lawrence**

From: Senior Officer Grade C 123,710

Chief Minister, Treasury and Economic Development

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

Community Services, Canberra (PN. 33653) (Gazetted 9 August 2022)

### **Education**

#### **Adam George**

From: \$154,033

Education

To: School Leader B \$154,033

Education, Canberra (PN. 57834) (Gazetted 21 June 2022)

#### **John Manders**

From: School Leader A \$175,964

Education

To: School Leader A 1 \$175,964

Education, Canberra (PN. 45290) (Gazetted 27 July 2022)

### **Transport Canberra and City Services**

#### **Nicholas Ciccone**

From: General Service Officer Level 5/6 \$62,860

Chief Minister, Treasury and Economic Development

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

Transport Canberra and City Services, Canberra (PN. 20105) (Gazetted 16 August 2022)

## **PROMOTIONS**

### **ACT Health**

#### **Digital Solutions Division**

#### **Technology Operations**

#### **Cyber Security Hub**

#### **Saleh Ali**

From: Health Service Officer Level 7 \$67,760 - \$71,554

Canberra Health Services

To: Health Service Officer Level 9 \$79,105 - \$89,398

ACT Health, Canberra (PN. 58405) (Gazetted 18 August 2022)

#### **Digital Solutions Division**

#### **Technology Operations**

#### **Cyber Security Hub**

#### **Muhammad Haque**

From: Health Service Officer Level 7 \$67,760 - \$71,554

Canberra Health Services

To: Health Service Officer Level 9 \$79,105 - \$89,398

ACT Health, Canberra (PN. 58404) (Gazetted 18 August 2022)

**Digital Solutions Division  
Technology Operations  
Cyber Security Hub  
Robby Hoang**

From: Health Service Officer Level 7 \$67,760 - \$71,554  
Canberra Health Services  
To: Health Service Officer Level 9 \$79,105 - \$89,398  
ACT Health, Canberra (PN. 58406) (Gazetted 18 August 2022)

**Policy, Partnerships and Programs  
Office of the Executive Group Manager Policy, Partnerships and Programs  
Funding Policy  
Rachel Imholz**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509  
ACT Health  
To: †Senior Officer Grade C \$114,928 - \$123,710  
ACT Health, Canberra (PN. 59005) (Gazetted 10 August 2022)

**Digital Solutions Division  
Technology Operations  
Cyber Security Hub  
Ahmad Zafar**

From: Health Service Officer Level 7 \$67,760 - \$71,554  
Canberra Health Services  
To: Health Service Officer Level 9 \$79,105 - \$89,398  
ACT Health, Canberra (PN. 58407) (Gazetted 12 July 2022)

**Canberra Health Services**

**Chelsea Case**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920  
Canberra Health Services  
To: Administrative Services Officer Class 4 \$76,255 - \$82,566  
Canberra Health Services, Canberra (PN. 23044) (Gazetted 15 August 2022)

**Sushma Dhakal Paudel**

From: Registered Nurse Level 2 \$100,957 - \$107,000  
Canberra Health Services  
To: †Registered Nurse Level 4.1 \$130,846  
Canberra Health Services, Canberra (PN. 29197) (Gazetted 9 May 2022)

**Jin Kim**

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. 33408) (Gazetted 7 July 2022)

**Vivian Koshy Thomas**

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. 44647) (Gazetted 7 July 2022)

**Canberra Health Services**

**Oluchi Mpama**

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. 52996) (Gazetted 9 August 2022)

**CHS Infrastructure Management and Maintenance**

**Natalie Ogilvie**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 14198) (Gazetted 15 August 2022)

**Progress Ozakpolor**

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. 41432) (Gazetted 23 June 2022)

**Chief Minister, Treasury and Economic Development**

**Digital, Data and Technology Solutions**

**Customer Engagement Services Branch**

**Service Management**

**Adam Armstrong**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 05388) (Gazetted 6 October 2021)

**Digital, Data and Technology Solutions**

**Technology Services**

**Networks, Communications Services and ICT Facilities**

**Shane Eccleston**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 50514) (Gazetted 19 August 2022)

**Shared Services**

**Financial Services**

**Salary Packaging**

**Sally Eveille**

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. 58613) (Gazetted 6 September 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.

**Shared Services**

**Partnership Services**

**Record Services / Physical Records Support**

**Tegan Gaughran**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 17722) (Gazetted 27 October 2021)

**Corporate**

**Workforce and Information Services**

**Information Management**

**Emma Hotham**

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

Justice and Community Safety

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 58035) (Gazetted 27 July 2022)

**Partnership Services**

**Shared Services**

**Physical Records Support**

**Scott Rossiter**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 12798) (Gazetted 20 December 2021)

**WCAG**

**Strategy and Transformation Office**

**Caitlin Roy**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 30486) (Gazetted 15 July 2022)

**Community Services**

**Children, Youth and Families**

**Business Support**

**Johanne Beirne**

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

Community Services

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

Community Services, Canberra (PN. 33116) (Gazetted 17 August 2022)

**Corporate Services**

**People Management Branch**

**Begona Diaz-Munoz**

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

Canberra Institute of Technology

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

Community Services, Canberra (PN. 59071) (Gazetted 27 July 2022)

**Education**

**School Improvement**

**Amaroo School**

**Edward Cuthbertson**

From: School Leader B \$154,033

Education

To: †School Leader A 1 \$175,964

Education, Canberra (PN. 40586) (Gazetted 27 July 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**

**North/Gungahlin**

**Throsby School**

**Vicki Favelle**

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 57966) (Gazetted 23 August 2022)

**School Improvement**

**Amaroo School**

**Nicole Graham**

From: School Leader B \$154,033

Education

To: †School Leader A 1 \$175,964

Education, Canberra (PN. 40599) (Gazetted 27 July 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 Improvement**

**South/Weston**

**Evelyn Scott School**

**Michael Hilton**

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

Education

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

Education, Canberra (PN. 58742) (Gazetted 25 August 2022)

**Business Services**

**People and Performance**

**Workplace Relations**

**Megan Moriarty**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Education, Canberra (PN. 58634) (Gazetted 25 August 2022)

**Theodore Primary School**

**Nathan Pepper**

From: School Leader B \$154,033

Education

To: †School Leader A 2 \$189,549

Education, Canberra (PN. 01814) (Gazetted 27 July 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**

**Development and Implementation**

**Sustainable Land Development (previously Implementation Coordination)**

**Nyah Donaldson**

From: Infrastructure Officer 3 \$115,193 - \$126,450

Environment, Planning and Sustainable Development

To: Infrastructure Officer 4 \$136,524 - \$155,109

Environment, Planning and Sustainable Development, Canberra (PN. 18988) (Gazetted 20 June 2022)

**Planning and Urban Policy**

**Major Projects - City**

**Hyojung Kim**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 34846, several) (Gazetted 28 June 2022)

**Planning and Urban Policy**

**Major Projects - City**

**Amy Lee**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 34846, several) (Gazetted 28 June 2022)

**Justice and Community Safety**

**Sally Gersekowski**

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. 48664) (Gazetted 1 January 2022)

Direct promotion. This promotion is made in accordance with Clause R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022.

**Emergency Services**

**ACT Ambulance Service**

**Felicity Hassett**

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. 48658) (Gazetted )

This promotion is made in accordance with Clause R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022.

**Emergency Services**

**ACT Ambulance Service**

**Emergency Service Operations**

**Shaun Hayter**

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. 48649) (Gazetted 30 September 2022)

This promotion is made in accordance with Clause R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022.

**ACT Corrective Services**

**Corporate Services**

**Finance and Business Services Unit**

**Xiang Li**

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



Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade C \$114,928 - \$123,710  
Justice and Community Safety, Canberra (PN. 37398) (Gazetted 17 May 2022)

### **Major Projects Canberra**

#### **Canberra Theatre Project Deborah Burkevics**

From: Senior Officer Grade C \$114,928 - \$123,710  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade B \$135,355 - \$152,377  
Major Projects Canberra, Canberra (PN. 58268) (Gazetted 10 August 2022)

### **Transport Canberra and City Services**

#### **City Services Roads ACT Environment and Utilities Michael Dalton**

From: Technical Officer Level 4 \$91,315 - \$104,509  
Transport Canberra and City Services  
To: †Infrastructure Officer 3 \$115,193 - \$126,450  
Transport Canberra and City Services, Canberra (PN. 23576) (Gazetted 12 July 2022)

#### **City Services ACT NoWaste Strategic Coordination and Planning Jordan Pye**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509  
Transport Canberra and City Services  
To: †Senior Officer Grade C \$114,928 - \$123,710  
Transport Canberra and City Services, Canberra (PN. 38476) (Gazetted 29 July 2022)