



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 05 January 2023**

## VACANCIES

### ACT Health

Selection documentation for the following positions may be downloaded from

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

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

#### **Corporate and Governance**

##### **Governance and Risk**

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

##### **Internal Audit & Governance Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59935)**

Gazetted: 11 January 2023

Closing Date: 25 January 2023

Details: The Governance and Risk Branch is looking for a motivated individual with a commitment to continuous improvement and effective governance.

As a valued member of our team, your role will be to provide ongoing secretariat support to the Directorate's Audit and Risk Management Committee (ARMC). The role will work with the Assistant Director, Internal Audit to support the running of the directorates contemporary internal audit activities that support achievement of our performance and compliance objectives and facilitates effective engagement with the ACT Audit Office.

You will build and maintain professional relations across the Directorate and with ARMC members; and maintain the internal audit and ARMC charters and guidance material.

There will also be opportunities to contribute to the broader governance responsibilities of the Branch (including risk, procurement, compliance, delegations, and governance related activities).

Eligibility/other requirements:

Demonstrated experience in committee secretariat and/or branch coordination/administration would be highly desirable but not a requirement.

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

Selection may be based on application and referee report only.

How to Apply: Interested applicants are asked to provide a two-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description.

Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees. Referees will not be contacted without your prior approval.

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

Contact Officer: Courtney Attwood 0402 534 331 [Courtney.Attwood@act.gov.au](mailto:Courtney.Attwood@act.gov.au)

#### **Population Health**

##### **Health Protection Service**

##### **Communicable Disease Control, Immunisation Unit**

##### **Immunisation Program-Project Support Officer**

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

Gazetted: 10 January 2023

Closing Date: 24 January 2023

Details: The Communicable Disease Control Section is seeking to temporarily fill the position of AS06 Program-Project Support Officer in the Immunisation Unit. Under broad direction, the position is responsible for the planning and implementation of activities to increase awareness of immunisation programs within the ACT. This

includes working with stakeholders to identify, develop and implement strategies to increase immunisation rates especially in identified priority groups. The suitable applicant will have experience in project/program management, be highly motivated, have good communication skills and be well organised.

Notes: This is a temporary position available immediately until 30 June 2023 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a two two-page pitch outlining your skills, knowledge and experience in alignment with the 'What you Will do' and 'What you Require' sections of the position description. Please also include a current CV and contact details of two referees.

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

Contact Officer: Kirstie Allard (02) 5124 9242 [kirstie.allard@act.gov.au](mailto:kirstie.allard@act.gov.au)

## **Health System Planning and Evaluation**

### **Local Hospital Network Commissioning Branch**

#### **Coordination and Support Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 50166)**

Gazetted: 06 January 2023

Closing Date: 20 January 2023

Details: Are you looking for an opportunity to be part of a great team of people who like to laugh as they create high-quality work?

The Local Hospital Network (LHN) Commissioning Branch has an exciting opportunity for an administrative whiz which requires skills in managing a whole-of-branch email inbox and keeping everyone on track. This is an excellent opportunity for anyone looking to provide coordination support in a dynamic and fast paced environment.

We are seeking someone who is organised, completes tasks on time, isn't afraid to contribute new ideas, loves to take meeting minutes, and wants to learn new things every day. You'll also provide broad administrative support to the branch, and play a key role in governance and administrative support functions as part of our collaborative relationship with Calvary Public Hospital. Having a sense of humour, being a good team player and being able to manage upwards will be highly valued.

If you are professional, well-organised and enjoy working at a fast-pace, this may be the role you've been looking for.

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

Eligibility/Other Requirements: Pre-employment National Police check.

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

The selection process will not commence until mid-January 2023.

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

An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

*Applications should be sent via the Apply Now Button below.*

Contact Officer: Katrina Porganyi 0251249136 [Katrina.Porganyi@act.gov.au](mailto:Katrina.Porganyi@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)**

### **Legal Team**

#### **Principal Lawyer**

**Legal Officer Grade 2 \$154,663 - \$161,019, Canberra (PN: 53532)**

Gazetted: 09 January 2023

Closing Date: 25 January 2023

Details: This is an exciting opportunity for a senior lawyer to join the ACT's anti-corruption and integrity commission, and work in the interesting, challenging and unique inquisitorial jurisdiction.

The ACT Integrity Commission is an independent body and law enforcement agency with powers under the *Integrity Commission Act 2018* 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 administering and overseeing the Public Interest Disclosures scheme in the ACT.

Working at the Commission is an opportunity to do challenging but rewarding work and make a meaningful contribution to the ACT and the broader community.

The Commission's Legal Team assists the Commission to perform its principal functions and exercise its statutory powers in a lawful, effective, ethical, and accountable manner by providing high-quality, accurate and timely legal services. Commission lawyers work collaboratively with all other members of the Commission, and perform a key role in investigations, including appearing as Counsel Assisting in examinations. The Legal Team also provides advice to the Commission on policy and other organisational matters.

The Commission is looking for a senior lawyer (permanent position) with a minimum of 5 years PQE who is:

Courageous and ready for a challenge;

Professional and committed;

Agile, measured and fair; and

Trustworthy, with a sense of duty.

Further information about the Legal Team, the role, and the position requirements, is set out in the Position Description.

The ACT Integrity Commission 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: Professional qualifications

A law degree, and eligibility for admission as a barrister or solicitor of the Supreme Court of the ACT.

A current ACT Law Society practising certificate, or eligibility to obtain and hold a restricted ACT practising certificate.

Required skills, experience and behavioural capabilities

These are set out in the Position Description.

Other requirements

Section 50 of the *Integrity Commission Act 2018* provides that the Commissioner must not appoint a person as a member of staff of the Commission if the person is or has, in the five years immediately before the day of the proposed appointment, been an ACT public servant. Please note, employees of some ACT bodies (eg the ACT DPP and the Legal Aid Commission (ACT)) are not captured by this exclusion. Please contact the Commission if you are unsure about your status.

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

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

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: Applications for the position should be submitted online via the Apply Now button on 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 750 words or less that:

demonstrates that you have the capabilities outlined in the 'What you require' section of the position description, and

outlines why you are the best person for the position.

If you are unable to submit your application online, please contact the Solicitor to the Commission at [info@integrity.act.gov.au](mailto:info@integrity.act.gov.au).

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Heris (02) 6205 9899 [info@integrity.act.gov.au](mailto:info@integrity.act.gov.au)

### **Calvary Public Hospital Bruce**

Clinical Development Nurse

Full-time Temporary

Closes: 22 January 2023

Classification: Registered Nurse Level 2

Salary: \$100,957 - \$107,000 plus superannuation

Position No: LP8820

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazettal date): 12 January 2023

Contact Officer: Rachel Longhurst on [Rachel.Longhurst@calvary-act.com.au](mailto:Rachel.Longhurst@calvary-act.com.au)

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

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

Reference Number: 506596

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

Contact Officer: Rachel Longhurst [Rachel.Longhurst@calvary-act.com.au](mailto:Rachel.Longhurst@calvary-act.com.au)

Registered Nurse Level 2

Full-time Permanent

Closes: 22 January 2023

Classification: Registered Nurse Level 2

Salary: \$100,957 - \$107,000 plus superannuation

Position No: 501393

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazettal date): 11 January 2023

Contact Officer: Amanda Keogh on [Amanda.Keogh@calvary-act.com.au](mailto:Amanda.Keogh@calvary-act.com.au)

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

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

Reference Number: 501393

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

Contact Officer: Amanda Keogh [Amanda.Keogh@calvary-act.com.au](mailto:Amanda.Keogh@calvary-act.com.au)

Recruitment Officer

Full-time Permanent

Closes: 22 January 2023

Classification: Administration Service Officer 4

Salary: \$76,255 - \$82,566 plus superannuation

Position No: LP7034

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazettal date): 11 January 2023

Contact Officer: Matt Davis on [Matthew.Davis@calvary-act.com.au](mailto:Matthew.Davis@calvary-act.com.au)

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

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

Reference Number: 506734

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

Contact Officer: Matt Davis [Matthew.Davis@calvary-act.com.au](mailto:Matthew.Davis@calvary-act.com.au)

Human Resources Business Partner

Full-time Permanent

Closes: 22 January 2023

Classification: Senior Officer Grade C

Salary: \$114,928 123710 plus superannuation

Position No: LP9504

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazettal date): 10 January 2023

Contact Officer: Violet Taylor on [Violet.Taylor@calvary-act.com.au](mailto:Violet.Taylor@calvary-act.com.au)

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

Reference Number: 506587

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

Contact Officer: Violet Taylor [Violet.Taylor@calvary-act.com.au](mailto:Violet.Taylor@calvary-act.com.au)

ACT Regional Injury Management Advisor / Rehab Case Manager

Full-time Permanent

Closes: 22 January 2023

Classification: Administrative Services Officer Class 6

Salary: \$91,315 - \$104,509 plus superannuation

Position No: LP6962

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazettal date): 10 January 2023

Contact Officer: Rachel Fletcher on [Rachel.Fletcher@calvary-act.com.au](mailto:Rachel.Fletcher@calvary-act.com.au)

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

Reference Number: 506586

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

Contact Officer: Rachel Fletcher [Rachel.Fletcher@calvary-act.com.au](mailto:Rachel.Fletcher@calvary-act.com.au)

Outpatient Depart Registered Nurse

Full-time Permanent

Closes: 22 January 2023

Classification: Registered Nurse Level 1

Salary: \$72,698 - \$97,112 plus superannuation

Position No: LP7943

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazettal date): 09 January 2023

Contact Officer: Shelley Carman on [Shelley.Carman@calvary-act.com.au](mailto:Shelley.Carman@calvary-act.com.au)

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

Reference Number: 506640

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

Contact Officer: Shelley Carman [Shelley.Carman@calvary-act.com.au](mailto:Shelley.Carman@calvary-act.com.au)

Ward Services Officer

Full-time Permanent

Closes: 17 January 2023

Classification: Health Service Officer 4

Salary: \$57,149 - \$59,336 plus superannuation

Position No: LP8349

Directorate: Calvary Health Care ACT (Public)  
Advertised (Gazettal date): 06 January 2023  
Contact Officer: Kerry Foley on Kerry.Foley@calvary-act.com.au or 62647080  
Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>  
Reference Number: 506392  
Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>  
**Contact Officer:** Kerry Foley 62647080 Kerry.Foley@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**

##### **Oral Health Services**

##### **Business Manager**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60163 - 027WP)**

Gazetted: 06 January 2023

Closing Date: 1 February 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

##### **POSITION OVERVIEW**

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

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

Reporting to the Director of Oral Health Services, the Business Manager will provide support to the Senior Management team within Oral Health Services, including the Clinical Director and the Clinical lead in the delivery of all business and operational functions. This will include overseeing the service performance, and administrative functions within the department, ensuring all key performance targets are being met and standard operating procedures adhered to.

The Business Manager will be responsible for managing the financial performance of the service, providing procurement governance, establishing procedures for auditing, monitoring, and reporting purposes, and will support the implementation and management of quality assurance processes of external contracts that contribute to the achievement of strategic and operational objectives for Canberra Health Services and Oral 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**

High level communications skills, with demonstrated capability to effectively communicate with senior executive staff across the organisation and external stakeholders.

A demonstrated record of achievement in implementing organisational strategies to enhance service delivery and business functions.

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

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

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

##### **Mandatory**

CPA or relevant qualifications in finance or business management or relevant experience in public health sector.

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

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

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Kireet Taneja (02) 5124 1732 kireet.taneja@act.gov.au

## **Medicine**

### **Operational**

#### **Business Manager**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 46440 - 027XE)**

Gazetted: 05 January 2023

Closing Date: 26 January 2023

Details:

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

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

Reporting to the Director of Operations of Medicine, the Business Manager will provide support to the Unit Directors in the delivery of all operational functions within their relevant specialties. This will include (but not limited to) overseeing the administrative functions within the department, ensuring all key performance targets are met and standard Operating Procedures are adhered to. The Business Manager will be responsible for ensuring that the appropriate data is available, analysed and presented to support business decision making, forging the gap between financial and business management. The role will provide an increased focus on the delivery of streamlined, efficient services which are managed and benchmarked nationally. These roles will lead on the project management of new models of care and organisational change and on the development of services going forward.

#### **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 communications skills, with demonstrated capability to effectively communicate with senior executive staff across the organisation and external stakeholders.

A demonstrated record of achievement in implementing organisational strategies to enhance service delivery and business functions.

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

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

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

Relevant qualifications in public sector management and/or relevant public sector experience.

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

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

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: Liza Marando 0251248382 liza.marando@act.gov.au

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

### **Alcohol and Drug Services**

#### **Counsellor/Clinician**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 31010 - 027YT)**

Gazetted: 05 January 2023

Closing Date: 19 January 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

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

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS), which is contemporary, evidence-based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate 7 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service, Drug Alcohol Sentencing List and Counselling and Treatment Services which includes Youth Alcohol & Drug Program (12-25 years old).

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

This also includes the provision of high-quality liaison with external stakeholder, consumers and staff of Mental Health, Justice Health and Alcohol and Drug Services.

The role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, ability to provide a range of psychological/counselling treatments and group work to adults.

All team members are required 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**

Ability to work within a multi-disciplinary team, be flexible, adaptable, and comfortable with a changing working environment.

Strong organisational skills including excellent written and oral communication

Ability to analyse information and make decisions to complete tasks with minimal supervision

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

Relevant tertiary qualifications and experience working professionally in Allied Health or counselling is preferred.

Post graduate qualifications in AOD studies, minimum qualification AOD core competencies.

#### **For Social Work:**

Degree in Social Work

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

Registration under the ACT Working with Vulnerable People Act 2011

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

#### **For Psychology:**

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

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

Highly Desirable:

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

For Counselling

Eligible qualification pathways

Pathway 1

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

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

AND

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

OR

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

Pathway 2

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

AND

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

OR

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

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

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

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.

Desirable:

Current Drivers Licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Reference checks

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

Contact Officer: Kate Soulsby 0251241590 kate.soulsby@act.gov.au

## **Women Youth and Children**

### **Paediatrics**

#### **Specialist / Senior Specialist – Paediatrics**

**Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 37958 - 027V4)**

Gazetted: 05 January 2023

Closing Date: 20 January 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

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

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

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

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

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

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

The preferred applicant may be considered for a conjoint appointment with the Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the Canberra Health Services appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the University on academic matters and to (The Canberra Hospital/CHS) for (research/clinical) matters.

The Staff Specialist will work alongside the paediatricians in the Paediatric Department and will report operationally and professionally to the Unit Director of Paediatrics and the Executive Director, Medical Services. 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 Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 [director.smp@anu.edu.au](mailto:director.smp@anu.edu.au)

#### DUTIES

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

Contribute to the on-call requirements in General Paediatrics and provide support for acute paediatric inpatients. Initiate and manage clinical governance systems within the Paediatric Department by practicing evidence-based medicine, participating in clinical audit and morbidity and mortality review and contributing to the review and maintenance of policies and guidelines.

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

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

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

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

The successful applicant will need to be for the On-Call Roster.

Hold a current driver's license.

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

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:

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

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

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

13. 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.

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

15. 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 temporary position available for 11 months with possibility of extension and/or permanency at 32 hours per week. The full-time salary noted above will be paid pro-rata.

Contact Officer: Dr Blessy Charles (02) 5124 7607 [blessy.charles@act.gov.au](mailto:blessy.charles@act.gov.au)

**Rehabilitation, Aged and Community Services (RACS)**

**Brindabella Day and Ambulatory Rehabilitation Service, Rehab at Home**

**Allied Health Assistant 3**

**Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 30695 - 027W3)**

Gazetted: 05 January 2023

Closing Date: 19 January 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

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

The Rehabilitation At Home (RaH) service provides up to 6 weeks of intensive goal-directed interprofessional rehabilitation for persons within their home or community environments. The RaH service aims to maximise a person's recovery and functional independence following a recent deterioration. The RaH service also aims to facilitate early discharge from hospital or prevent hospital admission by providing intensive allied health led rehabilitation. The RaH service is comprised of physiotherapy, occupational therapy and allied health assistants, with an ability to partner with other allied health, nursing and medical services as required. Under the indirect supervision of an Allied Health Professional, the AHA in RaH plays a key role in the day-to-day functioning of the service, delivers therapeutic interventions and operates at an extended level.

The RaH service is part of Brindabella Day and Ambulatory Rehabilitation Services (BDARS) which operate from the University of Canberra Hospital, Bruce. This AHA position also provides leadership for Allied Health Assistants within other BDARS services. AHAs within BDARS are supported with regular clinical and peer supervision, access to, and support to engage in ongoing professional development. They provide clinical education opportunities for AHA students.

This position is a permanently available full-time position. A merit list will be established from this recruitment to fill any future permanent or temporary (of any duration up to 1 year) in a full-time or part-time capacity.

The successful applicant to this role may be selected by written application only.

**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 would demonstrate the following attributes:

Strong organisational skills, self-motivation and high levels of initiative.

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

Good communication and interpersonal skills.

**Position Requirements/Qualifications:**

**Mandatory**

Cert IV in Allied Health assistance and a minimum of 3 years' experience working professionally in an Allied Health Assistant role in rehabilitation and/or aged care is preferred.

**Current Drivers' licence**

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

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Grant Shaw (02) 5124 0079 [Grant.Shaw@act.gov.au](mailto:Grant.Shaw@act.gov.au)

## **Women Youth and Children**

### **Paediatrics**

#### **Specialist / Senior Specialist - Paediatric Endocrinologist**

#### **Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 21252 - 027V8)**

Gazetted: 05 January 2023

Closing Date: 20 January 2023

Details:

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

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

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

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

There is also a tertiary accredited Level 6 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Endocrinology and Diabetes and Paediatric Surgery.

Involvement in departmental teaching is required and research is encouraged and supported.

The Paediatric Endocrinology and Diabetes Service provides coordinated and integrated inpatient and outpatient care for children, young people and their families with diabetes and other endocrine conditions. It 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. Services are provided at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre. Involvement in departmental teaching is required and research is encouraged and supported.

The Staff Specialist will work alongside the existing paediatric endocrinologists and general paediatricians in the Paediatric Department and will report operationally and professionally to the Unit Director of Paediatrics and the Executive Director, Medical Services.

The preferred applicant may be considered for a conjoint appointment with the Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the Canberra Health Services appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the University on academic matters and to (The Canberra Hospital/CHS) for (research/clinical) matters.

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 Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 [director.smp@anu.edu.au](mailto:director.smp@anu.edu.au)

#### DUTIES

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

Contribute to the on-call requirements in Paediatric Endocrinology and Diabetes and provide support for acute paediatric inpatients.

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

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

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

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

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

The successful applicant will need to be available for the on-call Roster.

Hold a current driver's license

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

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:

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

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

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

13. 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.

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

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

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

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

Undergo a pre-employment Police check.

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

Note: This is a temporary position available for a period of six months.

Contact Officer: Dr Blessy Charles (02) 5124 7607 [blessy.charles@act.gov.au](mailto:blessy.charles@act.gov.au)

## **Division of Surgery**

### **Resuscitation unit**

#### **MET Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 50326 - 027XD)**

Gazetted: 05 January 2023

Closing Date: 19 January 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

An exciting opportunity exists for critical care nurses wanting to obtain experience and development in the role of a MET nurse.

#### **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 Medical Emergency Team (MET) works in collaboration with Intensive Care to provide a frontline medical emergency response to patients experiencing an acute deterioration. The unit is currently seeking applications to the MET Nursing position for a suitably qualified registered nurse to provide a frontline medical emergency response, work in collaboration with Medical staff to stabilise and treat patients undergoing an acute deterioration and the provision of an Outreach response for patients at risk of deterioration within inpatient wards. The position will work a rotating roster of mornings, evenings, nights and weekends.

#### **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

High level patient assessment skills

High level communication skills and the ability to critically think.

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

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

Relevant tertiary qualifications and a minimum of 5 years' experience working professionally in a critical care area is preferred.

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

The successful applicant will need to be available to work rotational shift work.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Obtain a compliance Certificate from Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes against specified infectious disease Category A

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

Contact Officer: Jo Lindbeck 0466 507 934 Jo.Lindbeck@act.gov.au

## **Medical Services Group**

### **Medical Imaging**

#### **Sonographer**

**Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA), Canberra (PN: 28998, several - 027X2)**

Gazetted: 05 January 2023

Closing Date: 23 January 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

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

Full time, part time, and casual positions available. These positions require a high level of specialist knowledge to provide novel complex and critical ultrasound service delivery under broad supervision of the MI5. This is a Clinical health MI4 role which requires the applicant to demonstrate a specialist level of ultrasound knowledge, skills experience, and professional leadership. Independent professional judgement in problem solving and service management is required to deliver the essential ultrasound service of a major tertiary hospital.

#### **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.

Work independently and as a member of a multi-disciplinary team.

High level communication skills.

Position Requirements/Qualifications:

A degree or diploma in Medical Ultrasound or equivalent qualifications.

Current registration with the Australian Sonographer Accreditation Registry.

Minimum of five years' experience working professionally in the ultrasound speciality is preferred.

The successful applicant will be required to participate in the weekend shift and out of hours on call roster

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

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:

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

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy. Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Undergo a pre-employment National Police Check.

Note: An order of merit will be established which may be used to fill future full-time and/or part time, permanent and temporary positions at level, which may arise over the next 12 months. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on written application and referee reports only.

Contact Officer: Leigh Bush 0407406041 leigh.bush@act.gov.au

## **Medicine**

### **Diabetes and Endocrinology**

#### **Administration Officer - Reception**

#### **Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 16211 - 027VN)**

Gazetted: 05 January 2023

Closing Date: 11 January 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

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

Endocrinology is the study of hormone-producing (endocrine) glands and the diagnosis and treatment of endocrine disorders, including diabetes. The ACT Health Diabetes Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community-based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes.

This Administrative Support position provides administrative support to the Diabetes team & Staff Specialists within the Endocrinology Unit.

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**

Strong work ethic and ability to adapt to a constantly changing environment.

Commitment to achieving positive results for the department.

Ability to apply judgement, critical thinking, and common sense.

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

##### **Mandatory**

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

##### **Desirable**

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.

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

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: Stuart Couper 51245311 [Stuart.Couper@act.gov.au](mailto:Stuart.Couper@act.gov.au)

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

### **Justice Health Services**

#### **Assistant Director of Nursing, Custodial Health - Primary Health**

#### **Registered Nurse Level 4.2 \$140,121, Canberra (PN: 28555 - 027ZN)**

Gazetted: 05 January 2023

Closing Date: 20 January 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

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

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

Justice Health Service provides primary health services and specialist mental health services to people in the criminal justice system in a range of settings including the courts, custody, youth detention and community settings. Custodial Health – Primary Health provides primary and population health services to people in custody and facilitates access to specialist and allied health services. At this level you will provide senior leadership of the clinical and administrative operations of the Custodial Health - Primary Health team at the Alexander Maconochie Centre and Bimberi Youth Justice Centre. This includes oversight of clinical governance, quality improvement, and service development as well as the day-to-day management of human, financial, and material resources to ensure the provision of safe, efficient, contemporary, and high-quality health care services to people in custody.

#### **DUTIES**

Manage the delivery of primary health care services for people based within a custodial setting, ensuring access to services is consistent with clinical demand.

Develop and monitor nursing professional practices to support the model of care, statutory obligations, professional development, workforce planning and quality improvement.

Provide effective leadership and direction to the workforce ensuring there is a culture of transparency, open communication, and inclusion.

Provide accountability for the allocation of human and financial resources across the workforce, monitor and evaluate the budget and expenditures and reporting against performance indicators, while ensuring sound industrial relations.

Manage the integration of services and develop and maintain collaborative partnerships across health-related sectors, governmental agencies and statutory agencies to ensure effective provision of an integrated, comprehensive, holistic and responsive health care model.

Develop and implement comprehensive governance processes, ensuring clinical outcomes and performance indicators are established and appropriately maintained.

Establish policies and procedures supportive of health interventions clinical pathways for the effective and efficient operations of the Custodial Health team consistent with statutory requirements and National Standards and Work Health and Safety legislation.

Undertaking other duties appropriate to this level of classification which contribute to the operation of the Custodial Health team.

#### **ABOUT YOU**

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

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

**Behavioural Capabilities**

Ability to mentor and guide diverse teams and external parties in a collaborative and influential manner.

Demonstrated leadership and management skills

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

**Position Requirements/Qualifications:**

**Mandatory**

Tertiary qualifications in Nursing and hold unconditional registration or eligibility for registration with the Australian Health Practitioner Regulation Agency (AHPRA) with a minimum of 5 years post qualification experience.

Current driver licence.

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

**Desirable**

Experience managing teams within a health setting.

Post graduate qualifications in a field that relates to this position.

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 CHS occupational screening requirements related to immunisation.

Contact Officer: Gillian Sharp 51242785 Gillian.Sharp@act.gov.au

**Division of Surgery**

**Surgical Administration**

**Operations manager**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 54707 - 02724)**

Gazetted: 05 January 2023

Closing Date: 19 January 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

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

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services to the community within the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Intensive Care Unit, Capital Region Retrieval Service, ACT Trauma Service, specialist surgical ward areas, medical and nursing outpatient services, and the Trauma and Orthopaedic Research Unit.

Reporting to the Director of Operations, the Operations Manager/s will provide support to the surgical Unit Directors in the delivery of all operational functions within their relevant specialties. This includes overseeing administrative functions within the department, ensuring key performance targets are met and standard operating procedures are adhered to. The Operations Manager will be responsible for ensuring that the appropriate data is available, analysed and presented to support business decision making, forging the gap between financial and business management. The role will provide an increased focus on the delivery of streamlined, efficient services

which are managed and benchmarked nationally. These roles will lead project management, new models of care and organisational change and on the development of services going forward.

#### 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 communications skills, with demonstrated capability to effectively communicate with senior executive staff across the organisation and external stakeholders.

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change.

#### Position Requirements/Qualifications:

##### Mandatory

Relevant qualifications in public sector management and/or relevant public sector experience.

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

##### Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position for up to 10 months with the possibility of permanency. A merit list to be developed for back fill of vacancies at this level as needed with the possibility of permanency. Successful applicant may be selected on application only.

Contact Officer: Margot Green 0429 219 761 [margot.green@act.gov.au](mailto:margot.green@act.gov.au)

## Women Youth and Children

### Clinical Support and Projects

#### Access and Operations Coordinator

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 42277, Several - 027Y9)**

Gazetted: 05 January 2023

Closing Date: 19 January 2023

#### Details:

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### POSITION OVERVIEW

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

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

Two temporary part-time 32 hrs per week (full time hours considered) positions available working as a Women Youth and Children Access and Operations Coordinator. Applications are welcome from either a Midwife or Registered Nurse.

The Division of Women, Youth and Children offers a range of primary, secondary and tertiary services across the acute and community-based sectors.

The Centenary Hospital for Women and Children (CHWC) is a tertiary centre for the ACT and surrounding regional areas. CHWC provides care to women and children across maternity, gynaecology, paediatric and neonatology services. The Nurse/ Midwife Access and Operations Co-ordinator (AOC) positions are responsible for the

coordination and management of clinical requirements and leadership after hours to facilitate capacity across CHWC clinical areas.

The role works closely with the Canberra Health Services Access Unit whilst providing operational support for CHWC Clinical Nurse/Midwifery Managers and team leaders. This position provides a central point of contact and escalation for CHWC.

The role operates seven days per week, morning and evening shifts.

Reporting to the Clinical Support Manager and Assistant Director of Nursing Neonatology and Clinical Support, the role contributes to the provision of safe effective care through coordinating responses to manage patient flow issues.

#### 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

Be proactive, enthusiastic and a strong communicator with strong organisational skills

High level interpersonal and leadership skills with the ability to apply critical thinking

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

#### Position Requirements/Qualifications:

##### Mandatory

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

The successful applicant will be required to work both morning and evening shifts, seven days per week, as per a rotating shift work roster.

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

##### Desirable

Relevant Post graduate qualification in a relevant nursing or midwifery field

Holding or working towards a higher degree 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.

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 two temporary part time 32 hrs per week (full time hours considered) contracts available for 3 months with the possibility of extension.

Contact Officer: Fiona Cameron 0422189893 [fiona.cameron@act.gov.au](mailto:fiona.cameron@act.gov.au)

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

### **Territory Wide Mental Health Services**

#### **Health Professional Level 2 - Access Mental Health**

#### **Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 40901 - 027ZF)**

Gazetted: 06 January 2023

Closing Date: 20 January 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

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

Overview of the work area and position:

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol & Drug Services

Child & Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

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

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

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 customer service skills to provide helpful and professional experiences to people who access the service.

Administration skills to be able to provide quality work outputs.

Organisational skills to be able to manage workload.

Flexibility and initiative to be able to work effectively within a multidisciplinary team.

Position Requirements/Qualifications:

Relevant qualifications for each discipline as below with a minimum of 12 months experience working professionally in the appropriate field is mandatory along with:

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

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

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

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

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 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Hold a current driver's license.

For Social Work:

Degree in Social Work

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

Registration under the ACT Working with Vulnerable People Act 2011

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

Hold a current driver's license.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with Canberra Health Service 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.

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

Contact Officer: Jodie Russell Jodie Russell (02) 6207 2570 [jodie.russell@act.gov.au](mailto:jodie.russell@act.gov.au)

## **Medicine**

### **Ambulatory**

#### **Clinical Nurse Consultant**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 31699 - 027WL)**

Gazetted: 11 January 2023

Closing Date: 27 January 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

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

The Gastroenterology & Hepatology Unit (GEHU) consists of an endoscopy unit and outpatient clinics. The GEHU provides a range of gastroenterological interventional and diagnostic services including, but not limited to, gastroscopy, colonoscopy, bronchoscopy, endoscopic retrograde cholangiopancreatogram, endoscopic ultrasounds, and an Anorectal manometry service. The outpatient clinics includes the inflammatory bowel disease service, liver disease service, National Bowel Cancer Screening program.

The Liver Clinic Nurse is responsible for managing and providing clinical nursing care for patients with viral hepatitis, cirrhosis and liver cancer utilising current evidence and practice initiatives. As a leader in hepatitis and chronic liver disease nursing, you will work closely with others in a multidisciplinary healthcare team, including gastroenterologists and liver specialists, liver transplant teams, interventional radiologists and liver surgeons, administrative staff and research personnel.

#### **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**

Excellent interpersonal skills with a proven ability to provide leadership to and work effectively as part of a multidisciplinary team to achieve service delivery objectives

Drive for ongoing personal and professional development

Strong organisational skills with a high degree of drive

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

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

##### **Mandatory**

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

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.

Particular expertise in viral hepatitis, chronic Liver disease of other causes, and in cirrhosis care (including care of those requiring or having had liver transplantation, ascitic taps and liver cancer)

Desirable

Certification relating to relevant speciality, or equivalent.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Margaret McManus (02) 5124 5164 [margaret.McManus@act.gov.au](mailto:margaret.McManus@act.gov.au)

## **Cancer and Ambulatory Services**

### **Medical Oncology**

#### **Specialist/ Senior Specialist – Medical Oncology**

#### **Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 25795 - 027YW)**

Gazetted: 06 January 2023

Closing Date: 17 January 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

A 0.5FTE temporary part-time position as Staff Specialist in Medical Oncology is available at The Canberra Hospital. It is expected that the applicant will have general experience and expertise in Medical Oncology. Responsibilities will include outpatient care, supervision of trainees/junior medical staff/medical students, attendance at multidisciplinary meetings and participation in research activities of the unit.

The appointee will join the Department of Medical Oncology of the Canberra Region Cancer Centre. The Unit is located within The Canberra Hospital and provides a medical oncology service to the Australian Capital Territories and South-Eastern NSW.

Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population of over half a million. It is a modern 600-bed hospital providing most trauma services, most medical and surgical sub-specialty services and is the principal teaching hospital for the Australian National University Medical School (ANU).

The unit supports an active clinical trials research program and has developed translational research links to the John Curtin School of Medical Research at the ANU as well as the Queensland Institute of Medical Research. These collaborations include biomarker development (cancer stem cells and gene panels), compound screening, novel cancer targeting methods (epigenetic and ribosomal biogenesis) and immunotherapeutic. Phase I clinical trial capability is also being developed and the appointee would be expected to contribute to this as well as translational projects being conducted. Skills to be able to integrate clinical service and research are desirable.

<http://www.health.act.gov.au/our-services/cancer-services/health-professionals/medical-oncology>

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 Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 [director.smp@anu.edu.au](mailto:director.smp@anu.edu.au)

#### 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 Fellow of the Royal Australasian College of Physicians (RACP) in Medical Oncology or equivalent specialist qualifications.

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

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:

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

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

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

11. 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.

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

13. 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 temporary position available at 20 hours per week for a period of up to three months with the possibility of extension. The full-time salary noted above will be paid pro-rata.

Contact Officer: Paul Craft 1248502 [paul.craft@act.gov.au](mailto:paul.craft@act.gov.au)

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

### **CAMHS Community Teams**

#### **CAMHS Clinical Manager**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 29234, several - 027ST)**

Gazetted: 06 January 2023

Closing Date: 24 January 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

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

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

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

These services include:

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol & Drug Services (ADS)

Child & 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 3 dynamic and experienced Health Professional Level 3 to undertake the role of Clinical Manager within the 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 therapeutic interventions as well as 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.

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.

#### **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.

Comply with ACT Health credentialing and scope of clinical practice requirements.

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

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

Note: There is one permanent full-time, one permanent part-time (0.8 FTE) and one temporary part-time (0.6 FTE) for 11 months available. The above full-time salary 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 (02) 5124 1407 [Simone.Clarke@act.gov.au](mailto:Simone.Clarke@act.gov.au)

## Medicine

### Clinical Forensic Medical Services

#### Project Manager

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58009 - 02802)**

Gazetted: 09 January 2023

Closing Date: 23 January 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### POSITION OVERVIEW

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

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

Clinical Forensic Medical Services (CFMS) is a locally based well established clinical service that provides forensic medical care to patients from the ACT and surrounding areas. CFMS comprises of Clinical Forensics ACT (CFACT), contracted medical services to the AFP, Forensic and Medical Sexual Assault Care (FAMSAC), the ACT Health based sexual assault service, and 'Fitness To Drive Medical Clinic' (FTDMC). CFMS is a medical unit within Canberra Health Services, with requirements and support for ongoing professional development of all staff.

This series of projects will explore the current CFMS databases (operational since 2001) and develop capacity within CFMS. Analysis and subsequent publication regarding the experience of CFMS in the delivery of clinical service in the ACT and provision of forensic medical education in multiple jurisdictions worldwide will enhance the ability of other services in their patient delivery.

Research and analysis of the CFMS datasets will provide descriptions and outcomes for models of care that will be able to inform policy in the ACT, nationally and internationally.

This project with its dedicated resourcing will allow for a concentrated focus on service provision and provision of this information to health, law enforcement and legal agencies to inform policy.

This position is a full-time Canberra Health Services appointment for a one-year term, with possible extension for a second one-year term. The successful applicant will be based at Canberra Hospital within 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

Organised approach to work and excellent project/program management skills

High level attention to detail and ability to manage conflicting priorities and deadlines

Outstanding communication and stakeholder engagement skills to manage and drive transformation throughout the project lifecycle

Critical thinker who can efficiently determine work requirements and actions required

#### Position Requirements/Qualifications:

A current AFP Baseline security clearance and the ability to maintain this clearance is essential.

Previous experience and knowledge of the Clinical Forensic Medical Services databases.

Experience in data cleansing and data extraction.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a full-time position available for 12 months with possible extension for a second one-year term.

Contact Officer: Vanita Parekh 02 5124 2185 [vanita.parekh@act.gov.au](mailto:vanita.parekh@act.gov.au)

## **Medicine**

### **Diabetes and Endocrinology**

#### **Booking and Scheduling Officer**

#### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 21855 - 02803)**

Gazetted: 09 January 2023

Closing Date: 30 January 2023

Details:

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

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

Under general direction this position provides administrative support to the Diabetes and Endocrinology outpatient department by assisting with the management of referrals and the booking and scheduling of appointments, billing of services rendered and patient record management whilst providing a high level of customer service as well as other general administrative duties.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

This position will report to the Office Manager of the Diabetes and Endocrinology 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**

Professional - ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner. Excellent interpersonal skills and experience in establishing and maintaining internal and external working relationships

Dedicated – Display professional and integrity while being adaptable and flexible to accommodate change and provide responsive services to meet clients' needs. Strong administrative and organizational skills with a high degree of drive

Conscientious – self-directed with a high level of emotional intelligence, attention detail resulting in the provision of accurate service and data.

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

##### **Mandatory**

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

##### **Highly Desirable**

Interest in or working towards a certificate/diploma in office management/business.

One year experience working in an administrative role.

##### **Desirable**

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Stuart Couper 025124 5311 [stuart.couper@act.gov.au](mailto:stuart.couper@act.gov.au)

**Division of Rehabilitation, Aged and Community Services**

**Oral Health Services**

**Business Support Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60191, several - 027WS)**

Gazetted: 09 January 2023

Closing Date: 1 February 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

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

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

Gungahlin Community Health Centre – Six dental chairs

Belconnen Community Health Centre – Eleven dental chairs

City Community Health Centre - Ten dental chairs

Phillip Community Health Centre - Ten dental chairs; and

Tuggeranong Community Health Centre - Five chairs.

Alexander Maconochie Centre (AMC)

The Canberra Hospital

Calvary Public Hospital

Calvary John James Hospital

Mobile Dental Clinics -

Nursing home mobile dental clinic

School mobile dental clinic

Targeted Access Program mobile dental clinic

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

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

**ABOUT YOU**

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

**Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

Ability to lead by example, support others and demonstrate integrity

Ability to lead change, discover and analyse opportunities for improvement.

**Position Requirements/Qualifications:**

**Mandatory**

Relevant management experience, and experience working as a Dental Assistant with qualifications completed in Dental Assisting is desirable.

Staff hired within this role will be required to work across multiple Canberra Health Services Community Health Centre Sites as required

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

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Kireet Taneja (02) 5124 1732 kireet.taneja@act.gov.au

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

### **Alcohol and Drug Services**

#### **Health Professional Officer**

#### **Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 44783 - 02809)**

Gazetted: 09 January 2023

Closing Date: 25 January 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

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

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services

Adult Acute Mental Health Services

Alcohol & Drug Services

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services

ADS is a part of the division of Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS), which is contemporary, evidence-based service providing high quality ADS guided by the principles of harm minimisation. The ADS incorporate 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

ADS is seeking a senior health professional to provide professional supervision and clinical leadership to staff supporting people with substance misuse disorders in the public health sector, specifically the Drug and Alcohol Sentencing List (DASL) and client referred by ACT Policing and ACT Courts for assessment and referral to treatment. This includes providing clinical expertise, contribute to policy development and support for professional development in consultation with senior clinicians/professionals. It will involve liaison with services within the Alcohol and Other Drug (AOD) sector, Justice Services and other stakeholders.

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

#### ABOUT YOU

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 provide leadership and management.

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

Ability to manage confidential and sensitive information.

#### Position Requirements/Qualifications:

Unconditional general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA) or Degree in Social Work and eligibility for membership of the Australian Association of Social Workers.

Hold current drivers licence

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for nine months

Contact Officer: Kate Soulsby (02) 5124 1590 [Kate.Soulsby@act.gov.au](mailto:Kate.Soulsby@act.gov.au)

### **Women Youth and Children**

#### **Enhanced Health Services**

#### **Clinical Lead, Child and Family Counselling Team, Enhanced Child Health Service**

#### **Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 29753 - 027VZ)**

Gazetted: 09 January 2023

Closing Date: 25 January 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### POSITION OVERVIEW

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

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

Women, Youth and Children Community Health Programs delivers a range of health care community-based 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.

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

#### Child and Family Counselling Team

Health professionals in the Child and Family Counselling Team within the ECHS 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. Health Professionals across EHS participate in the delivery of training and education programs to CHS staff and external stakeholders and consumers.

As Clinical Lead you will provide clinical leadership, clinical supervision, and guidance to a team of Health Professionals. You will provide expert clinical interventions for highly complex and sensitive presentations and work collaboratively with team members to achieve enhanced health outcomes with a focus on safety. You will

work in collaboration with clinical leads, health professionals and managers to support and embed a model of holistic multidisciplinary care.

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, who is committed to the delivery of high quality, trauma informed, and holistic care, to women, children, young people, and families.

#### DUTIES

Under limited direction of the Operational Manager you will:

Provide high level clinical expertise and consultation to a team of health professionals relating to therapeutic interventions, systems navigation, and service coordination for women, children, young people, and families where there is increased risk of poor health or developmental outcomes due to an intersection of complex trauma, health and psychosocial needs.

2. Provide highly skilled therapeutic interventions including expert consultation and clinical decisions in relation to consumers with presentations of significant psychosocial complexity.

3. Provide individual and group supervision according to contemporary best practice and professional standards to ensure that psychosocial and counselling interventions are provided to a high clinical standard and to ensure Child Protection and Family Violence presentations and concerns are responded to in accordance with CHS Child Protection Policy, CHS Family Violence Policy and Child Protection Legislation.

4. Provide leadership in the development of pathways and processes across services and teams within EHS, broadly across WYCCHP, and externally across ACT and NSW organisations, to coordinate the delivery of seamless, holistic care and interventions for consumers, with a focus on achieving enhanced health and wellbeing outcomes.

5. Organise and lead professional development activities, education and training programs, and reflective practice, in line with contemporary evidence-based research and practice for a team of health professionals.

6. Provide leadership and expertise relating to clinical governance, policy development, planning and evaluation of services, quality improvement and research, and model an exemplary level of professional and ethical standards in clinical interventions and provide leadership to uphold the National Quality and Safety Health Care Standards.

7. Contribute to a positive workplace culture by building collegial professional relationships and demonstrating a commitment to proactively seeking solutions when issues arise.

8. 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

Strong clinical, leadership, and interpersonal skills

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

The ability to work respectfully in partnership with staff and stakeholders

#### Position Requirements/Qualifications:

A Relevant Degree in Social Work or Psychology and be registered with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for accreditation with the Australian Association of Social Workers. A minimum of five years' experience working professionally in the delivery of health services to women, children, young people and families is preferred.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Fiona Holihan 51242712 [Fiona.Holihan@act.gov.au](mailto:Fiona.Holihan@act.gov.au)

#### **Women Youth & Children**

#### **Clinical Support and Projects**

#### **Neonatology Clinical Support Nurse**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 19896 - 02709)**

Gazetted: 10 January 2023

Closing Date: 24 January 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### POSITION OVERVIEW

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

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

The Department of Neonatology is the only tertiary level 5-6 Neonatal Unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 30 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year at Centenary Hospital for Women and Children (CHWC), and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

The Women, Youth and Children Clinical Support and Projects team leads education, research, clinical guidance and data monitoring for the division.

The Clinical Support Nurse (CSN), in collaboration with the Clinical Development Nurses and Clinical Nurse Managers, leads the planning, development, implementation and evaluation of learning programs with the Neonatology Department, with a view to ensuring that professional development programs meet the learning needs of clinical nursing 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

Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive.

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

An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating leadership.

#### Position Requirements/Qualifications:

##### Mandatory

Relevant Post graduate qualifications in Neonatal Nursing qualifications and a minimum of three years' experience working professionally in Neonatology.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This temporary full-time position is for three months with the possibility for extension. Position may be appointed based on application only.

Contact Officer: Fiona Cameron 0251247737 [fiona.j.cameron@act.gov.au](mailto:fiona.j.cameron@act.gov.au)

**Perioperative Unit**

**OR Administration Unit**

**Extended Day Surgery CNC**

**Registered Nurse Level 3.2 \$130,846, Canberra (PN: 22164 - 0280W)**

Gazetted: 10 January 2023

Closing Date: 26 January 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

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

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

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

Extended Day Surgery CNC reports directly to the Assistant Director of Nursing Perioperative Unit and joins the Nursing Leadership team. This position is responsible, in collaboration with the individual Clinical Nurse Consultants and Nurse Manager, for the management of the physical, fiscal and human resources in the Perioperative Unit.

The Nursing Leadership team is responsible for the strategic and operational management of the Perioperative unit, nursing workforce, ensuring safe, efficient, and effective operations of the business unit.

**ABOUT YOU**

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

**Behavioural Capabilities**

Proven advanced management experience and clinical leadership in a similar nursing role

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

Strong organisational skills with a high degree of drive with the ability to effectively prioritise work and meet deadlines

Strong communication and interpersonal skills

**Position Requirements/Qualifications:**

**Mandatory**

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**

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary vacancy for annual leave / deployment relief as required over the next 12 months.

Contact Officer: Deanne Cole (02) 5124 3987 [Deanne.Cole@act.gov.au](mailto:Deanne.Cole@act.gov.au)

## **Women, Youth & Children**

### **Clinical Support & Projects**

#### **Clinical Development Midwife level 2, Permanent & temporary**

#### **Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 59595, several - 027QW)**

Gazetted: 11 January 2023

Closing Date: 25 January 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

There are several Clinical Development Midwife (CDM) positions across various clinical areas of midwifery available, including permanent and temporary full time, with part time considered.

Please include in your application your preferred clinical speciality area and indicate you prefer a permanent or temporary position.

#### **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)

Centenary Hospital for Women and Children (CHWC) is seeking enthusiastic, motivated and suitably qualified Registered Midwives Level 2 with an interest in providing clinical education leadership to support staff to grow and develop in their midwifery and nursing careers. Our CDMS provide educational and clinical support to midwives working across antenatal, intrapartum, and postnatal care services as well as continuity of care models. CDMS also provide support for newly graduated midwives, through an intensive transition to practice program. As skilled midwifery practitioners, our CDMS coordinate and deliver department wide in-service and education activities. You are supported by the Clinical Support Midwife, Clinical Midwifery Managers and Clinical Support Manager to work within your full midwifery scope of practice across all areas of Maternity.

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and a dedicated Early Pregnancy Unit within the Antenatal & Gynaecology Unit. Our expansion in service delivery has created exciting opportunities in all areas for experienced midwives to join the team of their choosing.

CHWC is a level 6 tertiary centre providing specialised maternity, neonatology and paediatric services for the ACT and surrounding regional areas to approximately 3800 women per year.

The CHWC offers antenatal, birthing, and postnatal services under various models of care aimed at providing woman and family centred care. CHWC staff are committed to providing a women centred approach where we focus on the woman's unique needs, expectations, and aspirations; recognise her right to self-determination in terms of choice, control, and continuity of care; and address her social, emotional, physical, psychological, spiritual, and cultural needs and expectations. The maternity department at CHWC is dynamic with a strong culture of finding innovative modern solutions to the demands and challenges facing contemporary midwifery.

Maternity care options include midwifery led continuity of care models, midwifery led care, and maternity team care, working collaboratively with the multidisciplinary team as required. The CHWC is the tertiary referral service for the ACT and Southern NSW region. The Maternity services are supported by a tertiary neonatal service including Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).

Reporting to the Clinical Support Midwife, the level 2 Registered Clinical Development Midwife is responsible for providing leadership in midwifery education. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and with consumers of maternity services. The level 2 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

#### **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**

Demonstrated high level interpersonal, communication and customer service skills

Well-developed organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive and self-motivation

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

An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating leadership

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

**Position Requirements/Qualifications:**

**Mandatory**

Relevant midwifery and/or nursing qualifications and a minimum of three years' experience working professionally in midwifery.

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

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

The successful applicant will need to be available for rotational shift work roster which includes weekends and public holidays.

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

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**

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: There are several permanent and temporary full-time positions available, with part-time hours considered. Please include in your application your preferred clinical speciality area and indicate you prefer a permanent or temporary position.

Contact Officer: Fiona Cameron 0422189893 [Fiona.J.Cameron@act.gov.au](mailto:Fiona.J.Cameron@act.gov.au)

**Women, Youth and Children**

**Women's Health Service**

**Counsellor**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 56761 - 027YR)**

Gazetted: 11 January 2023

Closing Date: 27 January 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

## POSITION OVERVIEW

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

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

Women, Youth and Children Community Health Programs (WYCCHP) delivers a range of health care community-based 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.

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

### Counselling Team, Women's Health Service

The Women's Health Service provides nursing, medical, counselling, and nutrition services for women who have significant difficulty accessing mainstream health services. Health professionals in the Counselling Team within Women's Health Service provide counselling (short, medium, or longer term) to women over the age of eighteen years who have interpersonal and developmental trauma. Outreach is also provided by Health Professionals at Community Health Centres and Child and Family Centres.

Health Professionals also participate in the delivery of training and education programs to CHS staff and external stakeholders and consumers.

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

## ABOUT YOU

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

### Behavioural Capabilities

Strong clinical, communication and interpersonal skills.

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

The ability to work respectfully in partnership with staff and stakeholders.

### Position Requirements/Qualifications:

A Relevant degree in Social Work, Counselling or Psychology and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for accreditation with the Australian Association of Social Workers. A minimum of 5 years' experience working professionally in the delivery of health services to women, children, young people, and families is preferred.

Experience in trauma informed counselling is required.

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

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

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

Note: This is a temporary position available until 30 June 2023 with the possibility of extension and/or permanency. This position is part-time at 32 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.

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

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

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

Contact Officer: Nikki Goddard (02) 5124 1787 [Nikki.goddard@act.gov.au](mailto:Nikki.goddard@act.gov.au)

**CHS Rehabilitation, Aged and Community Services**

**CHS Chief Operating Officer Clinical Services**

**Clinical Lead – Health Professional 5**

**Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 60165 - 027WT)**

Gazetted: 06 January 2023

Closing Date: 1 February 2023

Details:

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

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

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

Gungahlin Community Health Centre – Six dental chairs

Belconnen Community Health Centre – Eleven dental chairs

City Community Health Centre - Ten dental chairs

Phillip Community Health Centre - Ten dental chairs; and

Tuggeranong Community Health Centre - Five chairs.

Alexander Maconochie Centre (AMC)

The Canberra Hospital

Calvary Public Hospital

Calvary John James Hospital

Mobile Dental Clinics -

Nursing home mobile dental clinic

School mobile dental clinic

Targeted Access Program mobile dental clinic

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

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

**ABOUT YOU**

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 and organisational skills with a high degree of initiative and drive.

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

Ability to drive positive work culture within teams

Ability to build positive relationships with internal and external stakeholders

**Position Requirements/Qualifications:**

**Mandatory**

Relevant Dental Therapist/Oral Health Therapist qualifications are required.

Unconditional registration as a Dental Therapist/Oral Health Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)

Current Driver's Licence valid for use Australia and willingness to travel and work in various locations.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.

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

Contact Officer: Suruchi Khanna 02 5124 6789 [suruchi.khanna@act.gov.au](mailto:suruchi.khanna@act.gov.au)

### **Canberra Institute of Technology**

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

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

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

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

##### **Electrical Trades**

##### **Electrical/Refrigeration Teacher**

**Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 50348, several)**

Gazetted: 06 January 2023

Closing Date: 20 January 2023

Details: Are you a Tradie looking for a change?

The Canberra Institute of Technology (CIT) is seeking experienced, highly organised, motivated and energetic people to join our team of teachers to inspire and teach the next generation in Electrotechnology based at CIT Fyshwick.

We offer:

A competitive salary

Flexible working week

Eight weeks leave per year plus annual shutdown

The opportunity to train the workforce of the future

It is not mandatory to hold a Certificate IV TAE to apply for these positions.

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

Eligibility/other requirements:

**QUALIFICATIONS AND EXPERIENCE**

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

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 - 2022, sub-Clause 40.

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);

where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer - Presenting Skill Set and/or Enterprise Trainer - Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

#### Industry Experience

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 - 2022.

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Appropriate Industry competencies demonstrated by the following qualifications:

Certificate III in Electro Technology - Electrical or equivalent

Possess or able to obtain

Unrestricted electrical licence

or

Certificate III in Refrigeration & Air Conditioning - or equivalent

Possess or able to obtain

ARCTick - Refrigerant handling licence

Full or restricted (Disconnect or Re-connect) electrical licence

DESIRABLE

Dual Qualifications in the above competencies would be an advantage

For Electrical applicants - in addition to an electrical licence, experience in post trade training in the Solar industry or ACMA open registration (data) would be welcomed

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

Notes: There are currently two full time permanent positions available. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit no more than three pages responding to the selection criteria located in the Position Description. Also, please provide a current resume along with details of two referees and their position relevant to you.

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

Contact Officer: Kathryn Druce (02) 6207 4345 [Kathryn.Druce@cit.edu.au](mailto:Kathryn.Druce@cit.edu.au)

## Education and Training Services

### CIT Trade Skills

#### Construction - High Risk

#### Administrative Assistant

#### Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 55100)

Gazetted: 09 January 2023

Closing Date: 23 January 2023

Details: This is an exciting opportunity to join the High-Risk Training team at CIT supporting the delivery of Commercial and government supported training programs in the ACT and region.

We are seeking a self-motivated individual with high level administrative skills to work within the exciting High Risk Training section of the Trade Skills Construction Department.

The primary focus of the position is to provide administrative support to the department including providing information and enrolment support to new and current students and employers.

The successful candidate will demonstrate exceptional customer service and be passionate in providing support and advice to clients. You will demonstrate a strong ability to communicate effectively with a highly diverse client base to ensure they can achieve their training needs.

You will provide support to the whole department, including support for committees and projects, and recording minutes of meetings.

You will provide support to the high-risk teaching staff in the administration and delivery of commercial and funded courses including the preparation of course delivery and assessment documentation.

You will require experience in using electronic systems, such as file management, student management, learning management and other administration and financial systems, and the capability to interrogate and report using these systems.

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.

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

How to Apply: Please submit a written response addressing the selection criteria. Your suitability will be assessed based on your skills and knowledge in relation to the selection criteria outlined in the position description. Please provide two referee reports along with a current curriculum vitae.

For further information please contact Keith Brown on 0429 111 603.

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

Contact Officer: Keith Brown 0429 111 603 keith.brown@cit.edu.au

## **Executive**

### **Executive Branch Manager, Policy and Governance**

**Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E1251)**

Gazetted: 05 January 2023

Closing Date: 19 January 2023

Details: The Canberra Institute of Technology (CIT) is seeking an experienced, innovative, and motivated senior executive to fill the role of Executive Branch Manager, Policy and Governance.

The Executive Branch Manager, Policy and Governance reports directly to the CIT CEO, providing support to the CIT Board through the high-level coordination of Board activities including strategic planning, reporting, and ministerial support. We are looking for a collaborative leader who can deliver outcomes, with the ability to work with government and non-government stakeholders to deliver outcomes.

The position requires outstanding leadership, relationship management and communications skills. A commitment to public service integrity is essential. Applicants should have demonstrated leadership experience in public sector policy and governance, and a demonstrated capacity to contribute to and support various activities across CIT.

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

Contract: The successful applicant will be placed on a short-term contract for a period of twelve months.

How to Apply: Applicants should familiarise themselves with the Executive Capabilities and submit an application of no more than two pages addressing the leadership capabilities and the requirements of the specific role.

Applications should include a current curriculum vitae and details of two referees. An individual response to each criterion is not required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christine Robertson (02) 6205 3309 Christine.Robertson@cit.edu.au

## **Executive**

### **Executive Branch Manager, Freedom of Information and Audit**

**Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E1258)**

Gazetted: 05 January 2023

Closing Date: 19 January 2023

Details: The Canberra Institute of Technology (CIT) is seeking an experienced, innovative, and motivated senior executive to fill the role of Executive Branch Manager, Freedom of Information and Audit.

The role is responsible for supporting policy and governance across CIT, including delivery of an internal audit programs and oversight of risk management arrangements.

The position requires outstanding leadership, relationship management and communications skills. A commitment to public service integrity is essential. Applicants should have demonstrated leadership experience in public sector policy and governance, and a demonstrated capacity to contribute to and support various activities across CIT.

You will have a high level of leadership and communication skills and a proven capacity to work collaboratively and lead engagement activities. You'll provide quality robust advice on governance, risk management, FOI fraud and corruption prevention. A commitment to public service integrity is essential. Applicants should have demonstrated leadership experience in public sector policy and governance, and a demonstrated capacity to contribute to and support various activities across CIT.

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

Contract: The successful applicant will be placed on a short-term executive contract for a period of twelve months.

How to Apply: Applicants should familiarise themselves with the Executive Capabilities and submit an application of no more than two pages addressing the leadership capabilities and the requirements of the specific role.

Applications should include a current curriculum vitae and details of two referees. An individual response to each criterion is not required

Applications should be submitted via the Apply Now button below.

Contact Officer: Christine Robertson (02) 6205 3309 Christine.Robertson@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)**

#### **Procurement ACT**

##### **Executive Group Manager, Procurement ACT**

**Executive Level 2.3 \$325,947 - \$339,001 depending on current superannuation arrangements, Canberra (PN: E667)**

Gazetted: 09 January 2023

Closing Date: 31 January 2023

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

The Executive Group Manager (EGM), Procurement ACT is a critical leadership role within the Directorate and across Government, driving essential reform and the delivery of quality procurement services and advice across Government.

Through the leadership of Procurement ACT, the EGM is responsible for providing whole of government policy advice and project level support to all directorates and agencies in the conduct of complex goods and services procurement, establishing and managing Whole of Government contracts and the provision of electronic procurement business systems.

A key part of the role will include ensuring the effective delivery and coordination of the implementation of the Procurement Reform Program within Procurement ACT and across the ACT Public Service. The role also provides specialist advice to the Government Procurement Board informing its deliberations around endorsement of high value, high risk procurement activity across Government.

The role requires a high-level strategic understanding of the whole of government procurement environment, active program management, complex problem solving, and leading priority business plan activities to enhance service delivery and government wide capability.

The successful applicant will report directly to the Deputy Under Treasurer, Budget, Procurement, Infrastructure and Finance, ACT Treasury within CMTEDD.

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: Appropriate tertiary qualifications, or experience in commerce, law or a related field combined with strong numeracy skills gained through experience in financial analysis and reporting.

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.

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

How to Apply: Please provide a curriculum vitae, contact details for two referees, and provide a response of no more than two pages addressing the Executive Capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Russ Campbell Russ.Campbell@act.gov.au

#### **Access Canberra**

##### **Parking Operations and Traffic Camera Compliance**

##### **Service Delivery and Engagement**

##### **Team Leader Parking Operations**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 03319, several)**

Gazetted: 11 January 2023

Closing Date: 27 January 2023

Details: Are you passionate about the safety of your local community? Are you looking for a leadership role that allows you to make a real difference in the community which you live in? Do you want to get your 10,000 steps in while you're on the clock? Then come join us as a Parking Operations Team Leader at Access Canberra!

From enabling kids to walk safely in school zones to ensuring accessible parking is available for those who need it, our parking inspectors play a crucial role in supporting Access Canberra vision of 'A Safe and Liveable City'.

It's not just about yellow envelopes and issuing infringements! At Access Canberra, we're committed to engaging and educating our community about the importance of safe and legal parking, as well as making a lasting impact on the safety of our community. Need more convincing? Our parking inspectors explained to Our CBR why they love working in these fulfilling roles.

As Team Leader, you will lead, support and develop a team of Parking Inspectors conducting field activities. You will also have the latest electronic equipment, 2-way radios, laptops and communication information to assist you in upholding our commitment to public and business amenity.

As Team Leader you have the opportunity to contribute to the future direction in operations and have the satisfaction of seeing the impact of your work in your local community.

If you think you are up to the challenge and enjoy supporting the community where you live every day, then we want to hear from you!

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

Eligibility/Other Requirements: You must be an Australian citizen or permanent Australian resident to be appointed as an Authorised Person under Road Transport Legislation. A current and valid driver's licence is also required. You may be required to undergo a health and criminal assessment prior to employment.

Notes: There are several permanent positions available immediately. A Merit Pool will be established from this selection process and will be used to fill similar vacancies over the next 12 months.

This position involves supervision of staff, working from office and on field activities.

How to Apply: If this sounds like you, send your curriculum vitae along with a pitch of no more than two pages, describing the Skills/Knowledge, and Behavioural Capabilities you have which make you the most suitable person for the position. Please review the Position Description and job advertisement for details about the role and associated responsibilities. Contact details of at least two referees are also required.

Please watch the video 'A day in the life of an Access Canberra Parking Inspector' to know more Service Delivery and Engagement team.

Applications should be submitted via the Apply Now button below.

Contact Officer: Benjamin Hobbs (02) 6205 2574 Benjamin.Hobbs@act.gov.au

#### **Access Canberra**

##### **Fair Trading and Compliance**

##### **Infringement Review**

##### **Training Officer**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 58532)**

Gazetted: 11 January 2023

Closing Date:

Details: Are you interested in a role where you can provide training to a large operational team? Are you able to adapt quickly to changing work priorities and have an interest in working in a fast-paced regulatory environment? Are you resilient, confident and have a high level of emotional intelligence? If this sounds like you, then the Access Canberra Infringement Team is where you need to be.

As a part of the Access Canberra Infringement team, and under the general direction of your manager, you will administer and deliver the training program for the Infringement Review Office. You will provide on-the-job training to new starters, conduct regular refresher training across the team, assist in the development and implementation of training modules, draft training resources and maintain training records in Objective. You will also be responsible for managing a small team and have a direct impact on the development of team members. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ+ are encouraged to apply.

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

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than one page, responding to the statements below. We will also need contact details of at least two referees and a current Curriculum Vitae.

1. Detail your demonstrated ability, ingenuity, experience and qualifications and how these make you a great fit for the role.

1. Link your response back to the Skills, Knowledge and Behaviour Selection Criteria and the specific duties and responsibilities of the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Valerie Kitson (02) 6205 9429 Valerie.Kitson@act.gov.au

## **Economic Development**

### **Skilled Canberra**

#### **ACT Migration Program**

##### **Director, ACT Migration program**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 55295)**

Gazetted: 11 January 2023

Closing Date: 25 January 2023

Details: Skills Canberra is looking for a motivated person to join the team as the Director, ACT Migration Program. In this role, you will provide strategic leadership to deliver the full suite of ACT skilled migration services and programs. You will manage a small, dedicated team and operate with a high degree of independence reporting directly to the Skills Canberra Executive Branch Manager.

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

Eligibility/other requirements:

Tertiary qualifications in a relevant discipline and/or knowledge of issues and trends relevant to ACT economy and workforce issues is highly desirable.

A qualification to register as an Australian migration agent is 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. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a two-page pitch, addressing the capabilities, along with a copy of your curriculum vitae and contact details for two referees.

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

Contact Officer: Mark Harriott (02) 6205 0701 Mark.Harriott@act.gov.au

**Access Canberra**

**Fair Trading and Compliance**

**Infringement Review**

**Assistant Court Officer/Assistant Supervisor**

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 52871)**

Gazetted: 11 January 2023

Closing Date: 25 January 2023

Details: Are you interested in a role in a fast-paced regulatory environment? Are you able to adapt quickly to changing work priorities? Are you resilient, confident and have a high level of emotional intelligence? If this sounds like you, then the Access Canberra Infringement Team is where you need to be.

As a part of the Access Canberra Infringement Team, and under the general direction of the Senior Court Officer, you will work on a range of infringement related matters, with a focus on supporting successful court outcomes. Your work will include the compilation of evidentiary documents, liaising with the Office of the Director of Public Prosecutions and representing the authority in court. You will also be responsible for managing a small team and have a direct impact on the development of team members.

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

Eligibility/other requirements:

This role will require the successful applicant to be an Australian citizen or a permanent resident of Australia to be appointed as an Authorised Person under the *Road Transport (General) Act 1999* to perform the duties of the position.

Notes: This is a temporary position available for 10 months with the possibility of extension up to 12 months. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than one page, responding to the statements below. We will also need contact details of at least two referees and a current Curriculum Vitae.

Detail your demonstrated ability, ingenuity, experience and qualifications and how these make you a great fit for the role.

Link your response back to the Skills, Knowledge and Behaviour selection criteria and the specific duties and responsibilities of the role.

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

Contact Officer: Valerie Kitson (02) 6205 9429 Valerie.Kitson@act.gov.au

**Digital, Data and Technology Solutions**

**Technology Services Branch**

**Corporate Applications**

**Information Technology Officer Class 2, ServiceNow Administrator**

**Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 14336)**

Gazetted: 10 January 2023

Closing Date: 24 January 2023

Details: We are seeking an experienced and motivated person to take on the role of Information Technology Officer Class 2, ServiceNow Administrator. The Information Technology Officer Class 2, ServiceNow Administrator is responsible for support, maintenance, development, and testing of various capabilities such as IT Service Management and Operations Management, Project Portfolio Management and the HR Service Delivery module on the ServiceNow Platform. You will follow the DDTS support, development, and deployment processes.

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 candidate must hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or have the ability to rapidly obtain and maintain one.

Notes: Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date. A Merit Pool may be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: After reviewing the Position Description, please provide a written response (of no more than two pages) addressing your relevant skills and experience against each of the capabilities listed under the “what you require” section. You will need to upload your curriculum vitae and details of two referees (of which one should be your current supervisor).

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

Contact Officer: Qing Rong (02) 6207 8084 [Qing.Rong@act.gov.au](mailto:Qing.Rong@act.gov.au)

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

### **Strategic Business Branch**

#### **Portfolio Delivery Office**

#### **Senior Project Manager**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 52581)**

Gazetted: 10 January 2023

Closing Date: 31 January 2023

Details: The Senior Project Manager role is part of a multi-disciplinary team within Strategic Business Branch, Portfolio Delivery Office. This role will be required to lead and manage a team responsible for delivering a variety of ICT and business projects for Canberra Institute of Technology (CIT). You will be required to coordinate and support a suite of project delivery activities, including project outcomes, quality assurance, budgets, resource management and governance, on behalf of CIT. This position is the senior contact point for all key stakeholders for project activities. To be successful in this position, you will have a proven record in successful project delivery, exercising both initiative and judgement in the interpretation of Project Management practices and procedures and provide detailed technical, professional and governance advice for complex problems.

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 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:

Please submit a written response of no more than two pages. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements. Your pitch should also address your ability and experience and what you can bring to the role.

A current curriculum vitae

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

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

Contact Officer: Andrew Burnet (02) 6207 4869 [Andrew.Burnet@act.gov.au](mailto:Andrew.Burnet@act.gov.au)

## **Digital Data and Technology Solutions**

### **Executive Office Finance, Procurement and Contracts / Strategic Business Branch**

#### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 59381)**

Gazetted: 09 January 2023

Closing Date: 25 January 2023

Details: Are you good at organising a busy executive? The Executive Office Finance, Procurement and Contracts / Strategic Business Branch within Digital Data and Technology Solutions (DDTS) is currently seeking an enthusiastic and organised person for the role of Executive Assistant to provide professional administrative support to the branch. Responsibilities of the position include: diary management, co-ordination of correspondence and briefs, consolidation of responses for internal and external reporting, and maintaining efficient and effective office systems.

The position requires commitment to quality customer service, a high level of attention to detail, and the ability to exercise sound judgement, flexibility, tact and discretion. This position reports to both the Executive Officers of DDTS and the Executive Group Manager, Finance, Procurement and Contracts.

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

Eligibility/Other Requirements:

Previous experience as an Executive Assistant would be highly regarded.

DDTS currently operates under hybrid working conditions, but there is an expectation that the successful candidate will be physically present in the office at Winyu House, Gungahlin or 220 London Circuit in Canberra City for a proportion of each week.

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

How to Apply: After reviewing the position description, provide a two page written response to support your application. Please ensure your response provides evidence of your suitability for the role, including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities. You will be asked to attach a current Curriculum Vitae and provide details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Whybrow (02) 6207 7879 [Mark.Whybrow@act.gov.au](mailto:Mark.Whybrow@act.gov.au)

## **Access Canberra**

**Construction, Utilities and Environment Protection Branch**

**Construction & Planning Compliance**

**Assistant Director - Construction & Planning Investigation Team**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 40367)**

Gazetted: 09 January 2023

Closing Date: 30 January 2023

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

Access Canberra is looking for a courageous leader who can motivate their people to achieve successful regulatory outcomes for building and planning in the ACT. You will have excellent writing skills, attention to detail and a demonstrated ability to understand and interpret government legislation and technical building codes. To succeed in this role, you will need proven leadership and management skills with the ability to oversee complex cases and projects. You will provide strategic, evidence-based advice and direction to your staff and supervisors. You will have a deep understanding of regulatory regimes, regulatory practice and the reading, interpretation, and implementation of legislative instruments. Most importantly you will build trusting professional relationships and develop the skill and knowledge of your staff to ensure they are a high performing regulatory team.

You will have a great team to work with and support you in one of the most diverse and interesting agencies in the ACT Government. If you are up for a professional challenge in an environment that will support your growth and development as a regulator then this is the role for 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:

Highly desirable: Relevant qualification under the Australian Qualifications Framework that is a certificate IV or higher or experience in one or more of the following disciplines:

Building, planning or construction; and/or

Auditing, building, building surveying, building assessor, works assessor, energy assessment, or land management; and/or

Law enforcement or regulatory area which provides technical direction to teams undertaking audits and/or investigations.

Mandatory: Possession of a current driver's licence at C class or above.

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

How to Apply: If you think you're up for it, send us your curriculum vitae including the details of two referees and a two-page pitch on why you think you're the best person for this position outlining your experience and/or abilities against the key areas of skills, knowledge and behaviour as outlined in the Position Description.

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

Contact Officer: Joe Zuzek 6205 9971 Joe.Zuzek@act.gov.au

## **Access Canberra**

### **Corporate Support and Capability**

#### **Projects and ICT**

#### **Program Manager**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 27625)**

Gazetted: 09 January 2023

Closing Date: 23 January 2023

Details: Access Canberra is committed to delivering great regulatory outcomes and customer services to the community of the ACT and understands it is the capability and ingenuity of our workforce which determines our ability to deliver on this commitment. With that in mind, we are seeking to recruit an energetic and engaging leader who will play a significant role in delivering a range of contemporary digital projects to address complex business problems across Access Canberra.

The successful applicant for this position will demonstrate strong leadership in managing different digital programs, including development, and implementing clear governance for each in accordance to existing digital frameworks and policies within the agency. They will establish networks, build and manage complex cross agency relationships with users, technical staff, vendors, management and customers to ensure stakeholder needs are understood and accommodated.

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

Eligibility/other requirements:

Relevant tertiary qualifications are highly desirable.

Relevant experience in program management, business analysis and human centred design are highly desirable.

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

How to Apply:

Please 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

Note: Touching base with 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: Veronica Morados (02) 6207 0584 Veronica.Morados@act.gov.au

## **Corporate Support & Capabilities**

### **Projects & ICT**

#### **Strategic ICT**

#### **Service Designer/Business Analyst**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 20019, several)**

Gazetted: 09 January 2023

Closing Date: 1 February 2023

Details: The Projects and ICT Section is responsible for managing the program of works associated with maintaining a range of digital capabilities and ICT systems enabling and supporting the ongoing evolution of services provided by Access Canberra. The team contributes to strategic planning processes and supports the successful implementation of projects with touch points that cross organisational boundary.

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

We are looking for a motivated, enthusiastic and collaborative person to join our team as a Senior Business Analyst/Service Designer.

To be successful, you would be someone with:

Strong analytical and reporting skills and ability to analyse information and data from a range of sources to identify gaps and suggest improvements.

Demonstrated relationship, influencing and all-round communication skills.

Well-developed organisational skills including the ability to adapt to change, work with limited direction and manage competing priorities.

A working knowledge of project methodologies such as design methodologies such as human-centred design, design thinking, etc

Tenacious, flexible, passionate, and resilient and results/outcome driven with a persuasive personality.

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:

Demonstrated ability to understand Whole of Organisation ICT and digital strategies and apply these strategies to specific business unit related solutions, particularly in the Public Sector.

Degree or qualification in ICT or relevant professional experience is highly desirable.

Qualification in Service Design or Business Analysis is highly desirable.

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

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

Contact Officer: Jennifer Millett (02) 6207 6942 [Jennifer.Millett@act.gov.au](mailto:Jennifer.Millett@act.gov.au)

## **Workforce Capability and Governance**

### **Workplace Safety and Industrial Relations**

#### **Data Analytics and Finance team**

#### **Assistant Director, Self-Insurance**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 56895)**

Gazetted: 09 January 2023

Closing Date: 6 February 2023

Details: Do you have experience in delivering workers' compensation or insurance functions in private or public sector environments? Do you excel when working collaboratively to achieve results and find you thrive in an

exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy working in a lively and passionate team? Then this may well be the perfect job for you!

The Workplace Safety and Industrial Relations (WSIR) group within CMTEDD are seeking an experienced insurance professional to support the ACTPS workers' compensation self-insurance arrangements.

Reporting to the Director, Self-Insurance, the Assistant Director will lead and/or support the delivery of assurance and strategic goals of the group, including the role of a subject matter expert in compensation benefit schemes, the monitoring of performance against KPIs and other metrics, and the preparation of ministerial reports, briefs, other complex documents, and other administrative functions such as secretariat activities.

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

Eligibility/other requirements:

Tertiary qualifications and/or equivalent relevant experience in contract management, compliance or assurance would be an advantage.

Experience in the areas of insurance, work health and safety, work-related injury management or workers' compensation is 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. This position is in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Interested applicants are requested to submit an application no more than two pages addressing the attached selection documents, a current curriculum vitae and contact details for two referees.

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

Contact Officer: Daniel Buffett (02) 6205 0047 Daniel.Buffett@act.gov.au

## **Access Canberra**

### **Corporate Support and Capability**

#### **Projects and ICT**

##### **Projects and ICT Governance Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 33547)**

Gazetted: 06 January 2023

Closing Date: 27 January 2023

Details: The Projects and ICT section within the branch are responsible for managing the program of works associated with maintaining a range of digital capabilities and ICT systems enabling and supporting the ongoing evolution of services provided by Access Canberra. The team contributes to strategic planning processes and supports the successful implementation of projects with touch points that cross organisational boundary. The team is looking for a suitable, well-rounded and energetic Projects and ICT Governance Officer that will play a significant role in the review, development and implementation of a governance structure that will support compliance, continuous improvement, and innovative best practice in delivering digital initiatives within Access Canberra.

To be successful, you would be someone with:

Strong analytical and reporting skills and ability to analyse information and data from a range of sources to identify gaps and suggest improvements.

Demonstrated relationship, influencing and all-round communication skills.

Well-developed organisational skills including the ability to adapt to change, work with limited direction and manage competing priorities.

A working knowledge of project methodologies such as PRINCE2 or Agile.

Tenacious, flexible, passionate, and resilient and results/outcome driven with a persuasive personality.

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

Eligibility/other requirements:

Relevant tertiary qualifications/project management professional certifications are highly desirable.

Competency in the use of Microsoft Office365 applications and project management tools would be an advantage.

Notes: This is a temporary position available immediately for 11 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. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please 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

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

Contact Officer: Veronica Morados (02) 6207 0584 [Veronica.Morados@act.gov.au](mailto:Veronica.Morados@act.gov.au)

## **Access Canberra**

### **Construction, Utilities and Environment Protection**

#### **Environment Protection Authority**

#### **Director, Strategic Environment Protection Framework**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 56753)**

Gazetted: 05 January 2023

Closing Date: 23 January 2023

Details: Access Canberra's vision is for "a safe and liveable city" and brings together ACT Government shopfronts and regulatory services to deliver a simple, seamless experience to our customers and the community. At Access Canberra, we aim to make it easier for business, community organisations and individuals to work with government to make Canberra an even better place to live, work and do business. Access Canberra team members are committed to putting the customer at the centre of everything we do, being solutions-driven and delivering the right regulatory outcomes to support continued economic growth.

#### **BUSINESS UNIT OVERVIEW**

The Office of the Environment Protection Authority has legislative responsibility for regulatory activities related to air, land and water, environmental noise, water resources, lakes, contaminated sites, firewood merchants, clinical and hazardous waste, and pesticide use.

#### **What we do**

Access Canberra works across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives. We use a risk and harm approach to secure regulatory compliance through a broad range of enforcement tools aimed at those not doing the right thing to protect our community.

#### **Who we are**

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

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

#### **What we offer**

Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.

The opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise.

A flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment.

#### **THE TEAM YOU WILL WORK IN**

The Office of the Environment Protection Authority sits within Access Canberra and is based out of the Dickson Office Block on Northbourne Avenue.

Access Canberra and EPSDD have committed to a forward action plan that sets out high-level priorities for environment protection. This includes reviewing the framework for environment protection in the ACT and developing a three-year Action Plan to achieve reforms. As part of this work, the role will support: reviewing the legislative framework for environment protection in the ACT

undertaking policy development to support an increased program of proactive audit in the areas of environmental authorisation, environmental agreements and licences

improving the capacity of EPA to respond to, and investigate, environmental matters and complaints.

improving regulatory engagement and support to industry in the areas of environmental best practice and to promote pollution prevention

developing budget submissions and to support environmental protection outcomes

This position will formally report to the Senior Director within the EPA, and will work closely with the Environment Protection Policy Unit within EPSDD in the development of the forward action plan

#### SELECTION CRITERIA

To be successful in this application, you will need to be able to demonstrate your capacity to be responsive, manage a diverse workload with competing priorities to meet tight deadlines,

Please refer to the Position Description for the selection criteria and other requirements.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications

Previous experience in a regulatory compliance function or office

Experience in an environmental protection role or policy function

Notes: This is a temporary position available for six months with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. A mix of working from home and office based work is expected for this position. A suitable office space at home is highly desirable, along with capacity to work in the Dickson Office Building as needed for meetings and other face-to-face work. Most staff are present in the office one-to-two days per week.

How to Apply: Please send your curriculum vitae, including two referees, with a two-page expression of interest detailing why you're the best person for the job, referencing the requirements under the position description.

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

Contact Officer: Su Wild-River (02) 6207 1191 Su.Wild-River@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)**

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

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

##### **Operational Support**

##### **Operational Support Officer (Case Aid)**

##### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 35871)**

Gazetted: 10 January 2023

Closing Date: 31 January 2023

Details: The Children, Youth and Families division provides early intervention and prevention services to ACT children, young people and their families and provides services to children with developmental delays. Children, Youth and Families also works with key stakeholders in government and the community sector to provide child protection and youth justice services to children, young people, their families and their carers. Children, Youth and Families works to support vulnerable children and young people to be safe, strong and connected.

The Child and Youth Protection ASO3 Case Aids are responsible for providing high level administrative support to the CYPS Case Manager teams as well as the wider CYPS branch.

Case Aids are required to assist with the delivery of best possible life outcomes for children and young people across a wide range of administrative support functions to ensure our statutory obligations are met.

Eligibility/Other Requirements:

Essential qualifications and experience:

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

Proficiency with Microsoft Office products and database systems.

Current Driver's Licence.

Additional Information

Prior to commencing in this role, a current registration issued under *the Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to: [www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Educational, suitability and professional qualification checks may be carried out prior to employment.

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

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

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Najima Rasool (02) 6207 8951 [Najima.Rasool@act.gov.au](mailto:Najima.Rasool@act.gov.au)

## COMMUNITIES

### Office for Women

#### Assistant Director

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

Gazetted: 09 January 2023

Closing Date: 23 January 2023

Details: The Community Services Directorate (Directorate) is seeking applications for a Industry Coordinator to manage projects and engage with the Building and Construction industry to progress the ACT Government's commitments under the ACT Women's Plan, and action plans to promote greater participation and retention of women in the construction industry.

The Program Coordinator will represent the Directorate and the ACT Government at events, activities and forums and liaise with various construction bodies and high schools.

The ideal candidate takes ownership of issues and will demonstrate the ability to work with a variety of stakeholders to understand business requirements and work collaboratively to develop effective solutions.

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

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

An established network and experience working with the building and construction sector is highly desirable.

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

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

Please ensure that one of the referees is your current or immediate past supervisor.

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

Contact Officer: Samantha Navfield (02) 6205 3055 [Samantha.Navfield@act.gov.au](mailto:Samantha.Navfield@act.gov.au)

## Children, Youth and Families

### Practice and Performance

#### Performance

**Operational Policy, Audit and Compliance Officer**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38086)**

Gazetted: 09 January 2023

Closing Date: 23 January 2023

Details: The Operational Policy, Audit and Compliance Officer role is focussed on supporting the operation, or continuous improvement, of Child Youth Protection Service (CYPs) through the development and implementation of policies and practice

guidance for staff. The position will be responsible for managing and contributing to the work of the Audit and Compliance, and Operational Policy teams. They are responsible for undertaking audits, identifying, developing and implementing operational policy, procedures and practice that meets our statutory requirements while improving our ability to deliver a strong client focussed service.

The role will be leading the Our Booris Our Way Monitoring and Review Framework (Recommendation 22a).

Eligibility/other requirements:

Essential qualifications and experience:

At least 5 years' practice experience working with children, young people and their carers or families.

Current Driver's Licence

Desirable, but not essential, qualification and experience:

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

A good working knowledge of Microsoft SharePoint online.

Previous program management experience to achieve team outcomes.

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

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

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae. Please ensure that one of the referees is your current or immediate past supervisor.

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

Contact Officer: MelissaD Davis (02) 6207 5508 [MelissaD.Davis@act.gov.au](mailto:MelissaD.Davis@act.gov.au)

**Corporate Services**

**Governance**

**Building Services**

**Facilities Coordinator**

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 37831)**

Gazetted: 09 January 2023

Closing Date: 23 January 2023

Details: Community Services Directorate Building Services Team has management of the Directorate's asset management and facility operations including: accommodation/ coordination and minor projects, Better Infrastructure Funding projects, responsive and planned maintenance, cleaning and security contracts, office and non-office accommodation. Management of for CSD Building Security and Emergency Management. Management of the Directorate's fleet. Currently maintaining the Directorates Sustainability reporting requirements, sustainable energy reducing objectives and emission reduction targets.

Are you an organised person to manage the day-to-day operations of Professional Development Centre including managing room bookings and assisting with both the room and equipment set up. Do you have the administrative skills to work within the Building Services team to provide support to operations including, but not limited to, facilities, fleet, data systems, general administration duties, security and induction. This position is responsible for manual tasks, such as moving divider walls, tables and chairs and maintaining the training and break-out area ensuring they are clean, tidy, and presentable.

How to Apply: The online application form requires a two-page written response to the selection criteria, along with your curriculum vitae. Please provide two referee's and copies of any qualifications along with your licence.

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

Contact Officer: Lisa Finlayson 0417 044 104 [lisa.finlayson@act.gov.au](mailto:lisa.finlayson@act.gov.au)

## **Housing ACT**

### **Housing Assistance Policy**

#### **Director, Director, Housing Assistance Policy**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58969)**

Gazetted: 05 January 2023

Closing Date: 19 January 2023

Details: If you are innovative, creative and strive to deliver high quality policy and service outcomes we would love to hear from you!

An exciting and permanent career opportunity has arisen in the Housing Assistant Policy team within Housing ACT. As Director, you will lead and manage operational policy activities for Housing ACT, including undertaking social housing and homelessness policy research and analysis, program development, implementation, evaluation, and reporting.

To be successful, you will be required to demonstrate high level conceptual and analytical skills including the capacity to make sound judgements in a complex and sensitive environment.

Primary details on this permanent role and further understanding of the Business, Division and the Directorate you will be working in, can be located in the attached 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.

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 two-page pitch providing examples demonstrating your suitability against the Selection Criteria, along with your current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

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

Contact Officer: Min McIntyre (02) 6205 1856 Min.McIntyre@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)**

### **Suburban Land Agency**

#### **Finance**

##### **Strategic Finance**

#### **Director, Financial Reform and Innovation**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 38934)**

Gazetted: 11 January 2023

Closing Date: 25 January 2023

Details: Are you passionate about innovation and collaboration? Do you have a keen eye for identifying improvement opportunities. Does it excite you to lead people in delivering positive change within an organisation? If you've answered yes to these questions then this is the job for you.

We are looking for candidates that have the drive and passion to improve culture, systems and processes within a dynamic and exciting organisation. This is a newly established position within the Strategic Finance team that will be responsible for driving strategic financial reform and delivering on key innovation initiatives. This will include the identification, coordination and project management of opportunities related to data analytics and business intelligence, integrated systems and processes that support timely decision-making, leveraging digital technologies and tools, and process and reporting automation.

This new position will report to the Financial Controller and will have one direct report at the Assistant Director level to support project initiatives. There is key support from the CFO, Financial Controller and the broader finance branch who are aligned in supporting this work as a critical part of fostering a modern and agile finance function. The position is for an initial 12 months, however there is the possibility of extension and permanency depending on the evolution of the reform and innovation program.

The position would best suit candidates with experience in a finance or related sector, who are well-versed in delivering change management programs, working collaboratively with stakeholders, and a capacity to lead and

inspire others. A strong candidate in this position will share in the success of achieving genuine operational improvements for the benefit of colleagues and the organisation.

Eligibility/other requirements: Tertiary qualification in a related field is desired.

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

How to Apply: Applicants should submit a supporting statement, addressing the selection criteria, of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and the names of two relevant referees should be listed.

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

Contact Officer: Ross Syme (02) 6205 1051 [Ross.Syme@act.gov.au](mailto:Ross.Syme@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)**

#### **The ACT Courts and Tribunal**

##### **ACT Civil and Administrative Tribunal**

##### **Customer Service Officer - ACAT Registry**

##### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 42390, several)**

Gazetted: 11 January 2023

Closing Date: 1 February 2023

Details: Are you a customer service master? Do you excel at processing high volumes of work with minimal errors? Do you work well with others?

If so, the ACT Civil and Administrative Tribunal (ACAT) is looking for you!

ACAT is a fast-paced, dynamic, and unique work setting, delivering high quality services to tribunal users. Our registry teams provide a high level of support and assistance to tribunal members, and enable quick, simple, and inexpensive access to justice through the provision of effective administrative services.

ACAT is currently recruiting for Registry Support Officers to join our team. These positions provide an excellent entry point for people seeking a career in the administration of justice and who have the desire to develop and continuously improve. You will work in a team made up of proactive and resilient people, who are passionate about delivering client service and leaving a positive mark on their colleagues.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This is an operational front-line office based role located in Canberra City.

How to Apply: If you are interested in joining our team, you will need to provide a current resume/curriculum vitae, details of two referees (one of which must be your current supervisor/manager), and a written pitch (the pitch is to be a maximum of one page) outlining how you meet the following three behavioural capabilities:

Delivers Quality and Service - Can you provide excellent service to meet client needs and produce quality and accurate work?

Drives Collaboration and Inclusion – Can you work with others to achieve team & organisational goals? Do you avoid blaming others and actively help team members.

Resilience – Can you work in a demanding and dynamic work environment? Can you work with challenging clients?

Do you work well under pressure, with unpredictable workloads and changing priorities?

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

Contact Officer: Brenton Hutchison (02) 6207 1438 [acatops@act.gov.au](mailto:acatops@act.gov.au)

#### **Human Rights Commission**

##### **Discrimination, Health Services, Disability & Community Services Commissioner**

##### **Senior Intake & Review Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 45268)**

Gazetted: 11 January 2023

Closing Date: 1 February 2023

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 Intake and Review Officer. The Senior Intake and Review Officer 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 and project work as required.

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:

Relevant tertiary qualifications in law or health are highly desirable.

Experience in the use of Resolve Case Management database is highly desirable

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

Notes: This is a temporary position available immediately for 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a 'pitch' of no more than two 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 curriculum vitae and contact details of at least two referees.

Contact Officer: Alison Murley (02) 6205 4102 [Alison.Murley@act.gov.au](mailto:Alison.Murley@act.gov.au)

## **ACT Courts and Tribunal**

### **Corporate & Strategic Services**

#### **Governance**

##### **Administrative Assistant**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 51245)**

Gazetted: 09 January 2023

Closing Date: 16 January 2023

Details: The Corporate and Strategic Services 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;
- organisational governance and administrative support;
- risk and compliance, development and implementation activities;
- leadership in organisational planning;
- financial and budget management;
- preparation of high-level budget bids;
- statistical analysis and reporting;
- accountability and agency performance reporting;
- internal communication and consultative arrangements;
- facility and asset management;
- procurement and contract management;
- resource planning aligned to strategic goals; and
- management of information technology services and business solutions (or systems).

The Administrative Assistant sits in the ACTCT's Governance Team and provides administrative support and coordination across a diverse range of activities undertaken in the section including:

Organisational governance (e.g. managing complaints and freedom of information requests, annual reporting, performance reporting, responding to ad hoc requests)

Facilitating organisational communications (preparing a weekly newsletter for staff, writing general communications materials, facilitating organisational templates, creating videos to explain how the ACTCT works to court and tribunal users)

Human resource management (professional development and training for staff, delegations, COVID arrangements, work health and safety, and providing secretariat to the Workplace Consultative Committee)

Small scale project management (managing reviews, preparing business cases)

Internal and external communications (e.g. preparing web content, developing information for court and tribunal users, writing briefs, drafting correspondence, creating videos)

Facilitating internal and external consultation (preparing and administering surveys, planning and implementing staff events, coordinating consultations with community)

Analysing new policy proposals and their potential impact on the ACTCT

Implementing access to justice activities that support vulnerable persons access ACT Courts and Tribunal services.

The Administrative Assistant will support the work of the Governance team to achieve goals and deliverables, while learning new skills and responding to challenges.

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

Eligibility/other requirements:

Experience in HPE Record Manager (TRIM).

Understanding of a Court or legal environment.

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

How to Apply: Applicants are asked to provide a written response no more than two pages addressing the capabilities and duties identified in the Position Description.

Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees.

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

Contact Officer: Rebecca Everest (02) 6205 9225 [Rebecca.Everest@Courts.act.gov.au](mailto:Rebecca.Everest@Courts.act.gov.au)

## **ACT Corrective Services**

### **Operational Support**

#### **Organisational Capability Unit**

##### **Training Content Research and Support Officer**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 50353)**

Gazetted: 06 January 2023

Closing Date: 20 January 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from enthusiastic and motivated professionals for the position of Training Content Research and Support Officer (ASO5), within the Organisational Capability Unit. The Organisational Capability Unit is responsible for co-ordinating, designing, delivering and administering training and development activities to provide all ACTCS employees with the knowledge and skills to perform their roles competently.

The successful applicant will, be responsible for the sourcing, researching and updating content of training programs for both correctional and non-correctional topics/programs. You will also work closely with the Assistant Director in establishing new training programs for staff across the agency.

Further to this, you will collaborate with training staff and support trials and tests of new programs with small groups of staff. You will also facilitate effective governance and accountability in training activities, supporting transparency of compliance with related policy, legislation and national standards.

To be successful you will possess exceptional communication and interpersonal skills necessary to build rapport with both internal and external stakeholders. You will also demonstrate strong administrative capability.

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:

Qualifications in training and assessment is highly desirable.

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

This position requires a pre-employment medical.

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

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

Contact Officer: Kathryn Wilson (02) 6205 1320 [Kathryn.Wilson@act.gov.au](mailto:Kathryn.Wilson@act.gov.au)

## **Security and Emergency Management Division**

### **Security Branch**

#### **Senior Policy Officer**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57529)**

Gazetted: 06 January 2023

Closing Date: 20 January 2023

Details: If you are a strategic thinker with a background in policy development and implementation, an interest in how the ACT Government develops its security practices, this may be a role for you!

The Security and Emergency Management Division (SEMD) is looking for a Senior Policy Officer to work in a small, high performing team in the Security Branch to deliver short, medium and long term strategic planning and policy projects with a whole-of-government focus.

To be successful in this role you will be an effective team player; self-motivated; and able to turn your hand to many different tasks including writing policy, managing stakeholders, delivering project elements, and preparing briefs. If you enjoy working in a fast-paced environment and have a keen eye for detail and communicating complexity through simplicity, we are looking for you!

Communications and stakeholder engagement are critical aspects of this role and you will need to be comfortable in delivering policy outcomes to meet the needs of a diverse stakeholder group.

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

Eligibility/Other Requirements:

This position is a Designated Security Assessed Position. Australian citizenship and a current Negative Vetting 1 (NV1) security clearance, or ability to obtain and hold an NV1 security clearance, is a mandatory qualification.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

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

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

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

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role. Please include a current curriculum vitae with details of work history and qualifications, and contact details of at least two referees (including a current manager/supervisor).

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

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

## **Security and Emergency Management Division**

### **Security**

#### **Security Officer**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 12367)**

Gazetted: 05 January 2023

Closing Date: 19 January 2023

Details: The Security and Emergency Management Division (SEMD) are seeking a Security Officer to play a leading whole-of-government role in security clearances for officials.

This is an exciting opportunity to join SEMD as we embark on a renewal of security clearance processes and seek to streamline and innovate new ways of operating.

We are looking for an enthusiastic individual with attention to detail and the ability to positively and professionally interact with staff at all levels, including senior executives. Your passion for process and administration, data and streamlining workflows that support a positive stakeholder experience will be highly regarded.

We offer flexible working arrangements in a small, but (very) high performing team with a broad reach. If you've been looking for a new challenge, this may be the Security Officer role for you!

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

Eligibility/other requirements: Australian citizenship and the ability to obtain and maintain a Negative Vetting 1 (NV1) security clearance is a mandatory qualification for this position. The position holder is required to have an NV1 security clearance prior to commencement, which will be sponsored by the ACT Government.

Notes: 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. Current and former ADF members are encouraged to apply.

How to Apply: Applicants are to submit a two-page pitch demonstrating skills, knowledge and experience linked to 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: Laila Kazak (02) 6207 9289 [Laila.Kazak@act.gov.au](mailto:Laila.Kazak@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**

#### **Program Solutions**

#### **Sustainability & Release Coordination**

##### **Project officer Sustainability**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 36632)**

Gazetted: 09 January 2023

Closing Date: 23 January 2023

Details: The Program Solutions Group (the Group) is made up of five business units – Sustainability & Release Coordination, Infrastructure Services, Sales & Client Services, Marketing and Community Development & Engagement.

Reporting to the Program Manager, Sustainability and Release Coordination, the Project Officer, Sustainability's primary functions and responsibilities include:

Support to develop the delivery and implementation of a range of social and environmental sustainability initiatives including working with internal teams and other ACT Government Directorates to deliver actions under SLA Sustainability Strategy 2021-25.

Contribute to the delivery of SLA Innovation Framework, including support training, internal competitions, and workshops to drive innovation across the organisation.

Liaise and consult with a broad range of stakeholders including but not limited to other ACT Government agencies, industry, and individual customers, to promote sustainability initiatives and deliver projects in partnership with stakeholders.

Assist in the delivery of projects, consultation and administration related to embedding placemaking principles into SLA's land release process.

Other duties as required.

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

How to Apply: Applications are sought from potential candidates for the position of Director, Release Coordination. Applicants should submit a supporting statement/pitch, addressing the Selection Criteria, of not more than three A4 pages outlining their knowledge, skills, experience, and behaviours relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications to be addressed to the contact officer.

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

Contact Officer: Rob Thorman (02) 6205 3062 Rob.Thorman@act.gov.au

## **Suburban Land Agency**

### **Program Solutions**

#### **Director, Release Coordination**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 41560)**

Gazetted: 09 January 2023

Closing Date: 23 January 2023

Details: The Program Solutions Branch (the Branch) is made up of five business units – Sustainability & Release Coordination, Infrastructure Services, Sales & Client Services, Marketing and Community Development & Engagement.

Reporting to the Program Manager, Sustainability and Release Coordination, the Director Release Coordination's primary functions and responsibilities include:

Help facilitate land release coordination internally within SLA, and with other Agencies, and develop strategic advice on market trends and innovation.

Coordinate research into market demand, housing preferences, innovative design and delivery options and apply research outcomes to the SLAs work.

Help integrate release coordination with the sustainability, innovation and place making activities within SLA, including undertaking research and strategic market analysis, engaging with stakeholders, and developing policy documents and guidance material.

Facilitate co-operation and partnerships with other areas of the ACT Government and relevant authorities and community and industry organisations to ensure alignment with and delivery of the strategic objectives of Government.

Develop and manage reporting on land release, innovation and sustainability for SLA, including providing input to Key Performance Indicators and Annual Reports and ensuring effective and efficient delivery of SLA's legislated objectives and the strategic objectives of Government.

Other duties as required.

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

How to Apply: Applications are sought from potential candidates for the position of Director, Release Coordination. Applicants should submit a supporting statement/pitch, addressing the selection criteria, of not more than 3 A4 pages outlining their knowledge, skills, experience and behaviours relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rob Thorman (02) 6205 3062 Rob.Thorman@act.gov.au

## **Suburban Land Agency**

### **Governance and Corporate Services**

#### **People and Capability**

#### **Human Resource Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53150)**

Gazetted: 06 January 2023

Closing Date: 16 January 2023

Details: The Human Resource (HR) Officer, People and Capability sites within the Agency's Corporate Services team and reports to the Director, People and Capability. We are looking for a well-rounded and experienced administrator that can manage competing priorities and deliver results in a fast-paced environment. Requiring a strong attention to detail this diverse role will support the cross-functional team and will play a key role in administering and coordinating the Agency's HR and recruitment processes.

You will be skilled in interpreting and applying the practical application in legislation, policy, guidelines, and established process to work activities with a focus on producing high quality communications and documentation. To succeed in this position, you will be a committed team player with a motivated and positive attitude. You will build and sustain productive and collaborative professional relationships across different Branches and use effective stakeholder engagement skills to manage projects and process within and on behalf of the Agency.

Primary functions of the role include:

Administer and manage end to end recruitment and position management activities including development of recruitment documentation, processing and providing advice relevant to the recruitment requirement;

Manage the onboarding of new starters and offboarding of employees including administering the appropriate paperwork and liaising with Shared Services;

Analysing and reporting on HR, Work Health, and Safety (WHS) and Learning and Development (L&D) data for the Board, Committees, Statement of Intent and other reporting pipelines; and

Schedule and coordinate all in-house training including recording and reporting on attendance.

Eligibility/other Requirements: Human resource or business qualification and work experience in a similar administrative or recruitment role in the public sector are highly desirable.

Note: This is a temporary position available immediately up to the 30th June 2023, with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Interested applicants are requested to submit an application no more than two pages addressing the attached selection documents, a current curriculum vitae and contact details for two referees by COB 16 January 2023.

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

Contact Officer: AmyL Cusack (02) 6205 0032 [amyl.cusack@act.gov.au](mailto:amyl.cusack@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)**

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

##### **Libraries ACT**

##### **Libraries ACT**

##### **Information Services Coordinator**

**Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 37649)**

Gazetted: 11 January 2023

Closing Date: 25 January 2023

Details: Libraries ACT is a vibrant service that constantly re-invents itself to meet emerging community needs and expectations. Our vision is *Literacy and Learning for Life* and our branches deliver traditional book-based services as well as many learning programs and opportunities for the community to come together. Based across 11 sites, including ACT Heritage Library, Libraries ACT is integral to Canberra's literacy, self-education and learning, social inclusion, digital inclusion, and citizenship.

The Information Services Coordinator is a leadership role responsible for managing the strategic digital projects within the ACT Heritage Library.

This position requires extensive liaison between Libraries ACT branches and operations, digital, lifelong learning, collections, services, and business administration areas, as well as with other businesses within Transport Canberra and City Services, other ACT Government Directorates, and external organisations.

The Information Services Coordinator also actively progresses the strategic direction of Libraries ACT by participating in or leading working groups, drafting policy and operating procedures, presenting training on specific topics, etc.

Eligibility/other requirements:

Recognised tertiary qualifications in library and information studies (as defined by ALIA), archives administration, cultural heritage of digital services.

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

This position requires a pre-employment medical

ACT Heritage Library operates six days a week and so this position requires working weekday and weekend shifts on a fortnightly roster.

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

How to Apply: Please submit responses to selection criteria and up to date resume.

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

Contact Officer: Antoinette Buchanan (02) 6207 7424 [Antoinette.Buchanan@act.gov.au](mailto:Antoinette.Buchanan@act.gov.au)

## **City Services**

### **City Presentation**

#### **Place Management**

#### **Aboriginal and Torres Strait Islander Community Engagement & Programs Officer**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 47711)**

Gazetted: 10 January 2023

Closing Date: 7 February 2023

Details: City Presentation Branch is seeking a Community Engagement & Programs officer to facilitate and enable community engagement and involvement in land and facility management, place activation and promotion and management of indigenous heritage, with a particular emphasis on engaging with the Ngunnawal, Aboriginal and Torres Strait Islander community. The role will involve continual improvement and incorporation of Ngunnawal, Aboriginal and Torres Strait Islander culture, community and Indigenous business into City Presentation everyday business where feasible.

This is a team member position within TCCS responsible for working collaboratively within City Presentation, TCCS, other Directorates and the wider community. The role requires a person who can contribute to team outcomes and who has an ability to interact sensitively and effectively with the Aboriginal and Torres Strait Islander community.

Eligibility/other requirements:

As an identified position and only open to Aboriginal and Torres Strait Islander people, applicants will need to provide supporting evidence with their application package.

Driver's licence Class C is essential.

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

White Card Workplace Health and Safety Induction (White Card) or willingness to obtain; General Construction Induction Card (White Card)

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: [http://www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety).

Relevant tertiary qualifications (for example, in land management, horticulture, heritage, Government administration or other), are an advantage.

Notes: Please note, this is an Identified position for Aboriginal and Torres Strait Islanders.

How to Apply: Please provide a written response of up to 500 words per criteria addressing the six criteria found in the Position Description under the What You Require section, a curriculum vitae plus the contact details of two referees. Copies of any qualifications or tickets will assist in your application.

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

Contact Officer: Brian Bathgate (02) 6205 5350 [Brian.Bathgate@act.gov.au](mailto:Brian.Bathgate@act.gov.au)

**Chief Operating Office**

**Governance and Ministerial Services**

**Governance**

**Assistant Director Compliance and Assurance**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 10320)**

Gazetted: 09 January 2023

Closing Date: 30 January 2023

Details: The Governance and Ministerial Services branch provides corporate support services to all of Transport Canberra and City Services (TCCS) enabling our business areas to deliver essential services to our community; support the safety and wellbeing of our staff; and implement robust governance arrangements.

We are seeking applications from highly motivated individuals to fill the role of Assistant Director Compliance and Assurance within the TCCS Governance team. This position provides essential assurance services to the Directorate by assessing operational compliance and performance against legislation, regulations and policies.

You will be responsible for the development and execution of an annual internal compliance work plan. Your key duties will include undertaking internal compliance reviews, developing task specifications, and drafting and presenting compliance reports to the Executive and Audit Committee.

The role of Assistant Director Compliance and Assurance will ensure the effective implementation of agreed assurance recommendations and provide administrative support to the internal audit secretariat and Audit Committee, including the development and maintenance of governing charters and processes to support quality management within the internal audit and compliance functions.

Applicants should be excellent communicators, customer focused, IT savvy and not afraid to take on complex challenges. We are looking for critical thinkers, and innovators who are able to identify and analyse root causes to non-compliance, assess risk and identify solutions to enhance internal controls and support continuous improvement within a complex and diverse organisation.

Eligibility/other requirements:

Tertiary qualifications and/or demonstrated experience in audit, and assessing compliance against legislative, regulatory and policy frameworks will be highly regarded.

Tertiary qualifications and/or demonstrated experience in risk management, quality management, and/or government investigations are highly desirable.

Notes: This is a permanent position and selection may be based on written application and referee reports only.

How to Apply: Please submit a written application of no more than two pages addressing the criteria under 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: Ellie Ballard (02) 6207 1798 [Ellie.Ballard@act.gov.au](mailto:Ellie.Ballard@act.gov.au)

**Chief Operating Office**

**Legal and Contracts**

**Legal and Contracts**

**Senior Director, Legal and Contracts**

**Senior Professional Officer Grade A \$157,201, Canberra (PN: 02157)**

Gazetted: 06 January 2023

Closing Date: 24 January 2023

Details: The Senior Director of Legal and Contracts will lead the legal team in the provision of accurate and practical legal advice on commercial law matters as well as administrative law and tribunal issues, regulatory compliance, statutory interpretation, privacy and information law, IP and litigation legal matters under tight timeframes as well as managing the accuracy of the development and application of legislation for which the directorate is responsible.

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence the team and individual outcomes. The role is responsible for supervising, managing and motivating a team of lawyers and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-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, as well as develop and engage the right people to the right roles.

Eligibility/Other Requirements:

Tertiary qualifications in Law – Bachelor of Laws (LLB) or equivalent with a minimum of 5 PQE.

Practising Certificate valid for practice in the ACT or ability to obtain ACT practising certificate if qualified in another jurisdiction.

Notes: This is a temporary position available for nine months with possibility of extension up to 12 months.

Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The opportunity to work from home exist as operational needs allow.

How to Apply: To apply, please provide a current curriculum vitae and no more than a two-page (A4) pitch responding to the capabilities form the selection criteria along with the contact details from two referees.

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

Contact Officer: Kristine Scheul (02) 6205 5054 Kristine.Scheul@act.gov.au

## **Transport Canberra and Business Support**

### **Territory and Business Support**

#### **Domestic Animal Services**

##### **Investigator**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 44938)**

Gazetted: 06 January 2023

Closing Date: 20 January 2023

Details: If you are passionate about animal welfare and making a difference to your community, this could well be the role for you.

Based at the DAS facility in Symonston, Investigators provide investigative services to support Rangers responding to reports of dog attacks and animal welfare incidents within the ACT. Investigators perform the duties of an Authorised Officer and Inspector whose primary role is to provide compliance advice and support to Rangers and carry out investigations, while maintaining high levels of customer service.

Investigators review a wide variety of complaints including, but not limited to, serious dog attacks and harass incidents which often include animal welfare aspects. Investigators, under limited direction, will be required to review complaints and reports prepared by Rangers, create an investigation plans, and where required compile prosecution briefs of evidence, T-Docs, appeal papers and prepare documents for the required standards which are both criminal and civil matters. The role also prepares Dangerous Dog Declarations and Licences, Notices and Directions, and Control Orders for review and approval by the Registrar and Deputy Registrar of the *Domestic Animals Act 2000*.

As an Investigator, you will be required to provide high level briefings/reports, prosecution material, statistical information and other administrative duties as required by the senior leadership team of Domestic Animal Services.

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

How to Apply: Applicants are required to provide a response to each selection criteria (no more than 350 words), their current curriculum vitae, and details of two referees.

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

Contact Officer: Eva Cawthorne (02) 6207 5181 eva.cawthorne@act.gov.au

## **Chief Operating Officer Group**

### **People and Capability**

#### **Internal Communications and Engagement**

##### **Senior Communications Officer - Diversity and Inclusion**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 27229)**

Gazetted: 06 January 2023

Closing Date: 31 January 2023

Details: The Internal Communications and Engagement team at Transport Canberra and City Services is looking for a dedicated communications professional to play an integral role in delivering key initiatives that support a diverse workforce.

Join a team that supports hybrid working, professional development and innovative thinking; you will bring a high level of energy and creativity with the ability to work on multiple projects with competing deadlines. With the support of the Director of Internal Communications and Engagement, you will deliver diversity and inclusion initiatives and an engagement program including events. Engaging with a range of internal and external stakeholders, the successful candidate will also lead the development of strategic internal communications with a focus on building a culture of diversity and inclusion.

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 an Identified position for Aboriginal and Torres Strait Islanders or People with a disability. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is in a activity-based working (ABW) workplace. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Interested candidates are requested to submit a statement of claims no more than three pages outlining what skills and experience you could align to this position. Please also attach your curriculum vitae and the contact details of two current referees. See the attached Position Description for further information about the role.

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

Contact Officer: MelissaJ Holcroft 0262053622 [Melissaj.Holcroft@act.gov.au](mailto:Melissaj.Holcroft@act.gov.au)

## **City Services**

### **ACT NoWaste**

#### **Service Delivery**

#### **Customer Service Officer**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 39243)**

Gazetted: 05 January 2023

Closing Date: 19 January 2023

Details: Ever wondered how waste and recycling are managed?

Are you looking to join an innovative and improvement-focused team?

We looking for a passionate and driven individual who is seeking an opportunity to make a difference in the everyday experience of Canberra residents with waste and recycling services by joining our Customer Service Team.

A team player willing to learn about the quickly-evolving environment we are operating in and wanting to contribute positively to our organisation.

ACT NoWaste manages contracts and service agreements for a range of waste and recycling activities to residents and businesses. ACT NoWaste designs, commissions, and manages outsourced waste and recycling services which aim to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations.

As part of the Customer Service Team you will:

Provide support to all resident and stakeholder queries pertaining to waste collection services (queries can be submitted via email, phone and/or automated online forms).

Support the complete lifecycle of the waste collection services requests in Salesforce system.

Undertake customer and stakeholder liaison and negotiation activities to resolve customer enquiries and complaints.

Provide support and assistance to ACT NoWaste management and staff as required.

Provide a highly professional, responsive and customer-oriented approach on all contact opportunities

Eligibility/Other Requirements:

Qualifications relevant to the duties of the position and/or substantial work experience relevant to the position an advantage.

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

How to Apply: In order to apply, please submit your resume and a response discussing your experience and aptitudes against the technical skills and knowledge as well as against the behavioural capabilities listed in the position description.

Shortlisted applicants will be required to undertake a written and mock phone call test as part of their interview process. This test will be offered at 480 Northbourne Avenue, Dickson.

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

Contact Officer: Jason Rose (02) 6205 0721 Jason.Rose@act.gov.au

## APPOINTMENTS

### ACT Health

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

Sharon Abideen, Section 68(1), 4 January 2023

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

Amber Carvan, Section 68(1), 9 January 2023

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

Laura Eason, Section 68(1), 9 January 2023

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

Christopher Lyrstakis, Section 68(1), 12 January 2023

### Canberra Health Services

#### **Health Professional Level 2 \$70,679 - \$97,028**

Marny Bennington, Section 68(1), 4 January 2023

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

Julie Blunden, Section 68(1), 9 January 2023

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

Sally Burrell, Section 68(1), 4 January 2023

#### **Health Professional Level 2 \$70,679 - \$97,028**

Rachel Clarke, Section 68(1), 6 January 2023

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

Leigh Conroy, Section 68(1), 6 January 2023

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

Princess De Paz, Section 68(1), 9 January 2023

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

Allister Klenthis, Section 68(1), 16 January 2023

#### **Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)**

Kelly Lancsar, Section 68(1), 9 January 2023

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

Arbie Kaychelle Manlapig, Section 68(1), 16 January 2023

#### **Health Service Officer Level 7 \$67,760 - \$71,554**

Kieran Moore, Section 68(1), 5 January 2023

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

Tracy Morton, Section 68(1), 9 January 2023

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

Sony Palikhe, Section 68(1), 22 December 2022

**Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications)**

Sandra Raju, Section 68(1), 9 January 2023

**Health Service Officer 6 \$63,169 - \$65,888**

MD Shariful Islam, Section 68 (1), 10/01/2023

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

Alice Westwood, Section 68(1), 5 January 2023

**Health Professional Level 2 \$70,679 - \$97,028**

Erinn Young, Section 68(1), 12 January 2023

#### **Canberra Institute of Technology**

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

Ashleigh Kirk, Section 68(1), 9 January 2023

#### **Chief Minister, Treasury and Economic Development**

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

Philip Caldwell, Section 68(1), 9 January 2023

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

Seyun Chong, Section 68(1), 9 January 2023

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

Adam Dickerson, Section 68(1), 9 January 2023

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

Yi Da Braden Hon, Section 68(1), 31 January 2023

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

Sebastian Sharwood, Section 68(1), 9 January 2023

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

Brooklyn Skilling, Section 68(1), 9 January 2023

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

Riley Trussler, Section 68(1), 9 January 2023

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

Anna Ufie Arasi, Section 68(1), 6 January 2023

#### **Community Services**

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

Amy Cash, Section 68(1), 4 January 2023

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

Edward Coggan, Section 68(1), 9 January 2023

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

CHIA-CHEN LU, Section 68(1), 5 January 2023

**Senior Officer Grade A \$157,201**

Brent Novak, Section 68(1), 10 January 2023

**Cultural Facilities Corporation**

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

Daniella Matarazzo, 3 Jan 2023

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

Sam Kurne, 16 January 2023

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

Elizabeth Mogford, 23 January 2023

**Education**

**Building Service Officer 3 \$73,429 - \$77,593**

Glen Croker, Section 68(1), 13 December 2022

**Building Service Officer 3 \$73,429 - \$77,593**

Troy Erland, Section 68(1), 9 January 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Christina Jones, Section 68(1), 5 January 2023

**Environment, Planning and Sustainable Development**

**Infrastructure Officer 3 \$115,193 - \$126,450**

Dorothy Hepburn, Section 68(1), 5 January 2023

**Independent Competition and Regulatory Commission**

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

Thi Kim Thai Nguyen, Section 68(1), 9 January 2023

**Justice and Community Safety**

**Correctional Officer Class 1 \$69,433 - \$82,797**

Michael Dawson, Section 68(1), 5 January 2023

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

Christy Hughes, Section 68(1), 21 September 2022

**Correctional Officer Class 1 \$69,433 - \$82,797**

Carla Mead, Section 68(1), 7 December 2022

**Senior Officer Grade A \$157,201**

Mark Moerman, Section 68(1), 9 January 2023

**Correctional Officer Class 2 \$86,814 - \$92,996**

Adam Paterson, Section 68(1), 16 January 2023

**Major Projects Canberra**

**Infrastructure Officer 5 \$163,315**

Attique Ahmed, Section 68(1), 9 January 2023

**Suburban Land Agency**

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

Sandra Howells, Section 68(1), 9 January 2023

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

Nichola Muir, Section 68(1), 9 January 2023

**Infrastructure Manager/Specialist 1 \$175,124**

Narelle Sargent, Section 68(1), 9 January 2023

**TRANSFERS**

**Canberra Health Services**

**Lilian Anderson**

From: Health Professional Level 3 \$99,819

ACT Health

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

Canberra Health Services, Canberra (PN. 40149) (Gazetted 1 November 2022)

**Matthew Auhl**

From: Senior Officer Grade C 123,710

Chief Minister, Treasury and Economic Development

To: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 28481) (Gazetted 27 September 2022)

**Annette Brown**

From: Registered Nurse Level 2 \$104,985

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 12206) (Gazetted )

**Antonio Garrido**

From: Health Professional Level 2 \$97,028

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 28607) (Gazetted 30 September 2022)

**Kate Heery**

From: Registered Nurse Level 1 \$89,718  
Canberra Health Services  
To: Registered Nurse Level 1 \$72,698 - \$97,112  
Canberra Health Services, Canberra (PN. 20076) (Gazetted )

**Khushboo Kalra**

From: Registered Midwife Level 2 \$100,957  
Canberra Health Services  
To: Registered Nurse Level 2 \$100,957 - \$107,000  
Canberra Health Services, Canberra (PN. 25812) (Gazetted )

**Joshua Kristy-Purcell**

From: Registered Nurse Level 2 \$100,957  
Canberra Health Services  
To: Registered Nurse Level 2 \$100,957 - \$107,000  
Canberra Health Services, Canberra (PN. 58217) (Gazetted 1 November 2022)

**Chief Minister, Treasury and Economic Development**

**Lachlan Hole**

From: Administrative Services Officer Class 4 \$78,591  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 4 \$76,255 - \$82,566  
Chief Minister, Treasury and Economic Development, Canberra (PN. 08138) (Gazetted 24 July 2022)

**Jacob Mimilidis**

From: Senior Officer Grade B \$135,355  
Community Services  
To: Senior Officer Grade B \$135,355 - \$152,377  
Chief Minister, Treasury and Economic Development, Canberra (PN. 15286) (Gazetted 7 October 2022)

**Community Services**

**Navjeet Grover**

From: Senior Information Technology Officer Grade B 135,355  
ACT Health  
To: Senior Officer Grade B \$135,355 - \$152,377  
Community Services, Canberra (PN. 42319) (Gazetted 7 January 2022)

**Cultural Facilities Corporation**

**Mark Osgood**

From: Building Trade 1  
Canberra Health Services  
To: General Service Officer Level 5 \$59,713 – \$62,860  
Cultural Facilities Corporation, Canberra (PN 9025)

## **Education**

### **Adam King**

From: \$132,293

Education

To: School Leader C \$132,293

Education, Canberra (PN. 18453) (Gazetted 16 November 2022)

## **Environment, Planning and Sustainable Development**

### **Guenivere Marshall**

From: Senior Officer Grade C \$123,710

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN 15183) (Gazetted 22 March 2022)

### **Laura Parsons**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN 41876) (Gazetted 7 February 2022)

## **Transport Canberra and City Services**

### **Nishchay Mehta**

From: Senior Officer Grade C \$114,928

Chief Minister, Treasury and Economic Development

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

Transport Canberra and City Services, Canberra (PN. 36522) (Gazetted 17 October 2022)

## **PROMOTIONS**

### **ACT Health**

#### **Health System Policy and Research**

#### **Alcohol and other Drug Policy**

#### **Jasie Amghar**

From: Graduate Administrative Assistant \$76,255 - \$78,591

ACT Health

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

ACT Health, Canberra (PN. 59612)

#### **Policy, Partnerships and Programs**

#### **Health Policy and Strategy**

#### **Noah Bowen-Osmond**

From: Graduate Administrative Assistant \$76,255 - \$78,591

ACT Health

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

ACT Health, Canberra (PN. 59619)

#### **Mental Health and Suicide Prevention**

#### **Mental Health Policy and Strategy**

#### **Johanna Collins**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
ACT Health  
To: †Administrative Services Officer Class 5 \$84,749 - \$89,705  
ACT Health, Canberra (PN. 59614)

**Population Health**  
**Health Protection Service**  
**Environmental Health**  
**Jason Drinkwater**

From: Health Professional Level 2 \$70,679 - \$97,028  
ACT Health  
To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)  
ACT Health, Canberra (PN. 29637) (Gazetted 18 October 2022)

**Corporate and Governance**  
**People Strategy and Culture**  
**Joshua Elliott**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
ACT Health  
To: †Administrative Services Officer Class 5 \$84,749 - \$89,705  
ACT Health, Canberra (PN. 59613)

**Strategic Infrastructure and Procurement**  
**Business Health**  
**Lindsey File**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
ACT Health  
To: †Administrative Services Officer Class 5 \$84,749 - \$89,705  
ACT Health, Canberra (PN. 59621)

**Population Health**  
**Health Protection Service**  
**Business Management Services**  
**Alexandra Hambesis**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920  
ACT Health  
To: Administrative Services Officer Class 4 \$76,255 - \$82,566  
ACT Health, Canberra (PN. 17540) (Gazetted 14 September 2022)

**Strategic Infrastructure and Procurement**  
**Strategic Planning**  
**Rhian Jones**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
ACT Health  
To: †Administrative Services Officer Class 5 \$84,749 - \$89,705  
ACT Health, Canberra (PN. 59622)

**Corporate and Governance**  
**Governance and Risk**  
**Juliena Lees**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
ACT Health  
To: †Administrative Services Officer Class 5 \$84,749 - \$89,705  
ACT Health, Canberra (PN. 59616)

**Policy, Partnerships and Programs**  
**Legal Policy**

**Diana Liu**

From: Graduate Administrative Assistant \$76,255 - \$78,591

ACT Health

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

ACT Health, Canberra (PN. 59611)

**Health System Planning and Evaluation**

**Commissioning**

**Tara Moodie**

From: Graduate Administrative Assistant \$76,255 - \$78,591

ACT Health

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

ACT Health, Canberra (PN. 59623)

**Office of Director General**

**Juliana Wang**

From: Graduate Administrative Assistant \$76,255 - \$78,591

ACT Health

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

ACT Health, Canberra (PN. 59615)

**Canberra Health Services**

**Medical Services**

**Pharmacy**

**Susannah Brew**

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

Canberra Health Services

To: Pharmacist Level 4 \$121,747 - \$131,067

Canberra Health Services, Canberra (PN. 19646) (Gazetted 8 September 2022)

**Kelly Chase**

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 49486) (Gazetted 1 December 2022)

**CHS Chief Operating Officer Clinical Services**

**Alison Douglas**

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 25973) (Gazetted 28 October 2022)

**Surgery**

**Division of Surgery**

**Caroline Fehringer**

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. 22529) (Gazetted 19 September 2022)

**Surgery**

**Division of Surgery**

**Babitha Geevarghese**

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. 58496) (Gazetted 19 September 2022)

**Medicine**

**Cardiology Outpatients**

**Megan Godfrey**

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. 28473) (Gazetted 19 October 2022)

**Clinical Services**

**Rehabilitation Aged and Community Services**

**Tia Hay**

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 43935) (Gazetted 21 October 2022)

**Surgery**

**Division of Surgery**

**Laura Hunt**

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. 22552) (Gazetted 19 September 2022)

**Racheal Kyereko**

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. 40848) (Gazetted )

**Christina Lincoln**

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. 38885) (Gazetted 10 June 2022)

**Shinamol Maneesh**

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. 22303) (Gazetted )

**Surgery**

**Division of Surgery**

**Melvin Manuel**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 58495) (Gazetted 19 September 2022)

**Gia Paravara John**

From: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506  
Canberra Health Services, Canberra (PN. 41625) (Gazetted )

**Surgery**

**Division of Surgery**

**Roshan Punnoose**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 58500) (Gazetted 19 September 2022)

**Surgery**

**Division of Surgery**

**Sarah Staples**

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. 58499) (Gazetted 19 September 2022)

**CHS Chief Operating Officer Clinical Services**

**Lee Ter**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 19484) (Gazetted 8 November 2022)

**Hayden Turnbull**

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

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 21886) (Gazetted )

**Surgery**

**Division of Surgery**

**Lin Wang**

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. 58497) (Gazetted 19 September 2022)

**Alice Whitbread**

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 22400) (Gazetted 1 November 2022)

**Canberra Institute of Technology**

**Education and Training Services**

**Student Services**

**Client Relationship**

**Evan Moorcroft**

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 54008) (Gazetted 22 November 2022)

**Education and Training Services**

**Student Services**

**Client Relationship**

**Emma Ulrich**

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 16455) (Gazetted 22 November 2022)

**Chief Minister, Treasury and Economic Development**

**Access Canberra**

**Investigations and Compliance**

**Investigations**

**Lauren Cross**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 59997) (Gazetted 9 December 2021)

**Treasury**

**Budget, Procurement, Infrastructure and Finance**

**Procurement ACT**

**Negin Doublier**

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. 50241) (Gazetted 18 November 2022)

**Properties and Venues**

**ACT Property Group**

**Hope Jones**

From: Infrastructure Officer 1 \$75,792 - \$89,551

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 2 \$91,428 - \$105,186

Chief Minister, Treasury and Economic Development, Canberra (PN. 46710) (Gazetted 24 December 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**

**Recruitment and Information Services**

**Daniel Maiden**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 08268) (Gazetted 26 October 2022)

**Property and Shared Services**

**ACT Property Group**

**Integrated Facilities Management**

**Karlie Passerini**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33523) (Gazetted 24 March 2022)

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

**Economic Development**

**National Arboretum Canberra and Stromlo Forest park**

**National Arboretum Canberra**

**Elliot Rugendyke**

From: General Service Officer Level 3/4 \$53,867 - \$58,825

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35587) (Gazetted 26 October 2022)

**Digital, Data and Technology Solutions**

**Design and Strategy Branch**

**Portfolio Governance and Support Services**

**Khayam Sheikh**

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. 00054) (Gazetted 3 November 2022)

**Digital, Data and Technology Solutions**

**Design and Strategy Branch**

**Gregory Tankard**

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. 59361) (Gazetted 2 November 2022)

**Digital, Data and Technology Solutions**

**Technology Services Branch**

**Corporate Applications**

**Bhupendra Upadhyay**

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

Community Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 05211) (Gazetted 17 November 2022)

**Treasury**

**Budget, Procurement, Infrastructure and Finance**

**Procurement ACT**

**Leana Vivarelli**

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

Transport Canberra and City Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 59638) (Gazetted 22 November 2022)

**Workplace Capability and Governance ( WCAG)**

**Strategy and Transformation Office (STO)**

**Aidan Whitfield**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 53337) (Gazetted 13 July 2022)

**Digital, Data and Technology Solutions**

**Design and Strategy**

**Design and Experience**

**Naixin Zhang**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Community Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 58970) (Gazetted 14 October 2022)

**Finance and Budget Group**

**Social Policy**

**Anirudh Narayanan**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 34655)

**Workforce Capability and Governance**

**Public Sector Employment**

**Arthur Livanes**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 59281)

**Access Canberra**

**Fair Trading and Compliance**

**Cameron Raspass**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 55508)

**Procurement**

**Policy and Capability**

**Chelsea Girvan**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 59387)

**Digital, Data and Technology Solutions**

**Cloud Platform Services**

**Edward Wyburn**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 59466)

**Policy and Cabinet**

**Economic and Regional Policy**

**Emily Wheatley**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 59391)

**Procurement**

**Policy and Capability**

**Chelsea Girvan**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 59387)

**Workforce Capability and Governance**

**Workforce Strategy and Capability**

**Fiona Pelosi**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 59390)

**Access Canberra**

**Licensing and Regulation**

**Georgia Rutherford**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 59385)

**Shared Services**

**Finance Reporting**

**Guqiang Luo**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 07472)

**Procurement**

**Goods and Services**

**Haoqi Yan**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 32493)

**Digital, Data and Technology Solutions**

**Technology Services**

**Jinjian Huang**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 59393)

**Workforce Capability and Governance**

**Industrial Relations**

**Juliet Szanto**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 59280)

**Policy and Cabinet**

**Economic and Regional Policy**

**Niall MacKinnon**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 59392)

**Finance and Budget Group**

**Budget and Infrastructure**

**Qian Zhang**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36375)

**Shared Services**

**Finance Operations**

**Sansuda Annoptham**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 59389)

**Policy and Cabinet**

**Cabinet and Assembly Government**

**Thomas Jackson**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 50376)

**Procurement**

**Policy and Capability**

**Yi Sun**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 49338)

**Finance and Budget Group**

**Budget and Infrastructure**

**Yu Zhou**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 54108)

**Community Services**

**Housing ACT**

**Infrastructure and Contracts**

**Portfolio Planning and Alignment**

**Marica Barac**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Community Services  
To: Administrative Services Officer Class 6 \$91,315 - \$104,509  
Community Services, Canberra (PN. 49159) (Gazetted 28 November 2022)

**Corporate Services**

**People, Capability and Culture**

**Caitlin O'Connor**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
Community Services  
To: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Community Services, Canberra (PN. 59792)

**Housing ACT**

**Business Transformation and Systems**

**Naixin Zhang**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
Community Services  
To: †Administrative Services Officer Class 5 \$84,749 - \$89,705  
Community Services, Canberra (PN. 59700)

**Education**

**Schools Improvement**

**Belconnen Network**

**Melba Copland Secondary School**

**Daniela Agresta**

From: School Assistant 2 \$51,548 - \$56,919  
Education  
To: School Assistant 3 \$58,404 - \$62,857  
Education, Canberra (PN. 59770) (Gazetted 7 December 2022)

**School Improvement**

**North and Gunghalin**

**Lyneham High School**

**Susan Boer**

From: \$76,575 - \$114,624  
Education  
To: †School Leader C \$132,293  
Education, Canberra (PN. 02631) (Gazetted 11 November 2022)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**School Improvement**

**Narrabundah College**

**Somma Burge**

From: School Assistant 3 \$58,404 - \$62,857  
Education  
To: Administrative Services Officer Class 4 \$76,255 - \$82,566  
Education, Canberra (PN. 59156) (Gazetted 18 November 2022)

**System Policy and Reform**

**Enrolments and Planning**

**Enrolment Policy**

**Danielle Castley**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Education  
To: Administrative Services Officer Class 6 \$91,315 - \$104,509  
Education, Canberra (PN. 51240) (Gazetted 21 September 2021)

**Office for Schools - Performance and Improvement**

**Belconnen Network**

**Kingsford Smith School**

**Sharon Clewer**

From: Classroom Teacher \$76,575 - \$114,624  
Education

To: †School Leader C \$132,293  
Education, Canberra (PN. 16678) (Gazetted 17 November 2022)

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

**School Improvement and Performance Division**

**North and Gungahlin Network**

**Lyneham High School**

**Owen Cusick**

From: Classroom Teacher \$76,575 - \$114,624  
Education

To: †School Leader C \$132,293  
Education, Canberra (PN. 02708) (Gazetted 11 November 2022)

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

**Service Design and Delivery**

**Student Engagement**

**Clinical Practice**

**Oliver Da Roza**

From: School Assistant 4 \$70,028 - \$75,827  
Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509  
Education, Canberra (PN. 59643) (Gazetted 21 November 2022)

**Infrastructure and Capital Works**

**Markus Dirnberger**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
Education

To: †Administrative Services Officer Class 5 \$84,749 - \$89,705  
Education, Canberra (PN. 59308)

**School Performance and Improvement**

**South and Weston Network**

**Malkara School**

**Kyrie Douch**

From: School Leader B \$154,033  
Education

To: †School Leader A 1 \$175,964  
Education, Canberra (PN. 02215) (Gazetted 20 September 2022)

**North Canberra Gungahlin**

**Ainslie School**

**Justine Fuller**

From: Classroom Teacher \$76,575 - \$114,624  
Education

To: †School Leader C \$132,293

Education, Canberra (PN. 31888) (Gazetted 19 October 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.

### **Strategic Procurement**

#### **Trung Huynh**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Education

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

Education, Canberra (PN. 59628)

### **School Improvement**

#### **Narrabundah College**

##### **Rebecca Kapitzke**

From: School Assistant 3 \$58,404 - \$62,857

Education

To: School Assistant 4 \$70,028 - \$75,827

Education, Canberra (PN. 59695) (Gazetted 17 November 2022)

### **Infrastructure and Capital Works**

#### **Mitchell Keetels**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Education

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

Education, Canberra (PN. 59307)

### **Business Services**

#### **People and Performance**

##### **Workplace Relations**

##### **Molly McKay**

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

Education, Canberra (PN. 45200) (Gazetted 28 November 2022)

### **School Performance and Improvement**

#### **North and Gungahlin**

##### **Dickson College**

##### **Yani Tian**

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 03660) (Gazetted 15 November 2022)

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

### **Student Engagement**

#### **Wenxin Zheng**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Education

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

Education, Canberra (PN. 59355)

**Environment, Planning and Sustainable Development**

**Environment, Heritage and Water  
Executive and Business Support  
Business Support Unit**

**Anne Flynn**

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

Community Services

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

Environment, Planning and Sustainable Development, Canberra (PN. 52715) (Gazetted 15 November 2022)

**Statutory Planning**

**Merit Assessment and Deed Management, Impact Assessment, Leasing Services**

**Zhimei Wang**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 37375) (Gazetted 2 May 2022)

**Environment, Heritage and Water  
Executive Business Support**

**Angelica Santini**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 59601)

**Environment, Heritage and Water  
Executive Business Support**

**Athulya Benny**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 59602)

**Environment, Heritage and Water  
Executive Business Support**

**Angelica Santini**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Environment, Planning and Sustainable Development

To: †Administrative Services Officer Class 5 \$84,749 - \$89,705 Environment, Planning and Sustainable Development, Canberra (PN. 59601)

**Environment, Heritage and Water  
Executive Business Support**

**Christopher Gillett**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 59603)

**Corporate Services and Operations  
Finance, Information and Assets**

**Daniel Clink**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Environment, Planning and Sustainable Development  
To: †Administrative Services Officer Class 5 \$84,749 - \$89,705  
Environment, Planning and Sustainable Development, Canberra (PN. 39616)

**Planning and Urban Policy**  
**Housing Strategy and Unit Title Reform Team**

**Peter Volis**  
From: Graduate Administrative Assistant \$76,255 - \$78,591  
Environment, Planning and Sustainable Development  
To: †Administrative Services Officer Class 5 \$84,749 - \$89,705  
Environment, Planning and Sustainable Development, Canberra (PN. 10359)

**Planning and Urban Policy**  
**Building, Design and Projects**  
**Gian Falzon**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
Environment, Planning and Sustainable Development  
To: †Administrative Services Officer Class 5 \$84,749 - \$89,705  
Environment, Planning and Sustainable Development, Canberra (PN. 15433)

**Climate Change and Energy**  
**Climate Change and Energy Policy**  
**James Tolstrup**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
Environment, Planning and Sustainable Development  
To: †Administrative Services Officer Class 5 \$84,749 - \$89,705  
Environment, Planning and Sustainable Development, Canberra (PN. 49768)

**Environment, Heritage and Water**  
**Executive Business Support**  
**Jonathan Chung**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
Environment, Planning and Sustainable Development  
To: †Administrative Services Officer Class 5 \$84,749 - \$89,705  
Environment, Planning and Sustainable Development, Canberra (PN. 59604)

**Development and Implementation**  
**Strategic Project**  
**Lachlan Meade**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
Environment, Planning and Sustainable Development  
To: †Administrative Services Officer Class 5 \$84,749 - \$89,705  
Environment, Planning and Sustainable Development, Canberra (PN. 59314)

**Environment, Heritage and Water**  
**Executive Business Support**  
**Sharniqua Scott**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
Environment, Planning and Sustainable Development  
To: †Administrative Services Officer Class 5 \$84,749 - \$89,705  
Environment, Planning and Sustainable Development, Canberra (PN. 59605)

**Environment, Heritage and Water  
Executive Business Support**

**Vanessa Lavis**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 59606)

**Planning and Urban Policy  
Building, Design and Projects**

**Ailsa Schreurs**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 15097)

**Justice and Community Safety**

**ACT Emergency Services Agency**

**Operations**

**Public Information and Engagement**

**Phoebe Angelatos**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 49238) (Gazetted 22 June 2022)

**ACT Courts and Tribunal**

**ACAT Operations**

**Connor Boyce**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 10460) (Gazetted 15 September 2022)

**Corrective Services**

**Community Operations**

**Robin Gibson**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 59786)

**Corrective Services**

**Community Operations**

**Erin Harris**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 59785)

**Legislation, Policy and Programs**

**Justice Reform**

**Sophie Jaggard**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Justice and Community Safety

To: †Administrative Services Officer Class 5 \$84,749 - \$89,705  
Justice and Community Safety, Canberra (PN. 59609)

**ACT Corrective Services**

**Corporate Services**

**Finance and Business Services**

**Shafali Jain**

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

Chief Minister, Treasury and Economic Development

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

Justice and Community Safety, Canberra (PN. 36295) (Gazetted 28 November 2022)

**Corrective Services**

**Corporate**

**Dipesh Khadka**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 59977)

**Legislation, Policy and Programs**

**Criminal Law Group**

**Jan Mark**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 59610)

**ACT Corrective Services**

**Offender Reintegration**

**Sentence Administration Section**

**Candice Misios**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 52312) (Gazetted 8 November 2022)

**ACT Courts and Tribunal**

**ACAT**

**Brooke Semmler**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 34362) (Gazetted 15 September 2022)

**ACT Human Rights Commission**

**Victims of Crime Commissioner**

**Victim Support ACT**

**Lindsay Singer**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 58845) (Gazetted 28 September 2022)

**Major Projects Canberra**

**Ministerial, Governance and Corporate Support**

**Felicia-Lok Kung**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Major Projects Canberra

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

Major Projects Canberra, Canberra (PN. 59734)

**Infrastructure Delivery Partners**

**Social Project Management**

**Swarupa Lathi**

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

Community Services

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Major Projects Canberra, Canberra (PN. 03260) (Gazetted 30 September 2022)

**Suburban Land Agency**

**Suburban Land Agency**

**Program Solutions**

**Community Development and Engagement**

**Selina Hardwicke**

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

ACT Health

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

Suburban Land Agency, Canberra (PN. 18816) (Gazetted 21 September 2022)

**Transport Canberra and City Services**

**Chief Operating Officer Group**

**Xin Dong**

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

Justice and Community Safety

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

Transport Canberra and City Services, Canberra (PN. 41849) (Gazetted 17 May 2022)