



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 09 February 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>

#### **ACT Health**

##### **Digital Solutions**

##### **Executive Branch Manager, Technology Operations**

**Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E1024)**

Closing Date: **27 February 2023**

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

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

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

ACTHD will consider flexible working conditions.

Following the successful implementation of the Digital Health Record, ACT Health Directorate is looking for a energetic, experienced and committed person to lead the Technology Operations Branch delivering support and Cybersecurity of these systems into the future.

The Executive Branch Manager role has oversight and direction of critical systems, voice, hosted service providers, Cybersecurity, helpdesk and ICT infrastructure projects for ACT Health.

The position requires a person with exceptional leadership and executive management skills to achieve effective lifecycle management, governance, issue management, collaborative partnerships and vendor management inside and out of Government. Strong strategic stakeholder engagement and negotiation skills are also necessary.

Experience in dealing with an extensive range of policy, program delivery financial management, business operations, people management, a range of stakeholders is essential.

The successful applicant will model our values of respect, integrity, collaboration and innovation. They will be responsible for leading a positive culture based on respect and collaboration across the Health and Canberra Health service Directorates and the ACT Public Service. In addition, they will also have experience in working in Health Technology related fields, government, private partners and vendors to achieve change and deliver a robust and secure Health system environment.

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

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

**How to Apply:** Provide your curriculum vitae and a two-page application aligned to the position's Executive Capabilities that addresses why you are the best person for this role, including the contact details for two referees. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Peter O'Halloran (02) 5124 9000 [Peter.O'Halloran@act.gov.au](mailto:Peter.O'Halloran@act.gov.au)

#### **Policy, Partnership and Programs**

##### **Data Analytics**

##### **Reporting and Analysis**

##### **Director, Reporting and Analysis**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57462)**

Gazetted: 14 February 2023

Closing Date: 28 February 2023

**Details:** An opportunity exists to lead a busy, dynamic health data team. We are looking for a Director, Reporting and Analysis who leads a small team with a big remit – whole-of-health system reporting, data analysis, and data visualisation. This is a role with impact, with a busy workload and plenty of variety. We're looking for someone who can step up to a challenge where no two days are the same, who has the organisational skills to triage and manage data requests, and who is an excellent communicator and relationship building.

This role is crucial for enabling ACT Health to provide quality health care to our community. If you want to make a difference to the ACT community using your data expertise, read more about the role and duties in the position description.

**Eligibility/other Requirements:** Tertiary education in a relevant discipline such as analytics, mathematics, finance or economics or demonstrated relevant experience is desirable.

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

**How to Apply:** Please submit a written application of no more than two pages, responding to the 'What you require' section in the Position Description, a current curriculum vitae, and contact details of two referees.

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

Contact Officer: Anne Jenkins 0402 310 478 [anne.jenkins@act.gov.au](mailto:anne.jenkins@act.gov.au)

## **Population Health**

### **Health Protection**

#### **ACTGAL - Forensic Toxicology**

##### **Forensic Chemist**

##### **Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 16343)**

Gazetted: 10 February 2023

Closing Date: 24 February 2023

**Details:** The ACT Government Analytical Laboratory is multidisciplinary scientific laboratory providing high quality analytical services in the fields of Microbiology, Environmental Chemistry, Forensic Chemistry and Forensic Toxicology. The laboratory is certified to the management standard ISO 9001. Each laboratory unit is individually accredited to ISO 17025.

The Forensic Toxicology unit performs analysis of antemortem, post-mortem and related sample types for the presence and quantity of drugs and poisons to support ACT legislation and policy. The unit provides most of its certified reporting to the ACT Coroner and AFP ACT Policing.

The unit is looking for someone with a solid knowledge of chemistry and an understanding of modern analytical instrumental techniques as applied to forensic analytical toxicology. An awareness of quality assurance and an ability to pay attention to detail is also required. Knowledge of biochemistry and/or pharmacology would also be valuable.

**Eligibility/other requirements:** Bachelor degree in Science. Preferably with a major in chemistry.

**How to Apply:** Please submit a written response *addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities* outlined in the position description. Additionally, provide your Curriculum Vitae. Referee reports will be requested upon selection for interview.

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

Contact Officer: Ian Whittall (02) 5124 9186 [Ian.Whittall@act.gov.au](mailto:Ian.Whittall@act.gov.au)

## **Digital Solutions**

### **Executive Branch Manager, Technology Operations**

##### **Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E1024)**

Gazetted: 13 February 2023

Closing Date: 27 February 2023

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

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

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ACTHD will consider flexible working conditions.

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The Executive Branch Manager role has oversight and direction of critical systems, voice, hosted service providers, Cybersecurity, helpdesk and ICT infrastructure projects for ACT Health.

The position requires a person with exceptional leadership and executive management skills to achieve effective lifecycle management, governance, issue management, collaborative partnerships and vendor management inside and out of Government. Strong strategic stakeholder engagement and negotiation skills are also necessary. Experience in dealing with an extensive range of policy, program delivery financial management, business operations, people management, a range of stakeholders is essential.

The successful applicant will model our values of respect, integrity, collaboration and innovation. They will be responsible for leading a positive culture based on respect and collaboration across the Health and Canberra Health service Directorates and the ACT Public Service. In addition, they will also have experience in working in Health Technology related fields, government, private partners and vendors to achieve change and deliver a robust and secure Health system environment.

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

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

**How to Apply:** Provide your curriculum vitae and a two-page application aligned to the position's Executive Capabilities that addresses why you are the best person for this role, including the contact details for two referees

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

Contact Officer: Peter O'Halloran (02) 5124 9000 [Peter.O'Halloran@act.gov.au](mailto:Peter.O'Halloran@act.gov.au)

### **Canberra Health Services**

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

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

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

##### **Central Outpatient Department**

##### **Rheumatology Registered Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 60324 - 028P3)**

Gazetted: 10 February 2023

Closing Date: 28 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)

The Rheumatology Department at Canberra Hospital has a strong focus on clinical service delivery, supporting rheumatology patients within the ACT and surrounding regional areas. We provide leadership in musculoskeletal medicine; promote evidence-based practice and undertake clinical research to improve rheumatology patient outcomes.

The Rheumatology Registered Nurse (RN) Level 2 will play a key role in providing day to day care and support to rheumatology patients and their families living with arthritis and autoimmune disease, ensuring appropriate referrals and timely access to care. In collaboration with the Rheumatology Advanced Practice Nurse (APN) and rheumatology medical team, the Rheumatology RN2 coordinates investigations, appointments, clinical care, and education for rheumatology patients, including patients undergoing biologic Disease Modifying Anti-Rheumatic Drug (bDMARD) therapy for inflammatory arthritis.

## 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

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

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Biljana Zeljkovic (02) 5124 3782 Biljana.Zeljkovic@act.gov.au

## Medicine

### Acute Medical Unit

#### Clinical Nurse Consultant

**Registered Nurse Level 3.2 \$130,846, Canberra (PN: 54488 - 028OP)**

Gazetted: 13 February 2023

Closing Date: 1 March 2023

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

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**Our Values:** Reliable, Progressive, Respectful and Kind

### POSITION OVERVIEW

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

The Division of Medicine is seeking applications from suitably qualified Registered Nurses for the position of Clinical Nurse Consultant (CNC) for Acute Medical Unit. The Acute Medical Unit (AMU) is a 24- bed admitting unit with an additional 8 respiratory inpatient beds based at The Canberra Hospital and is part of the Division of Medicine. We provide acute care for internal medicine patients that transfer from the Emergency Department prior to their admission to their sub-specialty ward. The maximum stay for AMU is 48 hours. Patients will be admitted to the AMU under a medical AMU bed card and will be further "worked up" in the AMU and either discharged, transferred to HITH or sub-specialty unit. The CNC in conjunction with the Unit Director will ensure operationally this unit meets the objectives of the Unit and the CNC will be responsible for nursing staff.

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### Behavioural Capabilities

Exceptional interpersonal, leadership and communication skills and ability to actively encourage a positive team culture

The ability to actively lead and contribute to developing the AMU models of care to enhance quality of care and flow

### Position Requirements/Qualifications:

#### Mandatory:

Demonstrated experience in healthcare management or similar

Demonstrated advanced clinical experience in emergency nursing or acute nursing

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:

Understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

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

### **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.

Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

Contact Officer: Kellie Noffke 51242012 [kellie.noffke@act.gov.au](mailto:kellie.noffke@act.gov.au)

## People and Culture

### Workforce Experience and Planning

### Quality and System Improvement Officer

### Quality and System Improvement Officer

### Senior Officer Grade A/Legal Officer Grade 2 \$154,663 - \$161,019, Canberra (PN: 20698 - 028S1)

Gazetted: 13 February 2023

Closing Date: 23 February 2023

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

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

Enthusiastic, organised and administration extraordinaire – stop here – we have the job for you! Join Team CHS in the role of Quality and System improvement Officer.

CHS has many benefits which include:

Competitive pay rates and excellent working conditions.

Salary packaging with full fringe benefits tax concessions.

Reimbursement for relocation expenses.

Flexible working, purchased leave, attractive superannuation.

Free parking

Employee Assistance program for staff and members of immediate family

We take the health and wellbeing of our team members very seriously. We provide a range of services to help our staff. We are a breastfeeding friendly workplace and hold Silver Status as a Healthier Workplace

Visit the Enterprise Agreements page for more information on rates of pay, allowances and leave

We are expanding Canberra Hospital to include a new emergency, surgical and critical health care building. Construction is well underway, and the facility is due to open in 2024. The links below show a sneak peak of the facility <https://www.facebook.com/CanberraHealthServices/videos/5951301138215129>  
<https://www.facebook.com/CanberraHealthServices/videos/214958260483971>

The People and Culture (PandC) Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS. Working closely with CHS Divisions, the PandC portfolio delivers strategically aligned workforce solutions in areas including people, policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically aligned workforce solutions in areas including people policy and strategies, change management, human resource management, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment.

The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

The Quality and System Improvement Officer will be responsible to ensure that the current onboarding and e-recruitment systems are maintained and updated as required. This will include the recruitment activity generated through the Canberra Hospital Expansion – Critical Services Building (CSB) project.

The CSB is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by CHS. The CSB is designed to provide state-of-the-art facilities for medical practice and will incorporate the latest advances in technology and contemporary hospital design – enabling a patient-centred model of care that will maximise safety, health outcomes, operational efficiency, engineering services.

The position will also be responsible for reporting and auditing compliance in relation to recruitment actions.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive to deliver successful outcomes to your stakeholders  
Adaptability and flexibility to accommodate changing demands and provide responsive services to meet clients' needs

#### **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

Relevant experience in analysis of data to achieve outcomes

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Heidi Browne 5124 9625 [Heidi.Browne@act.gov.au](mailto:Heidi.Browne@act.gov.au)

**People and Culture  
Campus Modernisation  
Workforce Project Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60317 - 028FZ)**

Gazetted: 13 February 2023

Closing Date: 1 March 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

If you would like to expand on your existing skills and work in a fast paced environment, this is the role for you.

**POSITION OVERVIEW**

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

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

The role will be working on a signification transformation program within the Canberra Hospital Expansion Project - the new Critical Services Building (CSB). The CSB is a 43,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. The CSB is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services (CHS).

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

This role will be responsible for assisting with analysis of workforce data to generate meaningful business insights. It will support the HR team with administration activities and communicate with a wide variety of stakeholders across various disciplines.

**ABOUT YOU**

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**Behavioural Capabilities**

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

Strong organisational skills with the ability to manage competing priorities.

Well-developed written and oral communication skills.

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

Attention to detail.

**Position Requirements/Qualifications:**

**Mandatory**

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**Desirable**

- Proficiency in the use of Microsoft Office including Word, Excel and PowerPoint, and knowledge of Power BI or the willingness to learn.
- Administration experience including the ability to plan, coordinate and prioritise work within a multi-skilled, fast paced and dynamic office environment.

The successful applicant will:

- 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: Ceinwyn Whittaker 0408231567 [ceinwyn.whittaker@act.gov.au](mailto:ceinwyn.whittaker@act.gov.au)



## People and Culture

### Talent Acquisition and Employee Experience

#### Talent Acquisition Senior Consultant

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 20698 - 028RW)**

Gazetted: 13 February 2023

Closing Date: 23 February 2023

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

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#### POSITION OVERVIEW

Are you motivated, interested in public health services, experienced in recruitment and/or talent acquisition and have amazing communication skills? Then we are looking for you!

Canberra Health Services has a lot to offer including:

Competitive pay rates and excellent working conditions.

Salary packaging with full fringe benefits tax concessions.

Reimbursement for relocation expenses.

Flexible working, purchased leave, attractive superannuation.

Free parking

Employee Assistance program for staff and members of immediate family

We take the health and wellbeing of our team members very seriously. We provide a range of services to help our staff. We are a breastfeeding friendly workplace and hold Silver Status as a Healthier Workplace

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The Talent Acquisition and Employee Experience team within the PandC Division is focused on the full lifecycle of recruitment including researching, sourcing, attraction, recruitment, and onboarding of selected workforce resources for CHS. The priorities for this team are driven by strategic and operational needs.

The Talent Acquisition Senior Consultant will support the relevant Talent Acquisition stream in delivering effective talent acquisition and recruitment services to new employees and hiring managers at CHS.

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#### Behavioural Capabilities

Strong organisational skills with a high degree of drive to deliver successful outcomes to your stakeholders

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

#### 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

Relevant experience within a recruitment/talent acquisition environment is highly desirable

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: James Lee (02) 6205 6776 jamesE.Lee@act.gov.au

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

### **Nursing Midwifery Workforce Strategy and Recruitment Unit**

#### **Administration Support Officer**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 59283-028N2)**

Gazetted: 13 February 2023

Closing Date: 27 February 2023

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

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

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### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

Strong communication skills and a high attention to detail.

A commitment to providing high quality customer service.

Adaptability and flexibility to accommodate change.

Shows initiative to identify areas for improvement.

### **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](#).

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

- Undergo a pre-employment National Police Check.

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

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

Contact Officer: Cate Makings (02) 51240991 Catherine.Makings@act.gov.au

## **Rehabilitation Aged and Community Services**

### **Speech Pathology**

#### **Senior Speech Pathologist**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 53324 - 02806)**

Gazetted: 13 February 2023

Closing Date: 27 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)

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. The RACS speech pathology service is a dynamic team of speech pathologists and allied health assistants providing exceptional care through high quality assessment and therapeutic intervention. We treat and manage patients with a range of medical conditions including neurological, complex medical and frail aged in both inpatient and outpatient settings. Speech pathologists have direct clinical supervision from a senior speech pathologist and are supported by an experienced team of clinicians.

This position will be based at the University of Canberra Hospital with the opportunity to support leadership of the inpatient teams and ambulatory services at the University of Canberra Hospital and the Acute Care of the Elderly at the Canberra 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 with high degree of initiative.

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

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

Effective communication, including active listening skills, and an ability to negotiate.

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

##### Mandatory

Relevant Degree or Diploma in Speech Pathology from a recognised tertiary institution.

A minimum of 3 years' experience working professionally in adult rehabilitation and/or aged care.

To hold or be eligible for a practising membership of Speech Pathology Australia.

Hold a full and current driver's licence.

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

##### Desirable

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.

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Rachel Heatley 51240182 Rachel.Heatley@act.gov.au

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

**Territory Wide Mental Health Services**

**Health Professional Level 2**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 48123-028NB)**

Gazetted: 13 February 2023

Closing Date: 27 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**

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

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

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

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

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

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

**ABOUT YOU**

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**Behavioural Capabilities**

1. Good customer service skills to provide helpful and professional experiences to people who access the service.
2. Administration skills to be able to provide quality work outputs.
3. Organisational skills to be able to manage workload.

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

Position Requirements/Qualifications:

Mandatory

- Relevant Tertiary qualifications and a minimum of one year experience working professionally in the appropriate field

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

Note: This is a fulltime temporary position for six months.

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

Contact Officer: Julie Hanson (02) 62072570 [Julie.Hanson@act.gov.au](mailto:Julie.Hanson@act.gov.au)

## **Surgery**

### **Surgical Bookings**

#### **Surgical Bookings Clerk**

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 28534-028AW)**

Gazetted: 13 February 2023

Closing Date: 27 February 2023

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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and surrounding region. More information can be found on the CHS website:

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

#### **Behavioural Capabilities**

Strong organisational skills with a tendency to thrive in a team environment.

A commitment to providing high quality customer service.

Adaptability and flexibility to accommodate change.

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

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.

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.

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

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

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

Contact Officer: Tonia Sydney 0468663425 [Tonia.Sydney@act.gov.au](mailto:Tonia.Sydney@act.gov.au)

### **Clinical Services**

#### **Medicine**

#### **Clinical Development Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 24599, several - 028AS)**

Gazetted: 13 February 2023

Closing Date: 27 February 2023

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

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#### **POSITION OVERVIEW**

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

A temporary positions are available for a dynamic, highly motivated, and experienced nurse to work in the education team at CHS Emergency Department. Clinical Development Nurses (CDNs) require expert knowledge, and excellent interpersonal skills to teach and mentor nursing staff and nursing students in the department.

Approachability, excellent communication, and a passion for education are core, sought after attributes.

Applicants are required to demonstrate knowledge of concepts of adult learning. Post graduate qualifications in critical care nursing and /or clinical education is highly desirable. The successful applicants will be required to work a roster of morning and evening shift, Monday to Friday.

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#### Behavioural Capabilities

1. Ability to work independently and as part of a multidisciplinary team.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
3. High level leadership skills.
4. High level communication skills and the ability to critically think.

#### Position Requirements/Qualifications:

##### Mandatory

- Registered, or eligible to register as a Registered Nurse with 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. In addition, you will be responsible for orientating new nursing staff to DHR.

##### Desirable

- A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field,
- Or**
- A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the 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: This is a temporary position available for six months with the possibility of extension and/or permanency.  
Contact Officer: Julie Allan (02) 5124 3753 [julie.allan@act.gov.au](mailto:julie.allan@act.gov.au)

## Women Youth and Children

### Paediatrics

#### Registered Nurse Paediatric Palliative Care Nurse

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 38041 - 027YE)**

Gazetted: 10 February 2023

Closing Date: 24 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

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Paediatrics at the Centenary Hospital for Women and Children provides holistic, evidence-based quality health care and advocacy for all children and adolescents up to their 16th birthday in the ACT and surrounding areas. The



service is child and family centred, as we understand that the family is central to the successful delivery of health care.

As the Paediatric Palliative Care Nurse, you will provide expert clinical care and lead the coordination of palliative care for children and young people with life-limiting conditions, in the ACT. You will work in collaboration with stakeholders from the Centenary Hospital for Women and Children, Canberra Hospital Palliative Care team, Clare Holland House Hospice and Home Based Palliative Care Service, Sydney Children's Hospital Network and other key community services to ensure seamless transfer for care and support.

#### ABOUT YOU

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#### 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:

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

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary part-time position at (24) hours per week for six months.

Contact Officer: Fiona Matthews 0481 452 285 [Fiona.matthews@act.gov.au](mailto:Fiona.matthews@act.gov.au)

#### Allied Health

##### Acute Support

##### Administration Support Officer – Speech Pathology and Audiology

##### Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 43834 - 028EN)

Gazetted: 14 February 2023

Closing Date: 2 March 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### POSITION OVERVIEW

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Acute Allied Health Services (AAHS) are provided to a range of clients in the acute inpatient setting and specialised outpatient services at Canberra Hospital. Under general direction you will be required to provide administrative support within the acute allied health services departments reporting to the manager of the department. You will be responsible for booking and scheduling, client appointments, banking/cash handling, data entry, and general administration tasks.

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#### Behavioural Capabilities

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

Excellent communication skills,

Ability to work collaboratively with the team,

Adaptability and flexibility to accommodate, change and be responsive to clinical needs,

Organisational skills and motivation.

#### Position Requirements/Qualifications:

##### Mandatory

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

##### Desirable

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Kathryn Rodda (02) 5124 2230 [Kathryn.Rodda@act.gov.au](mailto:Kathryn.Rodda@act.gov.au)

#### Chief Operating Officer

##### CHS Surgery

##### Patient Allocation Officer

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 29059, Several - 028R7)**

Gazetted: 10 February 2023

Closing Date: 24 February 2023

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#### POSITION OVERVIEW

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The Bed Allocation Officer (BAO) provides a centralized point of contact for all patient flow activity requested to, from and within the Canberra Hospital. This position provides scope to develop an interface and relationship between all clinical areas and other associated agencies with the CHS and Southern NSW Local Health Districts to facilitate safe and effective patient flow.

#### ABOUT YOU

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#### Behavioural Capabilities

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

Highly developed interpersonal communication skills.

Strong organisational skills with a high degree of drive.

Operate autonomously with sound decision-making abilities.

Adaptability and flexibility with the capacity to motivate and inspire nurses to achieve objectives, lead change and influence others in responding to change.

#### Position Requirements/Qualifications:

##### Mandatory

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

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

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

##### Desirable

Holds or is working towards a post graduate tertiary nursing qualification in acute nursing relevant to an acute hospital setting.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Heather Heslop 0251247168 heather.heslop@act.gov.au

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

### Justice Health

### Alcohol and Other Drug

### Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 45093 - 028N3)

Gazetted: 09 February 2023

Closing Date: 23 February 2023

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

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Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre.

The service aims to provide collaborative, equitable and comprehensive health care to Clients and other key stakeholders. The Drug and Alcohol team provides assessment, support and referral for clients who have been incarcerated at both AMC and BYJC who have an alcohol and/or drug issue.

This position(s) may require you to participate in overtime, and/or rotation roster.

#### ABOUT YOU

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

**Behavioural Capabilities**

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

Ability to synthesise and analyse information and make decisions.

Effective communication skills and the ability to develop procedures as required. Ability to manage confidential and sensitive information.

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

**Position Requirements/Qualifications:**

Relevant qualifications and a minimum of 3 years post graduate experience working professionally in custodial health / AOD is preferred.

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

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

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.

Security Clearance from ACT Corrective Service and be eligible for entry to AMC and Bimberi

Appointment may be made on application and referee reports only

**Note:** This is a temporary position available for six months. This position may be appointed to by application and references only

Contact Officer: Amanda Chase (02) 5124 2523 [Amanda.Chase@act.gov.au](mailto:Amanda.Chase@act.gov.au)

**Cancer and Ambulatory Support (CAS)**

**Central Outpatient Department**

**Rheumatology Registered Nurse**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 60325 - 028OK)**

Gazetted: 09 February 2023

Closing Date: 27 February 2023

Details: Our Vision: creating exceptional health care together

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The Rheumatology Department at Canberra Hospital has a strong focus on clinical service delivery, supporting rheumatology patients within the ACT and surrounding regional areas. We provide leadership in musculoskeletal medicine; promote evidence-based practice and undertake clinical research to improve rheumatology patient outcomes.

The Rheumatology Registered Nurse (RN) Level 1 will play a key role in providing day to day care and support to rheumatology patients and their families living with arthritis and autoimmune diseases, ensuring appropriate referrals and timely access to care. In collaboration with the Rheumatology Advanced Practice Nurse (APN) and the Rheumatology RN2 the Rheumatology RN1 coordinates investigations, appointments, clinical care, and education for rheumatology patients, including patients living with arthritis and autoimmune disease.

**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

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

#### 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

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Biljana Zeljkovic (02) 5124 3782 Biljana.Zeljkovic@act.gov.au

## People and Culture

### Workforce Capability

#### CSB Training Administration Officer

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60280 - 028QA)**

Gazetted: 09 February 2023

Closing Date: 27 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

Are you interested in a great opportunity to take part in the largest healthcare infrastructure project undertaken in the Territory's history? This could be the role for you.

#### POSITION OVERVIEW

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

The CSB is designed to provide state-of-the-art facilities for medical practice and will incorporate the latest advances in technology and contemporary hospital design – enabling a patient-centred model of care that will maximise safety, health outcomes, operational efficiency, engineering services.

CHS is responsible for the planning and implementation of the program of Operational Commissioning activities associated with this major infrastructure project. The Operational Commissioning Program is managed by the Campus Modernisation team.

The CSB Training Administration Officer will be part of the Workforce Capability (WC) team within the People and Culture Division. WC provides a key coordination role for learning and development within CHS. The team provides

education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation and our consumers, as well as valuing the needs of our staff. WC develops many of the eLearning programs and manages the Learning Management System (LMS). The role will be responsible for the timely and effective development and delivery of eLearning courses and materials for the CSB and will work closely with the Campus Modernisation Training Program Manager.

#### ABOUT YOU

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

#### Behavioural Capabilities

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

- Strong communication skills.
- Strong organisational skills with a high degree of drive to complete tasks within set timeframes.
- Ability to work within a team environment and independently with minimal supervision.

#### 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

- Experience using eLearning authoring software, ideally the Articulate suite or willingness to learn.
- Training experience and a sound understanding of LMS administration and the development of training reports.
- Certificate IV Training and Assessment or equivalent.

The successful applicant will:

- 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.

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

Contact Officer: Vanessa Brady 0404364949 [vanessa.brady@act.gov.au](mailto:vanessa.brady@act.gov.au)

## Pathology

### Department of Diagnostic Genomics

### Department of Diagnostic Genomics

#### Scientist

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 28948 - 02878)**

Gazetted: 09 February 2023

Closing Date: 27 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

The Diagnostic Genomics Department is searching for a team-focused individual, with great attention to detail and commitment to professional development, to join our multidisciplinary laboratory team. This is an exciting opportunity to be part of a dynamic team that provides a comprehensive Diagnostic Genomics service. Our laboratory services Canberra and the surrounding region, utilising conventional and molecular genetic techniques for the investigation of both constitutional and somatic (oncological) abnormalities

#### POSITION OVERVIEW

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

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

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

The Diagnostic Genomics Department is a multidisciplinary laboratory performing conventional cytogenetics, microarray techniques, Fluorescence In Situ Hybridisation (FISH) and molecular genetic techniques for the investigation of constitutional and somatic (oncological) abnormality. Our laboratory services Canberra and the surrounding region. The team is led by the Chief Scientist and comprised of 2 Health Professionals Level 3 (HP3), 4 Health Professionals Level 2 (HP2) and 1 Technical Officer (TO1).

This position offers an opportunity, under the direction of the Chief Scientist and Senior Scientists of Diagnostic Genomics, to be part of a dynamic team that provides a comprehensive Diagnostic Genomics service.

This is a permanent 0.6FTE position (22.03Hrs per week).

#### 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

Adaptability and flexibility to accommodate and change.

High level evaluation and analysis skills.

Strong written and oral communication skills.

Ability to work as an individual and as part of a team, with a positive emotional culture.

Position Requirements/Qualifications:

- Tertiary qualification in medical science or related field.
- A minimum of 1 year experience working professionally in a diagnostic pathology laboratory is preferred.
- The successful applicant will need to be available for occasional weekend, and after-hours work, with access to flex time.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Have an understanding of how the National 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 permanent part-time position at (22.03) hours per week. The above full-time salary will be pro-rata.

Contact Officer: Monica Armstrong (02) 5124 3449 [Monica.armstrong@act.gov.au](mailto:Monica.armstrong@act.gov.au)

#### Office of the CEO

##### Clinical

##### Clinical Trials Coordinator - Clinical Trials Unit

**Research Officer Grade 1 \$62,216 - \$73,920, Canberra (PN: 58234 - 028NO)**

Gazetted: 09 February 2023

Closing Date: 27 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)

The Clinical Trials Support Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 1000 participants. These trials are either Pharmaceutical Sponsored trials, while others are Observational or Investigator Led trials that are funded by grants such as the National Health and Medical Research Council.

The Clinical Trials Coordinator provides key support to and coordination of clinical research projects undertaken by the Clinical Trials Support Unit at Canberra Hospital. The projects will vary and may involve the evaluation of interventional therapies in randomised controlled trials. The main responsibilities of the Clinical Trials Coordinator will be to act as “key” person for all aspects of planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration of other clinical trial staff. They will act as a contact responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Principal Investigator, Director of Clinical Trials and Manager of Clinical Trials.

#### 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

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

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

Strong organisational skills with a strong work ethic

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

#### Position Requirements/Qualifications:

- RO1 – A degree in a relevant area, from a recognised university with significant subsequent relevant work experience, OR an equivalent combination of experience and/or education. Academic knowledge or research experience is preferred.
- The successful applicant will need to be available for occasional after-hours 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.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary position available for 11 months with the possibility of extension and/or permanency.

Selection may be based on application only.

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

#### Infrastructure and Health Support Services

##### Facilities Management

##### Facilities Operations Manager

**Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 49346 - 028R2)**

Gazetted: 09 February 2023

Closing Date: 27 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)

Infrastructure and Health Support Services, a division of Canberra Health Services, are responsible for:

Capital project delivery;  
Facilities Management;  
Minor Works Team and Off-Site Maintenance  
Safety and Risk  
Domestic and Environmental Services;  
Food Services;  
Sterilising Services;  
Security Services; and  
Fleet Management.

The Infrastructure and Health Support Services, Facilities Management Division, is responsible for planned and reactive maintenance, asset management, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

The Facilities Operations Manager will have a unique understanding of the responsibilities and accountabilities of the role, being able to work collaboratively across a range of areas in CHS. The incumbent will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

## 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

- Extensive knowledge and significant proven experience managing building maintenance or projects in relation to building services and infrastructure.
- High-level interpersonal skills in order to influence and provide key information to support decisions made by a diverse stakeholder group.
- Professional and personable with the ability to develop and maintain effective relationships with key stakeholders within the Directorate, across Government and industry to benefit the quality of service delivery from Facilities Management.
- An organised approach to work, managing competing priorities and attention to detail on work undertaken.

### Position Requirements/Qualifications:

#### Mandatory

- Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or
- Hold a relevant building degree; or
- Have significant building or Infrastructure knowledge and/or project management experience.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

#### Desirable

- A trade qualification and/or minimum 10 years' experience in relation to building services maintenance.
- Hold a 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.

Contact Officer: Bibiana Uzabeaga 0403 103 292 [Bibiana.Uzabeaga@act.gov.au](mailto:Bibiana.Uzabeaga@act.gov.au)



**Office of the CEO**

**Clinical Trials Unit**

**Clinical Trials Coordinator**

**Research Officer Grade 1 \$62,216 - \$73,920, Canberra (PN: 58235 - 028NU)**

Gazetted: 13 February 2023

Closing Date: 27 February 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

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

The Clinical Trials Support Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 1000 participants. These trials are either Pharmaceutical Sponsored trials, while others are Observational or Investigator Led trials that are funded by grants such as the National Health and Medical Research Council.

The Clinical Trials Coordinator provides key support to and coordination of clinical research projects undertaken by the Clinical Trials Support Unit at Canberra Hospital. The projects will vary and may involve the evaluation of interventional therapies in randomised controlled trials. The main responsibilities of the Clinical Trials Coordinator will be to act as "key" person for all aspects of planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration of other clinical trial staff. They will act as a contact responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Principal Investigator, Director of Clinical Trials and Manager of Clinical Trials.

**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**

1. Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
3. Strong organisational skills with a strong work ethic.
4. Sound written and oral communication skills and works well individually and in a team environment.

**Position Requirements/Qualifications:**

- A degree in a relevant area, from a recognised university with significant subsequent relevant work experience, OR an equivalent combination of experience and/or education. Academic knowledge or research experience is preferred.
- The successful applicant will need to be available for occasional after-hours work.
- Have an understanding of how the National Statement on Ethics Conduct in Human Research aligns with this role.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for 11 months with the possibility of extension and/or permanency. Selection may be based on application only. This position is part-time at 22.05 hours per week and the full-time salary noted above will be pro-rata.

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

## **Division of Medicine**

### **Department of Respiratory and Sleep Medicine**

#### **Office Manager**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 13158 - 028GU)**

Gazetted: 10 February 2023

Closing Date: 28 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)

This position reports to the Administration Manager (reporting) and Unit Director (line). It provides office management to the unit and supervision to the Sleep and Respiratory outpatients team, 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.

The Department of Respiratory and Sleep (DRSM) provides a variety of outpatient services including appointments for consultations, diagnostics testing including lung function tests and sleep studies and a variety of nurse led clinics. The Office Manager provides personal assistant duties to the Unit Director and is responsible for the day-to-day management of the administration team that manage the booking of the outpatient clinics and provide reception services. The Office Manager should use their leadership, organisation communication skills to work with our multidisciplinary team to ensure outpatient services are delivered efficiently and key performance indicators met.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organizational skills with a high degree of drive.

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

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

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

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

#### **Desirable**

- Knowledge of Digital Health Record (DHR), ACT Patient Administration System (ACTPAS) and Clinical Portal is highly desirable but not essential.
- Previous experience working in the health sector.
- Previous experience managing a team.

- 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 six months with the possibility of extension and/or permanency.

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

## **Women, Youth and Children**

### **Community**

#### **Administration Service Officer**

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 44704, several - 028L6)**

Gazetted: 14 February 2023

Closing Date: 9 March 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 Women, Youth and Children provides a broad range of primary, secondary and tertiary health services to children, young people, families and women in the ACT and surrounding regions. The Division provides family centred, multidisciplinary services at Canberra Hospital and in Community Health Centres, client homes, schools and Child and Family Centres. These services include:

Women's Health Service

Maternal and Child Health Program

School Team – High School Immunisations and Health Checks

Children at Risk Health Unit

Community Paediatric and Child Health 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**

Ability to collaborate with team members to share appropriate information to achieve shared goals.

Adaptability to accommodate change and new ideas.

Willingness to go the extra distance in delivering services to our clients.

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

Ability to type with speed and efficiency.

Experience in Microsoft applications; in particular Excel, Word and Outlook.

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.

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Danielle Treloggen 51242776 [Danielle.Treloggen@act.gov.au](mailto:Danielle.Treloggen@act.gov.au)

**Clinical Services**

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

**Senior Psychologist/**

**Clinical Psychologist/**

**Forensic Psychologist**

**Senior Social Worker**

**Senior Occupational Therapist**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 45175 - 028SZ)**

Gazetted: 15 February 2023

Closing Date: 3 March 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)

Forensic Mental Health Services is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable yet integrated service components as follows:

- FMHS Forensic Consultation and Intervention Service (FoCIS) including:
  - Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)
- FMHS Mental Health Court Assessment and Liaison Service (MHCALS)
- FMHS Custodial Mental Health (CMH) including:
  - CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH – CA)
  - CMH – Adult at the Alexander Maconochie Centre (CMH – A)

Note: Psychologists working within Mental Health services are eligible for an additional allowance in addition to the base salary for Health Professionals. For full details of employment conditions and remuneration, please refer to the Health Professionals Enterprise Agreement:

<https://healthhub.act.gov.au/sites/default/files/2019-09/Health-Professional-Enterprise-Agreement-2018-2021.pdf>

**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**

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate effectively and with influence on clinical issues.

Resilience and calm in the face of conflict or uncertainty.

Position Requirements/Qualifications:

#### Mandatory

- Psychologists: Registered or eligible for general registration with the Psychology Board of Australia under AHPRA
- Social Workers: Degree in Social Work and a member or eligible for membership of the AASW and hold a WWVP card.
- Occupational Therapists: Registered or eligible for general registration with the Occupational Therapy Board of Australia under AHPRA
- Minimum 3 years (ideally 5 years) post-qualification work 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

- Professional experience in forensic mental health or a related field (i.e., custodial settings, community mental health, secure inpatient settings).
- Area of practice endorsement in either clinical or forensic psychology
- Approved or eligible for approval as a Psychology Board of Australia Supervisor
- Knowledge and experience in the use of structured risk assessment tools for risk of offending behaviours.
- Current driver's licence

#### Other

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Tegan Murray (02) 5124 1813 Tegan.Murray@act.gov.au

### Women Youth and Children

#### Maternity

#### Antenatal Unit

#### Registered Midwife Level 2

**Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 19120-028IR)**

Gazetted: 15 February 2023

Closing Date: 1 March 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)

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 2 with an interest in providing clinical leadership in the areas of antenatal, intrapartum, or postnatal care.

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 and 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 six 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 Midwifery Manager, the level 2 Registered Midwife is responsible for providing midwifery leadership within the unit. 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.

There are a range of positions available, including working directly in one unit, rotational positions across your scope of practice and in early 2023 we are introducing rostered teams. There are full time and part time positions available, as well as casual. We offer a generous relocation reimbursement up to \$12,000, 7 weeks annual leave as well as free parking. There are many benefits to a position with Canberra Health Services which we would be happy to go through with you further. Please call our contact person for more information.

The successful applicant may be appointed based on application and referee report alone.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

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

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

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

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)

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

**Note:** There are several full time, part time and casual positions available.

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

Contact Officer: Helen Perkins (02) 51247535 [Helen.Perkins@act.gov.au](mailto:Helen.Perkins@act.gov.au)

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

### **Justice Health Services**

#### **Custodial Health**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 34133, several - 028RI)**

Gazetted: 15 February 2023

Closing Date: 1 March 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 Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided 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 home. These services include:

- Rehabilitation and Specialty Mental Health Services
- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services
- Dhulwa Mental Health Unit

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

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

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

This role will be required to work at the Alexander Maconochie Centre and may be required to work at Bimberi Youth Justice Centre as needed, as well as other sites as required by the 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**

Remain non-judgemental with all interactions with clients.

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

Ability to manage confidential and sensitive information.

Position Requirements/Qualifications:



- Be registered (or be eligible for registration) as a Registered Nurse within the Australian Health Practitioner Regulation Agency (AHPRA) qualifications.
- Minimum of three (3) years' experience working professionally in Primary Health is preferred.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable:

- Current driver's 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.
- Undergo an ACT Corrective Services Security Clearance check.

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

Contact Officer: Amanda Chase (02) 5124 2523 [Amanda.Chase@act.gov.au](mailto:Amanda.Chase@act.gov.au)

## **Women, Youth and Children**

### **Community Health Programs**

#### **Program Support Officer**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 19306 - 028SV)**

Gazetted: 15 February 2023

Closing Date: 1 March 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 has arisen in Women Youth and Children Community Health Program for a part time, permanent Program Support Officer. WYCCHP provides community-based services across the ACT in child, family and women's health. WYCCHP has a strong team culture and a supportive leadership team. This position is based at 1 Moore St and supports the work of the WYCCHP across strategic planning, service reporting, quality improvement and evaluation. The position is being advertised as a RN3.1 or a HP4.

#### **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 primary health care community-based services to children, adolescents, families and women including early pregnancy, child and family health, school health, child protection and women's health services. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The Program Support Nurse works closely with the WYCCHP leadership team to broadly provide support for the delivery of clinical services. This includes strategic planning, change management and organisational development.

#### **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, communication and interpersonal skills with a high degree of drive

Ability to work autonomously, monitoring task completion against milestones

An ability to work respectfully in partnership with a range of stakeholders

Able to contribute positively to team culture, demonstrating kindness to colleagues and clients

Position Requirements/Qualifications:



#### Mandatory

- Unconditional registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- A tertiary qualification in a relevant Primary Health speciality or in Policy development and experience in project management is desirable
- Hold a current Driver's Licence
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Note: This is a permanent part-time position at (27) hours per week. The above full-time salary will be pro-rata.  
Contact Officer: Carolyn Thomas (02) 5124 1607 carolyn.thomas@act.gov.au

#### Ambulatory Support

##### Walk-in Centres

##### Clinical Nurse Educator (CNE)

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 44806 - 028VB)**

Gazetted: 15 February 2023

Closing Date: 1 March 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

##### POSITION OVERVIEW

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

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

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

The Walk in Centre's are a primary health service with Advanced Practice Nurses and Nurse Practitioners that provide episodic care for minor injury and illness to the ACT community and surrounds. Advanced Practice Nurses provide care to clients, using advanced clinical assessment skills supported by protocols, medication standing orders and clinical decision making.

The successful applicant will work collaboratively and report directly to the Assistant Director of Nursing. The role is to provide clinical leadership, mentoring and teaching to staff at the ACT Walk-in Centre's and includes stakeholder interactions and skill-based teaching and assessments.

This is a composite role with some direct service provision to retain skill and meet roster requirements.

This is a parttime role working with the full time CNE to provide clinical leadership, mentoring and teaching to staff at the ACT Walk-in Centre's and includes stakeholder interactions and skill-based teaching and assessments.

##### 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 and ability to critically think

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

#### Position Requirements/Qualifications:

- Be registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)
- Minimum of 5 years' experience working professionally as a Registered Nurse is preferred.
- Desirable is to be progressing towards a post graduate qualification in education, such as a Certificate 1V in Education and Assessment, management or in a relevant clinical specialty.
- Relevant experience in the Walk in Centre and primary health environments.
- 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.
- Undertake primary health care clinical benchmarking with 7 objective structured clinical examination (OSCE) assessments prior to working autonomously in the WiC. The OSCE assessment must be passed during the probation period for permanent appointment.
- 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 part-time position at (24) hours per week for four months. The above full-time salary will be pro-rata.

Contact Officer: Anne Douglas 0434945109 Anne.Douglas@act.gov.au

### Cancer and Ambulatory Services

#### Innovation and Service Development

#### Clinical Educator – End of Life Care

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 60246 - 0288R)**

Gazetted: 14 February 2023

Closing Date: 28 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)

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

These services are supported by a small team dedicated to innovation and service development. This incorporates policy development and management, risk management, quality improvement, introduction of new services and development of new models of care, supporting staff through accreditation and managing specific projects.

The purpose of this role is to work in partnership with clinical teams from across the ACT to ensure the delivery of safe and effective care to people who are at end of life and/or need palliative care.

The role coordinates training and mentoring for the inter-professional workforce and works with stakeholders from public and private hospitals, primary care, aged care facilities to support the update of the End of Life Champion program to enhance quality end of life and palliative care service delivery.

In this position, you will work alongside other key palliative care coordinators and educators in the ACT to provide leadership, support and mentoring on end of life and palliative care for health professionals in the ACT.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong customer service, project development and leadership skills;

Strong organisational and communication skills to work with diverse clinical stakeholders to provide training and education within work units;

Ability to provide flexible mentoring to inter-professional groups;

Understands strategic thinking and applies it to achieve key quality and safety objectives

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

##### **Mandatory**

Extensive clinical experience in nursing patients at end of life and/or require palliative care

Experience in the development and facilitation of mentoring in a healthcare setting

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.

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**

Commitment and accountability to own learning, development, and practice with workplace and/or postgraduate qualifications in end of life and/or palliative care.

Certificate IV Training and Assessment or equivalent and experience in teaching and training

Experience in development, delivery, and evaluation of quality improvement projects

A sound understanding of Microsoft Suite in particular Excel and the use of spreadsheets

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

Undergo a pre-employment National Police Check.

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

**Note:** This is a temporary position available for 12 months.

Contact Officer: Toni Ashmore (02) 5124 8512 [Toni.Ashmore@act.gov.au](mailto:Toni.Ashmore@act.gov.au)

#### **Medical Services**

##### **Imaging Nursing Services**

##### **Registered Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 60378, several - 028UJ)**

Gazetted: 15 February 2023

Closing Date: 1 March 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 Medical Imaging Department at CHS operates 24 hours, seven days a week, offering a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and

nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

#### 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 work within a multidisciplinary team environment

#### Position Requirements/Qualifications:

Relevant postgraduate qualifications and a minimum of 4 years' experience working professionally and minimum of 1 year in the specialty of medical imaging is preferred.

- The successful applicant will need to be available for weekend, after-hours and on call 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 OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Contact Officer: Donna Gaisford (02) 51244 333 [Donna.Gaisford@act.gov.au](mailto:Donna.Gaisford@act.gov.au)

## People and Culture

### Talent Acquisition and Employee Experience

#### Talent Acquisition Administrator

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 30408 - 02853)**

Gazetted: 13 February 2023

Closing Date: 23 February 2023

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

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

Are you ambitious, and want to make a difference? Make your next move the right one and join Team CHS.

CHS offers great benefits some of which are:

Competitive pay rates and excellent working conditions.

Salary packaging with full fringe benefits tax concessions.

Reimbursement for relocation expenses.

Flexible working, purchased leave, attractive superannuation.

Free parking

Employee Assistance program for staff and members of immediate family

We take the health and wellbeing of our team members very seriously. We provide a range of services to help our staff. We are a breastfeeding friendly workplace and hold Silver Status as a Healthier Workplace

Visit the [Enterprise Agreements page](#) for more information on rates of pay, allowances and leave

We are expanding Canberra Hospital to include a new emergency, surgical and critical health care building.

Construction is well underway, and the facility is due to open in 2024. The links below show a sneak peak of the facility <https://www.facebook.com/CanberraHealthServices/videos/5951301138215129>

<https://www.facebook.com/CanberraHealthServices/videos/214958260483971>

The People and Culture (PandC) Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS. Working closely with CHS Divisions, the PandC portfolio delivers strategically aligned workforce solutions in areas including people, policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment.

The Talent Acquisition and Employee Experience team within the PandC Division is focused on the full lifecycle of recruitment including researching, sourcing, attraction, recruitment, and onboarding of selected workforce resources for CHS. The priorities for this team are driven by strategic and operational needs.

The Talent Acquisition Administrator will support the relevant Talent Acquisition stream in delivering effective talent acquisition and recruitment services to new employees and hiring managers at CHS.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive to deliver successful outcomes to your stakeholders  
Adaptability and flexibility to accommodate changing demands and provide responsive services to meet clients' needs

#### **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

Knowledge or experience with an e-recruitment system

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: James Lee (02) 5124 9625 [James.Lee@act.gov.au](mailto:James.Lee@act.gov.au)

#### **Women, Youth and Children**

#### **Community Health Programs**

#### **Program Support Officer**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 55817 - 028R9)**

Gazetted: 14 February 2023

Closing Date: 28 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

An exciting opportunity has arisen in Women Youth and Children Community Health Program for a part time, permanent Program Support Officer. WYCCHP provides community-based services across the ACT in child, family and women's health. WYCCHP has a strong team culture and a supportive leadership team. This position is based at 1 Moore St and supports the work of the WYCCHP across strategic planning, service reporting, quality improvement and evaluation. The position is being advertised as a RN3.1 or a HP4.

#### **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 primary health care community-based services to children, adolescents, families and women including early pregnancy, child and family health, school health, child protection and women's health services. Services are delivered within a multi-disciplinary context and often by a multidisciplinary team.

The Program Support Officer works closely with the WYCCHP leadership team to broadly provide support for the delivery of clinical services. This includes strategic planning, change management and organisational development.

#### 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, communication and interpersonal skills with a high degree of drive

Ability to work autonomously, monitoring task completion against milestones

An ability to work respectfully in partnership with a range of stakeholders

Able to contribute positively to team culture, demonstrating kindness to colleagues and clients

#### Position Requirements/Qualifications:

##### Mandatory

- Tertiary qualifications as a health professional 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; and a minimum of 5 years' experience working professionally in a relevant clinical area is preferred.
- A tertiary qualification in a relevant Primary Health speciality or in Policy development and experience in project management is desirable
- Hold a current Driver's Licence
- 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.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Note: This is a permanent part-time position at (27) hours per week. The above full-time salary will be pro-rata.

Contact Officer: Carolyn Thomas (02) 5124 1607 [carolyn.thomas@act.gov.au](mailto:carolyn.thomas@act.gov.au)

#### **Women, Youth and Children Community Health Programs**

##### **Maternal and Child Health**

##### **Maternal and Child Health Nurse Clinical Manager (CNM)**

**Registered Nurse Level 3.2 \$130,846, Canberra (PN: 54691 - 028QW)**

Gazetted: 14 February 2023

Closing Date: 27 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)

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

Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child development concerns, and information and support for parenting. This is the only child and family health service across the ACT.

Under broad direction, this position will provide professional leadership, through clinical expertise, and operational management for a Maternal and Child Health (MACH) team. The successful candidate will draw on knowledge and experience working as a Child and Family Health or MACH Nurse, as well as experience as an operational manager.

## 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 the capacity to simultaneously manage and prioritise multiple issues, demonstrating a high degree of drive.

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

A strong commitment to organisation values and vision

Resilience and adaptability in a dynamic health environment

### Position Requirements/Qualifications:

#### Mandatory

- Relevant post graduate qualifications in Child and Family nursing and a minimum of two years' experience working professionally in Maternal and Child Health is required.
- 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

- Additional tertiary qualifications and experience in midwifery, paediatrics or leadership and management are desirable but not essential.
- 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: Sally Haseler (02) 5124 1701 [Sally.Haseler@act.gov.au](mailto:Sally.Haseler@act.gov.au)

## Women Youth and Children

### Maternity

#### Midwifery Team leader Maternity and Gynaecology Outpatients

Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 52929 - 0271Q)

Gazetted: 14 February 2023

Closing Date: 28 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)

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 2 with an interest in providing clinical leadership in the areas of antenatal, intrapartum, or postnatal care.

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 and 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 Midwifery Manager, the Team leader level 2 Registered Midwife is responsible for providing midwifery leadership within the unit. 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.

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#### 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

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 midwifery and/or nursing qualifications and a minimum of three years' experience working professionally in midwifery.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be available for rotational shift work roster which includes weekends, night duty and public holidays.
- 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.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

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

Contact Officer: Julianne Nissen (02) 5124 7368 Julianne.nissen@act.gov.au

### **Adult Acute Mental Health Services**

#### **Adult Mental Health Unit, 12B and Mental Health Short Stay Unit**

#### **Social Worker**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 13143 - 028MR)**

Gazetted: 13 February 2023

Closing Date: 1 March 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 Office of the Director of Allied Health in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Office of the Director of Allied Health also provides leadership to a range of allied health operational teams including the Allied Health Adult Acute Mental Health Services Team who work in the Adult Mental Health Unit (AMHU), Ward 12B and the Mental Health Short Stay Unit (MHSSU).

The AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. 12B is 10-bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability.

MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

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

The position will report operationally and clinically to the Allied Health Manager and Allied Health Clinical Lead of AAMHS respectively. Professional governance of this position will come from the Discipline Principal Social Work (MHJHADS).

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

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

## ABOUT YOU

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### Behavioural Capabilities

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

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

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

Competent negotiation and influencing skills in dealing with complex situations.

### Position Requirements/Qualifications:

#### Mandatory

- Applicants must have a minimum of 3 years (ideal 5 years) paid work experience, post qualification, in a related/ relevant organisation/ service
- Degree in Social Work
- Professional membership or eligibility for membership of the Australian Association of Social Workers (AASW)
- Registration under the Working with Vulnerable People ACT 2011
- Current passenger Vehicle driver's license.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

#### Highly Desirable

- Experience of working within mental health in either an inpatient unit or community setting.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

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

Contact Officer: Jana Ethell (02) 5124 5448 [jana.ethell@act.gov.au](mailto:jana.ethell@act.gov.au)

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

### Territory Wide Mental Health Services

#### Registered Nurse level 2

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 48121-028NL)**

Gazetted: 14 February 2023

Closing Date: 28 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)

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community

settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Territory Wide Mental Health Services (TWMHS) includes the Access Mental Health Team. 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 of the Territory Wide Mental Health Services 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

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards

Strong interpersonal and communication skills

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

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

##### Mandatory

Relevant Tertiary qualifications and a minimum of two years' experience (preferably three years) working professionally in the mental health field

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

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

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

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

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

#### **Highly Desirable:**

Post Graduate Qualification in Mental Health Nursing or working towards such.

Hold a current driver's licence without restrictions.

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

Undergo a pre-employment National Police Check.

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

**Note:** This is a temporary position for six months with possibility and/or extension.

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

Contact Officer: Julie Hanson (02) 62072570 Julie.Hanson@act.gov.au

## **ACT Pathology**

### **Haematology**

#### **Supervising Scientist Transfusion**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 47216 - 028RC)**

Gazetted: 14 February 2023

Closing Date: 2 March 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)

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

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

Haematology is committed to providing an efficient, high-quality service for all our clients through, training and education, adherence to validated procedures, ongoing professional development, commitment to meeting and exceeding customer requirements, compliance with relevant regulatory requirements and best practice, and maintaining an organisational culture that fosters continuous education and improvement.

The Supervising Scientist in Transfusion plays a key role in the day to day management of the Transfusion section of the laboratory at The Canberra Hospital and Calvary Public Hospital. This will include training and development of staff, management of resources, evaluation and implementation of new diagnostic platforms, overseeing NATA RCPA technical requirements, KPI monitoring, investigation of difficult transfusion cases, investigation of complex transfusion testing, quality control monitoring, maintaining manuals, supervision of the branch laboratory and other duties as directed.

## ABOUT YOU

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### Behavioural Capabilities

- Well-developed leadership skills with an emphasis on training and education.
- Strong organisational skills with a high degree of drive.
- Excellent written and oral communication skills and the ability to liaise with a diverse range of clients.

### Position Requirements/Qualifications:

#### Mandatory

Relevant tertiary qualification in Medical Science, Pathology and a minimum of 10 years' experience working professionally in Haematology and transfusion is preferred.

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

#### Desirable

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

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary position available for 3 – 6 months with the possibility of extension. Applications for this position may be assessed by a desktop review rather than a formal interview

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

## People and Culture

### Executive Unit

#### Executive Officer

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 21959-028NF)**

Gazetted: 14 February 2023

Closing Date: 28 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)

The People and Culture (PandC) Division is responsible for providing strategic leadership and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS divisions, the PandC Division portfolio delivers strategically aligned workforce solutions in areas including change management, diversity, and inclusion, learning and development, industrial and employee relations, pay and benefits, rewards, and recruitment.

The Division also plans, designs, communicates and monitors CHS's Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Quality expert advice and support is provided through the PandC integrated teams.

#### Overview of the Role

The PandC Executive team is responsible for the strategic and operational management of the PandC Division, ensuring the effective and efficient operation of strategic people management advice, policy, and programs across CHS.

As the Executive Officer to the Executive Group Manager, PandC, you will be responsible for the provision of high level confidential secretarial, administrative, and project-based support that contributes to the division achieving its business goals and deliverables. This role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve work deadlines in an environment of competing priorities.

We're looking for an enthusiastic and organised Executive Officer to join our team within People and Culture, CHS. Our work is unique, interesting and client focused. And is part of a busy and fast-paced environment. You will have highly developed organisational and administrative skills and be a great communicator who is able to shift with the sands of flexibility.

CHS offers great benefits which include:

Competitive pay rates and excellent working conditions.

Salary packaging with full fringe benefits tax concessions.

Reimbursement for relocation expenses.

Flexible working, purchased leave, attractive superannuation.

Free parking

Employee Assistance program for staff and members of immediate family

We take the health and wellbeing of our team members very seriously. We provide a range of services to help our staff. We are a breastfeeding friendly workplace and hold Silver Status as a Healthier Workplace

Visit the [Enterprise Agreements page](#) for more information on rates of pay, allowances and leave

We are expanding Canberra Hospital to include a new emergency, surgical and critical health care building.

Construction is well underway, and the facility is due to open in 2024. The links below show a sneak peak of the facility <https://www.facebook.com/CanberraHealthServices/videos/5951301138215129>

<https://www.facebook.com/CanberraHealthServices/videos/214958260483971>

#### ABOUT YOU

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#### Behavioural Capabilities

To be successful in this role you will be a dynamic and innovative individual and a strong communicator with conceptual, strategic and management capabilities, along with the ability to manage competing tasks within tight timeframes. Your personal style and your ability to engender trust and respect will be complemented by sound judgement, drive and initiative.

It is expected that the successful candidate will have the following attributes:

Strong organisational skills with a high degree of drive and attention to detail.

Ability to develop and maintain sound working relationships with people at all levels and maintain confidentiality in dealing with issues of a sensitive or personal nature.

Proven ability to work autonomously, use sound judgement and set priorities to achieve business objectives and tight timeframes, particularly whilst working under pressure.

**Position Requirements/Qualifications:**

Desirable Diploma or Certificate IV in Business Administration.

Ability to use SharePoint and TRIM (HP Content Manager).

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 six months with the possibility of extension and/or permanency.

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

Contact Officer: Jennifer Elsey (02) 51249635 [Jennifer.Elsey@act.gov.au](mailto:Jennifer.Elsey@act.gov.au)

**Women Youth and Children**

**Child Health Targeted Support Services**

**Client support Officer**

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 17445 - 0284Y)**

Gazetted: 14 February 2023

Closing Date: 1 March 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 Women, Youth and Children provides a broad range of primary, secondary and tertiary health services to children, young people, families and women in the ACT and surrounding regions. The Division provides family centred, multidisciplinary services at Canberra Hospital and in Community Health Centres, client homes, schools and Child and Family Centres. These services include:

Women's Health Service

Maternal and Child Health Program

School Team – High School Immunisations and Health Checks

Children at Risk Health Unit

Community Paediatric and Child Health Service

Reporting to the Administration Manager, this position contributes to the daily support of Women's Health Service, both back and front of house. This role requires a high level of time management skills with an ability to liaise effectively with staff at all levels.

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**Behavioural Capabilities**

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



Ability to collaborate with team members to share appropriate information to achieve shared goals.

Adaptability to accommodate change and new ideas.

Willingness to go the extra distance in delivering services to our clients.

**Position Requirements/Qualifications:**

Desirable:

Ability to type with speed and efficiency.

Experience in Microsoft applications; in particular Excel, Word and Outlook.

Hold a current driver's license.

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Danielle Treloggen 51242776 danielle.treloggen@act.gov.au

**Medical**

**Pharmacy**

**Lead Pharmacist – Rehabilitation, Aged and Community Services (RACS)**

**Pharmacist Level 4 \$121,747 - \$131,067, Canberra (PN: 32635 - 028DP)**

Gazetted: 13 February 2023

Closing Date: 7 March 2023

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

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

**Canberra Health Services – Lead Pharmacist Rehabilitation, Aged and Community Services**

Canberra Health Services (CHS) is looking for an experienced and dynamic pharmacist to lead our pharmacy services across the Division of Rehabilitation, Aged and Community Services (RACS). This position is a temporary position to cover maternity leave for up to 12 months with the possibility of extension. Both full time and part time applications will be considered.

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

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

RACS services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

**Benefits**

Health Professionals employed at CHS enjoy excellent conditions. Our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/come-and-work-us/enterprise-agreements>

Health Professional benefits over and above remuneration include:

Generous leave provisions including 20 days of annual leave

Up to \$12,000\* in reimbursement of relocation expenses for permanent or long-term appointments with additional provisions for dependants

Access to financial and other supportive resources to enhance professional development

\*Terms and Conditions Apply – refer to enterprise agreement for more details

**Living and working in Canberra**



Ranked as the world's most liveable city, Canberra offers the ultimate work/life balance with access to world-class facilities, stunning natural surrounds, and great career opportunities. Canberra is the capital city of Australia and is situated inland between the cities of Sydney and Melbourne. It is a picturesque city, conveniently nestled alongside Australia's highest alpine mountains and the South Eastern coastal region of New South Wales. This means that is the perfect city to base yourself so that you may be skiing some of the best alps in Australia within 2 hours or enjoying the pristine beaches of the South Coast within 90 minutes.

A move to Canberra means you have more time to do things you and your family enjoy.

To find out more about living in our wonderful city please visit <https://canberra.com.au/live/>

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

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

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

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

##### Mandatory

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

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research, or experience deemed equivalent (preferably supported by the development of an Advance Pharmacist Practice Portfolio).

Able to demonstrate competency standards at the Consolidation Level of the Advanced Pharmacy Practice Framework for Australia in the area of Aged Care.

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

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

##### Desirable

The Society of Hospital Pharmacist of Australia (SHPA) membership.

Membership of a professional organisation linked to the area of specialty.

Advance Practice Credentialed (or Board Certification from another jurisdiction considered acceptable by the Selection Advisory Committee) in Aged Care.

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

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

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

Undergo a pre-employment National Police Check.

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

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

**Note:** This is a temporary position available for up to 12 months with the possibility of extension or permanency.

Contact Officer: Hamed Lane 02 5124 2203 [hamed.lane@act.gov.au](mailto:hamed.lane@act.gov.au)

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

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

##### **Clinical Lead**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 44139-028RB)**

Gazetted: 14 February 2023

Closing Date: 24 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)

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

Territory Wide Mental Health Services (TWMHS) includes the Home Assessment and Acute Response Team (HAART) and the Police Ambulance Clinician Early Response (PACER) service. HAART and PACER provide assessment and intervention for acute mental health presentations

Relevant to this position HAART provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

HAART operates as an extended hour's service, operating **seven days a week from 08:00 to 22:00** while PACER operates as an extended hour's service, operating **seven days a week from 08:00 to 00:00** and the position holder will be required to work business hours Monday to Friday.

The position reports to the HAART/PACER Team Leader who is based on site and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service

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

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

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

##### **Mandatory**

Relevant Tertiary qualifications and a minimum of five years' experience working professionally in mental health services with at least 12 months having occurred within the last 18 months.

Current driver's licence.

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.

##### **Highly Desirable**

Post Graduate qualification in Mental Health Nursing or working towards.

##### **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.

Hold a current driver's licence.

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

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

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

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

Contact Officer: Sarah R Dunn (02) 51249152 [Sarah.Dunn@act.gov.au](mailto:Sarah.Dunn@act.gov.au)

## Medicine

### Cardiology

#### Cardiac Catheter Laboratory Clinical Development Nurse

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 29058 - 02850)**

Gazetted: 15 February 2023

Closing Date: 1 March 2023

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

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

The Cardiac Catheter Laboratory is a clinical specialty area that undertakes a range of cardiac diagnostic, interventional and electrophysiology procedures. Canberra Hospital has two laboratories staffed and equipped to provide a 24-hour service for patients with acute and chronic cardiac conditions. The Cardiac Catheter Laboratory also includes a Day Procedure Unit. Normal operational service is Monday to Friday, 07:00hrs to 18:00hrs with on-call coverage for STEMI activation outside of business hours.

Registered Nurses are members of the multidisciplinary team and have a key role in caring for patients admitted to the Cardiac Catheter Laboratory

#### ABOUT YOU

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#### Behavioural Capabilities

Highly organised and motivated

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

Good leadership skills with the ability to work independently to agreed outcomes.

Excellent interpersonal and communication skills

#### Position Requirements/Qualifications:

##### Essential:

3 years post graduate experience

Eligible for registration with the Nursing and Midwifery Board through 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:

Certificate IV in Training and Assessment and/or Post graduate qualification in cardiac and/or acute care

The successful applicant will need to be available for after-hours work including evenings and weekends if deemed necessary. A consultation process is currently proposed regarding extended hours of service in the Cardiac Catheter Laboratory.

Following a period of training and having achieved competency in Advanced Life Support the position includes an on-call commitment.

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

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

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

Undergo a pre-employment National Police Check.

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

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

Note: This position is part-time at (24:00) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Alison Baldwin 51243691 [Alison.Baldwin@act.gov.au](mailto:Alison.Baldwin@act.gov.au)

**Cancer and Ambulatory Services**

**Medical Physics and Radiation Engineering**

**Medical Physics Specialist**

**Medical Physics Specialist \$112,579 - \$156,362, Canberra (PN: 13469 - 028JA)**

Gazetted: 14 February 2023

Closing Date: 16 March 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 Medical Physics and Radiation Engineering (MPRE) department at Canberra Health Services is composed of medical physics specialists in radiation oncology, nuclear medicine, and radiology giving our department a collegial diversity of medical physicists working together. The team is responsible for safety and quality in the use of medical radiation. They contribute technical and scientific support to clinical and research staff enabling efficient use of resources for the diagnosis, treatment and research of disease using medical radiation.

The successful candidate will contribute to the delivery of state-of-the-art radiotherapy for our cancer patients. Equipment currently includes two Varian TrueBeam linear accelerators with capabilities for Volumetric Modulated Arc Therapy (VMAT), and a Varian Edge linear accelerator primarily dedicated to stereotactic cranial and body radiotherapy. HyperArc and Exactrac are used for SRS planning and position verification, respectively. We use the Aria oncology information system which is cloud hosted. Other treatment services include superficial x-ray therapy and brachytherapy.

In 2023 we will commission a third TrueBeam bringing the department to full linac capacity. We are also starting work on deformable registration, Eclipse scripting and further development of the SRS and SBRT programs. It is expected that the successful applicant will play a key role in providing medical physics commissioning work for the abovementioned items as well as working as a valued team member carrying out the job duties stated below.

Our team participates in Trans-Tasman Radiation Oncology Cooperative Group (TROG) trials, and the department is accredited to train diagnostic radiology and radiation oncology medical physics registrars. Our team members have active collaborations with University of Sydney, University of New South Wales and the Australian National University. We are also actively participating in machine learning and artificial intelligence projects related to radiotherapy with the AusCAT (Australian Computer-Assisted Theragnostics) group.

**ABOUT YOU**

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Behavioural Capabilities

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

An inquisitive mind and aptitude for problem solving,

Capable of prioritising work within established policies, guidelines, and procedures,

Comfortable to both work in teams and to undertake duties independently,

An interest in gathering and analysing data and communicating insights gained within the team or externally.

Position Requirements/Qualifications:

Mandatory

- Registration or demonstrated eligibility for registration on the register of Qualified Medical Physics Specialists in Radiation Oncology Medical Physics administered by the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM).
- Hold a higher degree (M. Sc. or higher) majoring in physics from an accredited university.
- Experience working as a medical physicist, including as a registrar, in a clinical environment.
- Eligible for, or possess, an ACT radiation licence.
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Ben Cooper (02) 5124 5300 Ben.cooper@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)**

#### **Canberra Institute of Technology**

##### **Strategic Finance and Transformation**

##### **Executive Director, Strategic Finance and Transformation**

**Executive Level 2.3 \$325,947 - \$339,001 depending on current superannuation arrangements, Canberra (PN: E1287)**

Closing Date: 28 February 2023

**Details:** The Canberra Institute of Technology (CIT) is seeking an experienced, innovative, and motivated senior executive to fill the role of Executive Director, Strategic Finance and Transformation.

The Executive Director, Strategic Finance and Transformation reports directly to the CEO of CIT and is a key member of the senior executive leadership team. The role requires a strong and collaborative relationship with the Executive Leadership Team and the CIT Board to ensure all internal and external accountabilities relating to the institute's finances are met.

We are looking for a collaborative leader experienced in delivering high quality, sustainable financial and commercial business outcomes through effective financial management and control. A key responsibility of this

position is to provide leadership and direction to position the CIT for long term growth and stability that is aligned with the future direction of the Institute.

The successful applicant requires commitment to public service integrity and outstanding leadership, negotiation and communication skills.

**Eligibility/Other Requirements:** Applicants require relevant tertiary qualifications and a CPA/CA accreditation and should have experience in a senior financial leadership and management roles. An understanding of the vocational education sector and public sector policy and governance would be highly advantageous.

**Remuneration:** The position attracts a remuneration package ranging from **\$325,947 to \$339,001** depending on the 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 three years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

**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 criteria is not required.

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

Contact Officer: Carolina Ross (02) 6207 6146 [carolinad.ross@cit.edu.au](mailto:carolinad.ross@cit.edu.au)

## Corporate Services

### Finance

#### Financial Services

##### Senior Financial Services Officer

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 33019, several)**

Gazetted: 15 February 2023

Closing Date: 22 February 2023

**Details:** Canberra Institute of Technology is looking to engage a suitably qualified and experienced professional to join the Finance team in delivering key business services for CIT's Colleges and Divisions in the provision of vocational education and training (VET) services.

This position is currently operating under a partial remote working and campus-based arrangement (predominantly at CIT Reid).

The successful applicant will be responsible for the following:

Preparing journals, accounts payable and accounts receivable transactions for processing through Shared Services;  
Processing and actioning travel requests and acquittals including the Reconciliation and Payment of Amex and Cabcharge;

Following up on discrepancies as required;

Prepare correspondence and liaise with clients, creditors and staff;

Assist in training new staff;

Performing compliance and Quality Assurance checks on material to be sent to Shared Services;

Update Converga and EMS User Table and liaise with Shared Services to resolve access for CIT Staff;

Perform advanced work with computer spreadsheets and databases; and

Investigate/resolve complex issues

**Note:** These are permanent positions, and an order of merit will be established from this selection process and the list may be used to fill future vacancies over the next 12 months, from the time of Delegate signature on the selection process.

This process will undergo at least two forms of assessment. This could be in the form of an application and Referee Reports, or application and interview, or application, interview and Referee Reports.

**How to apply:** Please provide a written application of no more than 1,000 words addressing the Selection Criteria outlined in the Position Description demonstrating with examples, your suitability to the role.

Please provide with the application, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Ildi Lee (02) 6207 3466 [ildi.lee@cit.edu.au](mailto:ildi.lee@cit.edu.au)

## Education and Training Services

### Student Services/Information and Recognition

### Information Officer

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 16456)**

Gazetted: 15 February 2023

Closing Date: 22 February 2023

**Details:** Student Services is seeking a motivated and experienced person to support the Manager, Information and Recognition with the day-to-day operations of the Information team.

This Information team provides first point contact for all enquiries received via CIT's main phone, email and live chat platforms.

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

Strong organisational skills with a high degree of drive.

Strong communication skills and a high attention to detail.

Strong leadership skills.

**Eligibility/other Requirements:** Experience in supervising a small team is desirable.

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

**How to Apply:** Tell us all about yourself and why you would be the perfect candidate to join our team by submitting a statement of no more than two pages addressing the attached selection criteria. Include a current curriculum vitae and two referee reports prior to the advertised closing date. Referee reports are to be completed using the ACT Government Referee Report Template.

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

Contact Officer: Barbara McCormack (02) 6207 3560 [barbara.mccormack@cit.edu.au](mailto:barbara.mccormack@cit.edu.au)

### Education and Training Services

#### **Liaison Librarian**

#### **Professional Officer Class 1 \$64,473 - \$89,398, Canberra (PN: 54245)**

Gazetted: 13 February 2023

Closing Date: 27 February 2023

**Details:** The Canberra Institute of Technology (CIT) is looking for a Liaison Librarian to join our team in delivering dynamic and innovative information services including online reference and specialist research.

The successful candidate will be involved in planning and delivering digital and information literacy sessions in consultation with teaching staff, identifying, and assessing learning resources, and undertaking copyright compliance moderation duties.

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

The successful applicant will be able to negotiate starting salary within the advertised range. \$75,224 - \$89,398 Salary increases by increments every 12 months up to the top of the range.

**Eligibility/other requirements:**

#### **Mandatory**

An appropriate degree or diploma together with training in information studies which qualifies for admission to Associate Membership of the Australian Library and Information Association (ALIA) or a recognised course of study.

An ability to work one shift per week

If you are currently studying and have almost completed the requirements of your final subjects, we welcome your application.

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.

**Note:** Selection will be based on application and interview. Referee reports may be requested. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to apply:** Applicants are required to write a pitch, no longer than two pages, outlining what you will bring to the role while addressing the Selection Criteria and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee's reports later.

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

Contact Officer: Liz Finlay (02) 6207 4289 [Liz.Finlay@cit.edu.au](mailto:Liz.Finlay@cit.edu.au)



**Education and Training Services  
Health, Community and Science  
CIT Science**

**Animal Care Officer**

**General Service Officer Level 5 \$59,713 - \$62,860, Canberra (PN: 56080)**

Gazetted: 09 February 2023

Closing Date: 23 February 2023

**Details:** Do you love working with animals? Are you looking for the next step in your animal career?

Canberra Institute of Technology (CIT) Science Department is seeking an Animal Care officer to supervise the CIT Dog Day Care program and manage the welfare of a range of companion animals used for teaching.

You will be self-motivated, a great communicator, and able to supervise animal attendant staff and animals in a busy work environment. You will have experience working in an animal care setting, including working with dogs in particular.

The duties of the position are:

Oversee the operations of CIT Dog Day care including:

Animal welfare

Dog group play

Student work experience

Recordkeeping and client service

Maintain animal welfare including providing general care and enrichment to all animals on site, including but not limited to dogs, cats, fish and chickens.

Prepare for and service classes across the CIT Science department, liaise with teaching staff for requirements.

Liaise with clients and stakeholders for animal provision for teaching purposes, provide a high level of customer service.

Maintain accurate and up to date records of the use of animals for teaching purposes, including Animal Ethics Committee requirements. Comply with legislative requirements.

Manage stock levels of consumables and equipment. Assist with maintenance of equipment, carry out minor repairs and maintenance.

Ability to work flexible hours to tend to animal welfare including weekend and public holidays as required.

This position does involve direct supervision of animal attendants in the CIT Dog Day Care program.

**Eligibility/other requirements:**

Certificate III in Animal Care and/or Certificate IV in Animal behaviour and training

Experience in managing dog behaviour in group settings.

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

Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

**How to Apply:** Please provide a maximum two-page pitch explaining your ability to address the selection criteria and why you are the best candidate for this role.

Please provide a current curriculum vitae including copies of any qualifications, as well as contact details for two referees.

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

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

**Education and Training Services**

**Student Services/Information and Recognition**

**Fee Free Training Project Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60323)**

Gazetted: 09 February 2023

Closing Date: 16 February 2023

Details: Canberra Institute of Technology (CIT) is seeking an enthusiastic person with great organisational and people skills to work on Fee Free Training.

The position will manage the application and enrolment processes for students accessing a Fee Free Training course at CIT. Fee Free Training is designed to complement other training available through existing ACT Government initiatives, including User Choice (apprenticeships/traineeships).

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

Eligibility/Other Requirements: Knowledge and experience in a vocational education setting is desirable.

Notes: This is a temporary position available immediately for 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.

How to Apply: If this role interests you, please submit a two page maximum pitch outlining your skills, knowledge and experience using the duties listed on the position profile as a guide.

Include your current curriculum vitae and the names and two referee reports completed on the ACT Government Referee template.

Applications should be submitted via the Apply Now button below.

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

### **Chief Minister, Treasury and Economic Development**

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

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

#### **Chief Minister, Treasury and Economic Development**

##### **Economic Development**

##### **Executive Branch Manager, Skills Canberra**

##### **Executive Capabilities 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E074)**

Closing Date: 27 February 2023

**Details:** Applications are sought for the position of Executive Branch Manager (EBM), Skills Canberra. This is a temporary vacancy from 5 April 2023 to 12 May 2023, with possibility of extension up to two years.

Reporting to the Executive Group Manager, the EBM, Skills Canberra is responsible for leading the management of the Australian Apprenticeships system in the ACT, overseeing the ACT Skilled Migration Program and coordinating the Government's strategic and operational management of government funded vocational education and training (VET) programs in the ACT.

For further information, please see the attached Executive Capabilities.

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

**Remuneration:** The position attracts a remuneration package ranging from **\$266,764** to **\$277,429** depending on 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 the period 5 April 2023 to 12 May 2023 with the possibility of extension up to two years.

**How to Apply:** Applications of no more than two pages, addressing the Executive Capabilities, should be emailed to [kate.starick@act.gov.au](mailto:kate.starick@act.gov.au), with a current curriculum vitae and details of two referees.

**Contact Officer:** Kate Starick 02 6205 9828 [Kate.Starick@act.gov.au](mailto:Kate.Starick@act.gov.au)

#### **Revenue Management**

##### **Compliance**

##### **Data Analyst**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59723)**

Gazetted: 15 February 2023

Closing Date: 2 March 2023

**Details:** The ACT Revenue Office Business Intelligence team is looking for staff seeking a career as a data professional. The positions are available at entry level data analyst positions and would suit a recent graduate or a more experienced person seeking a career change. Over time, data analysts are expected to transition into data scientists.

Working closely with other parts of the Revenue Office, the Business Intelligence team uses data to assist the Revenue Office to better understand the environment it operates in, make better decisions and work more

efficiently. Essential skills for the role are an inquisitive mind, good communication skills, a willingness to understand and solve problems within the Revenue Office, and a familiarity with data.

Positions are being advertised as ASO4, ASO5 and ASO6 levels, with roles offered dependent on the skills and experience of candidates. Candidates must apply for each role they wish to be considered for.

Applications are to be in the form of a one page explanation of your data journey to date, your current skillset and your plan for the formal and informal training required for you to develop into a data scientist.

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

**Note:** A merit pool will be established and may be used to fill identical vacancies over the next 12 months.

**How to Apply:** Please review the Position Description and submit a pitch, no longer than two pages, providing examples of your experience demonstrative of your Skills, Knowledge and Behavioural Capabilities to perform the duties and responsibilities of the role to a high standard. Applicants are also required to submit their curriculum vitae and the contact details of two referees.

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

Contact Officer: Felissa Burton (02) 6207 2923 Felissa.Burton@act.gov.au

## Revenue Management

### Compliance

#### Data Analyst

#### Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 40918)

Gazetted: 15 February 2023

Closing Date: 2 March 2023

**Details:** The ACT Revenue Office Business Intelligence team is looking for staff seeking a career as a data professional. The positions are available at entry level data analyst positions and would suit a recent graduate or a more experienced person seeking a career change. Over time, data analysts are expected to transition into data scientists.

Working closely with other parts of the Revenue Office, the Business Intelligence team uses data to assist the Revenue Office to better understand the environment it operates in, make better decisions and work more efficiently. Essential skills for the role are an inquisitive mind, good communication skills, a willingness to understand and solve problems within the Revenue Office, and a familiarity with data.

Positions are being advertised as ASO4, ASO5 and ASO6 levels, with roles offered dependent on the skills and experience of candidates. Candidates must apply for each role they wish to be considered for.

**Note:** A merit pool will be established and may be used to fill identical vacancies over the next 12 months.

**How to Apply:** Applications are to be in the form of a one page explanation of your data journey to date, your current skillset and your plan for the formal and informal training required for you to develop into a data scientist. Please review the Position Description and submit a pitch, no longer than two pages, providing examples of your experience demonstrative of your skills, knowledge and behavioural capabilities to perform the duties and responsibilities of the role to a high standard. Applicants are also required to submit their curriculum vitae and the contact details of two referees.

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

Contact Officer: Felissa Burton (02) 6207 2923 Felissa.Burton@act.gov.au

## Revenue Management

### Compliance

#### Data Analyst

#### Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 33910)

Gazetted: 15 February 2023

Closing Date: 1 March 2023

**Details:** The ACT Revenue Office Business Intelligence team is looking for staff seeking a career as a data professional. The positions are available at entry level data analyst positions and would suit a recent graduate or a more experienced person seeking a career change. Over time, data analysts are expected to transition into data scientists.

Working closely with other parts of the Revenue Office, the Business Intelligence team uses data to assist the Revenue Office to better understand the environment it operates in, make better decisions and work more efficiently. Essential skills for the role are an inquisitive mind, good communication skills, a willingness to understand and solve problems within the Revenue Office, and a familiarity with data.

Positions are being advertised as ASO4, ASO5 and ASO6 levels, with roles offered dependent on the skills and experience of candidates. Candidates must apply for each role they wish to be considered for.

Applications are to be in the form of a one-page explanation of your data journey to date, your current skillset and your plan for the formal and informal training required for you to develop into a data scientist.

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

**Note:** A merit pool will be established and may be used to fill identical vacancies over the next 12 months.

**How to apply:** Please review the Position Description and submit a pitch, no longer than two pages, providing examples of your experience demonstrative of your skills, knowledge, and behavioural capabilities to perform the duties and responsibilities of the role to a high standard. Applicants are also required to submit their curriculum vitae and the contact details of two referees.

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

Contact Officer: Felissa Burton (02) 6207 2923 [Felissa.Burton@act.gov.au](mailto:Felissa.Burton@act.gov.au)

## Policy and Cabinet

### Office for Climate Action

### Office for Climate Action

#### Director

#### Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 50430)

Gazetted: 15 February 2023

Closing Date: 3 March 2023

Details: The Office for Climate Action is seeking to create a merit pool for temporary positions to cover periods of leave. The first temporary position is during the advertised period while the occupant is on long service leave. Any temporary position may be extended up to a period of 12 months.

The Office for Climate Action is leading the coordination and delivery across government of initiatives on emissions reduction, resilience, and adaptation to climate change. There is a good variety of work that includes in-depth legislative reform, higher-level central agency policy advice, and representation at various cross government fora.

The role supports the Minister for Climate Action, the Head of Service, and the Coordinator-General for Climate Action. For further information please see the position description attached.

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Eligibility/Other Requirements:

Tertiary qualifications in a relevant discipline are highly desired with post-graduate qualifications preferred

Demonstrated experience in supporting the development and/or implementation of new policies and programs relating to climate change and sustainability.

Excellent oral and written communication skills including experience in negotiating and liaising with internal and external stakeholders and preparing project plans, reports, legislation, communication, briefings and correspondence.

Attention to detail and an ability to plan, organise and prioritise work, including experience in working effectively with limited supervision and in meeting tight deadlines.

Notes: This is a temporary position available from 14 March to 12 May 2023 with a possibility of extension up to 12 months. This position will be based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Provide a curriculum vitae and a one page pitch outlining how you would use your skills and experience to drive forward the ACT Government’s work on climate action.

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

Contact Officer: Chris Kalatzis (02) 6207 0832 [Chris.Kalatzis@act.gov.au](mailto:Chris.Kalatzis@act.gov.au)

## **Economic Development**

### **VisitCanberra**

#### **Assistant Director, Content Media and Outreach**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 56008)**

Gazetted: 15 February 2023

Closing Date: 3 March 2023

Details: The primary objective of the position is to contribute to the production, delivery and evaluation of tourism, event and brand marketing campaigns for the ACT.

#### **WHAT YOU WILL DO**

The Assistant Director is required to undertake the following duties:

Lead the Content Team in developing innovative and creative approaches to support implementation of destination marketing campaign initiatives.

Develop and maintain VisitCanberra's content in line with campaign messaging to ensure campaign marketing efforts are integrated and suitably supported across the organisation's owned channels.

Lead the development, design and implementation of innovative and tailored content to be delivered across all channels, designed to generate awareness and reach identified target audiences in local and interstate markets.

Provide high level media issues advice, develop talking points and media releases for the organisation and relevant ministers.

Lead the direction of seasonal destination content promoting its experiences and events for use on owned and by external stakeholders to facilitate media coverage across a wide range of channels and publications reaching all target markets.

Identify, develop and manage content partnerships with external media organisations which deliver on objectives of the destination marketing campaign

Provide administrative support as required including coordinating finance tasks, maintaining campaign records, preparing briefs and reports and other duties as required.

Support the broader Visit team with projects and programs requiring marketing advice, input and expertise.

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

This position will involve direct supervision of staff.

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

#### **Professional / Technical Skills and Knowledge**

1. Demonstrated ability in designing, leading and implementing innovative content solutions for campaigns at the local and national level.
  2. Demonstrated experience in developing and implementing high quality integrated media, issues management and communication strategies.
  3. Demonstrated experience in developing and leading proactive pitching of content and news angles to local, domestic and international media outlets and influencers.
  4. Demonstrated superior written and interpersonal skills with the ability to tailor communication to a diverse audience and to meet awareness raising and conversion requirements.
  5. Demonstrated ability to manage staff, budgets and a team to work productively and collaboratively with colleagues.
  6. Demonstrated ability to balance competing priorities, work under pressure and meet deadlines in a fast-paced work environment.
- #### **Behavioural Capabilities**
7. A history of developing productive working relationships with internal and external stakeholders to achieve results, including a demonstrated ability to manage sensitive and confidential issues with integrity.
  8. A record of proactive contribution to improving business results through innovative approaches.

#### **Desirable**

- A minimum of five years' experience in Communications and Marketing or related discipline.
- Management experience.
- Flexible work hours and some interstate travel.

- A qualification in marketing, communications, public relations, or related discipline is highly desirable.
- Current Australian driver's licence.

Notes: This is a temporary position available immediately for six months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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: Responses to the above Selection Criteria and a current curriculum. Relevant work samples are encouraged but not mandatory.

Applications should be submitted via the Apply Now button below.

Contact Officer: Isaac Mizrachi 0422 608 082 isaac.mizrachi@act.gov.au

## **Workforce Capability and Governance.**

### **Finance Budgets and Assurance**

N/A

#### **Financial Administrative Officer**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 13236)**

Gazetted: 13 February 2023

Closing Date: 27 February 2023

**Details:** If you are looking for an exciting role that can provide you with an opportunity to start your finance career within the ACTPS and offers great experience and diversity then this opportunity may be for you.

We are looking for a talented, capable and driven individual to play a key role within a team of like-minded and skilled individuals as we continue to drive and support our business towards becoming an agile organisation that can adapt and respond to the needs of stakeholders.

This role provides both financial and administrative support for the team and includes but is not limited to financial reporting, accounts reconciliations and processing financial transactions for accounts receivable and accounts payable, administrative support activities, etc.

This is a diverse and challenging role and would ideally suit a suitably skilled person with good organisational, analytical and communication skills keen on making a difference.

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

Tertiary qualification in accounting and/or similar field is highly desirable.

Membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA 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. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to apply:** Applicants should submit the following:

- A 1-2 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".

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

- A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications (if applicable), and

- Contact details of at least two referees.

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

Contact Officer: Bin Meng (02) 5124 9126 Bin.Meng@act.gov.au

**Workforce Capability and Governance**

**Office of Industrial Relations and Workforce Strategy**

**Whole of Government Industrial Relations and Public Sector Employment**

**Assistant Director, Industrial Relations and Workforce Strategy**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 42268)**

Gazetted: 13 February 2023

Closing Date: 8 March 2023

Details: We are excited to announce a new Assistant Director opportunity in the Whole of Government Public Sector employment team. This opportunity is perfect for anyone who wishes to bring together their knowledge of good workplace practice and their commitment to bringing about better workplace practices. We are looking for an Assistant Director who want to solve problems, build frameworks that anticipate workplace issues and provide proactive information to the whole of government on good workforce practices today and into the future. Are you an enthusiastic problem solver? Do you like to solve problems before they arise? This role could be for you!

As an Assistant Director in the Public Sector Employment team, you will prepare information on best practice workforce management and provide this information to our stakeholders. Assistant Directors will also respond to questions and workforce issues as they arise, provide advice on workforce matters, assist with enterprise bargaining as requested whilst managing and maintaining service wide industrial relations processes and related policies.

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

**Eligibility/Other Requirements:**

Relevant tertiary qualifications and a minimum of five years relevant experience in Public Sector Employment in a diverse organisation is highly desirable.

Conciliation and mediation qualification or certificate in alternative dispute resolution is desirable but not essential.

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

How to Apply: Please provide an outline of no more than two pages which outlines your claims against the selection criteria. Please also provide a copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: EmmaC Matthews (02) 6205 2693 [EmmaC.Matthews@act.gov.au](mailto:EmmaC.Matthews@act.gov.au)

**Property and Shared Services**

**ACT Property Group**

**Executive**

**Executive Assistant**

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 25303)**

Gazetted: 14 February 2023

Closing Date: 2 March 2023

Details: ACT Property Group are seeking a dynamic, organised person for the role of Executive Assistant to support the Executive Branch Manager's office and the Branch. The Executive Assistant manages the smooth operation of the Executive Unit including the Executive's schedule, maintaining efficient and effective office systems and demonstrating high quality customer service. The position also provides a coordination function to the Branch, regularly communicating with the Executive Group Manager's area, to coordinate corporate reporting and ministerial responses ensuring a high level of service and support is provided.

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



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**Eligibility/Other Requirements:**

Experience in providing administrative support to a government executive or senior leader is highly desirable along with relevant qualifications. A valid car drivers license is desirable.

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

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

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

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

Please submit the following:

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.

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mikayla Thomas (02) 6207 9887 [Mikayla.Thomas@act.gov.au](mailto:Mikayla.Thomas@act.gov.au)

**Access Canberra**

**Licensing and Registrations**

**Community, Industry and Traders Licensing**

**Licensing Officer**

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 45222, several)**

Gazetted: 10 February 2023

Closing Date: 24 February 2023

**Details:** The Community, Industry and Trader Licensing unit administers a variety of legislation across controlled sports, agent, security, charitable collects, co-operatives, brothels, X18+ films, and trader (motor vehicle dealers, repairers and wholesalers, second-hand dealers and pawnbrokers) industries. The unit is also responsible for the incorporation of associations in the ACT.

The successful applicant will be responsible for managing competing priorities whilst providing a range of administrative functions, including the assessment of licensing and registration applications where you will demonstrate your ability to think critically and apply your risk based decision-making skills. The role also involves communicating with internal and external stakeholders both on the phone and through written correspondence, so well-developed communication skills are essential.

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**Note:** This position is available immediately for a period of 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to apply:** To apply please submit your current curriculum vitae, the details of two referees and a one-page pitch demonstrating that you have the Skills, Knowledge and Behaviours to successfully perform this role against the duties and responsibilities listed in the Position Description attached.

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

Contact Officer: Samantha Swale (02) 6207 7046 [Samantha.Swale@act.gov.au](mailto:Samantha.Swale@act.gov.au)

**Communications and Engagement  
Strategy and Creative**

**Campaigns and Creative**

**Assistant Creative Director**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60367)**

Gazetted: 09 February 2023

Closing Date: 17 February 2023

**Details:** The CMTEDD (Chief Minister Treasury and Economic Development Directorate) Campaigns and Creative teamwork across government, supporting and communicating policy and government initiatives. Our goal is to make the most engaging and effective work for the Canberra community. That's where you come in. We need thinkers, makers, artists, visionaries, doers, observers, people who want to make a difference.

You will generate conceptual thinking that pushes boundaries and is effective. Through your experience you have a solid foundation of strategic and conceptual understanding, backed up with some significant work.

This role requires those who pride themselves on their work ethic, willingness to roll up their sleeves and desire to keep learning. Simply put, you are passionate and excited about ideas.

Additionally, we're looking for a good listener, willing to take feedback objectively and discuss the merits of the work (yours and others).

You are entrusted with all sizes of projects and are expected to work into the Creative Director. You understand you still play a supporting role to the larger team, but you are able to juggle several projects at once.

Eligibility/Other Requirements: Relevant qualifications and industry experience in graphic design/ visual communications are highly desirable. Additional qualifications in communications, marketing, multimedia, and UX/UI will be a great advantage. A driver's (Class C) licence is desirable.

Note: This is a full-time temporary position available until the June 2023 with the possibility of extension or permanency. Selection may be based on application and referee reports only.

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

Please review the relevant position description (attached) for the position and submit a maximum two A4 page Expression of Interest detailing your relevant skills and experience, along with your curriculum vitae, portfolio and the contact details of two referees.

For any enquiries please contact Byron Little on [Byron.little@act.gov.au](mailto:Byron.little@act.gov.au) or 0433 016 753.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#) If this sounds like you and you want to be a part of making Canberra the coolest city in the world, click the apply button.

**Contact Officer:** Byron Little [Byron.Little@act.gov.au](mailto:Byron.Little@act.gov.au) 0433 016 753.

**Treasury**

**Budget, Procurement, Infrastructure and Finance**

**Procurement ACT**

**Procurement Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59353, several)**

Gazetted: 09 February 2023

Closing Date: 2 March 2023

**Details:** The Sourcing, Advice and Supply team within Procurement ACT is looking for enthusiastic and capable applicants to fill a number of Procurement Officer positions within the team.

In addition to generalist public sector procurement skills, we are looking to develop our staff's capability across a range of general areas, such as strategic and analytical thinking, teamwork, project management, communication, negotiation, written and representational skills. We are continually updating and improving our systems, knowledge and processes, and want staff who can adapt and work with others in a dynamic environment.

The successful applicants will be self-motivated, responsive, show initiative, have sound judgement, professional resilience and personal drive. We are looking for applicants that can think on their feet and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with Territory strategic goals.

Our workforce is transitioning to flexible hybrid working arrangements. Subject to operational requirements, an employee can agree with their supervisor to work flexibly from home or the office, in accordance with the team's approved Flexible Working Team Charter. The Flexible Working Team Charter sets shared expectations for successful output and outcome delivery in a flexible working environment. For example, in Procurement ACT, attendance in the office is expected for leadership meetings, meetings with customers and stakeholders where requested, and for branch/division wide workshops, planning days, gatherings and events.

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

**How to Apply:** Interested applicants should submit a response to the Selection Criteria of no more than two A4 pages, outlining practical experience and examples related to the role with reference to the Selection Criteria, a current curriculum vitae, and the name and contact details of two referees.

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

Contact Officer: Matthew Hart (02) 6207 2934 Matthew.Hart@act.gov.au

## Revenue Management

### Policy and Objections

n/a

#### Principal Lawyer, Objections

**Legal Officer Grade 2 \$154,663 - \$161,019, Canberra (PN: 60375)**

Gazetted: 09 February 2023

Closing Date: 23 February 2023

**Details:** The ACT Revenue Office is seeking an enthusiastic and experienced individual for the role of Principal Lawyer in our Policy and Objections Team.

Do you have strong judgment, excellent interpersonal, time management skills and an eye for detail? If so, there could be the role for you.

The role requires leadership, involving the supervision and development of staff capability to promote the strategic direction of the Revenue Office over. The successful applicant will lead a team on tax review cases and appeals and participate in research and policy development.

To succeed, you will have the ability to interpret and advise on legislation, undertake critical analysis and exercise flexibility, tact and discretion.

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 qualification in Law

**Notes:** This is a temporary position available for 24 months with the possibility of extension and/or permanency.

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

**How to apply:** Please apply with your curriculum vitae and a two-page supporting statement showing your capabilities against the Selection Criteria, along with contact details of at least two referees.

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

Contact Officer: Brett Wilesmith (02) 6205 0202 Brett.Wilesmith@act.gov.au

## Digital, Data and Technology Solutions

### Strategic Business Branch

#### Portfolio Delivery Office

##### Project Co-ordinator

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 28188)**

Gazetted: 09 February 2023

Closing Date: 2 March 2023

**Details:** Digital, Data and Technology Solutions (DDTS) Strategic Business Branch is seeking highly motivated ICT Project Coordinators to join the Portfolio Delivery Office to deliver multi-directorate ICT solutions and bring quality outcomes for the Territory via a range of business and information technology projects.

Digital, Data and Technology Solutions [DDTS] provides a comprehensive range of ICT and allied services to all ACT Government Directorates, ACT Government schools, and the Canberra Institute of Technology. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support. DDTS also provides ICT project management, application development, and teams of staff co-located in directorate locations providing contextual advice and guidance as well as business system support services.

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. A Merit List may be established from this selection process and may be used to fill temporary and permanent vacancies over the next 12 months.

**How to Apply:** If the role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages statement/pitch addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities (Stated in the position description), a current curriculum vitae and contact details of two referees.

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

Contact Officer: Candice Zhou (02) 6207 7473 Candice.Zhou@act.gov.au

## Economic Development

### Executive Branch Manager, Skills Canberra

**Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E074)**

Gazetted: 13 February 2023

Closing Date: 27 February 2023

Details: Applications are sought for the position of Executive Branch Manager (EBM), Skills Canberra. This is a temporary vacancy from 5 April 2023 to 12 May 2023, with possibility of extension up to two years.

Reporting to the Executive Group Manager, the EBM, Skills Canberra is responsible for leading the management of the Australian Apprenticeships system in the ACT, overseeing the ACT Skilled Migration Program and coordinating the Government's strategic and operational management of government funded vocational education and training (VET) programs in the ACT.

For further information, please see the attached Executive Capabilities.

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

**Remuneration:** The position attracts a remuneration package ranging from **\$266,764** to **\$277,429** depending on 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 the period 5 April 2023 to 12 May 2023 with the possibility of extension up to two years.

**How to Apply:** Applications of no more than two pages, addressing the Executive Capabilities, should be emailed to [kate.starick@act.gov.au](mailto:kate.starick@act.gov.au), with a current curriculum vitae and details of two referees.

Contact Officer: Kate Starick 02 6205 9828 Kate.Starick@act.gov.au

## Economic Development

### National Arboretum Canberra and Stromlo Forest Park

#### Visitor Services Officer (Casual)

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: C13394, Several)**

Gazetted: 10 February 2023

Closing Date: 7 March 2023

Details:

Are you passionate about visitor engagement and delivering high quality tours, walks and visitor experiences?

Do you enjoy delivering fantastic customer service to visitors of all ages and demographics and ensuring their visit the best it can be?

Do you appreciate the outdoors, nature and want to work in one of the most beautiful parts of Canberra?

Then we want to hear from you!

The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world that are cultivated for conservation, education and recreation. The National Arboretum welcomes its diverse audience to a range of events, programs, workshops and guided tours. The primary focus of the Visitor Services team is providing high quality and pro-active customer service to all visitors while working at Village Centre Information Desk; and delivering interpretive experiences across the site to visitors of all ages. The successful applicant will have experience working in a busy and dynamic environment, capably managing competing demands and emergency situations.

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

**Eligibility/Other Requirements:**

A current ACT Drivers Licence with the capacity to obtain a public vehicle licence, or "O" licence.

Current First Aid Certificate, or willingness to obtain

Current Working with Vulnerable People registration, or willingness to obtain

Ability to undertake manual handling as required

Ability to be the first point of contact in an emergency situation

Willingness to work rostered weekends/after business hours

Ability to work weekdays and weekends/public holidays.

Notes: These positions will be filled on a casual basis. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. The full-time salary above will be paid pro-rata.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit a two page pitch addressing your suitability against the Professional/ Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Cally Earnshaw (02) 6207 9347 [Cally.Earnshaw@act.gov.au](mailto:Cally.Earnshaw@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)**

**Housing ACT**

**Client Services**

**Executive Support**

**Executive Assistant/Executive Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59800)**

Gazetted: 09 February 2023

Closing Date: 23 February 2023

**Details:** Working under limited direction, the Executive Assistant/Executive Officer will ensure all incoming and outgoing work across the Branch is managed in a timely manner. The role provides administrative support in preparing meeting agendas, reports, briefs and works closely with the Executive, Government and Engagement Team to coordinate ministerial briefs and correspondence for the Branch. As well as recruitment and secretariat duties for committee meetings, co-ordinate Branch planning and reporting, Branch meetings and activities and Branch requirements under the divisional plan.

The Executive Assistant/Executive Officer is responsible for providing high-level executive and administrative support to the Executive Branch Manager, Client Services and the Senior Leadership Team in the Branch. This includes diary management, arranging and scheduling meetings and appointments, managing telephone calls, and actioning emails and enquiries promptly and efficiently, ensuring the smooth operation of administrative support functions for the Executive Branch Manager.

The role requires a very well-developed ability to prioritise while supporting a diverse leadership team with competing priorities. A high level of independence and initiative is necessary. This position reports to the Executive Branch Manager of the Client Services Branch.

More information can be found in the Position Description.

**Eligibility/other requirements:**

**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:** Written response to selection criteria, no more than two A4 pages plus curriculum vitae and referees. Previous applicants need not apply.

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

Contact Officer: Nadene Smith 0400 101 143 Nadene.Smith@act.gov.au

**Cultural Facilities Corporation**

**Canberra Museum and Gallery**

**Café Manager**

**General Service Officer Level 4 \$56,524 - \$58,825, Canberra (PN: 8528)**

Gazetted: 15 February 2023

Closing Date: 28 February 2023

**Details:** We're looking for an energetic Café Manager with excellent customer service to lead the Canberra Museum and Gallery (CMAG) Cafe. If you love your coffee with Barista skills to match, and have experience developing menus, ordering supplies and managing staff, this could be the perfect job for you.

CMAG serves a unique role as a place to experience the diverse history, visual arts and contemporary culture of the Canberra region. We aim to connect people with the Canberra region's rich and diverse stories, sense of place, and contemporary identity, through the display of exhibitions of Canberra's social history and visual arts. CMAG also manages The Nolan Collection on behalf of the Australian Government.

As the Café Manager, you will be central to ensuring that our visitors have the best museum experience through exceptional customer service, food and coffee at our café. Successful applicants will have experience working with members of the public from different backgrounds and ages, excellent communication skills, and experience working and managing a café.

In return, we can offer you a friendly, creative inclusive workplace, surrounded by beautiful art and cultural collections, the opportunity to contribute to the smooth running of the ACT's most prominent cultural organisations, and close-up exposure to the ACT's visual and performing arts and cultural heritage.

**Eligibility/Other Requirements:** Experience working in ACT Government would be welcome but not essential.

**Note:** This is a temporary position available up until 30 June 2024.

**How to Apply:** Provide a two-page pitch telling us what you would bring to our team addressing the Selection Criteria in the Position Description, a copy of your current curriculum vitae, and the contact details of two referees (including your current manager).

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

Contact Officer: Michael Bailey 6205 2465 Michael.Bailey@act.gov.au

**Administration Assistant, Programming and Presenter Services**

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 3586)**

Gazetted: 14 February 2023

Closing Date: 2 March 2023

**Details:** The Administration Assistant, Programming and Presenter Services supports the Programming and Presenter Services team and contributes to the successful presentation of performing arts events at The Canberra Theatre Centre. In this role you will work with industry professionals supporting a variety of exciting live performances from commercial touring works to home-grown productions. If you have some experience in the performing arts and want to develop your understanding of how performance venues or touring productions work, this could be a great appointment for you! The role is a mix of duties that includes:

Providing support to the Programming and Presenter Services team, including managing document workflows, minuting meetings, preparing invoices for payment, and general coordination activities.

Updating and maintaining the team's bookings calendar using the venue's booking management software as a single source of accurate information for all departments.

Proofreading copy and contracts, and error check ticketing builds and occasional financial documents, and updating and maintaining the department's budget spreadsheets for easy forecasting of financial results. File documents and manage document access permissions in line with the ACT Government records management guidelines.

Providing reception duties to visiting companies and stakeholders including coordinating hospitality, responding to correspondence and enquiries, maintaining contact lists, and making phone calls on behalf of the department. We are looking for an energetic and highly organised person who enjoys keeping systems and processes in great working order, and who can bring new ideas for greater efficiency to the team. We can offer the successful candidate a 'backstage pass' into the operations of a busy venue in the heart of the city within a fun and inclusive workplace.

**Note:** This is a permanent part time position at four days per week. The full time salary noted above will be pro rata.

**How to Apply:** Provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

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

Contact Officer: Gillian Schwab 6243 5707 [gillian.schwab@act.gov.au](mailto:gillian.schwab@act.gov.au)

### **Education**

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

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

#### **Safe at Schools Taskforce**

##### **Work Health and Safety Advisor**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 01822)**

Gazetted: 14 February 2023

Closing Date: 28 February 2023

**Details:** We are seeking a Work Health and Safety (WHS) Officer to assist in the implementation of the Education Directorate's Work Health and Safety Strategic Plans and support continuous improvement of the Safety Management System. You will support safety compliance and provide advice to implement best-practice procedures through a proactive and collaborative approach to WHS.

The position requires a flexible, capable, and willing officer with a keen interest in workplace safety. The WHS Officer will be required to work flexibly across the broader WHS team to support management of emerging work pressures.

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

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

**Desirable:** Willingness to undertake a Certificate IV or Diploma in Work Health and Safety with the support of the workplace.

**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 located in Canberra. Relocation Reimbursement, in line with the current Workplace agreement, is available to the successful applicant.

**How to apply:** Please submit a response to the Selection Criteria (maximum 2 pages), a current curriculum vitae and contact details for two referees.

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

Contact Officer: Sophie Selfe (02) 6207 0290 [Sophie.Selfe@act.gov.au](mailto:Sophie.Selfe@act.gov.au)

#### **Office for schools**

##### **Belconnen Network**

##### **Florey Primary School**

##### **Business Manager**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 00626)**

Gazetted: 13 February 2023

Closing Date: 20 February 2023



**Details:** Florey Primary School is seeking an energetic, organised and self-motivated officer to undertake the duties of School Business Manager.

The successful applicant will manage the day-to-day operations of the administration and support team, provide excellent customer service to students, families and the broader school community, assist the Principal to ensure the school meets compliance requirements, procure contractors to support school infrastructure and oversee school facility maintenance and administration duties including enrolment officer for the school.

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

**Eligibility/ Other Requirements**

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

- First Aid certificate

- Working knowledge of Sentral and Xero

**Notes:** This is a temporary position available immediately for six months with the possibility of 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:** Please submit a current curriculum vitae and response to the Selection Criteria (maximum two pages).

Applicants must attach their Working With Vulnerable People Card

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

Contact Officer: Meegan Stuart (02)6142 2730 [Meegan.Stuart@ed.act.edu.au](mailto:Meegan.Stuart@ed.act.edu.au)

**Safe at Schools Taskforce**

**Senior Work Health and Safety Advisor**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 32203)**

Gazetted: 13 February 2023

Closing Date: 1 March 2023

**Details:** We are seeking a Senior Work Health and Safety (WHS) Advisor to assist in the development and implementation of the Education Directorate's Work Health and Safety Strategic Plans and support continuous improvement of the Safety Management System. You will support safety compliance and provide expert advice to implement best-practice procedures through a proactive, collaborative, and strategic approach to WHS.

The position requires a flexible and highly capable Senior WHS Advisor with experience in legislation interpretation and application, and stakeholder engagement. The Senior WHS Advisor will be required to work independently as well as working flexibly across the broader WHS team to manage emerging work pressures.

**Eligibility/Other Requirements:** Completion of or near completion of Certificate IV or Diploma in Work Health and Safety would be highly desirable. Qualifications and experience in quality auditing would be 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 based in Canberra.

Relocation reimbursement is available to the successful applicant as set out in the current workplace agreement.

**How to Apply:** Please submit a response to the Selection Criteria (maximum four pages), a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophie Selfe (02) 6207 0290 [Sophie.Selfe@act.gov.au](mailto:Sophie.Selfe@act.gov.au)

**Service Design and Delivery**

**Student Engagement**

**Youth Worker - Flexible Education**

**School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 49424, several)**

Gazetted: 10 February 2023

Closing Date: 27 February 2023

**Details:** The Youth Worker role at Flexible Education will work at Muliyan and be part of a multidisciplinary team to support high school aged young people to engage in learning. The role will include:

providing transport to young people to and from school in the Flexible Education vehicles

working with young people during class time to support their engagement  
support students to regulate  
monitor students during breaktimes as part of the team roster  
support / deliver programs as part of the program

The ideal candidate has experience in providing timely, high-quality services. The successful applicant will have a strong understanding of supports and be familiar with education settings.

They will also have the ability to impact positively on student outcomes through developing a strong understanding of student need, Trauma informed practice, strong communication and a commitment to continuous improvement.

The ideal candidate will demonstrate the ability to work within the Safe and Supportive Schools policy, have strong interpersonal skills and be able to successfully prioritise competing priorities in their day-to-day work.

**Note:** This is a temporary position available immediately for a period of 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. There are two advertisements running concurrently to fill this vacancy, PN 60398, Several and PN49424, several. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

**How to Apply:** Please provide a response to the Selection Criteria (maximum three pages), current curriculum vitae and details for two referees.

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

Contact Officer: Lauren Smith 0481 479 656 Lauren.Smith@ed.act.edu.au

## **Service Design and Delivery**

### **Student Engagement**

#### **Youth Worker - Flexible Education**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 60398, Several)**

Gazetted: 10 February 2023

Closing Date: 27 February 2023

**Details:** The Youth Worker role at Flexible Education will work at Muliyan and be part of a multidisciplinary team to support high school aged young people to engage in learning. The role will include:  
providing transport to young people to and from school in the Flexible Education vehicles  
working with young people during class time to support their engagement  
support students to regulate

monitor students during breaktimes as part of the team roster  
support / deliver programs as part of the program

The ideal candidate has experience in providing timely, high-quality services. The successful applicant will have a strong understanding of supports and be familiar with education settings.

They will also have the ability to impact positively on student outcomes through developing a strong understanding of student need, Trauma informed practice, strong communication and a commitment to continuous improvement.

The ideal candidate will demonstrate the ability to work within the Safe and Supportive Schools policy, have strong interpersonal skills and be able to successfully prioritise competing priorities in their day-to-day work.

**Note:** This is a temporary position available immediately for a period of 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. There are two advertisements running concurrently to fill this vacancy, PN 60398, Several and PN49424, several. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

**How to Apply:** Please provide a response to the Selection Criteria (maximum three pages), current curriculum vitae and details for two referees.

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

Contact Officer: Lauren Smith 0481 479 656 Lauren.Smith@ed.act.edu.au

## **School Performance and Improvement**

### **South Canberra/Weston School Network**

#### **Lyons Early Childhood School**

#### **Learning Support Assistant**

**School Assistant 2/3 \$51,548 - \$62,857, Canberra (PN: 57115)**

Gazetted: 13 February 2023

Closing Date: 27 February 2023

**Details:** Lyons Early Childhood School is seeking an enthusiastic, energetic, flexible, organised and self-motivated learning support assistant who enjoys working with young children. The successful applicant will work with school leaders, teachers, students and their families to support and enhance learning and wellbeing across the school. The successful applicant will play a role in supporting students who need targeted intervention through our Response to Intervention model. They will possess excellent organisational and communication skills. High level interpersonal skills will enable productive and supportive liaison with students, families and staff. The successful applicant will be an integral and flexible member of a collaborative team in a small school setting. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/other requirements:**

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

**Desirable**

First Aid qualification

Experience in an early childhood or primary school setting.

**Note:** This is a temporary position available up until January 2024 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to apply:** Interested applicants are encouraged to contact the contact officer prior to submitting an application.

Applicants should submit a two-page expression of interest which outlines Skills and Experience relevant to the position. Applicants should submit a current curriculum vitae including two referees.

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

Contact Officer: Robyn Strangward (02) 6142 0044 [Robyn.Strangward@ed.act.edu.au](mailto:Robyn.Strangward@ed.act.edu.au)

**School Performance and Improvement  
South Canberra/Weston School Network**

**Lyons Early Childhood School**

**School Assistant 2/3**

**School Assistant 2/3 \$51,548 - \$62,857, Canberra (PN: 31055)**

Gazetted: 10 February 2023

Closing Date: 24 February 2023

**Details:** Lyons Early Childhood School is seeking an enthusiastic, energetic, flexible, organised and self-motivated learning support assistant who enjoys working with young children. The successful applicant will work with school leaders, teachers, students and their families to support and enhance learning and wellbeing across the school. The successful applicant will play a role in supporting students who need targeted intervention through our Response to Intervention model. They will possess excellent organisational and communication skills. High level interpersonal skills will enable productive and supportive liaison with students, families and staff. The successful applicant will be an integral and flexible member of a collaborative team in a small school setting. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

**Desirable**

First Aid qualification

Experience in an early childhood or primary school setting.

**Notes:** This is a temporary part-time position of 18:45 hours per week available from 27 February 2023 until 26 January 2024 with the possibility of permanency. The above noted salary will be paid pro-rata. 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. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Interested applicants are encouraged to contact the contact officer prior to submitting an application. Applicants should submit a two-page expression of interest which outlines skills and experience relevant to the position. Applicants should submit a current curriculum vitae including two referees.

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

Contact Officer: Robyn Strangward (02)6142 0044 Robyn.Strangward@ed.act.edu.au

## **Student Engagement**

### **Flexible Education Classroom Teacher**

**Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 46318, Several)**

Gazetted: 09 February 2023

Closing Date: 24 February 2023

**Details:** Flexible Education is looking for a highly motivated, trauma informed and reflective teacher who works in an inclusive manner to develop personalised education programs for students in alternative education settings. Our ideal candidate will have excellent interpersonal, communication and relationship building skills who can work collaboratively and flexibly as part of a small interprofessional team within Flexible Education. Flexible Education has oversight of Murrumbidgee School, Muliyan Program, Waruga Yardhura, the Hospital School, the educational program at The Cottage and Distance Education. The successful applicant may work across any of the programs as required.

**Eligibility/Other Requirements:** Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

**How to Apply:** Please submit a two page response to the Selection Criteria, current curriculum vitae and details for two referees.

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

Contact Officer: Lauren Smith 0481 479 656 Lauren.Smith@ed.act.edu.au

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

## **School Performance and Improvement**

### **Tuggeranong**

#### **Erindale College**

#### **Laboratory Assistant**

**School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 01059)**

Gazetted: 09 February 2023

Closing Date: 16 February 2023

**Details:** Erindale College is a unique complex located in the Tuggeranong Network which provides quality education to students in Years 11 and 12 with a small Year 10 cohort.

We are seeking a highly motivated person to undertake the dynamic role of Science Assistant.

The successful applicant will Provide technical, procedural and safety advice to teachers in regards to the implementation of science educational programs. The successful applicant will take responsibility for the safe storage of chemicals, safe and accurate preparation of chemical solutions and the maintenance and preservation of biology, physics and geology specimens and equipment.

The role is offered as part time at 20 hours per week – Monday to Friday – four hours per day

**Notes:** This is a part-time temporary position available immediately for Semester one with the possibility of extension of up to 12 months and /or permanency. The above noted salary will be paid pro-rata. Selection may be based on application and referee reports only.

**How to Apply:** Interested applicants are encouraged to contact the contact officer prior to submitting an application. Applicants should submit a response to each Selection Criteria which outlines skills and experience relevant to the position. Applicants should submit a current curriculum vitae and two referee reports.

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

Contact Officer: Nigel Bourke (02) 6142 2977 Nigel.Bourke@ed.act.edu.au

#### **Office For Schools**

#### **Belconnen Network**

#### **Florey Primary School**

#### **Administrative Assistant**

#### **School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 01244)**

Gazetted: 09 February 2023

Closing Date: 16 February 2023

Details: Florey Primary School is seeking an energetic, organised and self-motivated officer to under take the duties of Administrative Assistant.

The successful applicant will be responsible for providing a range of administrative services for the school in support of staff, parents/carers, students and internal and external stakeholders. These duties will include but are not limited to answering calls, filing, the administering of medication, providing first aid and the keeping of student medical data.

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

Eligibility/Other Requirements:

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

First Aid certificate - desirable

Knowledge of use of Sentral

Notes: This is a temporary position available immediately for six months with the possibility of 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: Please submit a current curriculum vitae and response to the Selection Criteria (maximum two pages). Applicants must attach their Working With Vulnerable People Card

Applications should be submitted via the Apply Now button below.

Contact Officer: Meegan Stuart (02) 6142 2730 Meegan.Stuart@ed.act.edu.au

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

### **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)**

#### **Planning and Urban Policy**

#### **Building, Housing and Design Services**

#### **Building Reform**

#### **Assistant Director, Building Reform**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60337)**

Gazetted: 13 February 2023

Closing Date: 1 March 2023

Details: The Building Reform team is seeking a highly motivated senior officer to contribute to the ACT Government's building reform agenda to improve building regulatory systems, standards and practices. This is a great opportunity to make a significant contribution to important Government priorities and to have a positive impact in the construction industry and the community more broadly.

The Building Reform team is growing, with an exciting program of work to be delivered. The Assistant Director will contribute to various projects and improvement initiatives. Areas of focus include public sector building certification, regulation of engineers, property developer regulation, sustainable building initiatives, and the National Construction Code.

This position will work on a number of projects including implementation of the engineer registration scheme, maintaining the currency of the ACT's building regulatory system through regular updates, improvements to security of payment laws and reforms to support a mobile building and construction labour force.

Information on the current and future reform program is available at the Build Buy Renovate website.

What we are looking for: The successful applicant will be a responsive, flexible and analytical thinker who is enthusiastic to develop. The role will provide you with highly transferable experience and skills in the development of end-to-end policy, programs and legislative reforms including progressing initiatives through ministerial and Cabinet approval processes. This position requires strong research, analytical, interpersonal and communication skills.

Environment, Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Experience in or a good understanding of policy and legislation development, principles of regulation, policy analysis and design is highly desirable but not essential.

Experience or knowledge of building and construction matters is not required.

Highly Desirable:

Experience in developing, regulations, policies and guidelines and/or interpreting and analysing legislation in the provision of high-quality advice.

Qualifications or experience in a relevant field e.g. law, policy development, project management, or demonstrated professional experience in related fields e.g. legal, para-legal, regulatory administration, development.

Notes: This is a temporary position available for 18 months. A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months. Selection may be based on application and referee reports only. Part-time hours will be considered and the full-time salary noted above will be pro-rata. Consideration will be given to flexible working arrangements. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Part of work hours can be spent working from home.

How to Apply: Applicants should submit a two page pitch (maximum) outlining their suitability for the position addressing the required Professional/Technical Skills, Knowledge and Behavioural Capabilities and provide practical examples. 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: David Rochford (02) 6205 8307 David.Rochford@act.gov.au

**Climate Change and Energy  
Net Zero Energy Transformation  
Integrated Energy Plan Team  
Assistant Director**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41955, several)**

Gazetted: 09 February 2023

Closing Date: 16 February 2023

**Details:** The Integrated Energy Plan team is seeking motivated staff to perform in Assistant Director roles which will assist in the delivery of the Integrated Energy Plan.

The team is responsible for developing policy that will allow the Government and community to meet the target of zero emissions from natural gas use by 2045 through electrification. This involves developing, coordinating and delivering policy and an appropriate response to a range of challenges and opportunities within households, businesses, energy utilities and the built environment.

The IEP team sit within the Climate Change and Energy Division, which ensures the ACT remains a national and global leader in addressing climate change and promoting sustainable energy supply and use.

During the term of employment, these roles will include the following duties:

Contribute to the strategic direction and effective management of the division.

Provide high quality policy, administrative, technical and/ or professional advice.

Develop, implement and evaluate climate change, sustainability and energy policies and/ or programs.

Prepare and co-ordinate the development of correspondence, advice, reports, legislative instruments, cabinet submissions, presentations and briefings on policy, technical, and/ or program issues.

Collaborate, liaise and represent the ACT Government at meetings and workshops with community, business, industry and government stakeholders.

Supervise staff and provide support to the Director and Senior Director as required.

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

Maintain records in accordance with the *Territory Records Act 2002* and Privacy Principles.

**Notes:** These are temporary positions available from 01 March 2023 until 31 January 2024. 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 should provide:

A current curriculum vitae

details of two referees; and

an Expression of Interest explaining why you're the best person for the job (the EOI must not be more than two pages).

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

Contact Officer: Simon Grice (02) 6205 3078 [Simon.Grice@act.gov.au](mailto:Simon.Grice@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)**

#### **ACT Corrective Services**

##### **Offender Reintegration**

##### **Programs and Interventions**

##### **Senior Clinician (Social Worker/Occupational Therapist/Psychologist)**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 36906)**

Gazetted: 15 February 2023

Closing Date: 8 March 2023

**Details:** A genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS), for suitably qualified people with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills to become a Senior Clinician (HP3, Social Worker/Occupational Therapist, Psychologist), within the Programs and Interventions Unit.

Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the successful applicants will support detainees through the delivery of programs and services within discrete communities with complex needs within the Alexander Maconochie Centre (AMC), contributing to reducing recidivism through the provision of interventions for offenders.

In addition, you will deliver a range of multidimensional treatment options for detainees with varied and complex needs and provide advice related to the care of and service provision for detainees with disabilities and complex needs, including contributing to accommodation unit placements and regular care coordination.

Further to this, you will contribute to the maintenance of monitoring systems to enable evaluation of effectiveness of treatment options in accordance with leading practice guidelines, participate in the ongoing review and evaluation of work practices and contribute to the development of policies and procedures.

A high level of interpersonal, negotiation and communication skills, including the ability to deal with people from a wide range of cultures and backgrounds in a correctional environment, is essential.

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**

##### **Occupational Therapist - Mandatory**



Relevant tertiary qualifications in Occupational Therapy.

General registration with Occupational Therapy Board of Australia (Australian Health Practitioners Regulation Agency [AHPRA]).

Applicants must have a minimum of three years paid work employment, post qualification, in a relevant role.

**Psychologist - Mandatory:**

Honours Degree or equivalent In Psychology.

Unconditional registration with Australian Health Practitioner Regulation Agency (AHPRA).

Applicant must have a minimum of three years paid work employment, post qualification, in a relevant role.

**Social Worker - Mandatory**

Degree in Social Work or qualifying Social Work Masters with relevant undergraduate degree.

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

Applicant must have a minimum of three years paid work employment, post qualification, in a relevant role.

**All disciplines require:**

A minimum of three years post qualification paid work experience in a related clinical field;

A Police Record Check;

A current driver's license;

A pre-employment medical; and

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

**How to apply:** Applicants are required to submit three items: 1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of their driver's licence. Please ensure you submit all three items.

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

Contact Officer: Summer Leiper (02) 6205 5318 [Summer.Leiper@act.gov.au](mailto:Summer.Leiper@act.gov.au)

**ACT Human Rights Commission**

**Victim Support ACT**

**Client Services Team**

**Case Coordinator**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 41591, several)**

Gazetted: 15 February 2023

Closing Date: 10 March 2023

**Details:** Victim Support ACT at the ACT Human Rights Commission is seeking a highly motivated Case Coordinator with strong skills and experience. Victim Support is a dynamic workplace that provides information, support and advocacy to people to help them recover from the impacts of crime and ensure their rights are upheld when they engage with the justice system.

Case Coordinators work in a face-paced environment with multidisciplinary team members to deliver high quality, responsive services to clients.

Duties of a Case Coordinator include:

Provide timely, accessible, individualised case coordination, support and advocacy to victims of crime. This includes provision of information, support and advocacy in relation to:

assisting victims to recover from the impacts of the crime;

advocating for the rights and interests of victims of crime in the criminal justice system in accordance with the *Charter of Rights for Victims of Crime*; and

organising counselling and other therapeutic support for clients from scheme providers.

Determine client eligibility for different levels of service and coordinate the provision of professional services in accordance with the Regulation.

Work positively and collaboratively with justice agencies, government agencies and non-government agencies.

Participate in community engagement activities that promote awareness of the *Charter of Rights for Victims of Crime* and access to VS ACT services.

Maintain records in accordance with the *Victims of Crime Regulation 2000*, the *Territory Records Act 2002* and the *Health Records (Privacy and Access) Act 1997*.

Undertake other duties as reasonably required which contribute to the effective and efficient operation of VS ACT.

If you want to work in a collaborative, fast-paced team where there is opportunity for initiative and innovation, this role is 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. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

**Eligibility/Other Requirements:**

Tertiary qualification in social work, counselling, psychology, human services delivery, criminal justice, law, or related disciplines is highly desirable.

Experience working with Aboriginal and Torres Strait Islander community members, people from a Culturally and Linguistically Diverse background and people with a disability is highly desirable.

This position requires a Working with Vulnerable People Check and a National Police Check.

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

How to Apply: Please carefully review the Position Description and provide a written pitch of no more than two pages.

In the written pitch, it is encouraged that you use specific examples that demonstrate how your skills and experience meet the Professional/Technical Skills and Knowledge, the Behavioural Capabilities, and the Compliance Requirements /Qualifications as outlined in the Position Description. You may choose to use these headings to structure your response. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: AlexiaP Fuller (02) 6207 7062 [AlexiaP.Fuller@act.gov.au](mailto:AlexiaP.Fuller@act.gov.au)

**Public Trustee and Guardian**

**Finance Unit**

**Finance Officer**

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 37857)**

Gazetted: 15 February 2023

Closing Date: 22 February 2023

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

We are a happy and diverse staff of 60 people and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion the vulnerable members of our community. A career at PTG provides you with an opportunity to make a positive difference in someone's life.

We have a permanent vacancy available for a motivated and well organised person to fill the role of Finance Officer in the Finance Unit. The Finance Unit provides Corporate Finance, Investment/Funds Management, Taxation and Property service to the Public Trustee and Guardian (PTG) and its clients.

The Finance Officer is responsible for payment processing and other financial transactions for trust accounts and the examination of external accounts of private financial managers appointed under ACAT orders.

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 or experience in accounting or financial services is desirable.

This position requires applicants satisfy ACTPS pre-employment checks.

Driver's licence Class C is preferred.

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

**Note:** 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 should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the position overview, knowledge, and capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

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

Contact Officer: Callum Hughes (02) 6207 9800 [Callum.Hughes@act.gov.au](mailto:Callum.Hughes@act.gov.au)

## **Public Trustee and Guardian**

### **Finance Unit**

#### **Director, Finance/Information Communications Technology (ICT)**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 53348)**

Gazetted: 15 February 2023

Closing Date: 1 March 2023

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

We are a happy and diverse staff of 60 people, and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion the vulnerable members of our community. A career at PTG provides you with an opportunity to make a positive difference in someone's life. We have a temporary vacancy available for a motivated and well organised person who is skilled in strategic administration to fill the role of Director, Finance/Information Communications Technology (ICT) in the Finance Unit. The Finance Unit provides Corporate Finance, Investment/Funds Management, Taxation and Property services to the Public Trustee and Guardian (PTG) and its clients.

The Director, Finance/Information Communications Technology (ICT) in the Finance Unit is responsible for assisting in the co-ordination and day-to-day running of the Finance Unit and project-managing the ongoing development of PTG's Customer Relationship Management (CRM) software.

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

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

Relevant formal qualifications in a recognised business analysis, or project management discipline is highly desirable.

This position requires the successful applicant to satisfy ACTPS pre-employment check requirements.

Driver's licence Class C is preferred

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

**Note:** This is a temporary position available immediately for 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 should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the position overview, knowledge, and capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

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

Contact Officer: Callum Hughes (02) 6207 9800 [Callum.Hughes@act.gov.au](mailto:Callum.Hughes@act.gov.au)

## **Community Safety**

### **Indigenous Justice**

#### **Project Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58947)**

Gazetted: 14 February 2023

Closing Date: 7 March 2023

**Details:** The Indigenous Justice Branch is seeking to permanently fill the Project Officer position within a small and passionate team that is dedicated to improving cultural integrity, and how the Justice and Community Safety Directorate operates in partnership with the local First Nations Community.

Under broad direction, the Project Officer will support the branch to work closely with the local First Nations Community, Community organisations and ACT justice agencies to assist to develop, deliver and monitor a range of initiatives aimed at improving outcomes for First Nations Community People and their families engaged with the ACT criminal justice system.

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

**How to Apply:** Please provide:

a written response limited to two A4 pages - succinctly setting out the applicant's suitability/experience against the Selection Criteria.

two written referee reports required to be submitted with application.

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

Contact Officer: Caroline Marsh 0407 190 966 caroline.marsh@act.gov.au

## **ACT Corrective Services**

### **Offender Reintegration**

#### **Programs and Interventions**

##### **Clinician (Social Worker/Occupational Therapist/Psychologist)**

##### **Health Professional Level 1/2 \$66,285 - \$97,028, Canberra (PN: 35024)**

Gazetted: 13 February 2023

Closing Date: 8 March 2023

**Details:** ACT Corrective Services is looking for a suitably qualified person with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills, to permanently fill the Interventions Clinician (Health Professional 1/2) position, within the Programs and Interventions Unit.

Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the occupant of this role will support detainees through the delivery of programs and services within discrete communities with complex needs within the Alexander Maconochie Centre (AMC).

An interest in rehabilitation, community connections, reintegration and the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds in a correctional environment, is essential.

The role will also assist with the delivery of a range of multidimensional treatment options for detainees with varied and complex needs in the Assisted Care Unit (ACU) and Women's Area.

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 within a forensic setting is desirable but not essential.

Experience in working with men and women with complex needs would be a distinct advantage.

This position may require psychological aptitude testing as part of the assessment process.

This position does require a Police Record Check.

A current driver's license is essential.

This position does require a pre-employment medical.

This position does require Working with Vulnerable People registration.

**Occupational Therapist – Mandatory**

Relevant tertiary qualifications in Occupational Therapy.

General registration with Occupational Therapy Board of Australia (Australian Health Practitioners Regulation Agency [AHPRA]).

HP1 – applicants may be recent graduates with less than 12 months paid employment, post qualification, in a relevant role.

HP2 – applicants must have a minimum of 12 months paid work employment, post qualification, in a relevant role.

Knowledge of trauma informed practice and how this can be applied to special populations.

**Social Worker – Mandatory**

Degree in Social Work.

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

HP1 – applicants may be recent graduates with less than 12 months paid employment, post qualification, in a relevant role.

HP2 – applicants must have a minimum of 12 months paid work employment, post qualification, in a relevant role. Knowledge of trauma informed practice and how this can be applied to special populations.

Psychologist – Mandatory

Honours Degree or equivalent In Psychology.

HP1 (Psychologist Intern) – Provisional registration with Australian Health Practitioners Regulation Agency (AHPRA).

HP 1 (Psychologist Intern) – applicants may be recent graduates with less than 12 months paid employment, post qualification, in a relevant role.

HP2 – applicants must have completed their internship and hold general registration with Australian Health Practitioners Regulation Agency (AHPRA).

Knowledge of trauma informed practice and how this can be applied to special populations.

How to Apply: Applicants are required to submit three items: (1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities having regard for the job requirements; (2) a current curriculum vitae including the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your driver's licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Summer Leiper (02) 6205 5318 Summer.Leiper@act.gov.au

## ACTCT

### Corporate Information and Systems

#### Programs

#### Legal Project Officer, ACAT

**Senior Officer Grade A/Legal Officer Grade 2 \$154,663- \$161,019, Canberra (PN: 59806)**

Gazetted: 10 February 2023

Closing Date: 17 February 2023

**Details:** The ACT Civil and Administrative Tribunal (ACAT) is seeking a dedicated and enthusiastic person to perform the role of Legal Project Officer. This position is responsible for assessing a proposed change to procedures that apply to civil dispute applications and for reviewing, updating and implementing changes to *ACT Civil and Administrative Tribunal Procedures Rules 2020* (the ACAT Rules) and associated documentation relevant to the civil procedures change and that are otherwise necessary.

The ACAT Rules assist in the management of applications before the ACAT. The candidate will need to assess and, as needed, adjust the ACAT Rules to align with applicable legislation and orders, and work towards streamlining the operation of the ACAT Rules and procedures to achieve efficient and effective access to justice.

The candidate will also need to work closely with the ACAT Registrar, case managing members and other stakeholders, to scope procedure and rule changes impacting on ACAT practice and procedure and undertake the detailed work needed to implement the changes. The candidate will also need to consider and incorporate into outcomes ACAT's future digital environment to ensure sustainability of the ACAT Rules and other procedures.

The person we are looking for will be self-driven and able to multi-task to ensure delivery of the project within defined timeframes. They will have excellent attention to detail and be a skilled problem-solver. The desired candidate will have a well-developed ability to think critically and strategically about the work ACAT does and is passionate about achieving service-delivery improvements.

If this sounds like you, we want to hear from you!

**Eligibility/other requirements:** If being engaged as an ACT Courts and Tribunal Legal 2, you must have been admitted as a practitioner of the High Court of Australia or the Supreme Court of an Australian State or Territory.

**Notes:** This is a temporary position available from 27 February 2023 until June 30 2023. This position will be filled at either ACT Courts and Tribunal Legal 2/SOGA depending on experience and qualifications of the successful applicant. This position is available to ACT Government officers and employees only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Applicants should provide a:  
current curriculum vitae

details of two referees (one of which must be your current supervisor/manager); and an expression of interest explaining why you are the best person for the job (the Expression Of Interest must not be more than two pages)

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

Contact Officer: Kristy Carter (02) 6205 9984 Kristy.Carter@act.gov.au

## **ACT Corrective Services**

### **Offender Reintegration**

#### **Programs and Interventions**

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

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 48170)**

Gazetted: 09 February 2023

Closing Date: 2 March 2023

**Details:** A genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Offender Reintegration, as a Disability Liaison Officer (ASO6). The successful applicant will foster a shared approach to providing access to justice to people with disability, by supporting the development of a cross system community of practice that will identify and address systemic barriers that impact access to justice, or equitable access to services within the justice system, for people with disability.

The community of practice will support a cultural shift in justice agencies to identify and meet the needs of people with disability through coordination of training, resource adaption and engaging with service users.

In addition, you will support the progression of the Disability Justice Strategy, facilitate the upgrade of ACTCS materials into accessible resources, support detainees to navigate complex systems and provide both organisational and individual support related to increasing the capacity to support individuals with disability, within the Alexander Maconochie Centre.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of organisational skills and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

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**

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

Demonstrated experience and/or willingness to work with detainees is essential.

Demonstrated experience of working with persons with disabilities, supporting improvements of accessibility and linking in with support services.

Qualifications relating to disability education and courses are highly desirable.

A current driver's license is essential.

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

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

**How to apply:** To apply, applicants are required to submit three items: (1) A one to three page written response addressing the Professional/Technical skills and Knowledge and Behavioural Capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all required items.

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

Contact Officer: Summer Leiper (02) 6205 5318 Summer.Leiper@act.gov.au

## **Legislation, Policy and Programs**

### **Justice Reform Branch**

#### **Restorative Justice Unit**

##### **Indigenous Guidance Partner**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 37329)**

Gazetted: 09 February 2023

Closing Date: 9 March 2023

**Details:** The ACT Restorative Justice Unit within the Justice and Community Safety Directorate is seeking an Indigenous Guidance Partner to undertake a range of duties to support the operation of the ACT Restorative Justice Scheme. The Indigenous Guidance Partner is the first point of contact for Aboriginal and Torres Strait Islander clients, ensuring they are provided with a culturally responsive and appropriate service. The Indigenous Guidance Partner is required to build and maintain strong relationships with Aboriginal and Torres Strait Islander agencies and other key services to ensure all clients receive the support they need.

The Indigenous Guidance Partner will:

Engage with Aboriginal and Torres Strait Islander communities and organisations to raise awareness of restorative justice opportunities for people affected by crime.

Facilitate access to the ACT Restorative Justice Unit for Aboriginal and Torres Strait Islander people affected by crime. Proactive outreach in the community is a core element of this role.

Provide support and guidance with Aboriginal and Torres Strait Islander people throughout their participation in the restorative justice process.

Provide assistance and encouragement of Aboriginal and Torres Strait Islander people to comply with their restorative justice agreements.

Actively participate in and contribute to Aboriginal and Torres Strait Islander specific projects undertaken by the ACT Restorative Justice Unit.

Assist in the preparation, coordination and convening of restorative justice conferences.

Work constructively across the team, participate in supervision and continuing professional development.

Identify and comply with legislative requirements and policies including maintaining records in accordance with the *Territory Records Act 2002*.

Undertake other duties appropriate to this level of classification which contribute to the effective and efficient operation of the ACT Restorative Justice Unit.

This position does not involve direct supervision of staff.

The ACT Restorative Justice Unit values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with a disability are strongly encouraged and those who identify as LGBTIQ+ are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

**Eligibility/other requirements:**

This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people.

Security clearance checks will be conducted.

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 \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

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

**How to Apply:** Interested applicants should submit a supporting statement (of no more than three pages) outlining practical experience and examples related to the role with reference to the professional and behavioural capabilities found in the Position Description; and a current curriculum vitae with the name and contact details of two referees.

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

Contact Officer: Amanda Oneill (02) 6207 6676 [Amanda.O'Neill@act.gov.au](mailto:Amanda.O'Neill@act.gov.au)

**Legislation, Policy and Programs**

**Justice Reform Branch**

**Restorative Justice Unit**

**Senior Convenor**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43824)**

Gazetted: 09 February 2023

Closing Date: 2 March 2023

**Details:** The Restorative Justice Unit (RJU) is a high-performing, inclusive and dynamic environment that is guided by trauma-informed and restorative practice, both with clients and with each other.



The RJU provides innovative and voluntary restorative justice services to persons harmed by an offence, those responsible for the harm, and their respective communities. Careful assessment, preparation and facilitation ensures a safe and productive environment for participants to discuss: what happened; how people are affected; and how to make things better. In doing so, the RJU aims to:

Support people who have been harmed by crime, provide a forum for their voice, and empower them to have their needs addressed in the aftermath

Repair and strengthen supportive relationships for both persons harmed and persons responsible

Encourage responsibility-taking by persons responsible

Identify outcomes which aim to address the interests and needs of persons harmed as well as developing strategies to support the person responsible not to repeat any behaviours that might have led to the harm being caused. The Senior Convenor will be an experienced and motivated restorative justice professional, joining the team in a leadership role. They are responsible for preparing, assessing, and convening restorative justice conferences and should have, or be able to rapidly acquire, an expert understanding of the *Crimes (Restorative Justice) Act 2004*. The Senior Convenor maintains a caseload, including matters involving sexual offences and family violence. The Senior Convenor will also lead a small team of Convenors, providing oversight and coordination to caseloads and support for individual cases, as well as supervision and professional development. The successful candidate will also manage projects to assist the enhancement of restorative justice practice and to advance the RJU's goals. The Senior Convenor additionally provides guidance to the Operational Support Team and supports the Senior Director as a member of the RJU's leadership team.

The Senior Convenor will have a passion for restorative justice and for empowering others to achieve their best.

The Senior Convenor will have experience as a restorative justice convenor in the criminal justice system and will have the ability to manage participants in a group setting, some of whom may be displaying strong emotions. To be successful in the role, the candidate will have outstanding communication skills and be capable of moving from highly intuitive and creative thinking when working with diverse clients and supporting staff, to detailed work on administrative, assessment and project tasks.

This role is a unique and rewarding opportunity to work with clients in a voluntary and empowering way to address the impacts of harmful behaviour in their lives, and to support a small team of Convenors to do the same. Participants who have worked with the RJU Convenors report:

*"I'm glad I got to see him again [the offender], I remembered him as being dangerous, but today he just looked scared. I'll never forget how scared I felt when he broke in, but now I see him differently and he doesn't frighten me anymore"*

*"It was a difficult moment for my family, but RJ allowed us to put the past behind us and look forward to the future."*

The RJU is committed to building an inclusive and diverse workplace. As part of this commitment Aboriginal and Torres Strait Islander peoples, people with a disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other requirements:** The successful candidate must be eligible for a Working with Vulnerable People registration.

The following would be desirable:

Class C drivers licence.

Experience working in restorative justice and within the criminal justice setting; with adults and or young people; people harmed by crime and those responsible for causing harm; sexual offences and family violence matters.

A degree in criminology or behavioural sciences. Qualifications in conflict resolution/mediation.

The successful candidate will also be required to complete background/security clearance checks.

**Notes:** This is a temporary position available from 20 March 2023 until 30 January 2024. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on written application and interview. Reference checks will be conducted for merit-listed candidates.

**How to Apply:** Applicants should submit:

A short cover letter (no more than one page) introducing yourself and why you're interested in this position, as well as outlining your ability to meet compliance requirements/qualifications.

A supporting statement (no more than three pages) outlining how your skills and experience demonstrate your ability to meet the professional/technical skills and knowledge and the behavioural capabilities as set out in the position description.

A current curriculum vitae including the name and contact details of two referees (at least one must be your current manager/supervisor).

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

Contact Officer: Richard Denning (02) 6207 0041 Richard.Denning@act.gov.au

### **Major Projects Canberra**

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

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

#### **Canberra Hospital Expansion Project**

##### **Project Manager, Clinical and Stakeholder Lead**

**Infrastructure Officer 5 \$163,315, Canberra (PN: 60096)**

Gazetted: 14 February 2023

Closing Date: 28 February 2023

**Details:** Are you our new Project Manager, Clinical and Stakeholder Lead?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Canberra Hospital Expansion Project Team is responsible for the planning and delivery of a new Critical Services Building (CSB) on Canberra Hospital campus (the Project).

The Project will deliver the Canberra region with a state-of-the-art Critical Services Building – including the following key facilities: emergency department; intensive care unit; surgical theatres (including hybrid theatres and interventional radiology suites); coronary care unit; cardiac catheterisation and electrophysiology laboratories; and inpatient unit.

The Project Manager Clinical and Stakeholder Lead is a significant role within the MPC Canberra Hospital Expansion Project Team, primarily responsible for the delivery of a range of complex stakeholder engagement and project management activities in the delivery of the new Critical Services Building (CSB).

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

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

**Mandatory:**

hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience.

**Desirable:**

Tertiary qualifications in health, management or a related discipline, and experience in a social policy or planning environment are both highly desirable.

Demonstrated experience in the delivery of health infrastructure project/s of a comparable scale and complexity to the Canberra Hospital Expansion Project.

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

Selection may be based on application and referee reports only.

**How to apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant degree and qualifications.

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

Contact Officer: Michael Grace [Michael.Grace@act.gov.au](mailto:Michael.Grace@act.gov.au) [Michael.Grace@act.gov.au](mailto:Michael.Grace@act.gov.au)

### **Office of the Legislative Assembly**

#### **Business Support**

##### **Information and Digital Services**

##### **IT Manager**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 351)**

Gazetted: 10 February 2023

Closing Date: 24 February 2023

Details: The Office of the Legislative Assembly is seeking a motivated and enthusiastic individual to fill the role of IT Manager in the Information and Digital Services team. Reporting to the Team Leader, the IT Manager supervises a small team that provides Information and Communication Technology (ICT) services to clients which include Non-executive members, their staff and OLA staff.

In this role you will manage the provision of ICT services provided to clients and act as the first point of contact to provide strategic advice to clients regarding ICT service-related matters. You will liaise with ICT vendors and service providers (including the Digital, Data and Technology Solutions (DDTS) Group) and manage the administrative and ICT support staff in the Information and Digital Services team.

As the IT Manager you will represent the Assembly's interests and needs in whole of government ICT processes, including participation in committees, working groups and forums, and provide input, where appropriate, to policies and the development of common standards.

You will be required to develop, implement, review and update a range of ICT strategies, policies and procedures. You will also provide strategic advice to management on annual ICT budget requirements and prepare business cases for services requiring additional funding.

Eligibility/ Other Requirement: Relevant tertiary qualifications and the knowledge of the role and functions of the Legislative Assembly are desirable.

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

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the 'What we are looking for' section in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Val Szychowska 6205 0126 valeria.szychowska@parliament.act.gov.au

### **Business Support**

#### **Information and Digital Services**

##### **Administrative Support Officer**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 359)**

Gazetted: 10 February 2023

Closing Date: 24 February 2023

Details: The Office of the Legislative Assembly is seeking a motivated and enthusiastic individual to fill the role of Administrative Support Officer in the Information and Digital Services team. Reporting to the IT Manager, the Administrative Support Officer provides a range of services to support the Information and Digital Services team as well as staff and members of the Assembly more broadly.

As the first point of contact for Information and Digital Services team inquiries, you will provide information, answer questions and respond to requests. You will perform a range of administrative and IT support functions to assist the Information and Digital Services team and broader Assembly in performing their duties, such as assisting with IT stocktakes and asset management activities, contributing to both digital and physical records management and assisting with broadcasting and website content management activities, maintaining spreadsheets, databases and other records, preparing written and other correspondence and answering and directing phone calls and emails as required.

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

**How to Apply:** Please submit a written application of no more than two pages, responding to the required Selection Criteria in the 'What we are looking for' section in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Val Szychowska 6205 0126 valeria.szychowska@parliament.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)**

### **Infrastructure and City Services**

#### **ACT NoWaste**

#### **Waste Regulation, Administration and Assurance**

#### **Assistant Director, Container Deposit Scheme Assurance**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 39833)**

Gazetted: 09 February 2023

Closing Date: 23 February 2023

**Details:** This highly influential role oversees the ACT's Container Deposit Scheme. The ACT Container Deposit Scheme (CDS) aims to encourage recycling and reduce litter and waste in landfill.

In the ACT CDS's first two years, more than 148 million eligible containers were recycled. Research shows that 42% of ACT residents are now participating in the scheme. The ACT CDS allows consumers to return eligible, empty drink containers and receive a 10-cent refund per item. Residents can claim the refund themselves or donate it to charity. Eligible drink containers are those commonly found in the litter stream.

There are 19 return points in operation across the ACT, including four Cash-Back Depots, six Drop-and-Go Pods and nine Drop-and-Go points in selected IGA, Vinnies, and Salvos shop fronts.

The role will be required to interpret and apply legislation and provide sound recommendations and advice to operational staff, senior management, and internal and external stakeholders regarding the Container Deposit Scheme.

The role is an amazing opportunity if you are motivated about recycling and contributing to the ACT's environmental strategies and programs.

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

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

**How to Apply:** Please address the selection criteria outlined under Skills/Knowledge and Behaviours sections in the Position Description. Address the selection criteria in three pages or less in your application. When listing referees please include a referee who is your immediate line manager.

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

Contact Officer: Megan Corrigan (02) 6207 7665 [Megan.Corrigan@act.gov.au](mailto:Megan.Corrigan@act.gov.au)

### **Worksafe ACT**

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

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

#### **Executive**

#### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 53398)**

Gazetted: 10 February 2023

Closing Date: 24 February 2023

**Details:** Are you an enthusiastic, professional, high performing and motivated individual and are you looking for your next step in your Administrative or Executive Assistant career? If you answered yes to this question, we'd love to hear from you!

WorkSafe ACT is a fully independent office headed by the Work Health and Safety (WHS) Commissioner. Here at WorkSafe ACT we are proud of the work we do and are committed to improving the physical and psychosocial health and safety of Territory workers.

We have an exciting permanent vacancy available for an experienced, hands-on, and highly organised individual to fill the role of Executive Assistant. The dynamic nature of this role requires that the ideal candidate have exemplary time management skills and the ability to identify and anticipate the WHS Commissioner's needs. The Executive Assistant must interact seamlessly and with a professional demeanour with a broad range of individuals including members of the Senior Leadership Team, internal and external stakeholders, and those that report to the WHS Commissioner.

Have any questions about the role? Please reach out to the contact officer and we'd be happy to answer any questions you may have.

If you are looking to grow your career, are a strong communicator and want to work for an organisation making a positive difference to the lives of ACT workers, we encourage you to apply. As an ACT Government employee, you'll also have access to a great range of benefits, supports and excellent employment conditions.

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

**How to Apply:** Applications are sought from potential candidates and should include a supporting written pitch of no more than two (2) pages demonstrating your skills and experience relevant to the selection criteria listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples to demonstrate your experience. Please ensure you meet the 'Essential Requirements' of the role as detailed in the position description.

Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

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

Contact Officer: Penelope Parker (02) 6207 9819 Penelope.Parker@worksafe.act.gov.au

## APPOINTMENTS

### ACT Health

#### **Health Service Officer Level 10 \$91,315 - \$104,509**

Ian Allsop, Section 68(1), 13 February 2023

#### **Health Professional Level 1 \$66,285 - \$86,842**

Reza Bijani, Section 68(1), 13 February 2023

#### **Health Professional Level 2 \$70,679 - \$97,028**

Raymond Doyle, Section 68(1), 13 February 2023

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

Sarah Pope, Section 68(1), 13 February 2023

### ACT Long Service Leave Authority

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

Wenjiao Zhu, Section 68(1), 16 February 2023

### Canberra Health Services

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

SITA BHANDARI POKHREL, Section 68(1), 16 February 2023

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

Elyse Boorman, Section 68(1), 16 February 2023

#### **Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications)**

Elizabeth Dening, Section 68(1), 30 January 2023

#### **Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications)**

Mario Ehab Atito Gab Alla, Section 68(1), 6 February 2023

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

Priyanka Gurung, Section 68(1), 16 February 2023

#### **Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications)**

Katie Kenny, Section 68(1), 20 February 2023

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

Melina Khadka, Section 68(1), 17 February 2023

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

Natasha Morrison, Section 68(1), 16 February 2023

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

Sancha Maya Maya Rai, Section 68(1), 24 February 2023

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

Ravneet Rupal, Section 68(1), 13 February 2023

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

Chibolya Sakulanda, Section 68(1), 16 February 2023

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

Lara Speering, Section 68(1), 8 February 2023

**Health Professional Level 2 \$70,679 - \$97,028**

Marilli Spyridopoulos, Section 68(1), 8 February 2023

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

Ridhi Taneja, Section 68(1), 16 February 2023

**Specialist / Senior Specialist, \$188,151 - \$254,198**

Rochelle Javier, Section 68(1), 10 April 2023

**Specialist / Senior Specialist, \$188,151 - \$254,198**

Neha Singh, Section 68(1), 09 February 2023

**Specialist / Senior Specialist, \$188,151 - \$254,198**

Sean Robison, Section 68(1), 13 February 2023

**Specialist / Senior Specialist, \$188,151 - \$254,198**

Gina Mariano, Section 68(1), 03 April 2023

**Specialist / Senior Specialist, \$188,151 - \$254,198**

Josephine Goodyer, Section 68(1), 01 June 2023

**Specialist / Senior Specialist, \$188,151 - \$254,198**

Zakier Hussain, Section 68(1), 06/03/2023

**Canberra Institute of Technology**

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

Terra Starbird, Section 68(1), 13 February 2023

**Chief Minister, Treasury and Economic Development**

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

Supriya Anand, Section 68(1), 16 February 2023

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

Lisa Baratta, Section 68(1), 13 February 2023

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

Kunsang Dekey, Section 68(1), 16 February 2023

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

Chamali Perera, Section 68(1), 10 February 2023

**Building Trade \$76,147 - \$80,536**

Thomas Sims, Section 68(1), 14 February 2023

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

Joseph Ting, Section 68(1), 8 February 2023

**Community Services**

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

Darren Lorenzato, Section 68(1), 13 February 2023

**Education**

**School Assistant 2/3 \$51,548 - \$62,857**

Lydia Bell, Section 68(1), 13 February 2023

**School Assistant 3 \$58,404 - \$62,857**

Annabelle Di Stefano, Section 68(1), 13 February 2023

**School Assistant 3 \$58,404 - \$62,857**

Grace Edwards, Section 68(1), 13 February 2023

**School Assistant 3 \$58,404 - \$62,857**

Robyn Anne Garlic, Section 68(1), 13 February 2023

**School Assistant 3 \$58,404 - \$62,857**

Nisha Gauli, Section 68(1), 13 February 2023

**Cleaning Services Officer 3 \$56,524 - \$58,825**

Mark Williams, Section 68(1), 9 February 2023

**Classroom Teacher \$76,575 - \$114,624**

Imogen McLean, Section 68(1), 1 February 2023

**Classroom Teacher \$76,575 - \$114,624**

Jon Ashmore, Section 68(1), 1 February 2023

**Classroom Teacher \$76,575 - \$114,624**

Rachel Eyres, Section 68(1), 13 February 2023

**Justice and Community Safety**

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

Rebecca Edmundson, Section 68(1), 6 March 2023

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

Michelle Kennett, Section 68(1), 13 February 2023



### **Major Projects Canberra**

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

Tracey Lofthouse, Section 68(1), 6 February 2023

### **Transport Canberra and City Services**

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

Nigel Berry, Section 68(1), 13 February 2023

## **TRANSFERS**

### **Canberra Health Services**

#### **Roopendra Banerji**

From: Specialist 1-5 / Senior Specialist \$188,151 - \$254,198

Canberra Health Service

To: Specialist 1-5 / Senior Specialist \$188,151 - \$254,198

Canberra Health Service, Canberra PN. 20555 Gazette 24 November 2022

#### **Emily Little**

From: Registered Nurse Level 2 \$104,985

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 17044)

#### **Lyetishia Mercieca**

From: Health Professional Level 4 \$123,710

Canberra Health Services

To: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 58227)

#### **Katherine Rich**

From: \$114,928 - \$123,710

Education

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

Canberra Health Services, Canberra (PN. 28421) (Gazetted 5 January 2023)

### **Chief Minister, Treasury and Economic Development**

#### **Taylor Brousek**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 52496) (Gazetted 7 November 2022)

#### **Anupama Dharmaratne**

From: Senior Officer Grade C \$114,928

Justice and Community Safety

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 07024) (Gazetted 19 December 2022)

**Jody Gleeson**

From: \$157,201

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 14971) (Gazetted 13 July 2022)

**Environment, Planning and Sustainable Development**

**Craig Jones**

From: Senior Officer Grade C \$114,928

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 33901) (Gazetted 24 November 2022)

**Justice and Community Safety**

**Emma Andrews**

From: Registered Nurse Level 1 \$76,422

Canberra Health Services

To: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety, Canberra (PN. 09274, several) (Gazetted 23 August 2022)

**Kaitlyn Coombe**

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

Community Services

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

Justice and Community Safety, Canberra (PN. 20341) (Gazetted 1 December 2022)

**Jeremy Eames-Mayer**

From: Registered Nurse Level 1 \$77,454 plus penalties

Canberra Health Services

To: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety, Canberra (PN. 09274, several) (Gazetted 23 August 2022)

**PROMOTIONS**

**ACT Health**

**Digital Solutions Division**

**Applications Support**

**Technology Operations Hub**

**Regan Bartholomew**

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

Canberra Health Services

To: †Senior Information Technology Officer Grade A \$157,201

ACT Health, Canberra (PN. 54927) (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.

**Population Health**

**Business Management**

**Kate Jackman**

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

ACT Health

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

ACT Health, Canberra (PN. 29468) (Gazetted 17 January 2023)

**Population Health**

**Programs and Projects**

**Business Management**

**Alexandra Hambesis**

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

ACT Health

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

Canberra Health Services, Canberra (PN. 54294) (Gazetted 16 January 2023)

**Infrastructure, Communication and Engagement**

**Strategic Infrastructure**

**Rebecca Sweetman**

From: Registered Nurse Level 3.2 \$130,846

Canberra Health Services

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

ACT Health, Canberra (PN. 43569) (Gazetted 29 October 2021)

**Health Systems, Policy and Research Group**

**Office of Professional Leadership and Education**

**Business Management Unit**

**Amanda Thies**

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

ACT Health

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

ACT Health, Canberra (PN. 32724) (Gazetted 1 December 2022)

**Population Health**

**Business Management**

**Elif Wade**

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. 29468) (Gazetted 17 January 2023)

**Corporate and Governance**

**Governance and Risk**

**Audit, Procurement and Risk**

**Glenn Wolski**

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

ACT Health, Canberra (PN. 60156) (Gazetted 17 January 2023)

**Canberra Health Services**

**CHS Clinical Services**

**Rehabilitation, Aged and Community Services**

**Oral Health Services**

**Leasa Anderson**

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

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Canberra Health Services, Canberra (PN. 32441) (Gazetted 11 January 2022)

**Medical Services**

**ACT Pathology**

**Monica Armstrong**

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

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 21255) (Gazetted 28 November 2022)

**CHS Clinical Services**

**Rehabilitation, Aged and Community Services**

**Oral Health Services**

**Melinda Bettiens**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 31648) (Gazetted 11 January 2022)

**Clinical Services**

**Rehab, Aged and Community Service**

**Janessa Curry**

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. 29123) (Gazetted 1 August 2022)

**CHS Clinical Services**

**Medicine**

**Renal**

**Tomica Gnjec**

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. 27024) (Gazetted 9 May 2022)

**Ashleigh Harper**

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. 37687) (Gazetted 24 August 2022)

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

**Hannah Henry**

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. 21341) (Gazetted 4 October 2022)

**CHS Clinical Services**

**Jessica Homes**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 31225)

**Clinic Services**

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

**Rachel Hourigan**

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

ACT Health

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

Canberra Health Services, Canberra (PN. 39882) (Gazetted 12 December 2022)

**CHS Clinical Services**

**Rehabilitation, Aged and Community Services**

**Oral Health Services**

**Aleksandra Lavurovska**

From: Dental Assistant Level 1 \$50,872

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 26590) (Gazetted 6 June 2022)

**Clinical Services**

**University of Canberra Hospital**

**Elizabeth Orr**

From: Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)

Canberra Health Services

To: Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Canberra Health Services, Canberra (PN. 36095) (Gazetted 5 January 2023)

**Rosalyn Stanton**

From: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 59759) (Gazetted 1 December 2022)

**CHS Clinical Services**

**Rehabilitation, Aged and Community Services**

**Oral Health Services**

**Paula Valenzuela**

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. 14540) (Gazetted 9 June 2022)

**Canberra Institute of Technology**

**Corporate Services**

**Corporate Services**

**Facilities Department**

**Stephen Pohl**

From: General Service Officer Level 8 \$73,429 - \$77,593

Canberra Institute of Technology

To: General Service Officer Level 10 \$91,315 - \$104,509

Canberra Institute of Technology, Canberra (PN. 60447) (Gazetted 16 December 2022)

**Corporate Services**

**Corporate Services**

**Facilities Department**

**James Stephen**

From: General Service Officer Level 8 \$73,429 - \$77,593  
Canberra Institute of Technology  
To: General Service Officer Level 10 \$91,315 - \$104,509  
Canberra Institute of Technology, Canberra (PN. 60446) (Gazetted 16 December 2022)

**Chief Minister, Treasury and Economic Development**

**Shared Services**

**Finance Services**

**Reporting**

**Yves Bigirimana**

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. 07024) (Gazetted 19 December 2022)

**Workforce Capability and Governance**

**Workplace Safety and Industrial Relations**

**Yves Bigirimana**

From: Information Technology Officer Class 2 \$91,315 - \$104,509  
ACT Health  
To: †Senior Officer Grade C \$114,928 - \$123,710  
Chief Minister, Treasury and Economic Development, Canberra (PN. 56896) (Gazetted 28 October 2022)

**Community Services**

**Corporate Service**

**Finance and Budget**

**Budget**

**Parbinder Kaur**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509  
Community Services  
To: †Senior Officer Grade C \$114,928 - \$123,710  
Community Services, Canberra (PN. 00459) (Gazetted 28 November 2022)

**Corporate Services**

**People, Capability and Culture**

**Caitlyn Kline**

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. 37814) (Gazetted 12 January 2023)

**Education**

**School Improvement**

**Narrabundah College**

**Pema Yangki**

From: School Assistant 2 \$51,548 - \$56,919  
Education  
To: Administrative Services Officer Class 4 \$76,255 - \$82,566  
Education, Canberra (PN. 44358) (Gazetted 17 November 2022)

## **Environment, Planning and Sustainable Development**

### **Statutory Planning**

#### **Merit and Estate Assessment and Deed Management/DA Gateway**

##### **Merit Assessment/Gateway**

###### **Jason Aoun**

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

Chief Minister, Treasury and Economic Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 17665) (Gazetted 4 August 2022)

### **Environment**

#### **ACT Parks and Conservation Service**

##### **Parks and Partnerships**

###### **Michelle Ralph**

From: Park Ranger 2 \$76,255 - \$82,566

Environment, Planning and Sustainable Development

To: Senior Park Ranger 3 \$84,749 - \$89,705

Environment, Planning and Sustainable Development, Canberra (PN. 39119) (Gazetted 13 December 2021)

### **Statutory Planning**

#### **Office of the Surveyor-General and Land Information**

##### **William Steer**

From: Professional Officer Class 1 \$64,473 - \$89,398

Environment, Planning and Sustainable Development

To: Professional Officer Class 2 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 39161) (Gazetted 12 January 2023)

## **Justice and Community Safety**

### **ACT Corrective Services**

#### **Office of the Commissioner**

##### **Office of the Commissioner**

###### **Nikita Gaspardis**

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. 57757) (Gazetted 6 December 2022)

### **Emergency Services**

#### **ACT Ambulance Service**

##### **Andrew Murphy**

From: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety

To: †Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties

Justice and Community Safety, Canberra (PN. 08158)

Note: Direct Promotion under Section R2.1 ACT Ambulance Service Agreement 2021-2022

## **Major Projects Canberra**

### **Project Development and Support**

#### **Ministerial Governance and Corporate Support**

##### **Corporate Support**



**Robert Kepe**

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

Canberra Health Services

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

Major Projects Canberra, Canberra (PN. 56797) (Gazetted 21 February 2022)

**Transport Canberra and City Services**

**Transport Canberra and Business Services**

**Territory and Business Services**

**Domestic Animal Services**

**Thereasa Carpenter**

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

Justice and Community Safety

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

Transport Canberra and City Services, Canberra (PN. 39545) (Gazetted 12 December 2022)

**City Services**

**Roads ACT**

**Road and Path Network**

**Shium Reza**

From: Infrastructure Officer 3 \$115,193 - \$126,450

Transport Canberra and City Services

To: Infrastructure Officer 4 \$136,524 - \$155,109

Transport Canberra and City Services, Canberra (PN. 46686) (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.

**CORRIGENDA**

**Canberra Health Services**

Permanent appointment for Traza Brag Gazetted on 08/12/2022, the date of effect should be 19/01/2023.