



ACT Government Gazette

Gazetted Notices for the week beginning 04 May 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>

Executive Group Manager, Corporate and Governance

Temporary Vacancy (19 June 2023 to 14 July 2023)

ACT Health Directorate

Corporate and Governance

Position: E1080

(Remuneration equivalent to Executive Level 2.4)

Circulated: 05 May 2023

Circulated to: ACTPS Senior Executives

The ACT Health Directorate (ACTHD) is seeking Expressions of Interest (EOI) for the role of the Executive Group Manager, Corporate and Governance Division for the period 19 June to 14 July 2023. The EGM is a key leadership role with responsibility for building our workforce culture and capability, ensuring sound planning and corporate governance, and leading the management of the directorate's budget - all of which are critical areas to underpin the efficient operation of the directorate and the health system more generally. We are looking for a collaborative leader who can deliver positive outcomes, with the ability to work cooperatively with key government and non-government stakeholders, the ability to apply sound judgement and a high level of integrity.

The successful applicant will model our values of respect, integrity, collaboration and innovation.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$347,585 - \$361,512 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$309,493.

To apply: Please provide a one-page Expression of Interest against the Executive Capabilities and Duties/Responsibilities, a current curriculum vitae and contact details for two referees to Fiona Barbaro via email to Fiona.Barbaro@act.gov.au by COB Friday 12 May 2023.

Contact Officer: Fiona Barbaro 0435 572 241 Fiona.Barbaro@act.gov.au

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

ACT Chief Nursing and Midwifery Office

Towards a Safer Culture (TASC) Project Officer RN 3.1

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 61471)

Gazetted: 09 May 2023

Closing Date: 29 May 2023

Details: Are you a skilled and experienced nurse and/or midwife, passionate about your profession/s, and deeply committed to promoting safe and supportive workplaces?

The Registered Nurse Level 3 Grade 1 (RN3.1) Project Officer of Nursing and/or Midwifery will provide strategic organisational level advice and leadership to support the implementation, monitoring, reporting and evaluation of the Nurses and Midwives Towards a Safer Culture (NM TASC) 'The Next Steps' Strategy at the organisational and territory wide level. The position will require strong engagement with relevant business units such as patient safety and quality improvement, work health and safety and staff learning development units and within the clinical environment. The RN3.1 will be required to liaise with external agencies such as industrial and professional organisations and Whole of Government (WhoG) and report directly to the Assistant Director of Nursing and/or Midwifery, Towards a Safer Culture Project and the ACT Chief Nursing and Midwifery Officer.

The RN3.1 Project Officer will use their project management skills and in-depth knowledge of the clinical environment to assist to embed the 'Next Steps' Strategy and provide industry advice and leadership.

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:

Have a minimum of three years' experience in a clinical nursing or midwifery setting.

Hold and maintain AHPRA registration as a nurse and/or midwife.

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

Note: This is a temporary position available from 5 June 2023 until 31 May 2026.

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 two-page written pitch addressing the Professional / Technical Skills and Knowledge and Behavioural Capabilities listed under 'What You Require' in the Position Description. Please also submit a current curriculum vitae and contact details of at least two referees, one of which is your current manager.

Shortlisted candidates may be required to submit two written referee reports prior to interview.

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

Contact Officer: Elizabeth Cleary 02 51248237 Elizabeth.Cleary@act.gov.au

Policy, Partnerships and Programs

Health Policy and Strategy Branch

Senior Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61327)

Gazetted: 04 May 2023

Closing Date: 18 May 2023

Details: The Health Policy and Strategy Branch is seeking Senior Policy Officers to contribute to various projects within the Branch. Our Branch has responsibility for strategic leadership in health policy areas such as primary care, disability, workforce, aged care, LGBTIQ+ health, reproductive health, voluntary assisted dying and chronic conditions.

We have immediate vacancies for permanency in the Disability and Community Policy Team. We expect to create a merit list from this selection process to fill identical vacancies over the next 12 months in other teams, for example LGBTIQ+ health.

It is expected the Senior Policy Officer will work under limited direction and exercise a considerable degree of independence to achieve policy and project outcomes. This will require well-developed written and verbal communication skills to liaise with a diverse range of stakeholders. Additionally, the position requires sound judgement and analytical skills to respond quickly to business needs and meet tight timeframes.

For further information please see the Position Description attached.

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.

The ability to work remotely or in a hybrid arrangement (home and office) is important. Health Policy and Strategy Branch is currently working primarily from home, however staff are asked and encouraged to attend the office for at least two days per week. We offer a flexible arrangement which can be negotiated with your manager. There is an option to work from the office five days of the week if this is more suitable for you.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment National Police Check.

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

Please note that selection may be made on written applications and referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jane Pepper (02) 5124 3877 Jane.Pepper@act.gov.au

Policy Partnerships and Programs

Data Analytics Branch

Health System and Services Data

Data Analyst, Health System and Services Data

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 61456)

Gazetted: 04 May 2023

Closing Date: 18 May 2023

Details: The Data Analytics Branch (DAB) of the Policy, Partnerships and Programs Division is looking, for enthusiastic staff who can work on the national submissions. The ideal candidate will possess the ability to work collaboratively with staff and stakeholders, maintaining positive working relationships to deliver on the organisation's strategic objectives.

This is a highly technical role where the Data Analyst in the Health System and Services Data team will be responsible for extracting data, running validations and preparing the national submissions submission, engaging with stakeholders from health services to ensure that the submissions are prepared and submitted as per the guidelines from Independent Health and Aged Care Pricing Authority.

The DAB within Policy, Partnerships and Programs Division is responsible for managing the ACT Health Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance, and costing data. The DAB also manages the Directorate's relationships with the national data agencies. It also is responsible for developing and monitoring a health performance framework for the delivery of health services across the ACT.

ACT Health 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 using SQL, SSIS and/or an aptitude for quickly learning new software is highly desirable.

Note: This is a temporary position available immediately until 2 April 2024 with the possibility of extension and/or permanency. A merit pool will be established from this selection process and will be used to fill similar vacancies over the next 12 months.

How to Apply: Please submit a written application of no more than three pages, responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Prathima Karri (02) 5124 9353 Prathima.Karri@act.gov.au

Corporate and Governance

Governance and Risk

Reporting and Compliance

Annual Report Coordinator

Senior Officer Grade C/Senior Officer Grade B \$114,928 - \$152,377, Canberra (PN: 51810)

Gazetted: 08 May 2023

Closing Date: 22 May 2023

Details: The ACT Health Directorate is looking for a motivated individual with an eye for detail and the ability to meet strict deadlines to fill the temporary position of Annual Report Coordinator. Excellent people and stakeholder management skills are critical. We work collaboratively and highly value our positive workforce culture.

This is an excellent opportunity to gain skills and experience with a key corporate and accountability function of the Directorate.

The Annual Report Coordinator reports to the Senior Director, Reporting and Compliance and works within the Governance and Risk Branch.

This position will be filled at either the SOGB or SOGC level, dependent on the skills and experience of the successful applicant. Applicants should make clear which classification they are applying for.

There may also be opportunities to contribute to the broader governance responsibilities of the Branch (including risk and audit related activities).

Note: This is a temporary position available immediately until 27 October 2023, with the possibility of extension.

This position will be filled at either the SOGB or SOGC level, dependent on the skills and experience of the successful applicant. Applicants should make clear which classification they are applying for.

How to apply: Please submit a written application of no more than two pages addressing the capabilities that form the Selection Criteria. In a separate document, please also provide a current curriculum vitae and contact details of two referees.

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

Population Health Division

Office of the Chief Health Officer

Epidemiology Surveillance Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 48139)

Gazetted: 05 May 2023

Closing Date: 19 May 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

The Population Health Division is responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Division is seeking a number of surveillance officers to provide specialist support and analytic capabilities to support government-wide decision making around COVID-19 and other emerging public health threats. You will provide epidemiological support to monitor disease trends, analyse data and provide regular reports.

Epidemiology qualifications are not required, however, the successful applicant will be required to show ability and experience in data analysis in the preparation of reports.

Eligibility/Other Requirements: Experience in web publishing and graphic design is desirable but not essential.

Note: These positions are expected vacancies to commence on 1 July 2023. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a maximum two-page pitch, providing examples demonstrating your suitability against the ‘Professional/Technical Skills and Knowledge’ and ‘Behavioural Capabilities’ section of the Position Description. Please also provide a current curriculum vitae, including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsty Whybrow (02) 5124 6142 Kirsty.Whybrow@act.gov.au

Population Health Division

Office of the Chief Health Officer

Assistant Director, Public Health Response and Capability

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 52559)

Gazetted: 08 May 2023

Closing Date: 22 May 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

The Population Health Division is responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Division is seeking an Assistant Director to support the Senior Director to coordinate strategic planning advice in relation to the ACT’s COVID-19 response and emerging public health threats.

The successful candidate will demonstrate a sound knowledge of government documentation and processes and a high level of stakeholder engagement skills and experience. An understanding of current and emerging public health issues would be highly regarded.

Eligibility/Other Requirements: Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Note: This position is an expected vacancy to commence on 1 July 2023. 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: Please submit a maximum two-page pitch, providing examples demonstrating your suitability against the 'Professional/Technical Skills and Knowledge' and 'Behavioural Capabilities' section of the Position Description. Please also provide a current curriculum vitae, including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsty Whybrow (02) 5124 6142 Kirsty.Whybrow@act.gov.au

Population Health Division

Office of the Chief Health Officer

Director, Public Health Preparedness

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 50208)

Gazetted: 08 May 2023

Closing Date: 22 May 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

The Population Health Division is responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Division is seeking a Director to lead, coordinate and facilitate the development of high level planning relating to the ACT Government's ongoing response to COVID-19 and other emerging public health threats. The role will involve collaboration and consultation with a wide range of stakeholders, both internal and external to Government.

An understanding of current and emerging public health issues would be highly regarded along with the ability to scope, develop, implement, and evaluate plans and projects which target workplace priorities.

Note: This position is an expected vacancy to commence on 1 July 2023. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Dal Molin (02) 5124 9401 vanessa.dalmolin@act.gov.au

Population Health Division

Office of the Chief Health Officer

Senior Director, Public Health Communications

Senior Officer Grade A \$157,201, Canberra (PN: 53408)

Gazetted: 08 May 2023

Closing Date: 22 May 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

The Population Health Division is responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Division is seeking a Senior Director to respond to community and government communication requirements for COVID-19 and other current and emerging public health threats.

An understanding of current and emerging public health issues would be highly regarded along with the ability to scope, develop, implement and evaluate communication plans and projects which target emerging health priorities and fulfil community information requirements.

Eligibility/other Requirements: Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Note: This position is an expected vacancy to commence on 1 July 2023. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now.

Contact Officer: Kirsty Whybrow (02) 5124 6142 kirsty.whybrow@act.gov.au

Population Health Division

Office of the Chief Health Officer

Outbreak Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 53122, several)

Gazetted: 08 May 2023

Closing Date: 22 May 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

The Population Health Division is responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Division is seeking to fill multiple Project Officer roles at the Administrative Services Officer 5 level. Under the direction of an Assistant Director, Project Officers will be responsible for a range of tasks appropriate to this level of classification which may include contributing to the drafting of plans, policies and procedures, along with direct support to external stakeholders. You will be required to liaise with a diverse range of stakeholders and provide advice and information on resources relating to the management of outbreaks of infectious diseases.

The successful candidate will have well developed oral and written communications skills, an understanding of current and emerging public health issues and the ability to liaise effectively with both internal and external stakeholders.

Eligibility/other Requirements: Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Note: These positions are anticipated to commence on 1 July 2023 but are subject to budget funding in the 2023/2024 ACT Budget. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsty Whybrow (02) 5124 6142 kirsty.whybrow@act.gov.au

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

ACT Chief Nursing and Midwifery Office

Towards a Safer Culture (TASC) Project Officer RN 2.3

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 61468)

Gazetted: 08 May 2023

Closing Date: 29 May 2023

Details: Are you a skilled and experienced nurse and/or midwife, passionate about your profession/s, and deeply committed to promoting safe and supportive workplaces?

The Registered Nurse Level 2 Grade 3 (RN2.3) Project Officer of Nursing and/or Midwifery will provide unit operational level advice to facilitate implementation, monitoring, reporting and evaluation on the Nurses and Midwives Towards a Safer Culture (NM TASC) 'The Next Steps' Strategy. The position will require unit level engagement by supporting staff, facilitating education preparation, co-ordinating workflow processes and monitoring and evaluating the quality of output of work delivered.

The RN2.3 Project Officer will use their advanced clinical and problem-solving skills and expert planning and coordination skills to assist with embedding of the project and provide industry advice and leadership.

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:

Have a minimum of three years' experience in a clinical nursing or midwifery setting.

Hold and maintain AHPRA registration as a nurse and/or midwife.

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

Note: This is a temporary position available from 5 June 2023 until 31 May 2026. 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 two-page written pitch addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities listed under 'What You Require' in the Position Description. Please also submit a current curriculum vitae and contact details of at least two referees, one of which is your current manager.

Shortlisted candidates may be required to submit two written referee reports prior to interview.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Cleary (02) 5124 8237 Elizabeth.Cleary@act.gov.au

Policy, Partnerships and Programs

Health Policy and Strategy Branch

Assistant Director

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

Gazetted: 04 May 2023

Closing Date: 18 May 2023

Details: The Health Policy and Strategy Branch is seeking Assistant Directors to fill several permanent positions across the branch. In addition, this selection process will be used to fill a temporary position to September 2023, with the possibility of permanency. This temporary position will focus primarily on our work regarding LGBTIQ+ health. We expect to create a merit pool from this selection process to fill identical vacancies across the Branch, over the next 12 months.

The Health Policy and Strategy Branch has responsibility for strategic leadership in health policy areas such as primary care, disability, workforce, aged care, LGBTIQ+ health, reproductive health, voluntary assisted dying and chronic conditions.

It is expected the Assistant Director will work collaboratively across a range of areas in ACT Health, with other ACT Government directorates and external stakeholders. The incumbent will communicate professionally and work with flexibility, efficiency both individually and as part of a complex team/community effort.

Relevant experience and/or tertiary qualifications in a public health or human services discipline is desirable.

For further information please see the Position Description attached.

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.

The ability to work remotely or in a hybrid arrangement (home and office) is important. Health Policy and Strategy Branch is currently working primarily from home, however staff are asked and encouraged to attend the office for at least two days per week. We offer a flexible arrangement which can be negotiated with your manager. There is an option to work from the office five days of the week if this is more suitable for you.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment National Police Check.

Note: This is a temporary position available from 1 July 2023 until 22 September 2023 with the possibility of extension and/or permanency. Please note that selection may be made on written applications and referee reports.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jane Pepper (02) 5124 3877 Jane.Pepper@act.gov.au

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

ACT Chief Nursing and Midwifery Office

Towards a Safer Culture (TASC) Project Officer RN 3.1

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 61470)

Gazetted: 09 May 2023

Closing Date: 29 May 2023

Details: Are you a skilled and experienced nurse and/or midwife, passionate about your profession/s, and deeply committed to promoting safe and supportive workplaces?

The Registered Nurse Level 3 Grade 1 (RN3.1) Project Officer of Nursing and/or Midwifery will provide strategic organisational level advice and leadership to support the implementation, monitoring, reporting and evaluation of the Nurses and Midwives Towards a Safer Culture (NM TASC) 'The Next Steps' Strategy at the organisational and territory wide level. The position will require strong engagement with relevant business units such as patient safety and quality improvement, work health and safety and staff learning development units and within the clinical environment. The RN3.1 will be required to liaise with external agencies such as industrial and professional organisations and Whole of Government (WhoG) and report directly to the Assistant Director of Nursing and/or Midwifery, Towards a Safer Culture Project and the ACT Chief Nursing and Midwifery Officer.

The RN3.1 Project Officer will use their project management skills and in-depth knowledge of the clinical environment to assist to embed the 'Next Steps' Strategy and provide industry advice and leadership.

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:

- Have a minimum of three years' experience in a clinical nursing or midwifery setting.
- Hold and maintain AHPRA registration as a nurse and/or midwife.
- Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Note: This is a temporary position available from 5 June 2023 until 31 May 2026. 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 two-page written pitch addressing the Professional / Technical Skills and Knowledge and Behavioural Capabilities listed under 'What You Require' in the Position Description. Please also submit a current curriculum vitae and contact details of at least two referees, one of which is your current manager.

Shortlisted candidates may be required to submit two written referee reports prior to interview.

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

Contact Officer: Elizabeth Cleary (02) 51248237 Elizabeth.Cleary@act.gov.au

Office of the Director General

Head of Office, Office of the Director General

Senior Officer Grade A \$157,201, Canberra (PN: 53186)

Gazetted: 10 May 2023

Closing Date: 24 May 2023

Details: The Director-General of the ACT Health Directorate, Rebecca Cross, is seeking a suitably qualified senior officer for a development opportunity to act as Head of Office from mid-April 2023 for a period of 12 months (with the possibility of extension up to 18 months).

The Head of Office provides high-level executive support to the Office of the Director-General (ODG).

The successful applicant should have good knowledge, or the capacity to quickly gain good knowledge, of the functions of the ACT Health Directorate and a strong understanding of Cabinet, Ministerial, Legislative Assembly and machinery of government processes. Strong communication skills, attention to detail and commitment to working as part of a small team are also important attributes for undertaking the role.

The position also requires the highest degree of integrity and trust due to exposure to highly sensitive materials and classified documents.

Eligibility/Other Requirements: Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Note: This is a temporary position available from 1 July 2023 for 12 months, with the possibility of extension to up to 18 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 provide a one-to-two-page pitch outlining their relevant Professional/Technical Skills and Knowledge, and Behavioural Capabilities, along with an up-to-date curriculum vitae, including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vivien Bevan (02) 5124 9260 Vivien.Bevan@act.gov.au

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

ACT Chief Nursing and Midwifery Office

Towards a Safer Culture (TASC) Project Officer RN 2.3

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 61469)

Gazetted: 08 May 2023

Closing Date: 29 May 2023

Details: Are you a skilled and experienced nurse and/or midwife, passionate about your profession/s, and deeply committed to promoting safe and supportive workplaces?

The Registered Nurse Level 2 Grade 3 (RN2.3) Project Officer of Nursing and/or Midwifery will provide unit operational level advice to facilitate implementation, monitoring, reporting and evaluation on the Nurses and Midwives Towards a Safer Culture (NM TASC) 'The Next Steps' Strategy. The position will require unit level engagement by supporting staff, facilitating education preparation, co-ordinating workflow processes and monitoring and evaluating the quality of output of work delivered.

The RN2.3 Project Officer will use their advanced clinical and problem-solving skills and expert planning and coordination skills to assist with embedding of the project and provide industry advice and leadership.

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:

Have a minimum of three years' experience in a clinical nursing or midwifery setting.

Hold and maintain AHPRA registration as a nurse and/or midwife.

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

Note: This is a temporary position available from 5 June 2023 until 31 May 2026. 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 two-page written pitch addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities listed under 'What You Require' in the Position Description. Please also submit a current curriculum vitae and contact details of at least two referees, one of which is your current manager.

Shortlisted candidates may be required to submit two written referee reports prior to interview.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Cleary (02) 5124 8237 Elizabeth.Cleary@act.gov.au

Population Health Division

Office of the Chief Health Officer

Public Health Nurse, Outbreak Support

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 56882, several)

Gazetted: 08 May 2023

Closing Date: 22 May 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

The Population Health Division is responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Division is seeking to fill several Registered Nurse Level 2 roles. Under the direction of a Director, the incumbents will be responsible for a range of tasks appropriate to this level of classification which may include

contributing to the development of plans, policies and procedures, along with direct support to external stakeholders. You will be required to liaise with a diverse range of stakeholders and provide advice and information on resources relating to the management of outbreaks of infectious diseases. The successful candidate will have well developed oral and written communications skills, an understanding of current and emerging public health issues and the ability to liaise effectively with both internal and external stakeholders.

Eligibility/Other Requirements: Registered or eligible for registration as a nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Note: These positions are expected vacancies to commence on 1 July 2023. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsty Whybrow (02) 5124 6142 kirsty.whybrow@act.gov.au

Population Health Division

Office of the Chief Health Officer

Senior Director, Public Health Response and Capability

Senior Officer Grade A \$157,201, Canberra (PN: 53661)

Gazetted: 08 May 2023

Closing Date: 22 May 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

The Population Health Division is responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Division is seeking a senior director to be responsible for developing strategic policy and planning advice in relation to the ACT's COVID-19 response and emerging public health threats. They will foster engagement across government and community to deliver priorities that support the Division's objectives.

The successful candidate will demonstrate sound judgement, exemplary leadership and stakeholder engagement skills and take accountability for decisions that can have significant impact on the directorate's programs and the ACT community. An understanding of current and emerging public health issues would be highly regarded along with the ability to scope, develop, implement and evaluate plans and projects which target work place priorities.

Eligibility/Other Requirements: Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Note: This position is an expected vacancy to commence on 1 July 2023. 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: Please submit a maximum two-page pitch, providing examples demonstrating your suitability against the 'Professional/Technical Skills and Knowledge' and 'Behavioural Capabilities' section of the Position Description. Please also provide a current curriculum vitae, including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Dal Molin (02) 5124 9401 Vanessa.DalMolin@act.gov.au

Population Health Division

Office of the Chief Health Officer

Assistant Director Data Reporting / Data Infrastructure

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 52885, several)

Gazetted: 08 May 2023

Closing Date: 22 May 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

The Population Health Division is responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Division is seeking a number of Assistant Directors, ideally with qualifications or experience in health systems, database or data science roles. The successful candidates will have data management and database skills and experience in using R, SQL or similar coding languages along with outstanding problem solving skills and the ability to lead the implementation of process improvements. The roles will support ACT Health's data management response to all notifiable diseases, including COVID-19 and other emerging public health threats. Experience in using REDCap or Sunquest NDMS will be highly regarded.

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

Notes: These positions are expected vacancies to commence on 1 July 2023. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to apply: Please submit a maximum two-page pitch, providing examples demonstrating your suitability against the 'Professional/Technical Skills and Knowledge' and 'Behavioural Capabilities' section of the Position Description. Please also provide a current curriculum vitae, including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsty Whybrow (02) 5124 6142 Kirsty.Whybrow@act.gov.au

Population Health Division

Office of the Chief Health Officer

Assistant Director / Director, Epidemiology

Health Professional Level 4/5 \$114,928 - \$152,377, Canberra (PN: 53658)

Gazetted: 08 May 2023

Closing Date: 22 May 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

The Population Health Division is responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Division is seeking a qualified epidemiologist to lead a team of surveillance officers to undertake specialist analysis and interpretation of data to support outbreak investigations and support local modelling and public reporting. The role will provide specialist support and analytic capabilities to support government-wide decision making around notifiable conditions, including COVID-19 and other emerging public health threats.

The role will involve collaboration and consultation with a wide range of stakeholders, both internal and external to Government. The ideal candidate for this position will have demonstrated experience in communicable disease epidemiology and surveillance and the ability to translate data to produce reports for a range of audiences.

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

Eligibility/ Other Requirements

Qualifications in Epidemiology are required.

Notes: This position is an expected vacancy to commence on 1 July 2023. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

This position will be filled at the Assistant Director (HP4) or Director (HP5) level, dependent on the role requirements and the successful applicant's experience, qualifications and skills. Applicants should make clear which classification they are applying for.

How to apply: Please submit a maximum two-page pitch, providing examples demonstrating your suitability against the 'Professional/Technical Skills and Knowledge' and 'Behavioural Capabilities' section of the Position Description. Please also provide a current curriculum vitae, including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsty Whybrow (02) 5124 6142 Kirsty.Whybrow@act.gov.au

Population Health Division

Office of the Chief Health Officer

Project Officer, Public Health Response and Capability

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53264, several)

Gazetted: 08 May 2023

Closing Date: 22 May 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

The Population Health Division is responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Division is seeking to fill multiple Project Officer roles at the Administrative Services Officer 6 level. As a Project Officer you will be responsible for a range of tasks appropriate to this level of classification which may include research and coordination of advice, development of government documentation such as briefs, and correspondence or the development of operational and/or strategic plans related to the public health management of COVID-19 and other emerging diseases.

You will provide high level administrative and business support to the team. The role may also involve collaboration and consultation with a wide range of stakeholders, both internal and external to the ACT Government.

The ideal candidates for these positions will have well-developed communication skills. An understanding of current and emerging public health issues or ability to quickly gain an understanding would be highly regarded.

Eligibility/Other Requirements: Prior experience in project management would be beneficial but is not mandatory.

Note: These positions are anticipated to commence on 1 July 2023 but are subject to budget funding in the 2023/2024 ACT Budget. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsty Whybrow (02) 5124 6142 Kirsty.Whybrow@act.gov.au

Population Health Division

Office of the Chief Health Officer

Senior Data Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 52568, several)

Gazetted: 08 May 2023

Closing Date: 22 May 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

The Population Health Division is responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Division is seeking to fill multiple Data Project Officer roles at the Administrative Services Officer 6 level. As a Project Officer you will be responsible for a range of tasks appropriate to this level of classification which may include improvements, automation and support in the technical management of database systems.

You will have excellent oral and written communications skills and the ability to liaise effectively with both internal and external stakeholders.

Eligibility/Other Requirements: Qualifications or experience in health systems, database or data science roles would be highly regarded.

Note: There are both temporary (six months with a possibility of extension) and permanent positions available. These positions are expected vacancies to commence on 1 July 2023. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsty Whybrow (02) 5124 6142 Kirsty.Whybrow@act.gov.au

Population Health

Health Protection Service

Environmental Health

Environmental Health Officer

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 34410, several)

Gazetted: 09 May 2023

Closing Date: 26 May 2023

Details: The Environmental Health team have three positions available for a qualified Environmental Health Officer who will be responsible for conducting food safety inspections, investigating food business complaints and assessing food business registration applications against the *Food Act 2001* and the Australian New Zealand Food Standards Code.

These positions will also be responsible for investigating food poisoning outbreaks within a multidisciplinary team, conducting routine and statutory food samples, contributing to and developing food safety information for industry, providing onsite advice and education to food handlers and contributing to ongoing procedural improvements. As part of the team you will also be responsible for conducting swimming pool and cooling tower inspections, investigating insanitary conditions, reviewing development applications for potential public health concerns, regulating potable and recreation water, and providing environmental health input into emerging public health issues.

ACT Health provides a unique opportunity to gain experience in both local government functions of an Environmental Health Officer and the State/Territory functions include outbreaks, food business design/fit out registration approvals and sampling programs.

Applicants are also welcome from students currently studying Environmental Health.

Eligibility/Other Requirements:

Tertiary qualification -

A Bachelor of Science (Environmental Health) or similar qualification acceptable and recognised by Environmental Health Australia or;

Graduate Diploma in Environmental Health recognised by Environmental Health Australia [Accredited courses - Environmental Health Australia Ltd. \(eh.org.au\)](https://eh.org.au)

Applicants with a Bachelor of Applied Science with demonstrated/work experience as an Environmental Health Officer may be considered.

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

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

How to Apply: Applications MUST address the Professional/Technical skills and Knowledge and Behavioural Capabilities through examples of experience in no more than three pages. Applications that do not address the criteria will not be considered. A current curriculum vitae must also be submitted including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyndell Hudson 0435 010 936 Lyndell.Hudson@act.gov.au

Corporate and Governance
People Strategy and Culture
Senior Director, Culture, Capability and Workforce
Senior Officer Grade A \$157,201, Canberra (PN: 41857)

Gazetted: 10 May 2023

Closing Date: 24 May 2023

Details: The Senior Director, Culture, Capability and Workforce will lead a team that delivers HR support across the ACT Health Directorate (ACTHD) and also links to some health system projects. This includes the delivery of learning and development, workplace inclusion, people analytics and reporting and support of ongoing organisational development and culture projects. This is a critical role required to lead both strategic and operational initiatives that will have a positive influence on the culture for the ACTHD.

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

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

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

Note: This is a temporary position available for a period of four 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 response (no more than two pages) to the 'What You Require' section of the Position Description, outlining your relevant skills, knowledge, and experience along with your current curriculum vitae and contact details of two referees (one must be current or recent supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Sangeeta Gupta (02) 5124 9825 sangeeta.gupta@act.gov.au

Population Health Division
Office of the Chief Health Officer
Data Officer
Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 53134, several)

Gazetted: 08 May 2023

Closing Date: 22 May 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

The Population Health Division is responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Division is seeking to fill multiple Data Officer roles at the Administrative Services Officer 5 level. Under the direction of an Assistant Director, Data Officers will be responsible for a range of tasks appropriate to this level of classification which may include updates, implementation of improvements, automation and support in the technical management of database systems. You will have well developed oral and written communications skills and the ability to liaise effectively with both internal and external stakeholders. Qualifications or experience in health systems, database (including REDCap or Sunquest NDMS) or data science roles would be highly regarded.

Notes: These positions are expected vacancies to commence on 1 July 2023. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsty Whybrow (02) 5124 6142 Kirsty.Whybrow@act.gov.au

ACT Integrity Commission

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

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

Investigations

Senior Investigator

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50452)

Gazetted: 09 May 2023

Closing Date: 23 May 2023

Details: The role of the Investigations team is to investigate corruption reports made to the Commission under the *Integrity Commission Act 2018* by members of the public or public servants, referrals from other agencies as well as investigations initiated by the Commission itself. Owing to operational workloads, the ACTIC has need for one or more Senior Investigators for a period of up to 12 months.

Senior Investigators will undertake investigations or intelligence gathering activities conducted by the ACTIC, using conventional investigation methodologies and the use of covert and coercive investigation powers available to the ACTIC. This position may mentor and assist junior staff as required or contribute to internal projects as needed. You will be expected to participate in decision making and strategic planning and contribute to organisational direction, planning and objectives.

Eligibility/Other requirements: The successful applicant will be required to obtain and maintain a Commonwealth security clearance at the Negative Vetting Level 1 (NV1) classification; accordingly, applications can only be considered from those with Australian Citizenship.

The ACTIC is prohibited from appointing people who have been ACT Public Servants within the last 5 years. It is a condition of employment with the Commission that staff be fully vaccinated against COVID-19.

Notes: This is a temporary position available immediately for up to 12 months. Opportunities may be offered on a full-time or part-time basis. Applications will be kept on file for 12 months from the date of application.

How to Apply: Please submit:

- a one-page cover letter briefly outlining your experience and why you are interested in a temporary position with the Commission, and
- a curriculum vitae.

Applications must be sent to info@integrity.act.gov.au

Contact Officer: Vanessa Heffernan (02) 6207 7975 Vanessa.Heffernan@integrity.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

Executive Director, Women, Youth and Children

Temporary Vacancy for 6 months with possibility of extension up to 9 months

Canberra Health Services

Women, Youth and Children

Position: E625

(Remuneration equivalent to Executive Level 2.2)

Circulated: 02 May 2023

Circulated to: ACTPS Senior Executives and SOG A's

Expressions of interest are sought for the position of Executive Director, Women, Youth and Children at Canberra Health Services (CHS) to fill a six month contract with the possibility of extension up to nine months.

Reporting to the Chief Operating Officer, the Executive Director, Women, Youth and Children is a critical leadership role with accountability for the overall operations and performance of Women, Youth and Children's services at the Centenary Hospital for Women and Children and in the community.

The Executive Director will provide high level insights and guidance in the operation of patient flow systems and processes to improve access and performance and will maintain effective linkages across CHS and other ACT services to ensure they are person and family centred.

The successful applicant will provide outstanding and strategically focused leadership, communicate professionally with internal and external stakeholders and work with flexibility, efficiency, and diplomacy within a complex team.

It is expected that the Executive Director will be an active contributor to the executive leadership group.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$304,403 - \$316,587 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$270,765.

To apply: Interested candidates are requested to submit a one-page expression of interest addressing the ACT Public Service Executive Capabilities, outlining relevant skills and experience, as well as a current curriculum vitae and the name and contact details of two referees to CHSCOO@act.gov.au by COB Tuesday 16 May 2023.

Contact Officer: Grant Howard (02) 51245804 CHSCOO@act.gov.au

Executive Branch Manager, Facilities

Temporary Vacancy (leave backfill)

Canberra Health Services

Infrastructure and Health Support Services

Position: E1214

(Remuneration equivalent to Executive Level 1.4)

Circulated: 28 April 2023

Circulated to: ACTPS Senior Executives and SOG A's

Reporting to the Executive Group Manager (EGM), Infrastructure and Health Support Services (IHSS) and is responsible for facility and strategic asset management across the portfolio of Canberra Health Services properties and all assets required to support CHS operations such that timely and safe care can be provided to the community.

The role will ensure that maintenance and strategic asset management of Canberra Health Services (CHS) properties and equipment are aligned to CHS's strategic objectives and will lead and promote a positive team culture of collaboration and continuous improvement within the IHSS Group and the wider CHS organisation. The position requires a thorough understanding of facilities and asset management, people management and capital asset project delivery within the private and public sector.

CHS is seeking a critical thinker, with knowledge of key policy, financial and political drivers and the capacity to positively challenge requests, as appropriate, providing appropriate alternate strategic decisions or options within legislative, government and Directorate frameworks, standards and guidelines.

Note: This position is available for backfill opportunities for one to nine months over the next 12 months.

Applicants will be merit listed and approached throughout the year as opportunities arise.

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

To apply: Applicants should provide a copy of a curriculum vitae, two written referee reports and address the executive capabilities in a pitch of no more than one page to Chris Tarbuck via email, chris.tarbuck@act.gov.au by Friday 12 May 2023.

Executive Group Manager, Infrastructure and Health Support Services

Temporary Vacancy

Canberra Health Services

Infrastructure and Health Support Services

Position: E798

(Remuneration equivalent to Executive Level 2.4)

Circulated: 28 April 2023

Circulated to: ACTPS Senior Executives

Reporting to the Deputy Chief Executive, the Executive Group Manager (EGM), Infrastructure and Health Support Services is a crucial leadership role within Canberra Health Services (CHS), responsible for the delivery of non-clinical support services across CHS including complex capital project delivery, operational services to support all CHS clinical operations and asset management across the CHS portfolio.

The EGM is responsible for teams including Capital Project Planning and Delivery, Facilities Management and a diverse variety of non-clinical support services that enable CHS clinical functions to operate in a safe and reliable environment consistently on a 24/7 basis. The EGM is a member of the CHS senior executive team and Chair of the Our Infrastructure Committee. It also represents the organisation at ACT Legislative Assembly public hearings and committees, ministerial and cabinet level meetings as well as media and communication engagements as required. The position requires a thorough understanding of health facilities and asset management, capital asset project delivery, people management and health support service delivery within the public sector. We are seeking someone with a demonstrated track record of successfully leading a management team in a complex environment, inspiring a collaborative team and ensuring compliance with all applicable regulatory and legislative requirements for such a role.

Note: This position is available for backfill opportunities for one to nine months over the next 12 months.

Applicants will be merit listed and approached throughout the year as opportunities arise.

Remuneration: The position attracts a remuneration package ranging from \$347,585 - \$361,512 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$309,493

To apply: Applicants should provide a copy of a curriculum vitae, two written referee reports and address the executive capabilities in a pitch of no more than one page to the Contact Officer by COB Friday 12 May 2023.

Contact Officer: Colm Mooney, colm.mooney@act.gov.au 0478403508

Medical Services

CHS Library & Multimedia

Senior Client Services Librarian

Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 56914 - 02AGB)

Gazetted: 04 May 2023

Closing Date: 29 May 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

CHS Library & Multimedia sits within Medical Services, it provides modern, digital, client focused services and up-to-date, evidence-based, reliable, relevant, and respected, client driven resources and multimedia artifacts, supporting people-centred care, and the research, teaching and training priorities of CHS. Our goal is to continually evolve our services through ongoing co-creation with our clients to ensure favourable online and face-to-face experiences.

The position contributes to the success of CHS by providing access to, curating, researching evidence-based medicine and training clients in the use and interpretation of such information. Library & Multimedia staff are one person removed from the patient.

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 build and maintain internal and professional networks, work positively, cooperatively and collaboratively, in a team environment. Effectively adapt to operational and organisational change while providing support, about change to team members.

Well-developed liaison, written, verbal and digital communication skills, strong organisational and planning skills and a demonstrated ability to set personal priorities while working with others to ensure the delivery of client services within agreed time frames.

Ability to investigate, interpret, evaluate and present information.

Ability to support and proactively take part in a culture of continuous improvement to deliver client services, projects and improve operational processes using efficient methods and technology to innovate.

Ability to acquire new skills, particularly in the exploitation and implementation of modern technology to deliver library resources and services, and willingness to support others to develop new skills.

Position Requirements/Qualifications:

Relevant accredited degree in Library and Information Science recognised by the Australian Library and Information Association or equivalent qualifications and a minimum of two years' experience working professionally in a library or related information unit is highly desirable.

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

Desirable

Have an understanding of how the National 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.

Note: Appointment may be based on application and referee reports only. A merit list of suitable applicants will be developed to fill any similar vacancies in the next twelve months.

Contact Officer: Jasmine Oldfield 02 51243332 Jasmine.Oldfield@act.gov.au

Rehabilitation, Aged and Community Services

Oral Health Service

Senior Dental Therapist

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 26592-02ADV)

Gazetted: 04 May 2023

Closing Date: 29 May 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

Oral Health Services provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra. These services include dental assessments, preventive and restorative treatments and health promotion. Staff work from community health centres and outreach facilities.

ABOUT YOU

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

Behavioural Capabilities

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

- Strong organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
- Compassion
- Able to establish rapport with clients

- Able to carry out precise and detailed work.

Position Requirements/Qualifications:

Mandatory:

- Unconditional registration as a Dental Therapist/Oral Health Therapist 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:

- Minimum 12 months leadership or management experience
- Strong understanding of public dentistry
- Current driver's licence with ability to travel between OHS locations as required

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Trish Mason 0409923122 Trish.Mason@act.gov.au

Cancer and Ambulatory Services

Cancer Services

BreastScreen ACT

Radiographer

Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade), Canberra (PN: 16334-02AH6)

Gazetted: 09 May 2023

Closing Date: 23 May 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

BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to ACT resident women over 40 years. The target age group being women aged between 50 and 74 years.

BreastScreen ACT provides screening at three sites located at the Canberra City, Phillip and Belconnen Health Centres. All assessments are performed at the Canberra City clinic. As a Radiographer, you will perform routine mammographic screening along with the opportunity to become involved in assessment procedures. You will need to exercise independent judgement to perform routine screening mammograms in a digital environment.

We would love to have you join a great team in a dynamic workplace environment.

ABOUT YOU

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

Behavioural Capabilities

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

- Strong interpersonal and organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide responsive services to meet client needs.

Position Requirements/Qualifications:

- Possess a Degree or Diploma in Applied Science (Medical Imaging).
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Evidence of a current ACT Radiation Licence (or be eligible for).
- Be eligible for membership to the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT).
- Hold a current Certificate of Mammographic Practice – CMP (or the willingness to attain).
- 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.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: This is a part-time permanent position at 22.03 hours per week, the salary noted will be pro rata.

For more information about this position and how to apply “click here”

Contact Officer: Mary Humphrey 02 5124 1829 Mary.a.humphrey@act.gov.au

Clinical Services

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

Justice Health Services

Administration Support Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 57300 - 02A4M)

Gazetted: 08 May 2023

Closing Date: 22 May 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

Justice Health Services (JHS) is part of the Division of Mental Health, Justice Health and Alcohol & Drug Services. JHS provides high quality primary and forensic mental health care, and people can access these services through the City Health Centre, Alexander Maconochie Centre (AMC), and Bimberi Youth Justice Centre (BYJC).

You may be required to work at various JHS sites providing administrative support including front office duties.

As an Administration Support Officer, you will report to the JHS Administration Manager and be expected to provide high level administrative support to the Justice Health Services teams with a focus on effective administrative support to ensure effective clinical service delivery and providing high-quality customer service to JHS clients and external stakeholders.

This position is based at the AMC, however, may be required to work across multiple sites including the AMC, BYJC, and 1 Moore Street.

The working hours for this position are 8.00am – 4.21pm. This position is not required to wear a uniform. This position is subject to the ACT Public Service Administrative and Related Classifications Enterprise Agreement 2018-2021.

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 with a commitment to achieving positive outcomes.

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

Sensitivity and understanding with a non-judgemental attitude.

Ability to manage confidential and sensitive information.

Position Requirements/Qualifications

- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- 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 Canberra Health Service internal software packages.
- Current driver's licence is preferred but not mandatory.

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)

Note: This is a temporary position available immediately for 11 months with the possibility of extension up to 12 months and/or permanency.

Contact Officer: Leticia Campbell (02) 5124 2585 Leticia.Campbell@act.gov.au

Cancer and Ambulatory Services

Walk in Centres

WiC Administration Service Coordinator

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 40329 - 02AKO)

Gazetted: 08 May 2023

Closing Date: 22 May 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

POSITION OVERVIEW

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

The Walk in Centres (WiCs) are a primary health services open from 07:30 – 22:30 staffed with one Administration officer each shift, Advanced Practice Nurses and Nurse Practitioners who provide episodic care for injury and illness to the ACT community and surrounds. The Administration Service Coordinator will work Monday to Friday and have the administration staff from all 5 WiC as their reports, approximately 15-20 staff.

The Service Coordinator is responsible for coordinating the rosters/workload and administration staff requirements for all Walk in Centres.

DUTIES

Under limited direction of the Operations Manager/WiC CNM you will perform associated duties for the role of Administration Service Coordinator for the Walk in Centres. You will:

Report to the Central Health Intake Operations Manager and CAS WiC Assistant Director of Nursing in providing high quality customer service and supports to all WiC's, being the point of coordination for the administration service. You will have responsibility and oversight of the administration team, rosters, training, and quality of services.

Provide and support clinic management including referral management, appointment scheduling, and other tasks to ensure the efficient and effective operation of the Walk in Centres.

Coordinate and manage the workload of the staff and assist them in duties as needed, including short notice backfill when required and other tasks to ensure efficient and effective operation. Identify trends and/or areas for development and improve customer service and service efficiencies.

Understand and support other team members with CHS information management systems, including the Digital Health Record and other requirements for outpatient service.

Apply knowledge and experience with patient administration systems and other relevant IT systems for the establishment, maintenance and improvement of administrative and business processes.

Apply knowledge and experience with patient administration systems and other relevant IT systems for the establishment, maintenance and improvement of administrative and business processes.

As an active member of the CAS Administration leadership/management team contribute to the overall human resources management, quality assurance, risk management and quality improvement activities.

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

ABOUT YOU

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Behavioural Capabilities

Flexible and organised with an ability to thrive in a busy and dynamic environment

Strong time management skills and ability to move across all ACT Walk in Centres.

3. A commitment to customer service with an ability to support and train staff and a focus on self-development

Position Requirements/Qualifications:

Relevant experience of working with and supervising administration staff.

The successful applicant will need to be available for full time work.

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

Desirable

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Bernadette Armati (02) 6205 2339 bernadette.armati@act.gov.au

Rehabilitation, Aged and Community Services

Brindabella Day and Ambulatory Rehabilitation Services

Senior Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 40157-02ACX)

Gazetted: 08 May 2023

Closing Date: 24 May 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

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

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

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

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

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

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

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

Come and join the RACS OT team as a senior occupational therapist. There is currently a permanent HP3 vacancy within the Brindabella Day and Ambulatory Rehab Service (BDARS) interdisciplinary team based at UCH. This recruitment process will also be used for any future vacancies (over the next 12 months) within BDARS or the Community Care Program OT team.

ABOUT YOU

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Behavioural Capabilities

- Strong organisational skills with a high degree of initiative.
- Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- Excellent written and oral communication skills and the ability to liaise and negotiate with a diverse range of stakeholders.

Position Requirements/Qualifications:

Mandatory

- Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.
- Current Drivers 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.
- 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 recruitment process will also be used for any future vacancies (over the next 12 months) within BDARS or the Community Care Program Occupational Therapy team.

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

Contact Officer: Megan Sullivan (02) 51240079 Megan.Sullivan@act.gov.au

Clinical Services

Cancer and Ambulatory Support

Medical Oncology Day Treatment Unit

Medical Oncology Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 24561 - 02A8M)

Gazetted: 09 May 2023

Closing Date: 23 May 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

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

The Medical Oncology DTU treats patients with malignant and non-malignant solid tumours. DTU also functions as a day infusion centre for patient who are immunocompromised due to a variety of medical disorders. The successful applicant will be working with chemotherapy agents, immunotherapies, blood products and will gain expert knowledge in IV access including central venous access devices. The successful candidate will be provided with full support from our dedicated and highly experienced CDN and nursing team.

An exciting opportunity exists for an enthusiastic Registered Nurse to undertake this position within the Medical Oncology Day Treatment Unit (DTU), seeking a suitably qualified Registered Nurse to fill this dynamic and rewarding position. The DTU is seeking a highly motivated team member who is patient focused and interested in developing their Oncology and chronic illness knowledge.

Excellent interpersonal communication skills and the ability to work effectively within a team are essential for this position. It is desirable to have previous chemotherapy knowledge, however not essential, and full chemotherapy training will be provided.

ABOUT YOU

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

Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team.

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

High level communication skills and the ability to think critically.

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)
- Be available for weekend and public holidays shifts.

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

Contact Officer: Liset de Koeijer (02) 5124 8457 Liset.deKoeijer@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Adult Acute Mental Health Services

Future Clinical Leadership Program

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 45024 - 02ACK)

Gazetted: 05 May 2023

Closing Date: 23 May 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

MHJHADS Future Clinical Leader Program is a structured program to develop high potential talent within the existing workforce to provide a supported and structured pathway for development and succession. The conversion program that will see clinical staff engaged and motivated to upskill in their careers, resulting in an improved delivery of mental health care and treatment within the inpatient care setting. This program will prepare the candidate for a clinical leadership role within mental health. The program will provide support and ongoing training from senior registered nurses working within the division of MHJHADS in the ACT.

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence-based service providing high quality mental health care that is guided by principles of Recovery.

The Adult Mental Health Unit (AMHU) is a 40-bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the person, their carers and other key services. The Mental Health Short Stay Unit (MHSSU) is a sub-acute 6 bed inpatient unit located in the Emergency Department for people requiring extended mental health assessment and or treatment initiation. Ward 12B dedicated 10-bed inpatient acute mental health inpatient unit located within Canberra Hospital that provides assessment, treatment and therapeutic intervention for persons aged 18 years and over (unless otherwise approved for people under aged 18 years at the discretion of the Clinical Director) with mental health presentations requiring inpatient care with a lower risk of behavioural disturbance, vulnerability or other issues than persons requiring the more restrictive environment of the AMHU High Dependency Unit (HDU).

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing skills and care to achieve sound recovery outcomes. It is also an expectation that you will contribute to the multidisciplinary team, and support the senior nurses, Clinical Nurse Consultant and Assistant Director of Nursing in change processes. You will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

ABOUT YOU

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

Behavioural Capabilities

Flexible, adaptable, and comfortable with changing working environment.

Commitment to achieving positive outcomes

Strong organisational skills with a high degree of personal motivation.

Position Requirements/Qualifications:

Relevant Post graduate qualification in Mental Health Nursing and experience working professionally within acute Mental Health setting is preferred.

The successful applicant will need to be available to work a rotating shift roster, including night shifts and weekends.

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.

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

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

Contact Officer: Naomi Hughes 5124 5856 Naomi.Hughes@act.gov.au

Chief Executive Officer

Allied Health

Allied Health Clinical Education Unit

Director, Allied Health Education Unit

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 12402 - 02AMR)

Gazetted: 09 May 2023

Closing Date: 26 May 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

Are you passionate about allied health clinical education? Do you want to be a member of the allied health leadership team at Canberra Health Services where you will contribute to the strategic vision and delivery of cutting-edge allied health clinical education and research at CHS?

If you answered yes then consider applying for the Director Allied Health Clinical Education position.

Primary responsibilities of the position includes to provide expert advice and strategic directions regarding allied health education and training, manage the multi-disciplinary Allied Health Clinical Education Unit, lead the AH

Clinical Education Network to promote positive teaching and training outcomes, support and progress the Allied Health research agenda at CHS.

The Office of the Executive Director Allied Health (EDAH), CHS, provides professional and strategic leadership for Allied Health professions within CHS and for collaborating, providing advice and advocacy to the ACT Government regarding Allied Health related matters. The EDAH Office is responsible for assisting in the delivery of workforce reforms, and for strengthening and developing CHS wide Allied Health services through innovative models of care and service delivery, progressing the allied health education and research agenda and representing the territory on relevant national forums.

The Allied Health Clinical Education Unit (AHCEU) is part of the EDAH Office and provides education leadership, strategic direction and projects to support clinical education, recruitment, and retention and workforce capacity across CHS. The AHCEU has a role in overseeing and supporting allied health with implementation of the CHS Research Strategy.

The Director Allied Health Clinical Education position is based at the Canberra Hospital, however responsibilities are Canberra Health Services portfolio wide including working in collaboration with our partner educational institutions and some Jurisdictional representation. This position is for an experienced allied health professional with a passion for clinical education and research to assume a leadership role and to join the Executive Director Allied Health Office's leadership team.

The primary responsibility of the Director Allied Health Clinical Education role is to provide expert advice and strategic directions regarding allied health education and training, manage the multi-disciplinary Allied Health Clinical Education Unit, lead the AH Clinical Education Network to promote positive teaching and training outcomes, support and progress the Allied Health research agenda at CHS.

ABOUT YOU

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Behavioural Capabilities

Excellent interpersonal communication skills.

Strong organisational skills with a high degree of drive.

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

The ability to work collaboratively with internal and external stakeholders.

Position Requirements / Qualifications

MANDATORY

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

DESIRABLE

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Felicity Martin (02) 5124 6637 Felicity.Martin@act.gov.au

Chief Executive Officer

Quality, Safety Innovation and Improvement

Accreditation and National Standards

National Standards Administrative Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 48387 - 02A40)

Gazetted: 04 May 2023

Closing Date: 18 May 2023

Our Vision: Creating exceptional health care together.

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Our Values: Reliable, Progressive, Respectful and Kind.

POSITION OVERVIEW

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The Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight, and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

- Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.
- Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

ABOUT YOU

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Behavioural Capabilities

Able to work independently and collaboratively within a team environment.

Display a high-level understanding of the National Safety and Quality Health Service Standards and its applications.

Patient/consumer/carers focus.

High level of emotional intelligence, strong communication and engagement skills

Position Requirements / Qualifications

DESIRABLE

- Previous experience providing secretariat support for meetings and/or committees in a healthcare setting.
- Previous experience and advanced knowledge with a range of IT applications including Microsoft, Excel SharePoint.
- 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: Jessie Holberton (02) 5124 9608 jessie.holberton@act.gov.au

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

Child and Adolescent Mental Health Services (CAMHS) Acute service

CAMHS Hospital Liaison team HP3

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 50778 - 02ADS)

Gazetted: 04 May 2023

Closing Date: 18 May 2023

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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) provide 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' homes.

These services include:

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

This position is a temporary, full time HP 3 position available at CAMHS Acute services for 10 months.

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues who present to TCH Emergency Department.

CAMHS HLT provides a specialist Mental health Liaison service to the Paediatric Adolescent Ward (PAW) for young people up to the age of 16 who are experiencing moderate to severe mental health issues who require an assessment and safety management.

This role will be based within CAMHS Acute Services, CAMHS Hospital Liaison Team. The service provides assessment to children, young people, and adolescents who present to The Canberra Hospital with a mental health vulnerability. The service is over a seven-day roster.

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

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

ABOUT YOU

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

Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

For Occupational Therapy:

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

For Psychology:

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

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

For Social Work:

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

Highly desirable for all disciplines:

- Experience in working with children and young people.
- Experience in working in mental health.
- 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 ten months.

- Be available to work within all program areas of CAMHS as service needs arise.
- Be available for weekend and on call work when necessary.
- Be Available to undertake shift work within a 7-day rotating roster.
- An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.
- Appointment to the position may be based on written application and referee reports only.

Contact Officer: Norette Leahy on (02) 5124 1095 or Norette.leahy@act.gov.au

Chief Executive Officer

Division of Nursing and Midwifery and Patient Support Services

Patient Support Services

Wardsperson

Health Service Officer Level 3/4 \$55,350 - \$59,336, Canberra (PN: 60534, several - 02AFN)

Gazetted: 04 May 2023

Closing Date: 23 May 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

The Wardsperson position is a support to the clinical staff and provide assistance with patient care. The Canberra Hospital is a 24-hour service that operates daily including weekends and Public Holidays. These positions are to assist with patient manual handling and transport throughout the hospital campus, and to assist in code response.

The above advertised positions are temporary full-time, six months with possibility of extension and/or permanency.

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements / Qualifications

Desirable:

- Understanding of Infection Prevention and Control Processes within a healthcare facility.
- Knowledge of Wardsperson duties and understanding of the Patient Support Services commitment to client services and outcomes.
- Ability to work Monday to Friday or shift work at 76 hours a fortnight as required within all areas of the Hospital.
- Hold a current driver's licence.
- The successful applicant may need to be available for occasional weekend and 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.

Prior to commencement successful candidates will be required to:

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

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

Cancer Ambulatory Services

Advance Care Planning

Manager, Advance Care Planning ACT

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 32535-02AEQ)

Gazetted: 04 May 2023

Closing Date: 29 May 2023

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website: www.canberrahealthservices.act.gov.au

Advance Care Planning promotes care that is consistent with a person's goals, values, beliefs and preferences. It prepares the person and others to plan for future health care, for a time when the person may no longer be able to communicate those decisions themselves.

Effective planning is the best way to ensure that family and health professionals respect a person's wishes. In an emergency situation it provides hospital treating teams with the necessary information to make decisions in the patient's best interest in consultation with their chosen attorneys.

The Advance Care Planning (ACP) Team is responsible for the implementation of a proactive approach to advance care planning across the ACT. This includes assistance with having the conversation, documenting wishes, training and education and quality improvement activities with key stakeholders.

This role manages and ensures that the ACP team delivers an innovative and proactive program to the ACT community.

ACT Advance Care Planning (ACP) is seeking expressions of interest for a highly experienced professional with extensive relevant knowledge and a proven track record in Program management. This includes the ability to proactively plan, implement, evaluate and lead the ACP team and its activities, in addition to managing contracts with external stakeholders.

Our ideal candidate will be highly motivated, reliable, willing and committed to contribute to our high performing team. They will have excellent presentation and communication skills and will represent ACP positively and professionally in business discussions, education forums and consultations. Modelling the ACT Canberra Health Services Values being reliable, progressive, respectful and kind, the successful candidate will show initiative and lead by example. You will guide a small dynamic team who are talented and self-motivated.

If you have a drive and passion for consumer participation in healthcare, we would love to hear from you.

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, you will be someone who thrives on working in a fast-paced, stimulating and results-orientated environment. You will be able to liaise effectively with a broad range of stakeholders to deliver agreed outcomes.

You will also have a demonstrated track record of leading change and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork, and complies with all the applicable regulatory and legislative requirements set out for such a role.

Organised and Motivated.

Flexible, adaptable, and comfortable with a changing working environment.

Interpersonal and negotiation.

Be able to work with a high degree of autonomy.

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 a health service or a clinical operating environment in Australia.
- Knowledge of best practice health service planning processes and practices.
- 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)

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

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

Medical Services

ACT Pathology- Department of Diagnostic Genomics

Senior Scientist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 21536-O2AAE)

Gazetted: 04 May 2023

Closing Date: 22 May 2023

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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 and 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 supervising scientists of Diagnostic Genomics, to lead and be a part of a dynamic team that provides a comprehensive Diagnostic Genomics service.

The Diagnostic Genomics Department is looking for a team leader to facilitate, support, drive, and execute a quality genomics service for the ACT and surrounds. This is a fantastic opportunity to be a part of the only public genomics laboratory in the state. Our dynamic team, as part of Canberra Health Services, is based at The Canberra Hospital and provides both somatic and constitutional genomics services.

The position being recruited to will require participation in -hours work and out-of-hours rosters. The successful applicant must be able to work as the sole practitioner on rostered shifts, including public holidays and overtime as required. Applicants should contact the laboratory for the details of current shifts.

If you have experience in supervising diagnostic genomics workflows in a NATA accredited laboratory, have a passion for progression in health care provision, and a positive working culture, this could be the job for you!

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Behavioural Capabilities

- Adaptability and flexibility to accommodate and lead 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, supporting a positive emotional culture.

Position Requirements/Qualifications:

Mandatory

- Relevant tertiary qualification and a minimum of 5 years' experience working professionally in a diagnostic pathology laboratory is preferred.
- The successful applicant will need to be available for regular on-call, 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

- MHGSA.
- Financial membership of the Human genomics Society of Australasia (HGSA), and the Australian Society of Diagnostic Genomics (ASDG).
- 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.

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

Contact Officer: Monica Armstrong (02) 5124 3449 Monica.Armstrong@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Community Nursing

Continence CNC

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 24335 - 02A9D)

Gazetted: 04 May 2023

Closing Date: 23 May 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

RACS has recently established the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Hospital (UCH) is part of Canberra Health Services planned network of health facilities designed to meet the needs of our ageing and growing population.

Rehabilitation, Aged and Community Services work collaboratively with individuals, carers, and other services within and external to Canberra Health Services.

ABOUT YOU

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Behavioural Capabilities

Individual initiative with strong problem solving and consultation skills.

Well-developed communication and interpersonal skills.

The ability to work autonomously and as part of the MDT.

Organisational ability and time management skills.

Position Requirements / Qualifications

Relevant registration with the Australian Health Practitioner Regulation Agency (AHPRA).

- Must hold a current drivers' licence.
- Experience as a Registered Nurse in the community setting – Desirable.
- The successful applicant will need to be available for occasional weekend and 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.

Contact Officer: Maryanne Benkovic (02) 5124 1672 maryanne.benkovic@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Allied Health

Principal Social Worker

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 23844 - 029U9)

Gazetted: 05 May 2023

Closing Date: 19 May 2023

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

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

The Office of the Director of Allied Health, MHJHADS provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Principal Social Worker position reports to the Assistant Director of Allied Health, MHJHADS.

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

The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the Australian Association of Social Workers Code of Ethics.

ABOUT YOU

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Behavioural Capabilities

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

Ability to mentor and guide diverse teams 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.

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

Position Requirements / Qualifications

- Relevant tertiary Social Work Qualifications - a Bachelor's or Master's 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
- Minimum of five years' experience working professionally in social work is preferred with experience in mental health or related settings highly desirable.
- The successful applicant will have access to flex time.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Rosy Winter (02) 5124 1768 rosy.winter@act.gov.au

Cancer and Ambulatory Support (CAS)

Cancer Supportive Care

Early Prostate Cancer Specialist Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 48850-02AO1)

Gazetted: 10 May 2023

Closing Date: 24 May 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient, and community settings. The division is also responsible for Walk in Centres, Central Outpatients and Central Health Intake.

The Early prostate Cancer Specialist Nurse will work as part of the division's Cancer Supportive Care team. The Cancer Specialist Nurse role is responsible for co-ordinating the care of clients with complex needs, related to a diagnosis of prostate, primarily focussed on the surgical trajectory.

ABOUT YOU

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Behavioural Capabilities

- Strong organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- Ability to prioritise workloads.
- Well-developed negotiation skills

Position Requirements/Qualifications:

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

Desirable

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- 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 for 12 months at 32 hours per week, the salary noted will be pro rata. For more information about this position and how to apply "click here"

Contact Officer: Cheryl Rowsell 0466322676 Cheryl.Rowsell@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Eating Disorder Services

Health Professional

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 29223 - 029R4)

Gazetted: 10 May 2023

Closing Date: 24 May 2023

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website: www.canberrahealthservices.act.gov.au

The Eating Disorder Program (EDP) is a specialist outpatient tertiary service that provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The CAMHS EDP team is made up of multi-disciplinary mental health professionals who provide assessment and treatment within a recovery framework.

ABOUT YOU

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

Behavioural Capabilities

Ability to work within a multi-disciplinary team.

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

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

Be flexible, adaptable and adapt to a changing working environment

Position Requirements/Qualifications:

Relevant tertiary qualifications and appropriate years of experience working professionally in one of the following disciplines:

For Occupational Therapy:

Mandatory:

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.

Must hold a current driver's license.

For Psychology:

Mandatory:

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

(HP2) Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Must hold a current driver's license.

Highly Desirable:

Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

For Social Work:

Mandatory:

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.

HP2 Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Highly desirable for all disciplines:

Experience and or knowledge of working with people with Eating Disorders is desirable, however not essential.

Experience in working with children and young people

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

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

Prior to commencement successful candidates will be required to:

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals

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

Undergo a pre-employment National Police Check.

Must hold a current driver's license.

Note: This is a temporary position available immediately for 11.5 months. Selection may be based on written application only.

Contact Officer: Alex Cobb 5124 6518 alex.cobb@act.gov.au

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

Justice Health Services

Primary Health, Custodial Health Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 14278 - 02ANL)

Gazetted: 10 May 2023

Closing Date: 7 June 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

The Mental Health, Justice Health 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 several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, and other community settings including people's home. These services include: Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol & Drug Services

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services

Dhulwa Mental Health Unit

The 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 (AMC) and Bimberi Youth Justice Centre (BYJC). The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

ABOUT YOU

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

Behavioural Capabilities

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:

Mandatory

Relevant post graduate qualifications in Primary or Custodial Health and a minimum of 3 years' experience working professionally in Primary or Custodial health

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

Post graduate qualifications (or working towards) in a relevant field.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Amanda Chase (02) 51242523 Amanda.Chase@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Acute Allied Mental Health Service

Allied Health Assistant

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 40165 - 02AK3)

Gazetted: 10 May 2023

Closing Date: 24 May 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

Mental Health, Justice Health and Alcohol and Drug Services 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.

We partner with our health care consumers, their family, carers, government, and community organisations to ensure that they receive the best possible care during their treatment and recovery.

All care that we provide is driven by our values of being kind, reliable, respectful, and progressive. We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures the rights and dignity of people are promoted and protected.

The Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies, and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of recovery and the provision of collaborative care involving the person, their carers, and other key stakeholders.

Under the direction of an Allied Health Professional, Allied Health Assistants provide support to clinical staff with delivering psychosocial interventions to people with a mental illness or a mental disorder. Allied Health Assistants promote the identified recovery goals, working collaboratively with people to achieve these, and support the person to link with community agencies or NDIS providers. Allied Health Assistants level 3 are expected to provide supervision to staff at AHA level 1 and 2 and AHA students.

The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Recovery Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

This role involves shift work on a rotating, non-preferential roster, including weekends. Shifts are between 7am and 7pm Monday to Sunday.

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

- Effective communication and interpersonal skills,
- Ability to respond to and prioritise competing tasks 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,
- Commitment to achieving positive outcomes for people.

Position Requirements/Qualifications:

Mandatory

- Certificate IV in Mental Health or equivalent qualification.
- A minimum of 24 months experience in a related/relevant organisation/service.
- Hold a current driver's license.
- 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.
 - Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
 - Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
 - Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Contact Officer: Bronwyn Thomson (02) 5124 0150 bronwyne.thomson@act.gov.au

Medical Services

Pharmacy

Oncology and Haematology Pharmacist

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 30967, Several-02AKF)

Gazetted: 10 May 2023

Closing Date: 2 June 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

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

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

The Canberra Region Cancer Centre is a world-class health care facility that brings together cancer treatment and related services that are provided by Medical Oncology, Radiation Oncology, Haematology and Immunology. It provides multidisciplinary care and support services to Canberra and Southern NSW communities, including a Cancer Wellbeing Centre, known as Your Space, for wellbeing education and support for patients, families and carers.

The Canberra Hospital has two newly refurbished cancer wards that provides 28 beds for Oncology patients, and four additional day beds that provide additional capacity for Phase 1 trials as part of the Cancer Clinical Trials Program.

The Oncology & Haematology Pharmacist will work within the Canberra Region Cancer Centre to promote quality use of medicines that is safe and cost-effective within Canberra Health Services (CHS). This position is available for onsite or remote work. The position holder will provide clinical input under the supervision of the Lead Pharmacist and provide a range of pharmacy services on a rostered basis.

Canberra Health Services (CHS) is looking for Pharmacists with Oncology & Haematology experience to join our remote team to deliver exceptional clinical pharmacy services. These roles will assist us in meeting the ever-increasing demand of a rapidly growing population. The Canberra Region Cancer Centre is a world-class health care facility that brings together cancer treatment and related services that are provided by Medical Oncology, Radiation Oncology, Haematology and Immunology. It provides multidisciplinary care and support services to Canberra and Southern NSW communities, including a Cancer Wellbeing Centre, known as Your Space, for wellbeing education and support for patients, families and carers.

Permanent full time and part time positions are available. Pharmacists looking to work from home are strongly encouraged to apply. Pharmacists working from home are embedded within the clinical team to provide remote pharmacy services for inpatients and outpatients. Many opportunities are provided to ensure staff working remotely are fully supported and included in the pharmacy team.

The ultimate work-life balance

This position is available for working onsite at the hospital or as a work from home/remote work position (wherever home may be!) with flexible work hours also available. To work remotely, applicants will require reliable access to internet service and to comply with the ACT Government home-based work factsheet. Don't miss this rare opportunity to provide hospital pharmacy services from the comfort of your home.

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>

ABOUT YOU

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Behavioural Capabilities

- Passion for learning and contributing to great healthcare, so as to achieve the best patient care outcomes possible, with the patient's goals and objectives in mind.
- Strong organisational skills with a high degree of personal drive and integrity
- Developed or emerging leadership skills and motivation with the ability to participate in the department's quality improvement projects, educational programs and research activities.

Position Requirements/Qualifications:

Mandatory

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

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

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

- For a level 2 pharmacist position increment – minimum of 2 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level.
- For a level 3 pharmacist position increment – minimum of 4 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Consolidation Level in this specialty area of practice, which may include a post graduate qualification at diploma level or above.

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

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

Desirable

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

For more information about this position and how to apply “click here”

Contact Officer: Hamed Lane (02) 5124 2203 Hamed.Lane@act.gov.au

Allied Health

Acute Allied Health Services Physiotherapy

Physiotherapist Spinal Pain Service

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 30585 - 02ALP)

Gazetted: 10 May 2023

Closing Date: 26 May 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

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

Acute Allied Health Services (AAHS) Physiotherapy provides services to a range of clients in acute inpatient wards and outpatient settings. The HP3 Physiotherapist in the Spinal Pain Service works in a community setting at Belconnen Community Health Centre.

The Spinal Pain Service works closely with the Neurosurgery Service at Canberra Hospital, providing assessments, recommendations and/or management plans for patients referred for specialist opinion, in consultation with the Neurosurgeons where indicated. The Spinal Pain Service also offers limited multidisciplinary follow-up care incorporating Physiotherapy and Psychology as appropriate.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs within agreed organisational and resource constraints.

Effective communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory

Relevant Tertiary qualifications or equivalent in Physiotherapy and a minimum of three years' experience working professionally in Physiotherapy.

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

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

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

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Note: Applicants with a preference for part time work are also encouraged to apply and may be considered pending part- time availability and/or potential for job sharing arrangements.

Contact Officer: Kerry Boyd 5124 2670 /0421 577709 Kerry.Boyd@act.gov.au

Rehabilitation, Aged and Community Services (RACS)

University of Canberra Hospital

Clinical Nurse Consultant Stromlo Ward

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 39799-02AJ3)

Gazetted: 09 May 2023

Closing Date: 25 May 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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness. The CNC of a UCH ward is responsible for the day-to-day operational management of services with the ward, including the management of nursing workloads, model of care, and patient flow. The CNC is to provide expert clinical leadership and management within a nursing and multidisciplinary team. The CNC will develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow. It is expected that the CNC will promote, incorporate, and maintain the National Safety and Quality Health Standards at a ward level.

There is an expectation that the successful applicant/s will maintain accountability for their own practice standards, education and work collaboratively with the University of Canberra team to support the professional development of the UCH nursing workforce.

ABOUT YOU

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Behavioural Capabilities

- Strong organisational skills with a high degree of drive
- Progressive, adaptable, and flexible with ability to successfully introduce change and provide responsive services to meet clients' needs.
- A strong focus on person centred, exceptional care and a commitment to quality outcomes.

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

- Minimum of three years' experience working professionally in a management role.
- Post Graduate studies in Nursing, Health Management, or related field.
- Hold Intermediate Life Support Certification.
- Hold a 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.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Katherine McKinnon (02)51248774 Katherine.McKinnon@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services (MHJHAD)

Child and Adolescent Mental Health Services (CAMHS)

Child and Adolescent Mental Health Services - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 61521, several - 02AT9)

Gazetted: 10 May 2023

Closing Date: 26 May 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

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, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

These services include:

- Adult Community and Older Persons Mental Health Services
- Adult Inpatient Mental Health Services
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

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

The CAMHS inpatient unit is a 6 bed inpatient unit for CAMHS clients experiencing moderate to severe mental illness. The adolescent mental health inpatient unit 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 consumer, their carers, and other key services.

The Safe wards model and interventions is an adaptable program of evidence-based nursing interventions that will be implemented on the unit. Safe ward interventions strengthen existing principles of good nursing practice. The program encourages staff and clients (including carers, family, and support people) to work together to make the ward safer for everyone.

There are a number of permanent full time RN2 positions available at CAMHS Services.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and provide clinical supervision to RN level 1.

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

ABOUT YOU

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

- Ability to work within a multi-disciplinary team and adapt quickly to a busy changing environment.
- Commitment to achieving positive outcomes for children and young people, their families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- Be flexible, adaptable and comfortable with a changing working environment.
- Demonstrated track record of contributing to a healthy workforce that encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

POSITION REQUIREMENTS / QUALIFICATIONS:

Mandatory:

- Tertiary qualifications in Nursing.
- Applicants must have a minimum of two years paid work experience, post qualification, in a related/relevant mental Health organisation/service.
- 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:

- Experience in working with children and young people.
- Experience in working in mental health.
- 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 Police check.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease.
- Comply with ACT Health credentialing and scope of clinical practice requirements.
- Be available to work within all program areas of CAMHS as service needs arise.
- Be Available to undertake shift work within a 7-day rotating roster.

Contact Officer: Kelly Chase (02) 6244 4623 Kelly.R.Chase@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Alcohol and Drug Program

Registered Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 42437 - 02ALJ)

Gazetted: 10 May 2023

Closing Date: 24 May 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services

Adult Acute Mental Health Services

Alcohol & Drug Services

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services

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

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

Under supervision of the Team Leader, the Registered Nurse role at this level is responsible for the provision of sound clinical services and interventions to clients of Alcohol and Drug Services. This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies. The Registered Nurse position is supported by a cohesive and multi-disciplinary team. This position(s) may be required to work across multiple sites, participate in overtime, and/or rotation roster.

ABOUT YOU

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Behavioural Capabilities

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

Displays critical thinking skills based on evidence and sound judgement.

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 registration through the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of 12 months experience working professionally in an Alcohol & Drug Facility and a sound understanding of Alcohol and Other Drugs.

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 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.

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

Contact Officer: Belinda Robson 02 5124 2591 belinda.robson@act.gov.au

Chief Executive Officer

Allied Health

Acute Allied Health Services Physiotherapy

Physiotherapist, AAHS Physiotherapy

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 24256, several - 02AMC)

Gazetted: 10 May 2023

Closing Date: 24 May 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

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. This position rotates across inpatient and specialised outpatient services. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high-quality patient care.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

The overall functions of the physiotherapist under professional supervision include:

- Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.
- Promoting individual or group service delivery.
- Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

Clinical supervision, and professional development is provided through team structures, clinical supervision sessions, competency-based skills assessments, on the job training, and internal and external professional development opportunities.

Note: You will be required to participate in an overtime, restricted on-call and shift rosters

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.

Effective communication and interpersonal skills.

Position Requirements / Qualifications

MANDATORY

- Relevant Tertiary qualifications (or equivalent) in Physiotherapy.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- At least one year of full-time equivalent work experience as a physiotherapist.
- The successful applicant will need to be available for weekend and after-hours work, including shift rosters in some rotation areas.
- 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.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: There are two Permanent Full-time and two Temporary Full-time positions available. Temporary positions are available immediately until February 2024.

Contact Officer: Kerry Boyd (02) 5124 2670 Kerry.Boyd@act.gov.au

Women Youth and Children

Women Youth & Children

Paediatrics

Clinical Nurse Manager

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 23971 - 02ASR)

Gazetted: 10 May 2023

Closing Date: 24 May 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

The Division of Women, Youth and Children (WYC) offers a range of primary, secondary and tertiary services across the acute and community-based sectors. The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised paediatric (non tertiary) and neonatology services for the ACT and surrounding regional areas.

The Department of Paediatrics provides general medical and surgical paediatric inpatient and outpatient services including limited subspecialty. Inpatient services include a general paediatric unit, a designated adolescent unit and a high care unit for the care of high acuity patients. Outpatient services include a medical day procedure unit, day surgical unit and outpatient services. The unit is part of the Sydney Children's Hospital Network.

Reporting to the Assistant Director of Nursing (Paediatrics and Neonatology) the Clinical Nurse Manager will provide nursing leadership and support staff of the Paediatric Unit to achieve excellence in clinical practice, working collaboratively with the multidisciplinary team and consumers.

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 leadership skills, including capacity to build cohesive high performing teams

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 including consumers

Resilience and adaptability in a dynamic health environment

Position Requirements / Qualifications

Mandatory

Relevant tertiary Paediatric Nursing and/or Management and Leadership qualifications and a minimum of 5 years' experience working professionally in Paediatric nursing.

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Donna Cleary 51247575 Donna.Cleary@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

Registered Nurse level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 42415, several - 02AFS)

Gazetted: 10 May 2023

Closing Date: 24 May 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

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol & Drug Services

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU), the Mental Health Unit 12B (12B MHU) and the Consultation Liaison (CL) Team across the Emergency Department and Canberra Hospital.

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 consumer, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and or treatment initiation. 12B MHU is a 10 bed Low Dependency Mental health Unit.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role you will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

This is a full-time position working across AAMHS on a rotating shift roster, including morning, evening, and night shifts.

ABOUT YOU

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Behavioural Capabilities

Demonstrated clinical leadership and the ability to develop all members of the team.

Be able to communicate with influence, particularly with the diverse teams including internal and external parties within acute mental health care.

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

Position Requirements/Qualifications:

Mandatory

A minimum of 2 years' experience working as a Registered Nurse.

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

The successful applicant will need to be available to work on a seven day a week roster filling morning, evening, and night shifts.

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

Desirable

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.

Minimum of 1 years' recent experience working as a Registered Nurse in an acute mental health facility

Hold or be working toward Post Graduate qualification in mental health nursing.

Clinical leadership experience

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Sheridan Rivera (02) 5124 5452 Sheridan.Rivera@act.gov.au

People and Culture

Business Partnerships

HR Business Partner

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 42232 - 02AK9)

Gazetted: 10 May 2023

Closing Date: 29 May 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

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Business Partners work closely with their allocated executive and management teams in conjunction with the centres of expertise, to provide an integrated and client focused approach. As a Business Partner you will have the ability to balance the need for consistency, and the importance of local, responsive and flexible approaches to HR services, advocating for and on behalf of the client, to assist the Canberra Health Services in achieving an engaged and high performing workforce.

The People and Culture Branch located at Canberra Hospital and 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 Canberra Health Services.

ABOUT YOU

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

Behavioural Capabilities

Enjoy working in the grey and not taking the one size fits all approach.

Sound judgement, analytical skills and the ability to think and act strategically.

Strong coaching and mentoring to facilitate the development of team members and internal clients.

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

Position Requirements/Qualifications:

- Relevant tertiary qualifications in Human Resources or equivalent 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.
- 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.
- Demonstrate compliance with the current Public Health Order requiring mandatory vaccinations in a hospital setting.

Contact Officer: Jim Tosh 0434 845 669 jim.tosh@act.gov.au

ACT Pathology

Molecular Pathology

Molecular scientist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 48338 - 02AH4)

Gazetted: 09 May 2023

Closing Date: 23 May 2023

Our Vision: creating exceptional health care together

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

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

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

The Molecular Pathology laboratory is a tertiary facility performing highly complex time-consuming investigations in the areas of Molecular Microbiology.

Under direction, the successful applicant will be required to perform diagnostic procedures, investigation of new methodologies, maintenance and troubleshooting of instrumentation, performance and monitoring of Quality Control, provision of results and research.

The successful applicant will be required to work after-hours and out-of-hours rosters, rotating through a seven-day roster. The successful applicant must be able to work as the sole practitioner on rostered shifts, including public holidays and overtime as required.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Strong attention to detail, reliable and punctual

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

Position Requirements/Qualifications:

Relevant Medical Laboratory Science Bachelor or equivalent qualifications

Minimum of 12 months experience working professionally in Pathology Laboratory is preferred.

The successful applicant may be required to participate in shift, and out-of-hours rosters, rotating through a 7-day rostering cycle.

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).

Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

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.

Supply certified copy of qualifications

Supply minimum of two referees willing to be contacted

Note: This is a temporary position available immediately for six months.
Contact Officer: Ahmed Hassan 0251243705 Ahmeds.Hassan@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Psychologist / Social Worker / Occupational Therapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 29446-02AKH)

Gazetted: 09 May 2023

Closing Date: 1 June 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

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)

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

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Behavioural Capabilities

- Adaptability and flexibility to accommodate change and respond to novel situations.
- Ability to communicate effectively with complex and challenging clients
- Resilience and calm in the face of conflict or uncertainty.
- Curiosity

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 one year's post-qualification clinical 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).
- Experience of working in public or acute mental health services or via other services engaged with public mental health clients.
- 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:

- 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 for eight months with the possibility of extension up to 12 months.

This position may include working at the Alexander Maconochie Centre (AMC) and Bimberi YJC. Successful applicants will also be required to undergo ACTCS/BYJC vetting and security awareness training.

AMC permits smoking by detainees. Staff working on site may be exposed to intermittent secondary exposure to cigarette smoke.

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

Contact Officer: Tegan Murray (02) 51241813 Tegan.Murray@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services (MHJHAD)

Child and Adolescent Mental Health Services (CAMHS)

Child and Adolescent Mental Health Services - Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 61532, several - 02AT0)

Gazetted: 10 May 2023

Closing Date: 26 May 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.

Don't miss this opportunity to join Canberra Health Services in the brand-new Adolescent Mental Health Inpatient unit.

This exciting initiative will see a six-bed Adolescent Mental Health Unit open under the Child and Adolescent Mental Health Services. This is a low dependency mental health unit for young persons aged 12 to 18. It provides patient centred, holistic care and advocacy for adolescents in the ACT and surrounding regions.

Successful candidates will be provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for adolescent patients with a wide range of Mental Health conditions.

What can we offer you:

Competitive pay rates

Excellent working conditions within a tertiary teaching hospital

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

We will work with you to support optimal work life balance

11.5% Superannuation

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

Discounted gym memberships

Scholarships for education support

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

POSITION OVERVIEW

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, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

These services include:

Adult Community and Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

The CAMHS inpatient unit is a 6 bed inpatient unit for CAMHS clients experiencing moderate to severe mental illness. The Adolescent inpatient Mental health unit 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 consumer, their carers, and other key services.

The Safe wards model and interventions is an adaptable program of evidence-based nursing interventions that will be implemented on the unit. Safe ward interventions strengthen existing principles of good nursing practice. The program encourages staff and clients (including carers, family, and support people) to work together to make the ward safer for everyone. All staff will be fully trained in the safe wards model prior to commencing on the unit. There are a number of permanent full time RN1 positions available at CAMHS Services.

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

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

ABOUT YOU

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

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

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

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

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

Demonstrated track record of contributing to a healthy workforce that encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

Position Requirements / Qualifications:

Mandatory:

Tertiary qualifications in Nursing.

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:

Experience in working with children and young people.

Experience in working in mental health.

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 Police check.

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

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

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

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

Be Available to undertake shift work within a 7-day rotating roster.

Contact Officer: Ms Kelly Chase (02) 6244 4623 kelly.r.chase@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

CIT Executive

Executive Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 59383)

Gazetted: 09 May 2023

Closing Date: 16 May 2023

Details: Do you want to be where the action is? Are you interested in contributing to building the ACT's future workforce?

We are looking for an Executive Support Officer with demonstrated personal drive and integrity to join the Executive Support Team.

Who we are

Canberra Institute of Technology (CIT) is a dynamic, connected and diverse vocational education and training institution and is a Territory Authority established under the *Canberra Institute of Technology Act 1987*.

CIT plays a major role in the development of the ACT's future workforce and in building the skill base of the economy. The Institute's core business is the design and facilitation of high-quality vocational programs, training and education and services to meet the needs of a diverse customer base – locally, nationally, and internationally.

What you will do

This position provides confidential administrative support to the Executive Director and other Senior Executives, including proactive diary management, arranging, and scheduling appointments and meetings, answering telephone calls, organising travel and accommodation arrangements, and ensuring emails and enquiries are dealt with promptly and efficiently.

As part of the Executive Support team your key focus is in supporting the senior leadership group through efficient management of workflow and enhancing productivity across the division. You will be responsible for ensuring the senior managers are able to focus on high-priority tasks whilst you filter, organise, and assist with prioritising their workflow.

You will liaise with and work collaboratively with various teams across the Division, the Institute and Whole of Government to support the work of each area in meeting their business outcomes. You will be someone who possess high level communication, administration, and time management skills – and love to create order and efficiency in the work that you do.

What we require

To thrive in this position, you will have a demonstrated ability to build strong working relationships quickly, excellent coordination skills and the ability to work independently. You can utilise your sound judgment to be proactive in your approach to work and anticipate the needs of the Executive. You have excellent customer service skills and can easily navigate multiple deadlines and demands within a complex work environment. You will excel in this position if you have an improvement mindset and are resilient and adaptable to changing circumstances

while managing multiple priorities and demands and thrive in a flexible working environment under limited supervision. Previous an Executive Office and/or in the Australian or ACT Public Service is highly desirable, as is experience in the use of HP TRIM and Microsoft SharePoint.

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

Eligibility/ Other Requirements

Experience in an Executive Office and/or in the Australian or ACT Public Service is highly desirable.

The ability to work flexibly under limited supervision is required.

Experience in the use of HP TRIM and Microsoft Sharepoint is desirable.

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

How to apply: Applicants should familiarise themselves with the Position Description and submit an application of no more than two pages addressing Selection Criteria and the requirements of the 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: Emma Ulrich (02) 6205 8577 Emma.Ulrich@cit.edu.au

Education Futures and Students

Executive Director Education Futures and Students

Executive Level 2.3 \$325,947 - \$339,001 depending on current superannuation arrangements, Canberra (PN: E1299)

Gazetted: 08 May 2023

Closing Date: 29 May 2023

Details: The Canberra Institute of Technology (CIT) is a dynamic, connected and diverse tertiary education Institute, which plays a major role in the development of the ACT's future workforce.

CIT is seeking an experienced and innovative Vocational Education and Training professional to fill the newly created role of Executive Director, Education Futures and Students.

This new position provides a unique opportunity to lead the CIT Education Futures and Students Division in the design and delivery of a suite of student and employer focussed education and training programs and initiatives, aligned to the strategic aspirations and future direction of the Institute.

Reporting directly to the CEO, you will work closely with the CIT Board and Executive Leadership Team. A major focus of the role will be the integration of leading-edge education design and delivery technologies, facilitated through digitally enabled learning and innovation spaces and teaching methods.

As a highly skilled and collaborative tertiary education leader and manager, you will inspire, energise and positively influence a team of professional staff dedicated to providing a broad range of student engagement and support services and ensuring an increasing number of lifelong learners can study and upskill at CIT.

Importantly, you will be responsible for the Institute's academic program quality, industry relevance and growth and ensure CIT graduates have the skills and knowledge they need to succeed in an ever-changing world. You will have extensive experience in the design and implementation of future focussed education and training strategies and plans, and a strong commitment to ensuring the Institute's quality assurance systems and processes support continuous improvement and comply with regulatory standards.

Your exemplary stakeholder management skills will be demonstrated by your ability to build strategic relationships at the highest levels of government and industry, jobs and skills councils, peak industry bodies, leading ACT businesses and organisations, and other tertiary education institutions.

Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style. This position requires a leader with a strong, considered and engaging people focus to successfully deliver future-focused educational outcomes across the institute.

The ideal candidate will have strong tertiary education leadership and relationship management skills, model a commitment to continual learning, encourage ongoing development and inspire and energise people, drawing on the right skills in a contextually and environmentally appropriate manner. You will model behaviours in accordance with the, CIT Cultural Traits and ACT Public Sector Values.

Remuneration: The position attracts a remuneration package ranging from \$325,947 - \$339,001 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$290,087.

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

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

Industry Engagement and Strategic Relations

Industry Engagement and Strategic Relations

CIT Marketing

Marketing Coordinator

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 35349)

Gazetted: 05 May 2023

Closing Date: 19 May 2023

Details: Are you a passionate and motivated marketing professional looking for a rewarding and engaging role? Have a knack for working collaboratively with all stakeholders to ensure the audience is at the centre of all you do? Do you have an eye for detail and flair for coordinating events? Do you also have experience with financial tracking and procurement activities? Then we want you!

We are seeking a skilled and enthusiastic marketing coordinator to join our team. The role involves supporting the management of social media platforms, financial tracking, procurement activities, and coordination of team priorities.

If you're successful, your role in the team will be to plan and coordinate a range of activities which support a busy marketing division. You will be joining a fun, supportive and enthusiastic team. You will work closely with the team to assist the implementation of marketing activities across all CIT colleges and divisions to support the delivery of quality vocational education and training. The role works in a fast-paced environment with a focus on positive customer and stakeholder outcomes. We are looking for a dedicated and flexible team player who is passionate about vocational education and training, marketing and promotion.

This is a great opportunity to work in a diverse, challenging and dynamic organisation where each day you will have the opportunity to work across a range of varied tasks and projects.

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

Eligibility/other requirements:

Relevant qualifications or experience in marketing, advertising, business or related discipline, along with experience in CMS, CRM and TRIM (HPE Content Manager) systems and software, and knowledge of vocational education and training is desirable but not mandatory.

Note: This is a temporary position available for seven 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: Applicants should submit a current curriculum vitae, a one-page pitch addressing the Selection Criteria as per the Position Description, and details of two referees.

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

Contact Officer: Corey Uncles (02) 6207 0742 Corey.Uncles@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

Executive Group Manager, Corporate

Temporary Vacancy (26 June 2023 to 7 July 2023)

**Chief Minister, Treasury and Economic Development Directorate
Corporate**

Position: E790

(Remuneration equivalent to Executive Level 2.4)

Circulated to: ACTPS Senior Executive List

Date circulated: 11 May 2023

Expressions of interest are sought for the position of Executive Group Manager, Corporate. This temporary vacancy is from 26 June 2023 to 7 July 2023.

The Executive Group Manager, Corporate reports directly to the Director-General, CMTEDD and works collaboratively with the Under Treasurer, the Senior Executive Group and other Executives within CMTEDD, as well as with other key government and non-government stakeholders.

The role also demands effective engagement with key external stakeholders, including the provision of advice and support to the Chief Minister's Office and consultation and negotiation with unions, and the ability to apply sound judgement and integrity to all work matters.

The Executive Group Manager, Corporate is also the CMTEDD Senior Executive Responsible for Business and Integrity Risk.

The Executive Group Manager Corporate is the chair of the CMTEDD Executive Management Group, which is the Directorate's Corporate Executive meeting, with membership comprising of the Director General, Under Treasurer and Chief Financial Officer. In addition, this role chairs the Public Sector Chief Operating Officers meeting driving whole of government best practice and strategy in corporate activities.

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

For further information please see the Executive Capabilities attached.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$347,585 - \$361,512 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$309,493.

To apply: Interested candidates should submit a short Expression of Interest of no more than one page addressing the Executive Capabilities, details of two referees and a current curriculum vitae to Robert Wright via email, robert.wright@act.gov.au by COB Thursday 18 May 2023.

Contact Officer: Robert Wright (02) 6207 0569 robert.wright@act.gov.au

Executive Branch Manager Insurance Economic and Financial Group

Temporary Vacancy

**Chief Minister, Treasury and Economic Development Directorate
Economic and Financial Group**

Position: E359

(Remuneration equivalent to Executive Level 1.4)

Circulated: 01 May 2023

Circulated to: ACTPS Senior Executives and SOG A's

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

The role of the Executive Branch Manager, Insurance is to lead the regulatory activities of the Motor Accident Injuries Commission including performing the statutory functions of the Motor Accident Injuries Commissioner and

the Lifetime Care and Support Commissioner, as well as lead insurance policy.

This position is available from 5 June 2023 to 30 June 2023 while the nominal occupant is on leave.

For further information please see the attached Executive Capabilities.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

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

To apply: Interested applicants are requested to submit an Expression of Interest of no more than one page addressing the attached selection documents, a current curriculum vitae and contact details for two referees to Lisa Holmes via email, lisa.holmes@act.gov.au by Friday 5 May 2023.

Contact Officer: Lisa Holmes (02) 6207 0207 Lisa.holmes@act.gov.au

Payroll & HR Systems

Payroll Services

Payroll Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 09345, several)

Gazetted: 09 May 2023

Closing Date: 23 May 2023

Details: Do you love operating in a fast-paced service environment, working with a dynamic and diverse group and are adaptable to change?

Payroll Services are looking to recruit Payroll Officers to assist with administering pay and conditions. These temporary positions will be for up to a period of 12 months. Our ideal candidates will have exceptional organisation skills and be able to handle competing priorities.

ACTPS offer excellent employment conditions and benefits set out in our Enterprise Agreement, including:

Salary Packaging

Annual Leave Loading

Generous Superannuation

Access to professional development programs

Flexible working arrangements

You will be responsible for processing the payment of salaries, salary variations, allowances, leave, taxation and superannuation as well as respond effectively to customer enquiries in a professional, helpful, considered and accurate manner to enhance the customer's experience. You are expected to work cooperatively with team members across Payroll, sharing knowledge and expertise to complete the daily workload, improve business outcomes and support positive change in the work environment.

We'd love to hear from positive, customer focussed individuals that have great attention to detail. If that sounds like you and you're keen to apply for this opportunity, submit your application via the Apply Now button below.

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

Notes: This is a temporary position available immediately, for up to 12 months temporary with the possibility of permanency

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

How to apply: You are required to provide:

Your resume or curriculum vitae (2-3 pages preferred)

A two-page pitch summarising your suitability for the role, ensuring you take into consideration the position information and key capabilities (minimum font 11)

Contact details of two referees

If you have any problems submitting your application, please contact Shared Services Recruitment on 62079000 [prior to the close date/time](#)

Please review the applicant guide on the below pages for more information on developing your pitch when applying for this position.

Applications should be submitted via the Apply Now button below.

Office of Industrial Relations and Workforce Strategy

Professional Standards Unit

Senior Legal Policy Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 52134)

Gazetted: 04 May 2023

Closing Date: 18 May 2023

Details: The Professional Standards Unit (PSU), within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) provides support to the statutory office of the Public Sector Standards Commissioner in the conduct of investigations of misconduct allegations and management of complaints within the Service. We have an exciting opportunity to broaden the work of the PSU and engage in legislative and policy reform.

We are looking for an experienced leader and strategic thinker with great communication and collaboration skills.

Working in a small and engaged team environment the Senior Legal Policy Officer fulfils a leadership role undertaking high-level legal policy work, providing strategic advice, and responding to legal policy issues.

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

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 in law, policy or a related field, or significant study towards gaining such qualifications, would be highly desirable.

Experience in industrial relations or employment law would be highly regarded.

Note: This is a temporary position available until the end of January 2024 with possibility of extension up to 12 months and/or permanency. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please reference a two page pitch style application that responds to the required skills, knowledge and behavioural capabilities outlined in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Luke Janeczko (02) 6205 5312 Luke.Janeczko@act.gov.au

Recruitment Officer

Office of Industrial Relations and Workforce Strategy

Future Workforce Strategy

Recruitment and Information Services

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 08246)

Gazetted: 3 May 2023

Closing Date: 14 May 2023

Details: The Recruitment and Information Services team are seeking applications from highly motivated, customer focused individuals who would relish the opportunity to deliver recruitment services across the ACT Public Service (ACTPS). We are a fast paced and high-volume area, often the first point of contact for people looking to work with the ACTPS which places us on the front line for attracting great people to the service. The Recruitment Officer is responsible for: Providing advice to directorate customers regarding recruitment matters, including procedures and policies/legislation; Review and process recruitment requests; Recruitment related administration; and Relationship management of directorate customers and their employees. What we are looking for are people who have: Demonstrated experience in a customer focused and/or administrative position; Demonstrated resilience in working within a fast-paced environment with competing priorities; Excellent administration skills; Agility in learning and using a variety of business applications; Excelled in the workplace and established a great reputation for being great at what you do; and attention to detail.

Note: We are looking to fill current vacancies available on a temporary basis for periods between two and 12 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are to provide a current curriculum vitae, noting that we are interested to see the roles and responsibilities you have held and how it fits with what we are looking for as outlined above. Additionally you are to submit a maximum two-page response, including examples, demonstrating your suitability against the

Professional, Technical Skills and Knowledge requirements for this role. The Application Coversheet should also be included with your submission.

Applications should be sent to the Contact Officer.

Contact Officer: Nici Oke via nici.oke@act.gov.au

Digital, Data and technology solutions

Technology Services

Cloud and Platform Services

Senior Microsoft 365 Specialist

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 33263)

Gazetted: 04 May 2023

Closing Date: 11 May 2023

Details: The role of the Senior Microsoft 365 Specialist is to act as a subject matter expert for the Microsoft 365 environment.

You will provide technical leadership for the platform in both the Project and BAU space, helping to identify where adoption of new or existing M365 services can be used to better meeting the needs of the ACT Government.

You will provide high-level technical support for the platform, dealing with the more complex technical problems.

You will be a promoter/evangelist of the M365 platform for the ACT Government, who works with IT professionals and other related team members to design, build, and execute new M365 services across the Territories multiple M365 environments.

You will represent the interested of DDTS at the Architectural Review and Design Panel, reviewing Conceptual Design put forward by other areas and developing and presenting Conceptual Design for DDTS as required.

You will be involved in the negotiation of large-scale enterprise agreements in excess of 20,000 seats.

You will be deploying and managing MS Teams, SharePoint Online, One Drive, Windows 10/11, Yammer to very large accounts in a strategic manner.

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

Eligibility/other requirements:

This role requires an Australian Government NV1 security clearance, or be prepared to transfer an existing security clearance, which will be sponsored by the Chief Minister, Treasury and Economic Development Directorate.

To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Current Australian Driver's licence.

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

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.

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

How to apply: Please submit your response of no more than two pages addressing the Selection Criteria (What you require section in the Position Description), together with your curriculum vitae and details of two referees, one of whom is your current manager, before the closing date.

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

Contact Officer: Peter Hawke (02) 6207 2493 Peter.Hawke@act.gov.au

Economic Development

Skills Canberra

Skills Promotion and Support

Field Officer Team Leader

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 25196)

Gazetted: 04 May 2023

Closing Date: 11 May 2023

Details: Skills Canberra is seeking a highly motivated and enthusiastic Field Officer Team Leader. Do you have a can-do attitude and enjoy contributing to a positive workplace culture while achieving results?

We're looking for a customer-focused leader who will resolve complex issues and conduct investigations associated with the Field Officer Program. The successful candidate will lead a small team who engage with Australian Apprentices, registered training organisations, schools and businesses across the ACT, facilitating linkages between Skills Canberra and relevant stakeholders. As the Team Leader, you will need to have excellent communication skills and the ability to work with people across different levels. You will contribute to the development, review, testing and implementation of new systems, processes and procedures in relation to the Field Officer Program.

Skills Canberra is responsible for the provision of strategic advice and overall management of vocational education and training (VET) in line with the *Training and Tertiary Education Act 2003*. This includes Australian Apprenticeship policy, priorities, regulatory and administrative arrangements.

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

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

How to apply: Please provide:

- a supporting statement of no more than two pages outlining Experience and/or Abilities against the 'Professional/Technical Skills and Knowledge' and 'Behavioural Capabilities' criteria outlined in the Position Description.
- your current curriculum vitae (CV)
- the names and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anita Dolstra (02) 6205 7092 Anita.Dolstra@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services

Education ICT

Assistant Director - Licensing

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 17954)

Gazetted: 04 May 2023

Closing Date: 18 May 2023

Details: The Assistant Director, Software and Licensing is required to lead a small team providing information and communications technology (ICT) advice and guidance, as well as ensuring consistency of service delivery. The role will manage the Directorate's Software lifecycle, including contract negotiations, procurement of software and applications, facilitation of software releases and upgrades. This will require liaison and negotiation with relevant stakeholders, including external vendors to ensure delivery of ICT services that align with the Directorate, DDTS and ACT Government strategy. 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 Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

ITIL Foundation Certificate would be advantageous.

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

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

How to apply: Please send a two-page Expression of Interest along with your curriculum vitae, addressing the Professional and Behavioural capabilities listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jamie Mahon (02) 6207 4069 Jamie.Mahon@act.gov.au

Corporate

People and Capability Branch

Employee Relations

Human Resources Advisor

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 27965)

Gazetted: 05 May 2023

Closing Date: 19 May 2023

Details: The People and Capability Branch in the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is looking for a client-focused, motivated, and enthusiastic individual to join the Employee Relations team. As a member of this team, you will contribute to delivering advice and guidance on a range of workplace and employment matters in accordance with relevant employment frameworks.

The successful applicant will be required to undertake various Employee Relations activities including researching and preparing correspondence relating to a range of employment issues including (but not limited to) probation; workplace conduct, values and behaviours; leave provisions; underperformance; and change management processes. There may also be the opportunity to be involved in policy development and project-based work. Due to the need to collaborate with a wide range of stakeholders, well-developed interpersonal skills and demonstrated ability to establish and maintain effective working relationships will be important.

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

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

How to apply: Please submit a curriculum vitae and a maximum two-page response outlining your suitability for the role and claims against the capabilities required for the position. Additionally, please provide the contact details of two referees who can comment on your relevant skills and experience for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Hansen on KatherineE.Hansen@act.gov.au or (02) 6205 0882

Economic Development

Business and Innovation

Executive

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 33741)

Gazetted: 05 May 2023

Closing Date: 19 May 2023

Details: Are you interested in a challenge and want to be a key part of a high performing team? Do you identify yourself as a collaborative, highly motivated, and organised individual? If this sounds like you, this could be the career opportunity you've been waiting for and we'd love to hear from you!

The Business and Innovation Branch in Economic Development are looking for an individual with a high level of administrative and organisational skills along with well-developed communication skills and a willingness to jump in and get things done.

The Executive Assistant is responsible for providing high-level executive and administrative support to the Executive Branch Manager (EBM) and the broader Business and Innovation Branch. The successful candidate will work closely, under limited supervision, with the EBM, the Executive Officer and Business and Innovation team to manage the diary of the EBM, arrange meetings, prepare agendas, papers and minutes as required, facilitate the coordination of Government Business and internal input requests, as well as any other administrative support requirements.

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

Note: This is a temporary position available immediately until 30 June 2023 with possibility of extension and/or up to 12 months permanency. A Merit Pool may be established from this selection process to fill similar/identical 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. Selection may be based on application and referee reports only.

How to Apply: Please provide a two page pitch outlining your experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description, your curriculum vitae and referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Round 02) 6205 4887 Jessica.Round@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

Senior SQL Administrator

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 33399)

Gazetted: 05 May 2023

Closing Date: 19 May 2023

Details: The Cloud and Platform Systems team is seeking a Senior SQL Administrator who will provide technical support and advice for SQL, predominately Microsoft SQL Server databases and infrastructure used by the ACT Government which includes a range of Microsoft SQL server-based applications in both internal and DMZ domains.

Demonstrated ability with the following products and platforms will be required:

Microsoft Windows Server and related infrastructure (DNS, DHCP)

Microsoft Server Operating Systems 2012/2012R2/2016/2019

Microsoft Clustering

Microsoft SQL Server 2014/2016/2017/2019/2022

Azure Cloud based SQL solutions including SQL MI and SQL PaaS

Microsoft Windows PowerShell / PowerShell DSC

Azure Cloud Technologies and templating using JSON / YAML

VMware vSphere ESX including vCentre

Dell Server Hardware (R and MX Series) including DRAC and OME

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: Applicant will need to hold or be able to obtain a Baseline Security Clearance.

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

How to Apply: Please review the Position Description for further details about the role and the capabilities required to perform the duties and responsibilities of the position.

Please submit a written report of up to two pages, contact details for at least two referees, a current curriculum vitae, and Application Coversheet. The response should be written in the form of a pitch, provide evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should also detail your experience, skills, and qualifications against the "What you require" section of the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Tripodi (02) 6207 6839 Matthew.Tripodi@act.gov.au

Access Canberra

Fair Trading and Compliance

Event Coordination and Business Assist

Assistant Director Business Engagement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 28801)

Gazetted: 08 May 2023

Closing Date: 22 May 2023

Details: Do you have a passion to support the community and local businesses? Do you have strong interpersonal skills and the ability to engage with businesses? Do you work well in a team and individually and proactively look for solutions to problems? Are you self-motivated and able to multi-task?.....If you answered "Yes" to all those questions, then this may be the opportunity for you!

Access Canberra have a management role available in the busy Event Coordination and Business Assist Team. The role is to manage the day to day operations of the Engagement officers within the team and provide leadership to deliver high quality customer service through effective, targeted and holistic advice and guidance to the business community of the Territory.

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 qualification in a regulatory field would be highly regarded.

You must hold a current C class driver licence.

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: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge, and behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit a written application, of no more than two pages. Outline your ability, ingenuity, experience, and qualifications and how they make you the best person for this role. Please include contact details of at least two referees and current curriculum vitae.

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

Contact Officer: Leah McHenry 0413468902 leah.mchenry@act.gov.au

Communications and Engagement

Strategy and Creative

Campaigns and Creative

Assistant Director, Creative

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60367)

Gazetted: 08 May 2023

Closing Date: 31 May 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.

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 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 position with an immediate start date. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to apply: Please review the relevant Position Description (attached) for the position and submit a maximum two-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 Renee Murray on Renee.Murray@act.gov.au or 0433 016 753.

If this sounds like you and you want to be a part of making Canberra the coolest little city in the world, click the apply button.

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

Contact Officer: Renee Murray 0426 780 202 Renee.Murray@act.gov.au

CMTEDD

Major Programs

HRMIS

Project Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 43281)

Gazetted: 08 May 2023

Closing Date: 24 May 2023

Details: Digital, Data and Technology Solutions (DDTS) Group is looking for an experienced Program Support Officer to join the Major Programs Branch.

The Program Support Officer manages the office of the Executive Branch Manager, contributing to overall Branch planning and coordination of deliverables. The Program Support Officer provides administrative and governance support and responsive and quality advice, timely coordination of information, and development of reports, and briefings.

The Major Programs Branch leads the delivery of specific whole of government large-scale development initiatives that aim to modernise and strengthen how we use technology to further improve the quality of life for all Canberrans and the ways of working within the ACT Government.

We bring together multidisciplinary teams of people with diverse perspectives, skills, and expertise who anticipate and plan for hurdles, seize opportunities and respond to challenges with a one-government mindset, with flexibility and speed while managing risks.

The Branch is focused on working collaboratively to enable successful fit for purpose change transformation through connecting people, process, and technology in our complex environment.

The Programs are often highly complex, focused on people and process as well as the technology elements and always established on a foundation of best practice design/ co-design with strategic open relationships.

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

Eligibility/other requirements:

This role requires you to obtain and maintain an Australian Government Baseline security clearance, which will be sponsored by CMTEDD. To be eligible for a Baseline security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Note: This is a temporary position available immediately with possibility of permanency.

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

How to apply: Please submit a written application of no more than three pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of two referees, one of whom is your current manager.

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

Contact Officer: Katrina Keep (02) 6207 3416 Katrina.Keep@act.gov.au

Access Canberra

Construction and Utilities

Administration Officer

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 18440)

Gazetted: 05 May 2023

Closing Date: 26 May 2023

Details: At Access Canberra, we play a key role in supporting a safe and vibrant city. We improve the way industry does business and help protect and improve Canberra’s liveability. We actively engage in a risk and harm approach

to compliance across a broad range of industry sectors to build a strong economy, safe community, and sustainable environment. Access Canberra is unique to the ACT Government; we work across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives.

The Compliance, Monitoring and Inspections Team (CMIT) investigates alleged breaches under the *Building Act 2004*, the *Planning and Development Act 2007*, and the *Construction Occupations (Licensing) Act 2004*.

CMIT works alongside the Rapid Regulatory Response team, the Construction and Planning Investigations Team and the Construction Audit teams to provide a holistic approach to ensuring proportionate and responsive regulatory programs and actions to improve the quality of building and construction in the ACT community.

The position reports to the Assistant Director CMIT. The occupant of the position is responsible for providing administrative support to CMIT and the wider Response, Compliance and Investigations team, in line with Access Canberra's regulatory programs.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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: Under ABW arrangements, officers will not have a designated workstation/desk and may be required to work at different Access Canberra Locations and to work from home. Selection may be based on application and referee reports only.

Note: This is a temporary position immediately for up to 12 Months with the possibility of permanency.

How to Apply: Please attach your curriculum vitae, details of two referees and a written response of no more than two pages addressing the skills, knowledge and behaviour listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Douglas Farr (02) 6207 8152 Douglas.Farr@act.gov.au

Procurement ACT, BPF

Executive Branch Manager, Procurement Policy and Capability

Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E880)

Gazetted: 05 May 2023

Closing Date: 24 May 2023

Details: Treasury is seeking a high-performing senior executive to join Procurement ACT as Executive Branch Manager, Procurement Policy and Capability. Reporting to the Executive Group Manager, you will work in a dynamic and fast-paced environment to lead the work of the Branch, including:

managing and developing the legislation and policy that underpin the ACT Government's procurement framework ensuring it is aligned to the needs of the Territory;

uplifting procurement capability across the service by offering a range of training and knowledge sharing opportunities, including by coordinating a whole of service procurement community of practice and bimonthly procurement eNewsletter;

administering the whole of government procurement systems including ACT Government online tendering and contracts register platforms to comply with legislative obligations and international agreements;

representing the ACT Government in cross-jurisdictional engagement on procurement policy matters, including in relation to international trade agreements; and

working in collaboration with the ACT Government's Better Regulation Taskforce to reduce barriers faced by Small to Medium Enterprise in accessing ACT Government procurement opportunities.

A key part of the role includes coordinating the implementation of the Procurement Reform Program in Procurement ACT and supporting implementation across the ACT Public Service.

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

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.

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

To apply: Interested candidates are requested to submit an application addressing the ACT Public Service Executive Capabilities, outlining relevant skills and experience, as well as 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: Sanaz Mirzabegian, Executive Group Manager, Procurement ACT, 0478 408 850

Economic Development

Business and Innovation

Industry and Key Sectors

Senior Director, Industry and Key Sectors

Senior Officer Grade A \$157,201, Canberra (PN: 54206)

Gazetted: 09 May 2023

Closing Date: 23 May 2023

Details: Do you have a proven track record of leading a high performing and diverse team? Are you interested in the development and implementation of economic policies with significant opportunities for engagement across ACT Government, the Commonwealth Government and industry stakeholders?

The Business and Innovation Branch in Economic Development has an exciting opportunity for an experienced and highly effective candidate to temporarily fill the position of Senior Director for Industry and Key Sectors. The Senior Director is responsible for the management and delivery of programs and policies that support the diversification and growth of the ACT’s economic priorities focussed on our space, defence, cyber, quantum and advanced technology industries.

The position will work closely with a broad mix of local, national and international stakeholders across Government, business, research, and tertiary education sectors to deliver initiatives to support and grow the contribution of these sectors to the ACT economy and community. As a Senior Director, you will need to have excellent leadership and communication skills and have a demonstrated ability to manage competing priorities, an eye for detail, work with people across different organisations and be able to interact with officials across Government.

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

Note: This is a temporary position available immediately until 30 June 2023 with the possibility of extension 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.

Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role.

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

How to apply: Please submit a two-page pitch addressing the Selection Criteria, a curriculum vitae and details of two referees.

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

Contact Officer: Jenny Priest (02) 6207 2070 jenny.priest@act.gov.au

Policy and Cabinet

Cabinet, Assembly and Government Business

Senior Director, Cabinet, Assembly and Government Business

Senior Officer Grade A \$157,201, Canberra (PN: 04828)

Gazetted: 10 May 2023

Closing Date: 24 May 2023

Details: The Cabinet, Assembly and Government Business branch has an exciting opportunity at the SOG A level. The Senior Director, Cabinet Assembly and Government Business Role is at the forefront of government decision making and supports the passage of Cabinet and Government Business.

To be considered for this role it would be expected that you have a curious mind, have a strong understanding of the ACT Government’s Cabinet, Assembly and Government Business activities and thrive in a team environment. This is a diverse and interesting role as part of a high functioning branch, who willingly support each other in meeting critical operational or project timeframes.

The successful applicant will be expected to have high-level administrative, governance and organisational skills and the ability to coordinate and deliver on whole of Government priority projects and tasks.

National security clearance: This position requires a National security clearance. You may be required to gain and maintain a national security clearance. If screening is not successful, your employment will not commence or, if already commenced, your employment will be reassessed.

Note: This is a temporary position available from 3 July 2023 to the 5 January 2024. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection

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

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

How to Apply: Please submit: a two page written pitch, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of two referees, one of whom is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kieran Ives (02) 6205 9095 Kieran.Ives@act.gov.au

Corporate

People and Capability

Health and Wellbeing

WHS Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 27780)

Gazetted: 09 May 2023

Closing Date: 23 May 2023

Details: Working under limited direction, the WHS Coordinator is responsible for working with business units to plan and implement mature WHS management practices, in line with the Directorate's WHS Management System, PeopleSafety. The WHS Coordinator is the primary contact for WHS support for individual business units, supporting incident management, monitoring and conducting investigations, and reporting and closing out corrective actions.

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 Certificate IV in WHS or equivalent experience is highly desirable. Training for a Certificate IV in WHS will be provided to the successful candidate should they not have this qualification.

Notes: This is a temporary position available for three months with 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.

How to apply: Please email your application, which should include a resume/CV and a one page pitch, directly to the contact officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bradley Chesterfield (02) 6205 6117 Bradley.Chesterfield@act.gov.au

Digital, Data and Technology Solutions

Technology Services

Corporate Applications

Senior SharePoint / Power Automate Specialist

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 48833)

Gazetted: 08 May 2023

Closing Date: 15 May 2023

Details: Do you have experience developing and supporting solutions implemented using SharePoint and Power Automate? The Digital, Data and Technology Solutions Division seeks an energetic, results-driven person to join a team of specialists responsible for the delivery of the ACT Government's SharePoint Service. This includes the

provision of end-user support, the investigation and resolution of issues, and the completion of site development, maintenance and monitoring activities. The successful applicant will play a leading technical role in the delivery of various projects involving the implementation of solutions using SharePoint Online and Power Automate. 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/professional qualifications in a related field are highly desirable. A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

Note: This is a temporary position available immediately for up to 12 months, with the possibility of permanency. An order of merit will be established from the selection process which may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. All enquiries regarding the role should be directed to the Contact Officer.

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

Applications should be submitted via the Apply Now button.

Contact Officer: Mark Mathieson (02) 6205 2335 mark.mathieson@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Digital, Data and Technology Solutions

Service Delivery Officer

Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: 14430, several)

Gazetted: 08 May 2023

Closing Date: 24 May 2023

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

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

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

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

Eligibility/other Requirements: Hold or the ability to obtain and maintain a CMTEDD issued Personnel Vetting Program certificate/clearance is mandatory. A full driver's licence class C is essential.

Note: This is a temporary position available immediately for up to 12 months, with the possibility of permanency.

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

How to Apply: Please provide a pitch addressing the following 4 points. Each criteria should be written in 300 words or less:

Tell us what motivated you to pursue a career in ICT Support.

Tell us some of the key skills you possess that would make you an effective ICT Support Officer, and how you applied these skills in previous roles.

Provide an example of a successful team you were a part of, and what made it successful.

Tell us what great customer service means to you, and how you ensure that every customer you interact with feels valued and supported.

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

Applications should be submitted via the Apply Now button below.

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

Office of Industrial Relations and Workforce Strategy

Professional Standards Unit

Assistant Director - Reporting and Analytics

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 31175)

Gazetted: 09 May 2023

Closing Date: 25 May 2023

Details: We are seeking a high performing and results-orientated Reporting and Analytics Assistant Director. Our ideal candidate has relevant experience in data analytics, can extract data from different sources and tell a story through data visualisation.

You will have a high-level attention to detail and the ability to lead innovative strategies to detect and prevent misconduct and promote early intervention utilising data informed insights as well as generate and synthesise knowledge to assist policy and planning through our data modelling, projections, and contribution to research. You will also work in partnership with other directorates within ACTPS, external partners and other government agencies.

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: Compliance Requirements / Qualifications:

Tertiary education in a relevant discipline such as analytics, mathematics, economics or demonstrated relevant experience is highly desirable.

Experience in Power BI, SQL, R or Python is highly desirable

Educational and professional qualifications checks may be undertaken prior to employment.

Criminal history checks will be conducted prior to employment.

Note: Please note, this position will be moving to a new workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please reference a two (2) page pitch style application that responds to the required skills, knowledge and behavioural capabilities outlined in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: DavidJ Collins (02) 6207 6736 davidj.collins@act.gov.au

Communications and Engagement

Content, Governance and Protocol

Media and Public Relations

Senior Media Officer, Content (Media and Public Relations)

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 34321)

Gazetted: 09 May 2023

Closing Date: 16 May 2023

Details: Do you have media experience, embrace working in a dynamic environment and enjoy working with a variety of stakeholders?

Do you want to join a dynamic team of communications, engagement, marketing, digital and content specialists who are driving the future of government communications?

This may be the job for you!

The Media and Public Relations team is looking for an enthusiastic and proactive individual to join our small team in delivering high quality content and media outcomes for stakeholders, including the Chief Minister's Office.

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

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

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

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

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

Lend support to the broader content team, including the social media and Our Canberra teams, as required.

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

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

Eligibility/other requirements:

Relevant tertiary education qualifications and/or demonstrated experience working professionally in communication, journalism, media and/or public relations is highly desirable.

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

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

These positions operate in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

Staff currently work in a hybrid model, both from the office and home. Please discuss any concerns you may have with the Contact Officer.

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

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

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

Contact Officer: Jacquie Bunt (02) 6207 2205 Jacquie.Bunt@act.gov.au

Office of Industrial Relations and Workforce Strategy

Professional Standards Unit

Intelligence Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 08546)

Gazetted: 10 May 2023

Closing Date: 26 May 2023

Details: We are seeking a high-performing and results-orientated Intelligence Analyst to join our team. Our ideal candidate has relevant experience in intelligence activities and a high level of understanding of the misconduct framework.

As an Intelligence Analyst you will need to research and gather evidence, analyse information, undertake data integration and present persuasive arguments with recommendations about the occurrence of misconduct.

You will work within a small team which undertakes a broad range of activities including undertaking intake and assessment enquiries, preparation of briefs and communications concerning complex topics, conducting high-level policy reviews, developing policy and legislative amendments/reforms conducting appropriate research and analysis to provide strategic advice in workplace performance and misconduct issues to inform senior executives and stakeholders on policy and legislative issues, and assisting in various administrative functions to support the unit.

To be successful in this position, you will be someone who thrives on working in a values-based, stimulating and results-orientated environment. The occupant will assist in preparing data and policy documentation based on sound research and analysis. You will work well in a team environment, responding quickly to changing priorities, showing initiative and sound judgement, and be able complete projects within tight timeframes.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 qualifications in intelligence or investigations such as a Certificate IV in Government Investigations and /or a HR related discipline or a related field, or significant study towards gaining such qualifications, are highly desirable.

Educational and professional qualifications checks may be undertaken prior to employment.

Criminal history checks will be conducted prior to employment.

This position does not require a pre-employment medical.

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

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

How to apply: Please reference a two-page pitch style application that responds to the required Skills, Knowledge and Behavioural Capabilities outlined in the Position Description.

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

Contact Officer: DavidJ Collins (02) 6207 6736 DavidJ.Collins@act.gov.au

Office of Industrial Relations and Workforce Strategy

Public Sector Employment

Industrial Relations and Employment Conditions Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 09382, several)

Gazetted: 10 May 2023

Closing Date: 23 May 2023

Details: The ACT Government aims to be the most progressive jurisdiction in Australia for our workforce practices. We may be small, but we are already recognised for propelling change through contemporary employment conditions. We have an exciting work agenda, that includes embracing agility and flexibility, and ensuring that our industrial relations and employment framework is prepared to face rapidly changing workforce arrangements in the ACT. Our team is part of the Office of Industrial Relations and Workforce Strategy which is leading work on shaping the culture and workforce practices of the ACTPS.

We have an opportunity for two Industrial Relations and Employment Conditions Officers to join us here in the Public Sector Employment team and make meaningful change and contributions to the ACTPS employment framework.

As an Industrial Relations and Employment Conditions Officer, you can expect to be on the forefront of an exciting and challenging work program modernising a responsive and agile employment framework.

Our team is doing some leading-edge work in providing our ACTPS employees with contemporary and supportive employment entitlements; for example, we are enhancing and transforming our entitlements to flexible and hybrid work across the service, which will ensure the ACTPS is an employer of choice!

If you have a strong desire to perform meaningful work and undertake critical thinking and problem solving, then this is the job for you!

Landing this job will mean working in a team that is responsible for developing, negotiating, and implementing enterprise agreements, related policies, and processes, and for providing high quality advice to the ACT Government and directorates. You will also assist in providing essential work in the application, implementation, and interpretation of Public Sector employment related legislation. You will also collaborate to develop (or provide advice) on workable solutions, working closely with a vast range of stakeholders across the ACTPS.

Most importantly, you will work with a team of enthusiastic professionals who come from a variety of professional backgrounds and areas of expertise so don't expect to do it alone. The Public Sector Employment team value a strong work ethic but also have a solid sense of humour. The team has a highly connected and collaborative work culture and would welcome a person who has the interpersonal qualities as well as an agile and adaptive style to match the changing workflow and priorities that come with being a small team within the CMTEDD directorate.

Diverse background?

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.](#)

Need ACTPS experience?

No, you don't have to be from the ACTPS or public sector to apply. We love new and different ways of thinking and we'll help you learn our context (and acronyms).

Where can you work?

We have access to ongoing hybrid work arrangements including home-based and activity-based working (ABW) when working from the office (located at 220 London Circuit, Canberra City) and our new Innovation Centre.

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

Selection may be based on application and referee reports only.

Current and former ADF members are encouraged to apply.

How to apply: Please submit a maximum two-page pitch addressing the Professional and Behavioural Capabilities, along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Nina Taylor (02) 6205 2418 Nina.Taylor@act.gov.au

Policy and Cabinet

Cabinet, Assembly and Government Business

Senior Coordination and Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60562)

Gazetted: 09 May 2023

Closing Date: 23 May 2023

Details: The Cabinet, Assembly and Government Business branch has an exciting opportunity at the Administrative Services Officer 6 level.

This position is at the forefront of government decision making and supporting the passage of Cabinet and Government Business.

To be considered for this role it would be expected that you have a curious mind, thrive in a team environment, and have the ability to gain a strong understanding of the ACT Government's Cabinet, Assembly and Government Business activities.

This is a diverse and interesting role as part of a high functioning branch, who willingly support each other in meeting critical operational or project timeframes.

The successful applicant will be expected to have sound administrative, governance and organisational skills and the ability to coordinate and deliver on whole of Government priority projects and tasks.

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

Eligibility/Other Requirements:

This position requires a pre-employment medical.

This position requires the successful applicant to either hold or be able to obtain a NV1 security clearance.

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

How to Apply:

Applicants should submit:

A two-page pitch (maximum) outlining their suitability for the position in line with the Position Description.

A current curriculum vitae with details of at least two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Carolyn Stewart (02) 6207 3438 Carolyn.Stewart@act.gov.au

Office of Industrial Relations and Workforce Strategy

Finance Services

Reporting

Assistant Accountant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 07472, several)

Gazetted: 10 May 2023

Closing Date: 24 May 2023

Details: Applications are sought from suitably experienced and qualified people to work as Assistant Accountants with the Reporting Team in Shared Services - Finance Services. The successful applicants will work with a team tasked with the provision of financial accounting and taxation services to ACT Government Directorates and

Agencies. Duties include the coordination of payment runs, salary overrides, general ledger tasks and reconciliations, assisting with the preparation of BAS and FBT returns, and working with the team on monthly and annual financial processes.

Demonstrated technical and software skills in financial accounting are essential, as is a commitment to improving financial processes. Also required are well-developed liaison, negotiation and collaboration skills. An ability to work effectively as part of a team is important.

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

Eligibility/Other requirements: Demonstrated technical and software skills in Financial Accounting are essential, as is a commitment to improving financial processes. Also required are well-developed liaison, negotiation and representational skills.

The successful applicants will report to a Senior Officer Grade C (Team Leader).

A degree with a major in accounting or equivalent is highly desirable, as is membership, or progress towards membership, of a professional Australian Accounting Body.

Notes: There are at least two permanent positions available, and several temporary positions may also be filled through this recruitment process. Temporary positions may evolve to permanent positions, depending on other staff movements.

A Merit Pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. A Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for these positions.

How to Apply: Please submit a written application of no more than two pages, addressing the capabilities and demonstrating your capacity to perform the duties and responsibilities of the role. Also, please supply your current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Lapthorne (02) 6207 0564 Mark.Lapthorne@act.gov.au

Access Canberra

Strategy and Planning

Government Business and Coordination

Assistant Director, Government Business and Coordination

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 39596)

Gazetted: 10 May 2023

Closing Date: 17 May 2023

Details: Access Canberra's Government Business and Coordination Team is seeking a highly motivated and enthusiastic individual to fill the role of Assistant Director, Government Business and Coordination.

The Government Business and Coordination Team operates as a critical coordination point between Government, the Access Canberra Executive and the broader organisation. The successful applicant will be able to manage competing priorities, be an innovative problem solver, have excellent communication skills and a firm understanding of all things Cabinet, Assembly and Government Business. The broad range of functions performed by the team include Cabinet processes, Legislative Assembly processes, management of operational Delegations and Appointments, Ministerial correspondence management, coordination of information requests, reporting and Secretariat services. The successful applicant will lead and coach administrative staff and will require the ability to work under changing priorities and pressures, will require exceptional prioritisation, organisational and communication skills, and be able to work effectively as part of a team.

The successful applicant will be counted on to critically examine, evaluate, take appropriate action and report on requested matters received by the Access Canberra Government Business and Coordination team. You will need to be agile and have excellent discretionary thinking to know when to brief up the line on issues impacting Access Canberra and will work closely with Access Canberra Executives, Statutory Office Holders and the Directorate Liaison Officer.

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

Notes: This is a temporary position available immediately until February 2024 with the possibility of extension up to 12 months and/or permanency.

A merit pool will be established from this recruitment and may be used to fill other identical vacancies arising within the next 12 months. Applications may be assessed on application and referee report alone.

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

How to apply: Applicants are to provide a current curriculum vitae and a one-page pitch demonstrating their capacity to meet the Skills, Knowledge and Behaviours outlined in the Position Description. Applicants will also be required to list two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Matthews (02) 6205 3464 Catherine.Matthews@act.gov.au

Access Canberra

Strategy and Planning

Government Business and Coordination

Director, Government Business and Coordination

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 15323)

Gazetted: 10 May 2023

Closing Date: 17 May 2023

Details: The role of Director, Government Business and Coordination in the Strategy and Planning Branch of Access Canberra helps to foster, maintain and communicate the Access Canberra culture of continuous improvement. The Director role oversees the day-to-day operations of the team in a fast paced, time sensitive environment and leads the team to provide support to Access Canberra on whole of government issues, and on issues with a whole of Government impact.

The team is responsible for managing:

All government business and processes around Cabinet and the Legislative Assembly;

Access Canberra and relevant Whole of ACT Government delegations and appointments;

Management of ministerial correspondence and information requests;

Governance functions including Annual Reports and other reporting;

Coordination of Requests for Information, including from the ACT Ombudsman, the Human Rights Commission and Freedom of Information requests; and

Secretariat services for the Gambling and Racing Commission Board and other forums and committees.

The successful applicant will be counted on to critically examine, evaluate, take appropriate action and report on requested matters received by the Access Canberra Government Business and Coordination team. You will need to be agile and have excellent discretionary thinking to know when to brief up the line on issues impacting Access Canberra and will work closely with Access Canberra Executives, Statutory Office Holders and the Directorate Liaison Officer.

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

Notes: This is a temporary position available from May 2023 until August 2023, with the possibility of extension up to 12 months and/or permanency.

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

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

How to apply: Applicants are to provide a current curriculum vitae and a one-page pitch demonstrating their capacity to meet the Skills, Knowledge and Behaviours outlined in the position description. Applicants will also be required to list two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Matthews (02) 6205 3464 Catherine.Matthews@act.gov.au

Access Canberra

Construction Utilities and Environmental Protection

Building and Planning Compliance

Technical Advisor - Building Surveyor

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 56847)

Gazetted: 10 May 2023

Closing Date: 12 June 2023

Details: Access Canberra are seeking an experienced Building Surveyor to join the compliance assessment team. This role is part of the ACT Governments commitment to strengthen the regulation and integrity of the ACT building industry. The role requires an experienced Building Surveyor to support the Construction Occupations Registrar and the Building Planning and Compliance team by providing specialist technical capability. In investigating building quality issues, the Building Surveyor will quickly, and with confidence assess building applications to make recommendation in terms of safety and compliance.

Access Canberra is unique to the ACT Government; we work across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives.

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

Please review the Position Description for details about this role and its duties/responsibilities.

Your application will be assessed against the selection criteria of the skills, knowledge, and behaviour in relation to the duties/responsibilities listed in the Position Description.

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

MANDATORY

Eligible to be licensed as a principal building surveyor under the Construction Occupations (Licensing) (Qualifications – Builder and Building Surveyor Licence) Declaration 2019 (No. 2).

Eligible for Level one accreditation under the National Accreditation Framework or equivalent.

DESIRABLE

Minimum of five years of recent experience at a senior level undertaking building application assessment and approval and all relevant site inspections of class 2-9 building classifications under the Building Code of Australia, particularly with medium-high-rise commercial and residential buildings.

How to Apply:

Please provide -

Your response to the Selection Criteria giving us examples that show you have the skills, knowledge and behaviours making you the best person for this role.

Your current curriculum vitae.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robertd Thompson (02) 6207 6115 Robertd.Thompson@act.gov.au

Revenue Management

Policy and Objections

Objections Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 58917)

Gazetted: 10 May 2023

Closing Date: 24 May 2023

Details: As an Objections Officer, you will undertake a range of operational and administrative tasks associated with the functions of the Policy and Objections team.

Key responsibilities include:

assess and acknowledge objections (internal reviews) in relation to tax-related legislation

liaise with stakeholders and provide them with timely and accurate information

input data into the objection and litigation registers

set priorities and monitor workflow

To be successful in this role, you will have:

the ability to provide high quality and accurate information and assistance to stakeholders

good communication and time management skills

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

Note: Selection method: 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 detailing 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: Maryanne Radic (02) 6207 9147 Maryanne.Radic@act.gov.au

Office of Industrial Relations and Workforce Strategy

Office of the Deputy Director-General

Executive Assistant

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 42022)

Gazetted: 08 May 2023

Closing Date: 15 May 2023

Details: Are you an enthusiastic and dedicated Executive Assistant? An exciting opportunity exists for you to work in the Deputy Director General's Office within the Office of Industrial Relations and Workforce Strategy, CMTEDD. This role will suit a highly energetic and experienced Executive Assistant who thrives in a fast paced and often high-pressure environment. The role would give the successful individual the opportunity to gain experience working in a central agency in an area with a whole of government focus and the responsibility for setting and clarifying the direction of the ACT Public Service (ACTPS) workforce to meet current future capability needs. This position is part of a key team that leads and facilitates responsive governance approaches through policy, legislation and the investigation of misconduct. The team provides strategic, high level advice to the Deputy Director General, Head of Service Office and leaders across the Service each day.

This role reports to the Deputy Director General through the Executive Officer and also works closely with the Executive Management team. The successful individual will liaise broadly across the Service with various senior stakeholders, whilst maintaining a high level of confidentiality and discretion, responding quickly to business needs to adhere to tight timeframes.

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

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

How to Apply: After reviewing the 'What you will do' and 'What you require' sections in the Position Description, submit your application as a two page written response addressing these criteria, accompanied by a curriculum vitae and the details of two referees. Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fay Prowse (02) 6205 0358 fay.prowse@act.gov.au

City Renewal Authority

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

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

City Renewal Authority

Place Experience and Communications

Place Experience and Marketing

Marketing and Communications Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53515)

Gazetted: 08 May 2023

Closing Date: 25 May 2023

Background

The City Renewal Authority (Authority) is charged with shaping the growth of the central parts of Canberra to make it a great place to live, explore and enjoy.

In partnership with the community, the Authority aims to create an active city heart through the delivery of design-led, people-focussed urban renewal with a focus on social and environmental sustainability.

The Authority works within the City Renewal Precinct, which spans Dickson, Braddon, the City Centre and Acton Waterfront.

The Opportunity

An opportunity exists to join the Authority's Place Experience and Communications team as a Marketing and Communications Officer.

You will be responsible for developing and delivering paid media campaigns to encourage more people to visit the City Renewal Precinct to eat, shop, meet friends and be entertained.

In addition you will be responsible for promoting high profile activities in the City Centre like 'Christmas in the City' and 'Winter in the City'.

Eligibility/Other Requirements: Tertiary qualifications in business, marketing, or a relevant field is desirable.

Note: This is a temporary position available from 1 June 2023 until 30 April 2024 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: To apply please provide a response to the Selection Criteria of no more than two pages and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Ramsay 0414 822 535 Jennifer.Ramsay@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

Executive Group Manager, Child, Youth and Families (Deputy)

Temporary Vacancy (22 May 2023 to 17 July 2023)

Community Services Directorate

Children, Youth and Families

Position: E737

(Remuneration equivalent to Executive Level 2.1)

Circulated: 09 May 2023

Circulated to: ACTPS Senior Executives

The Community Services Directorate delivers integrated long-term policy advice for the ACT Government and client-centred services for those Canberrans who need them. It strives to support a safe and fair community where Canberrans feel they can reach their full potential and lead fulfilling lives.

If you want a challenging and broad-ranging role, that gives back to the community, and will help shape the future of the directorate, this could be the job for you.

The Executive Group Manager, Children, Youth and Families (Deputy) reports to the Executive Group Manager, Children Youth and Families and is responsible for child protection and youth justice services to ACT children and young people and their families.

This position leads the response to recommendations from the Our Booris Our Way Review and has a focus on systemic improvements to child protection systems, policies and practices.

Applications are invited from candidates who are committed to collaboration and innovation, to improve the way the Community Services Directorate operates and deliver better outcomes for the community. As a key member of the senior leadership team, you will make a significant contribution to:

- CSD delivering for the ACT Government and Canberra community
- CSD operating efficiently, effectively and in-line with contemporary best-practice
- Supporting staff at all levels to be clear about priorities and accountabilities
- A positive, collaborative and supportive culture and environment.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$282,849 - \$294,163 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$251,434.

To apply: Interested applicants are requested to submit a one-page pitch, a current curriculum vitae and contact details for two referees to Anne-Maree Sabellico via email, annemaree.sabellico@act.gov.au by COB Tuesday 16 May 2023.

Contact Officer: Anne Maree Sabellico 6207 9031 annemaree.sabellico@act.gov.au

Children, Youth and Families

Next Steps Reform and Strategy Implementation

Assistant Director, Next Steps Procurement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 22914)

Gazetted: 10 May 2023

Closing Date: 22 May 2023

Details: The Assistant Director Next Steps Procurement will assist the Senior Director Next Steps Reform and Strategy Implementation with the timely and cost-efficient procurement and supply of goods and services associated with Phase 2 Sourcing and Procurement of Child Protection, Out of Home Care and Support Services. The Assistant Director Next Steps Procurement will deliver all tasks and activities related to the procurement of goods and services in line with probity and legislative requirements.

Additional responsibilities may include assisting the Senior Director Next Steps Reform and Strategy Implementation with various activities such as research and analysis, procurement plan development, and sourcing and purchasing activities.

The Next Steps Reform and Strategy Implementation Branch is responsible for the implementation of the Next Steps for Our Kids 2022 – 2030 Strategy (Next Steps). Next Steps is an ambitious plan with an eight year horizon designed to deliver a more integrated, child/young person centric and outcomes focused service system comprising a stronger focus on outcomes and performance, creation of an appropriate environment to establish long term strategic partnerships and the use of a more flexible approach to service delivery and funding.

Further information about the Next Steps strategy can be found

at: https://www.communityservices.act.gov.au/_data/assets/pdf_file/0004/2009452/Next-Steps-for-our-Kids-2022-2030.pdf

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)

Certificate IV or Diploma Procurement and Contract Management is highly desirable.

Note: This is a temporary position available immediately for three months with the possibility of extension up to 12 months. A merit pool may be established from this selection process and will be used to fill temporary and permanent 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 three pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the 'What You Require' capabilities listed on 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: Lisa Brown (02) 6205 1327 Lisa.Brown@act.gov.au

Children, Youth and Families

Youth Justice

Bimberi Residential Services

Family Engagement Officer - Bimberi Residential Services (Identified position for Aboriginal and Torres Strait Islander People)

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 07829)

Gazetted: 09 May 2023

Closing Date: 26 May 2023

Details: Bimberi Residential Services is seeking an experienced, committed and suitably qualified person to permanently fill the Family Engagement Officer role.

This is an identified position in accordance with section 42, *Discrimination Act 1991* and is open to Aboriginal and/or Torres Strait Islander people.

The Family Engagement Officer is designed to assist with the engagement of young people and their families and to promote Aboriginal and Torres Strait Islander practices and perspectives, in the day-to-day functions across Bimberi Residential Services. The role is also involved in promoting initiatives and developing innovative approaches to meeting client and program needs.

The successful applicant will have an opportunity to work within a multidisciplinary team to ensure a holistic statutory service response to all children and young people, including Aboriginal and Torres Strait Islander young people. They will engage and liaise with a range of internal and external stakeholders including young people, their families, community agencies, government services, legal representatives, courts and tribunals. The suitable applicant will also have experience in working with families and stakeholders and a desire to work within a management team that is committed to providing positive outcomes for young people.

The role is focussed on delivering the best possible outcomes for children and young people through responsive client services underpinned by trauma informed best practice. The Family Engagement Officer will support the provision of quality care, support and welfare services, developmental and rehabilitation programs for clients, provide leadership and promote a commitment to the delivery of services and support systems for residents. Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant support to children, young people and their families. It is comprised of Bimberi Youth Justice Centre (BYJC) and Bimberi Community Residential Services (BCRS) (including Narrabundah House Indigenous Supported Residential Facility and Franklin House).

BYJC is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of ten and 21 years, who are remanded in custody or sentenced by the ACT Childrens or Supreme Courts.

BCRS provides supported accommodation to young men, aged between 15 and 18 years old. Both facilities operate 24 hours a day, seven days a week.

The Family Engagement Officer will be required to work Monday to Friday standard business hours.

Eligibility/Other Requirements: This is an identified position and only open to Aboriginal and Torres Strait Islander people. This is consistent with Division 3.2, Section 27 of the *Public Sector Management Act*. You may be required to provide a Confirmation of Aboriginality before appointment to this position.

Essential experience and requirements:

Possession of a current driver's licence.

First Aid Certificate or willingness to attend training.

Working With Vulnerable People (Background Checking) ACT 2011 will be required. For further information on Working with Vulnerable People registrations refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

Desirable qualifications and experience:

Qualification in the behavioural sciences, social work or related disciplines are highly desirable.

Demonstrated outcomes and previous experience in this area will be highly regarded.

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

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

Supporting statement addressing each of the criteria should be limited to 400 words per criteria outlining your Knowledge, Experience, Professional/Technical Skills and Behavioural Capabilities in carrying out the duties outlined in the Position Description.

Names and contact details of at least two referees, including your most recent/current supervisor or manager.

Current curriculum vitae must also be included.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Spencer (02) 6207 0016 Kate.Spencer@act.gov.au

Office of the Director General

Regulation, Assurance and Quality

ACT Children and Young People Death Review Committee

Senior Research and Review Officer

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 31199)

Gazetted: 08 May 2023

Closing Date: 25 May 2023

Details: The ACT Children and Young People Death Review Committee (the Committee) is an external independent statutory Committee established under the *Children and Young People Act 2008*.

The Senior Research and Review Officer will undertake research related to the deaths of children and young people included on the Committee's Register. The position is responsible for undertaking a key role to enable the Committee to carry out its functions according to the *Children and Young People Act 2008*. The Senior Research and Review Officer will, where determined by the Committee, coordinate, gather and collate information and prepare documentation concerning the death of a child or young person in the ACT and present the documentation to the Committee for consideration in carrying out its review function.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Relevant tertiary qualifications e.g., in Social Work, Psychology, Social Welfare, Social Science or related discipline is highly desirable.

At least two years' experience working with children, youth and/or families in a social work/case management role.

Proficiency with Microsoft programs and client database applications.

Current driver's licence.

This position requires a Working with Vulnerable People Check.

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

How to Apply: To apply for this opportunity please provide your curriculum vitae and a short Expression of Interest detailing your interest and suitability for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Will Constantine (02) 6207 7764 Will.Constantine@act.gov.au

Children, Youth and Families

Youth Justice

Unit Manager - Bimberi Residential Services

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 02885, several)

Gazetted: 04 May 2023

Closing Date: 24 May 2023

Details: Bimberi Residential Services is seeking experienced, committed and suitably qualified people to permanently fill the Unit Manager role. Unit Managers are responsible for the day to day management of the Centre operations by facilitating close interaction and supervision with staff and young people, promoting initiatives and developing innovative approaches to meeting client and program needs.

The successful applicant will have an opportunity to lead and manage a small team as well as provide input into shaping and guiding the operational direction of the Centre. The suitable applicant will also have experience in front-line operational positions and a desire to work within a management team that is committed to providing positive outcomes for young people.

The role is focussed on delivering the best possible outcomes for children and young people through responsive client service underpinned by trauma informed best practice.

The occupant of this position will work with program providers in the provision of quality care, support and welfare services, developmental and rehabilitation programs for clients, provide leadership and promote a

commitment to the delivery of services and support systems for residents. The position occupant will require demonstrated experience in the management of staff and residents in a custodial environment.

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant intervention to children, young people and their families. It is comprised of Bimberi Youth Justice Centre (BYJC) and Bimberi Community Residential Services (BCRS), including Narrabundah House Indigenous Supported Residential Facility (NHISRF).

BYJC is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts.

BCRS provides supported accommodation to young people, aged between 15 and 18 years old, on a youth justice order. All facilities operate 24 hours a day, 7 days a week.

Eligibility/Other Requirements:

Completion of Certificate IV Youth Worker and/or relevant qualification in the behavioural sciences is highly desirable

Working with Vulnerable People (Background Checking) Act 2011. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Senior First Aid Certificate

Current driver's licence

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.

Unit Managers will be required to work a rotating roster that will include alternating day and evening shifts incorporating some weekends and public holidays. The successful applicants will also actively participate in a Monday to Friday standard business hours roster if required.

Selection will be based on application, psychometric assessment, a medical/fitness assessment maybe required, interview and referee reports.

How to Apply:

Supporting statement addressing each of the criteria should be limited to 400 words per criteria outlining your knowledge, experience, professional/technical skills and behavioural capabilities in carrying out the duties outlined in the Position Description: and.

Names and contact details of at least two referees, including your most recent/current supervisor or manager: and a Current curriculum vitae must also be included.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Lewthwaite (02) 6207 8801 Kim.Lewthwaite@act.gov.au

Children, Youth and Families

Youth Justice

Bimberi Residential Services

Team Leader - Bimberi Residential Services

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 30725, several)

Gazetted: 04 May 2023

Closing Date: 24 May 2023

Details: Bimberi Residential Services is seeking experienced, committed and suitably qualified people to permanently fill several Team Leader roles. The position of Team Leader involves assisting to lead the day-to-day operations of the Bimberi Youth Justice Centre, through support and supervision of a team of youth workers and ensuring close interactions and supervision of young people to meet their individual needs through therapeutic, trauma informed, care. The occupant of this position will require experience in working in a youth justice environment, the ability to supervise staff, set priorities and interpret and apply policies, procedures, and regulations.

The role is focussed on delivering the best possible outcomes for children and young people through responsive client service underpinned by trauma informed best practice. The position occupant is also required to provide guidance and address any emerging issues by applying proactive intervention measures and work as a member of a team to manage the safety and security of Bimberi Youth Justice Centre.

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant intervention to children, young people and their families. It is comprised of Bimberi Youth Justice Centre (BYJC) and Bimberi Community Residential Services (BCRS), including Narrabundah House Indigenous Supported Residential Facility (NHISRF).

BYJC is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts.

BCRS provides supported accommodation to young people, aged between 15 and 18 years old, on a youth justice order. All facilities operate 24 hours a day, 7 days a week.

Eligibility/Other Requirements:

Completion of Certificate IV Youth Worker and/or relevant qualification in the behavioural sciences is highly desirable.

Working with Vulnerable People (Background Checking) Act 2011. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Senior First Aid Certificate

Current driver's licence

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. Team Leaders will be required to work a rotating roster that will include alternating day and evening shifts incorporating some weekends and public holidays. Selection will be based on application, psychometric assessment, a medical/fitness assessment (maybe required), interview and referee reports.

How to Apply:

Supporting statement addressing each of the criteria should be limited to 400 words per criteria outlining your knowledge, experience, professional/technical skills and behavioural capabilities in carrying out the duties outlined in the Position Description: and.

Names and contact details of at least two referees, including your most recent/current supervisor or manager: and a Current curriculum vitae must also be included.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Lewthwaite (02) 6207 8801 Kim.Lewthwaite@act.gov.au

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

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

School Improvement

South Weston Network

Canberra College

Children Services Officer

School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 40592)

Gazetted: 10 May 2023

Closing Date: 17 May 2023

Details: JOB OVERVIEW

Canberra College is located in Phillip and has approximately 1195 students. Canberra College offers a program to our community called 'CCCaes'. The successful applicant will be working in the Childrens rooms supporting and caring for children ranging from newborn to 4 years old and as part of the CCCaes team will support the implementation of educational and wellbeing programs and activities for young children and their mothers. The position is a temporary position, with possibility of extension/permanency, working 5 days per week.

CCCaes Program

Formally established in 2005, CCCaes is an alternate education and support program for pregnant and parenting youth from the ACT and surrounding districts. The program provides flexible delivery of learning and content, towards the receipt of an ACT Senior Secondary Certificate and certified competency-based training. Students are usually aged 14 to 25 and come from diverse backgrounds. Students identify CCCaes as a supportive non-judgemental environment with individual learning plans, provision of adjunct childcare and transport which are essential in meeting their learning needs and facilitating their participation. Staff emphasise health and education services and collaborate with a range of community and training organisations.

Eligibility/other Requirements:

MANDATORY

Certificate III in Early Childhood Education and Care;

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); and

Must have an Australian Driver's Licence and the ability to drive a manual 12 seat transit bus.

HIGHLY DESIRABLE

Any of the following qualifications are highly desirable:

Diploma of Early Childhood Education and Care;

Certificate IV in Education Support; and

Certificate III or IV in Community Services.

DESIRABLE

First Aid qualifications or the willingness to undertake appropriate training.

Note: This is a temporary position available immediately for 6 months, with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a current curriculum vitae and a maximum two page pitch outlining your experience, qualifications, and suitability to fulfil this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Clode (02) 6142 3326 claire.clode@ed.act.edu.au

Business Services Group

People and Performance

Workplace Relations

Senior Advisor, Workplace Relations

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 45200)

Gazetted: 10 May 2023

Closing Date: 29 May 2023

Details: We are looking for someone to join us!

Do you have an interest in workplace and industrial frameworks and advising on workplace conditions and entitlements? Do you have excellent communication and stakeholder engagement skills?

If you have experience have excellent analytical skills with a strong attention to detail, the Education Directorate has an exciting opportunity for a passionate Senior Advisor, Workplace Relations.

As part of a team, you will play a critical role in in drafting HR policy, guidelines and advice in support of the implementation and interpretation of the ACTPS employment framework for the Directorate.

Where and how you will work:

The ACT Government aims to be the most progressive jurisdiction in Australia for hybrid and flexible working. Our team works flexibly, and our hybrid work arrangements mean we work a combination from home and from our offices in Stirling. Even better, when in the office, you have access to free parking at the door.

Eligibility/Other Requirements: Tertiary qualifications in Human Resources or Industrial Relations or demonstrated relevant experience in a similar role would be highly desirable.

How to Apply: Please submit a written application of no more than one page, clearly addressing the Selection Criteria along with your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tegan Jones (02) 6205 4580 Tegan.Jones@act.gov.au

Business Services Group

Strategic Finance and Procurement

Internal Budgets and Reporting

Senior Director Internal Budgets and Reporting

Senior Professional Officer Grade A \$157,201, Canberra (PN: 39692)

Gazetted: 09 May 2023

Closing Date: 23 May 2023

Details: The Strategic Finance and Procurement Branch is looking for a Senior Director, Internal Budgeting and Reporting to provide maternity leave cover until March 2024. The successful applicant will have excellent

communication, technical accounting skills, be able to liaise with a wide range of stakeholders on a broad range of topics, work in a very busy environment and manage part of the budget and financial reporting process. The successful applicant will be able to find solutions to complex issues and identify ways to improve existing processes.

Eligibility/Other requirements: Relevant tertiary qualifications in accounting are required. Membership of CAANZ or CPA Australia is desirable.

Working knowledge of TM1 and Oracle is also highly desirable.

Notes: This is a temporary position available immediately until 31 March 2024. This position will be located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Turnbull (02) 6207 9395 Ian.Turnbull@act.gov.au

School Performance and Improvement

North and Gungahlin Network

East Gungahlin High School

Deputy Principal, East Gungahlin High School

School Leader B \$154,033, Canberra (PN: 61491)

Gazetted: 09 May 2023

Closing Date: 29 May 2023

Details: East Gungahlin High School is located in the Gungahlin district of Canberra and will open in 2024. The school will cater for up to 800 students from years 7 to 10 and up to 90 teaching and ancillary staff. The new school will provide high quality contemporary indoor and outdoor learning environments. These inclusive facilities will support students with a diverse range of learning and social needs.

East Gungahlin High School will offer a modern, dynamic learning and teaching environment. The school will implement the Australian Curriculum and the specialist programs to be offered will be determined as part of the planning and induction process.

The successful applicant will be a proven transformational leader, with skills and attributes to work closely with the Principal to establish East Gungahlin High School as a school of choice. Together with the Principal the successful applicant will lead the development and embedding of the school vision, strategy and culture within the growing school and the community. The successful applicant will be a highly motivated leader who is ready to develop an aspirational learning culture for staff and students through their dynamic presence and ability to authentically connect with staff, students, and families.

Note: Please provide a Statement of Claims based on the School Leader Leadership Capabilities outlined in the application package (maximum six pages). A current curriculum vitae (two pages), and contact information for two referees.

How to Apply: Please provide a Statement of Claims based on the School Leader Leadership Capabilities outlined in the application package (maximum six pages). A current curriculum vitae (two pages), and contact information for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Pearce (02) 62057374 Rebecca.Pearce@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 Improvement

Inner North/Gungahlin

Campbell High School

Business Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 30961)

Gazetted: 08 May 2023

Closing Date: 22 May 2023

Details: This position is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative

requirements. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe and positive environment where students love to learn. The role provides support to the principal while working collaboratively with the school leadership team and the school community to support student outcomes.

Business Manager positions at this level work under minimal direction in managing the operations of the school and provide strategic advice and recommendations on complex matters. Business Managers working at the SOGC level are responsible for achieving results, accountable for business outcomes in using and allocating resources and which may have a major impact on the day-to-day operations of the school.

Responsibilities include:

Strategic Management

Engage and collaborate with the executive team.

Provide advice and recommendations to the School Leadership Team on business improvement approaches to support the priorities in the School Improvement Plan

Provide advice and recommendations to the School Leadership Team on business approaches.

Design programs and policies that deliver innovative solutions.

Financial Management

Understand and apply financial management principles to:

Identify, forecast, develop, and report on annual school budgets.

Prepare financial statements and coordinate finance reports.

Identify financial issues and assist the School Leadership Team to understand business needs and costs.

Facilities Management

Working in collaboration with the principal, plan, forecast and implement major projects including:

Successfully budget for major works, repairs, and maintenance

Communications and stakeholder engagement

Provide excellent customer service.

Communicate, liaise, negotiate, and influence key stakeholders.

Prepare complex documentation.

Procurement and contract management

Strategic management of procurement activities to support school infrastructure and service delivery, and provide evidence of informed advice and recommendations to the School Leadership Team

Compliance, Risk and Governance

Work with the School Leadership Team to identify risks and develop mitigation strategies including preparation of school risk registers.

Interpret, understand and apply legislative, policy and regulatory frameworks.

Ensure compliance of Work, Health and Safety Practices

Provide support to the School Board

Human Resources

Lead, mentor and manage the school administrative team.

Other duties as directed by the principal.

Eligibility/other requirements:

Apply sound understanding of accounting principles to plan, forecast, develop, and implement financial requirements and manage the school budget.

Manage and lead staff through sound human resource management, and the development of programs that focus on the needs of the school community.

Under limited direction, make decisions within governance frameworks that may have a major impact on the business operations of the school, including initiating another course of action or reviewing decisions to deliver business outcomes.

Behavioural Capabilities

High level liaison and communication skills and an ability to negotiate with and influence key stakeholders.

Strategic thinking to design and deliver strategic programs that meet the needs of the school community, including recommendations on best practice service delivery and business improvement practices.

Collaborate with the School Leadership Team to deliver on outcomes that best support students and the school community.

This position does require a Working with Vulnerable People (WWVP) registration.

Desirable

Business qualifications or experience in a business-related role

Financial qualifications or relevant experience

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

Selection may be based on application and referee reports only.

How to apply: Applicants must submit a current curriculum vitae and written response to the Selection Criteria, with written referee reports. Recruitment may be based on application and referees reports only.

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

Contact Officer: John Manders (02) 6142 0600 John.Manders@ed.act.edu.au

Service Design & Delivery

Student Engagement

Flexible Education

Transitions Officer - Murrumbidgee School

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 36810)

Gazetted: 08 May 2023

Closing Date: 22 May 2023

Details: The Flexible Education team is looking for an individual with the ability to utilise a coordinated service delivery model, to assess the needs of and develop plans for vulnerable young people attending Murrumbidgee School inside Bimberi Youth Justice Centre, including Aboriginal and Torres Strait Islander young people and their families. They will provide support for students to assist them in transition to their home school or other education program, training and/or employment program.

The successful application will need a sound knowledge and understanding of the ACT Education Directorate's commitment to Cultural Integrity in ACT Public Schools, a strong understanding of trauma informed practice and the importance of schools meeting the needs and aspirations of all young people.

Eligibility/Other requirements:

Essential

Currents drivers' licence is essential.

Highly Desirable

Access to personal vehicle is desirable.

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

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) ACT 2011 will be required

For further information on Working with Vulnerable people registrations refer to:

www.legislation.act.gov.au/a/2011-44/default.asp and

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

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

How to Apply: Please submit a response to the selection criteria (maximum four pages), your current curriculum vitae and the details for two referees, including your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janine Inggs TBC Janine.Inggs@ed.act.edu.au

Belconnen Network

School Operations

Melba Copland Secondary School

Teacher Librarian

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 06159)

Gazetted: 04 May 2023

Closing Date: 18 May 2023

Details: Melba Copland Secondary School (MCSS) is a school with approximately 928 students. We operate as one community, two campuses with a strong focus on collaboration to ensure the academic, social, and emotional growth of all students. The Teacher Librarian position is for immediate start for 12 months.

MCSS is seeking a dynamic Teacher Librarian to work as part of our team, applicants are encouraged to read the Job Description and consider this when applying for the position and completing their statement of claims.

Applicants are encouraged to contact the Panel Chair to discuss the position and the high school library context. Eligibility/Other Requirements: Applicant must be a classroom teacher with education qualifications and Masters in Teacher Librarianship.

Note: This is a temporary position available immediately for a period of 12 months. Applicants will be considered on application, referee and interviews.

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

Your two-page statement does not need to address each individual standard above, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

Referees:

In choosing referees, consider how well they know your work and can speak about your capabilities.

Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

The selection process:

The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants.

These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shannon Carnovale (02)6142033 Shannon.Carnovale@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

Environment

ACT Parks and Conservation Service

Tidbinbilla Nature Reserve

General Service Officer

General Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: 09892)

Gazetted: 09 May 2023

Closing Date: 25 May 2023

Details: The ACT Parks and Conservation Service (PCS) is seeking an experienced field officer to work as part of the dynamic team responsible for the management of Canberra's iconic Tidbinbilla Nature Reserve.

This position will sit within Tidbinbilla's Threatened Species Team which focuses on the recovery of threatened species through breeding programs, conservation research and education. It encompasses various active recovery programs, including the Northern Corroboree Frog, Brush-tailed Rock wallaby and Grassland Earless Dragon as well as the development of a 120Ha safe-haven for critically endangered wildlife – one of the ACT governments flagship projects.

This field officer position will be primarily responsible for the maintenance and development of infrastructure, facilities and equipment, as well as the delivery of land management projects associated with these programs. The selected candidate will need to be able to work independently and manage multiple projects within a fast-paced dynamic work environment.

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

Eligibility/Other requirements:

Mandatory:

A current C class drivers license, preferably with 4wd experience.

Preparedness to wear a uniform.

Current Senior First Aid Certificate

Willingness to undertake incident management duties including fire suppression, standby and training. This position is classified as a Designated Fire Position under the Enterprise Agreement.

Be prepared to work a shift roster, weekends, public holidays or evening shifts at any site within a region on an “as needs” basis (not all positions are currently required to work a shift roster)

Working with vulnerable people card

Highly Desirable:

MR truck licence

Plant and machinery tickets and experience (back-hoe, skid steer, tractor etc)

White card

Chemcert III or higher

Chainsaw (certificate of competency)

SBS ATV (certificate of competency)

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

How to Apply: Please submit a written application of no more than two pages, addressing the selection criteria, along with your current Curriculum Vitae, listing two referees and their contact details. Applications should be submitted via the Apply Now button below.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Hill (02) 6207 3695 Nicole.Hill@act.gov.au

Office of the Director-General

Executive Officer to the Deputy Director-General

Senior Officer Grade B \$114,928 - \$152,377, Canberra (PN: 35944, several)

Gazetted: 09 May 2023

Closing Date: 23 May 2023

Details: The Deputy Directors-General of the Environment, Planning and Sustainable Development Directorate are looking for enthusiastic and experienced people to join their teams as Executive Officers. These positions are key leadership roles where you can apply your policy knowledge, engage in problem solving and manage sensitive and complex issues every day.

The Senior Officer Grade B position will be critical in supporting the Deputy Director-General, Planning and Sustainable Development with key government priorities moving into implementation phases, including the ACT Planning System Review and Reform Project. The role also manages the Secretariat function for the Planning and Construction Industry Chief Executive Reference Group.

The Senior Officer Grade C position supports the Deputy Director-General, Environment, Water and Emissions Reduction to deliver on government priorities in this diverse portfolio. This includes coordination of documents for national energy, water, agriculture and environment meetings, supporting corporate services, and other tasks e.g. minor legislation amendments, sponsorship agreements, policy papers and project reviews.

The positions are fast paced and require the management of competing priorities as they arise. You'll be required to engage with and understand the content and understand the importance of nuance. The successful candidates will assist the Deputy Directors-General to manage workloads and priorities; provide strategic and procedural advice on Directorate issues; undertake research and analysis; and review and prepare materials.

The successful applicants will work closely with the executive and teams across the Directorate, including the Government Services team to manage briefings, Cabinet and Assembly items and more for the Deputy Directors-General. The successful applicants will also be required to provide high quality liaison on behalf of their Deputy Director-General within the Directorate, other Directorates, Minister's Offices, stakeholders and community as required.

This is a great opportunity for someone looking to broaden their skillset and gain an understanding of the wider EPSDD portfolio. The position provides great exposure to a range of issues and topics both within our EPSDD portfolio and throughout Government.

Eligibility/Other requirements: Prior experience in the following will be highly regarded:

supporting a senior executive; and/or

strategic policy experience; and/or

managing projects; and/or

Objective records management system.

Notes: These are temporary positions available from 16 June 2023 until 15 June 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. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Interested in one, or both roles?

We want you to share why you are the best person for the role/s you are interested in via a two-page pitch against the Selection Criteria as outlined in the Position Description.

Please be clear in your pitch if you wish to be considered for the SOG C position, the SOG B position, or both roles.

In addition, please provide a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura Marcantonio (02) 6207 8263 Laura.Marcantonio@act.gov.au

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Environment Heritage and Water

Senior Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 13981)

Gazetted: 09 May 2023

Closing Date: 25 May 2023

Details: This permanent position is an opportunity for a highly motivated candidate to help progress policies and plans for biodiversity conservation and good environmental outcomes in the ACT.

The Biodiversity Policy and Planning section has key responsibilities for policy and legislation relating to nature conservation, threatened species, fisheries, and implementation of the ACT Nature Conservation Strategy. The Section has a focus on achieving landscape scale biodiversity outcomes across public and private land. This includes taking into account key threatening processes such as climate change and urban development on natural systems. The team also provides secretariat support for the work of the ACT Scientific Committee (a statutory committee established under the Nature Conservation Act 2014).

What you will be expected to do

Under general direction, individually or as part of a small project team:

Develop and coordinate the implementation of legislation, policies and plans for improving the biodiversity of the ACT.

Liaise with stakeholders in the ACT Government on relevant issues and represent the unit at various forums including inter-agency committees and working groups

Provide policy advice to senior management, the Scientific Committee and to the Minister across a broad range of biodiversity conservation issues.

Prepare legal instruments, briefs, ministerials, reports and correspondence as required.

What we're looking for

We're especially keen to hear from people with the following abilities:

demonstrated experience in undertaking high-level policy and strategy development, including through research and analysis.

excellent interpersonal communication skills, including proven abilities to work as a team member.

well-developed oral and written communication skills including for liaison, negotiation, and preparation of submissions, correspondence, briefings and strategy documents.

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

Eligibility/other requirements:

Relevant tertiary qualifications in biodiversity conservation, environmental law, environmental management or related disciplines is highly desirable.

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

Please note, this position will be 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 submit a written application addressing all the Selection Criteria located in the Position Description (maximum of two pages in total), along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Linden Chalmers (02) 6207 5314 Linden.Chalmers@act.gov.au

Environment

Resilient Landscapes

Biosecurity and Rural Services

Invasive species officer - plants

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 41261)

Gazetted: 08 May 2023

Closing Date: 15 May 2023

Details: An opportunity exists within the Biosecurity and Rural Services team for a 'Invasive species officer – Invasive Plants.

This position sits within a diverse team located at Stromlo. You will liaise with stakeholders to effectively manage invasive plant biosecurity matters across ACT conservation estate and rural lands. You will assist with implementing pro-active control in the areas of invasive plants and plant pest and disease surveillance, along with emergency preparedness and response.

The position involves working in remote areas, urban areas, rural lands and requires a close working relationship with both internal and external stakeholders such as ACT Parks and Conservation Service, rural lessees, volunteer groups, community groups and government agencies.

You will effectively engage with stakeholders to educate and assist with invasive species control and engage in compliance actions where required. You will balance role requirements in an environment that is technically complex and often unpredictable and where emergency situations can take precedence over planned activities.

Note: This is a position temporary available from 8 June 2023 up until 30 June 2025 with the possibility of extension.

A merit list will be established from this selection process and will be used to fill similar vacancies over the next 12 months.

How to Apply: Please provide a response to each criteria, no more than 350 words per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Harley Baker (02) 6207 2135 Harley.Baker@act.gov.au

Environment

ACT Parks and Conservation Service

Fire, Forests and Roads

Director - Fire Operations

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 51236)

Gazetted: 09 May 2023

Closing Date: 30 May 2023

Details: We are looking for a dynamic and innovative leader to drive fire operations for the Fire, Forestry and Roads Section (FFR) that sits within the ACT Parks and Conservation Service (PCS). FFR is responsible for the planning and delivery of bushfire mitigation and preparedness activities, management of the ACT fire trail network on public lands and commercial forestry operations. An essential and expanding part of the work undertaken by the FFR unit is the incorporation across the landscape of both Nggunawal cultural burning and ecological burning.

As part of the Leadership team of the Fire Management Unit for the ACT Parks and Conservation Service (PCS):

With limited direction, be responsible for the operational delivery of the complex and highly visible annual EPSDD Bush Fire Operational Plan involving programming, delivery, reporting and auditing on outcomes.

Manage the development, expansion and operational delivery of Ngunnawal Cultural Burning on PCS managed land and support Ngunnawal ownership of the planning and delivery of cultural burning activities and facilitate cross-cultural knowledge sharing.

Be accountable for the supervision, motivation and direction of professional staff and a large operational workforce of permanent and seasonal work crews.

Be accountable for the allocation and reporting on staff, financial and material resources allocated to the operational delivery of the EPSDD fire management program.

Utilise a high degree of professional knowledge and judgement to oversee the PCS agency training and development program.

Represent the agency at the national and international level on issues specifically around operational fire delivery including the agencies national and international assistance and involvement in fire suppression.

Provide high level representation on behalf of PCS and establish, develop and maintain positive relationships with key external bodies, including other ACT Government agencies, Traditional custodians, community stakeholders, commercial enterprises and interstate counterparts.

Utilise comprehensive and in-depth technical knowledge to provide high level strategic advice and support to the Senior Director Fire Forest and Roads on all issues associated with delivering the EPSDD fire management program.

On behalf of the Directorate, develop and update Directorate policies, procedures and agreements around fire management in the ACT;

Develop and implement programs associated with workplace diversity, Industrial democracy, occupational health and safety and staff development and training;

Undertake senior incident management duties within the Incident Management Team, including participation in fire standby, fire suppression and fire training.

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:

Relevant degree level qualifications and extensive experience in Forestry, Natural Resource Management or equivalent with a particular focus on operational fire management are highly desirable.

Mandatory:

Undertake bushfire related activities, including bushfire suppression.

Work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis; wear a uniform;

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)

possess and maintain a current drivers licence; and

be able to meet the appropriate fire fighting fitness standards to at least the moderate level of the national fire fighting task based assessment (assessed annually)

Desirable:

Nationally recognised qualifications in a functional role under the Australian Inter-Agency Incident Management system (AIIMS).

A current First Aid Certificate.

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

Selection may be based on application and referee reports only.

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

How to apply: Please submit a written application addressing the selection criteria limiting responses to 250 words per criteria, along with your current Curriculum Vitae, listing two referees and their contact details. Applications should be submitted via the Apply Now button below

Applications should be submitted via the Apply Now button below.

Contact Officer: Justin Foley 0448 759 132 Justin.Foley@act.gov.au

**Chief Operating Officer
Finance, Information and Assets
Strategic Finance
Director, External Budgets
Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44759)**

Gazetted: 04 May 2023

Closing Date: 11 May 2023

Details: The Director, External Budgets for Environment Planning and Sustainable Development is responsible for managing the directorates external budget team. Under broad direction, the Director, External Budgets' main responsibilities are, but not limited to:

Leading a small team in the management and co-ordination of:

Preparing annual external budget statements, including the coordination of business cases, briefs, and required adjustments during the external budget development process within ACT Treasury's timetables and requirements.

Accountability indicator development and management including half yearly and annual statement of performance, and other related reporting requirements.

Input for the financial statements and annual report where applicable.

Reviews into the directorates cost recovery activities and charging.

Top-down budget allocations, based on EPSDD's external budget and initiatives.

Other arrangements under the *Financial Management Act 1996*.

Management of the directorate's relationship with Chief Minister, Treasury and Economic Development Directorate.

Management of high level advice provided and review of treasury reporting/business cases, cash management.

Providing strategic and high-level advice to the Chief Financial Officer and the Senior Management Team on financial trends and specific proposals.

Overseeing and providing advice, review and assistance in relation to budget policies and rules including regarding review of business cases.

Managing and undertaking consultation and high-level negotiations, liaison and coordination across the Minister's office, Directorate and with other government agencies.

Overseeing and undertaking high level research, reviews or investigations, including drafting and preparation of reports, and associated papers executive level briefs, replies to Parliamentary questions Ministerial representations and other briefing material.

Developing, implementing, and management of robust and appropriate financial controls and policy frameworks in close consultation with internal stakeholders and ACT Treasury.

Management of a team including provision of advice, guidance and mentoring of team members; contribute to delivery of the day-to-day activities of the Strategic Finance Team with a view to delivering the unit's common business goals and objectives.

As directed, undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

Eligibility/Other Requirements:

HIGHLY DESIRABLE

Tertiary Qualifications in Accounting, Finance, Commerce or a related field, and Professional membership (or currently working towards) of CPA Australia/CAANZ or comparable bodies highly preferred.

A minimum of two years' experience in External Budget management.

Experience in Government Budget Management System (GBMS) will be highly regarded.

Note: This is a temporary position available from 19 June 2023 until 12 January 2024 with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: To apply complete the online application form and attach a copy of your curriculum vitae and a pitch no longer than two pages in length. The pitch should address the Selection Criteria and outline what skills and experiences you will bring to the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Wall (02) 6205 0760 Stuart.Wall@act.gov.au

Office of the Director-General

Executive Assistant to the Deputy Director-General, Planning and Sustainable Development

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 33237)

Gazetted: 04 May 2023

Closing Date: 11 May 2023

Details: The Deputy Director-General, Planning and Sustainable Development within EPSDD is looking for some immediate, short-term executive support.

If you've got experience supporting an executive in the ACT Government and are looking to broaden those skills, come and join our dynamic team, gain some new skills and top up your cup of knowledge in the world of planning and sustainable development.

A one-page pitch touching on the requirements for the role, together with your curriculum vitae, is all that's needed. Send them to the contact officer (Laura.Marcantonio@act.gov.au) and applications may be assessed without the need for an interview.

Note: This is a temporary position available immediately for a period of 10 weeks.

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: Apply to the Contact Officer with a one-page pitch and a curriculum vitae, with details of two referees.

Applications should be submitted to the Contact Officer.

Contact Officer: Laura Marcantonio (02) 6207 8263 Laura.Marcantonio@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

Deputy Director-General, Community Safety

Justice and Community Safety Directorate

Community Safety

Position: E722

(Remuneration equivalent to Executive Level 3.2)

Circulated to: ACTPS Band 2 and Band 3 Executive List

Date circulated: 10 May 2023

JACS is seeking Expressions of Interest for the short-term filling of the role of Deputy Director-General, Community Safety, immediately until 31 July 2023, and with possible extension. See attached position description.

Note: This opportunity is only open to ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$383,071 - \$398,430 depending on current superannuation arrangements of the successful applicant. This includes a total base salary component of \$341,319.

To apply: Interested applicants are requested to submit an email expressing their interest in the role and attaching a current curriculum vitae. A detailed application is not required. Please submit to

Richard.Glenn@act.gov.au <<mailto:Richard.Glenn@act.gov.au>> by 10am Monday 15 May 2023.

Contact Officer: Richard Glenn, Director-General JACS

Chief Officer ACT Ambulance Service

Temporary Vacancy (immediately until 12 June 2023, with possibility of extension)

Justice and Community Safety Directorate

Emergency Services Agency

Position: E349

(Remuneration equivalent to Executive Level 1.4)

Circulated: 28 April 2023

Circulated to: ACTPS Senior Executives and SOG A's

The Justice and Community Justice Directorate is seeking expressions of interest from experienced senior executives to temporarily fill the Chief Officer, ACT Ambulance Service (ACTAS) role.

The ACT Ambulance Service (ACTAS) is one of the Emergency Services Agency's (ESA) four frontline operational services and is responsible for providing emergency and non-emergency ambulance services to the ACT community. ACTAS, in partnership with the NSW Ambulance Service also provides aero-medical rescue and retrieval services to the ACT and south eastern NSW. The Chief Officer is responsible for providing strategic leadership of the Service to deliver responsive, contemporary and efficient services. The position reports directly to the ESA Commissioner and contributes as part of a unified executive team that supports collaborative management and cohesive operations across the Agency.

The successful applicant will be politically astute, enjoy creating a positive work environment that encourages dedication to delivering high standards of service to achieve optimum performance from human, financial and capital resources. You will provide specialist advice on matters relating to the professional and technical expertise of ambulance service delivery and be able to contribute to the development of effective emergency management arrangements and plans for the ACT.

Note: This position is available immediately until 12 June 2023 with the possibility of extension up to nine months. Selection may be based on written application and referee reports only and is open to current ACTPS employees.

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

To apply: Interested candidates are requested to submit an application of no more than one page, as well as a current curriculum vitae and the name and contact details of two referees to Georgeina Whelan via email to Georgeina.Whelan@act.gov.au by COB Friday 5 May 2023.

Contact Officer: Georgeina Whelan on (02) 6207 8409 or Georgeina.Whelan@act.gov.au

Emergency Services Agency

Assistant Commissioner Corporate

ESA Programs

Assistant Director ESA Programs

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61330)

Gazetted: 10 May 2023

Closing Date: 24 May 2023

Details: The ACT Emergency Services Agency (ESA) is seeking an enthusiastic, experienced, and skilled individual with a background in project management. This role supports Project Managers across the ESA to ensure they are working effectively to deliver Agency objectives under the appropriate project government framework. The role also involves building effective relationships with internal and external stakeholders.

You will maintain and update frameworks, methodologies, resources, tools and templates to support a best practice approach in project management as well as prepare briefings, communications, and project progress reports for the ESA Executive team, as well as applicable stakeholders.

Essentially, this role will be a central point of coordination for ESA Programs in all functions related to the Project Management Office, providing quality advice to the Senior Director ESA Programs including the provision of professional administrative support.

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

Eligibility/ Other Requirements

A 'C' Class Driver's license is essential.

Qualifications in Project / Program Management with experience in delivering projects successfully is highly desirable.

Experience working with Microsoft Office, Microsoft Teams and SharePoint is highly desirable.

Background / Security clearance checks will be conducted.

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

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

Selection may be based on application and referee reports only.

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

How to apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Davis (02) 6207 4303 Megan.Davis@act.gov.au

ACT Emergency Services Agency

ACT State Emergency Service

ACTSES Logistics Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 07761)

Gazetted: 09 May 2023

Closing Date: 25 May 2023

Details: Would you like an opportunity to contribute to keeping our ACT community safe?

Are you a self-motivated, enthusiastic, and dedicated? An opportunity exists in ACT State Emergency Service to be part of community-based service, in protecting people, property and environment from storms and floods.

The Logistics Officer (LO) supports the Director Operations, in the delivery of logistic support to the ACTSES. The position directly relates to the operational capability and function of the service. The LO provides day-to-day operational effects to the ACTSES, ensuring that logistic matters are responded to and resolved, and where necessary, impacts to operational effectiveness are reported quickly.

The Logistics Officer will need to have experience in managing the supply, issue, maintenance, replacement, and disposal of equipment and resources. You will be a highly organised self-starter who is able to anticipate and respond efficiently to business needs, adhere to tight timeframes, demonstrate initiative, and sound judgement, and display integrity and professionalism at all times.

In return you will be provided with a supportive team environment, an excellent opportunity to broaden your skills and capabilities, and insight into how the ACTSES and broader ESA provides a collaborative service to protect the ACT community.

Eligibility/Other requirements

This is a Position of Trust and security clearance checks may be conducted.

Background and Security clearance checks will be conducted including National Police Records Check.

A minimum of a Medium Rigid (MR) class drivers' licence is desired.

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 will be required to work after hours and weekends, including (but not limited to) attending meetings, local Unit visits and through periods of operational response. Participation in the After-Hours Duty Officer roster for the Service will also be required.

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

How to Apply: Applicants are required to submit a response of no more than two pages addressing the position capabilities under "What you require", together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Proof of driving licence and Working with Vulnerable People Registration will also be required prior to commencement in the role.

It is recommended that you make contact with the Contact Officer to discuss the role and its responsibilities prior to submitting your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erica Collins (02) 6207 9786 Erica.Collins@act.gov.au

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

Emergency Services Agency

Strategy and Governance

Governance and Coordination

Senior Director, Governance & Coordination

Senior Officer Grade A \$157,201, Canberra (PN: 60943)

Gazetted: 09 May 2023

Closing Date: 23 May 2023

Details: The Emergency Services Agency is seeking applications from highly motivated, experienced, and suitable individuals to deliver the corporate governance objectives, legislative, and business critical priorities of the ACT Emergency Services Agency.

As the Senior Director Governance & Coordination, you will use your extensive management experience to lead a multi-disciplinary team to provide sound governance, risk management, and compliance and quality assurance advice to the ESA Commissioner and Executive team.

This role will oversee and manage the delivery of corporate data requirements, including the Productivity Commission Report on Government Services and ACT Government Performance and wellbeing indicators; this role is also the central point of coordination for the ESA Annual report.

You will need to work collaboratively across the ESA and the ACT Government to develop, implement and manage the ESA's enterprise risk framework to support the ESA to effectively identify and manage risks and opportunities.

This role provides the critical function of leading the Agency's internal audit program, liaising with external auditors as required.

The successful candidate will be able to effectively build and manage productive relationships with all stakeholders, internal and external; as well as provide timely, quality reporting and briefing documents to the ESA executive team.

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

Eligibility/ Other Requirements

Qualifications in Public Administration or related discipline would be an advantage.

Driver's license 'Class C' is essential.

This position does require a Working with Vulnerable People Registration.

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: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elita Barrett (02) 6205 5427 Elita.Barrett@act.gov.au

ACT Courts and Tribunal

Corporate and Strategic Services

Services Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 61466, several)

Gazetted: 05 May 2023

Closing Date: 19 May 2023

Details: The Services Support Officer role supports the delivery of efficient Court and Tribunal processes by providing onsite support to the Judiciary, ACAT Members and other staff in coordinating ICT equipment asset management, troubleshooting, and escalation of requests with partner service providers such as the PPP arrangements or Digital Data and Technology Solutions helpdesk services.

The position will also lead the training and support of technology use and integration in the Court and Tribunal settings in conjunction with the private provider to ensure the effective uptake and utilisation of new technology and its integration with existing procedures.

As such, the person needs to be customer oriented and focused, with strong coordination and liaison skills and be familiar with communications and technologies that are deployed within the courts and tribunal. The role will need to develop strong relationships with partnered service providers and display a 'can do' attitude, whilst also helping staff access appropriate service support via the correct channels. Experience with developing and implementing training programs will be highly regarded.

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

Note: These are temporary positions available from 1 July 2023 until 30 June 2024 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future

identical vacancies over the next 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Current and former ADF members are encouraged to apply.

How to Apply: Applicants should submit a pitch against the selection criteria no longer than two pages along with their curriculum vitae and the details of two referees utilising the 'Apply Now' function.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helen Hadjitofi (02) 6207 0081 Helen.Hadjitofi@courts.act.gov.au

Corporate

Governance and Business Improvement

Senior Records and Information Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 05224)

Gazetted: 04 May 2023

Closing Date: 23 May 2023

Details: The Justice and Community Safety Directorate is seeking a highly motivated and innovative records and information management professional to provide advice and support on the proper operation of the directorate's Electronic Document and Records Management System (EDRMS). Working independently and as part of a small team, the Senior Records and Information Officer provides training and support to Directorate staff to effectively use the EDRMS in a way that both supports business needs and compliance with the *Territory Records Act 2002*. The position is also responsible for implementing quality assurance procedures with respect to records created and captured on the EDRMS. To be successful in this role you will require a good understanding of records management principles and the ability to identify opportunities for business improvement. You will also need to be self-motivated and be able to work relatively autonomously to deliver outcomes.

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

Eligibility/Other Requirements:

A degree or progress towards a qualification in the field of Records and Information Management and/or relevant experience or specialist expertise in archiving or record keeping is highly desirable.

Background/security clearance checks will be conducted.

This position does not require a pre-employment medical.

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

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the:

Professional/Technical Skills and Knowledge, and

Behavioural Capabilities outlined in the "What you require" section of the selection documentation.

Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Callow (02) 6213 0762 Lauren.Callow@act.gov.au

Major Projects Canberra

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

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

Project Development and Support

Finance

Director, Finance

Senior Professional Officer Grade B \$135,355 - \$152,377, Canberra (PN: 45807)

Gazetted: 10 May 2023

Closing Date: 24 May 2023

Details: Major Projects Canberra is seeking a motivated and experienced Director of Finance to come and join the team for a short term opportunity.

Working closely with the Chief Finance Officer, you will be leading a team who provides high level specialist advice to the Chief Financial Officer and the Executive Team on a diverse range of financial issues. The position assists in the delivery of a range of financial accountability functions within Major Projects Canberra including the budget preparation, financial reporting, financial analysis and planning and adherence to the *Financial Management Act*. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Relevant tertiary qualifications in a 'business' related discipline is highly desirable.

CIMA, CPA or ICA membership is highly desirable.

Note: This is a temporary position available immediately for a period of six months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

How to Apply: If the above role sounds like you, and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Sharon Lu (02) 6205 9658 Sharon.Lu@act.gov.au

CIT Woden Project

Director, Project Governance and Administration

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 49997)

Gazetted: 09 May 2023

Closing Date: 23 May 2023

Details: Are you our new Director Project Governance and Administration?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra is responsible for the delivery of a new Canberra Institute of Technology campus in Woden, new Woden public transport interchange, and associated urban realm improvements.

The CIT Woden Campus Project Team will lead the project planning, procurement, delivery and eventual transfer of the new facilities, in close consultation with CIT, the CIT Woden Campus Project Board and other key stakeholders.

The Director Project Governance and Administration is responsible for leading the management of the project governance and project administration functions for the CIT Woden Campus Project.

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 skills/experience –

A good working knowledge of Records Management systems such as Objective will be an advantage.

A good working knowledge of Project Document Management systems such as Aconex will be an advantage.

Relevant tertiary qualifications (or equivalent experience) in Management, Project Management or Public Policy will be an advantage.

Note: This is a temporary position available from 20 June 2023 until 30 June 2025 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: If the above role sounds like you, and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janelle Tennent (02) 6207 9848 Janelle.Tennent@act.gov.au

Infrastructure Delivery Partners

Civil Project Management

Team Lead, Projects Director – Civil Infrastructure

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 14835)

Gazetted: 05 May 2023

Closing Date: 22 May 2023

Details: 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!

Right now, we have a career defining opportunity for a team lead/projects director role where you will lead a team that deliver projects alongside our partner directorates to deliver an allocated program of infrastructure capital projects, to time, cost and quality requirements. This is a client facing role providing the opportunity to shape and implement strategic changes to establish a consistent approach to client engagement, project delivery and reporting.

The candidate must demonstrate excellent collaboration, communication and relationship/stakeholder management skills. Our projects will involve management of project delivery teams and input and consultation with several internal and external stakeholders; other directorates, communities, contractors and consultants to name a few; so you will have the ability to influence and negotiate to drive projects forward. To be successful in this role you will have a strong infrastructure project execution expertise with a track record in delivering road /transport. You will have demonstrated strong project management skills and experience with the full project life cycle ensuring that deliverables meet client requirements.

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

Eligibility/ Other Requirements:

Professional/Technical Skills and Knowledge

Extensive high level experience and knowledge of the leading, management and direction on infrastructure projects including detailed knowledge of procurement, contract management or project management of complex projects, with demonstrated ability in delivering time, cost and scope outcomes within a legislative, policy and governance framework.

Superior written and oral communication skills, with the ability to represent the directorate in high level negotiations and liaisons with clients, suppliers, utilities, industry bodies, and other stakeholders.

Demonstrated ability to undertake strategic analysis of complex commercial, contractual and project delivery scenarios and identify risks and mitigation solutions which result in value for money outcomes.

Behavioural Capabilities

Demonstrated ability to lead, manage and mentor a team of professional staff whilst managing multiple deadlines with competing priorities and deliver quality outputs and results under pressure.

Demonstrated understanding and commitment to the ACT Government and Major Projects Canberra Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice and industrial democracy principles and practice or the ability to obtain this.

Compliance Requirements / Qualifications

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering preferably civil engineering; or

Project Management – either:

Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

have a least 10 years relevant experience in Project Management.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees. Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lama Qasem 0404 000 712 lama.qasem@act.gov.au

Light Rail

Executive Branch Manager, Technical Development

Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E865)

Gazetted: 09 May 2023

Closing Date: 24 April 2023

Details: Major Projects Canberra is responsible for the planning and delivery of light rail services to the people of Canberra.

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The Light Rail Network will be implemented to reduce congestion on our roads and deliver a modern transport system that can meet the requirements of our growing, changing city.

The Executive Branch Manager Technical Development will assist the Project Director in leading and motivating a dynamic and high performing project team, liaising with important project stakeholders, overseeing the receipt of technical advisory services by the Territory, managing project transition from business case, to procurement, to delivery, including planning approvals, managing budgets, and ensuring the project outcomes are delivered in a timely and value for money manner.

The role will also provide strategic, and technical leadership within a dynamic, high profile and high-pressure working environment. Candidates will be visionary, strategic thinkers with demonstrable capabilities in organisational leadership, good governance, financial management, and demonstrated project management leadership.

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 long-term contract for up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Interested candidates are requested to submit no more than four pages outlining relevant skills and experience against the executive capabilities and job specific criteria as well as a current curriculum vitae and the name and contact details of two referees.

Contact Officer: Ashley Cahif (02) 6205 1212 Ashley.Cahif@act.gov.au

Suburban Land Agency

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

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

Finance, Valuation and Systems

Strategic Finance

Assistant Director, Financial Reform and Innovation

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61494)

Gazetted: 10 May 2023

Closing Date: 29 May 2023

Details: Are you an experienced commercial analyst or management accountant, passionate about innovation and collaboration? Do you have a keen eye for identifying improvement opportunities. Does it excite you to lead people in delivering positive change within an organisation? If you've answered yes to these questions, then this is the job for you.

This role has good variety with big picture exposure - you will support the Director in delivering commercial advisory services, management reports and policy improvement, working with people from diverse backgrounds to innovatively work out solutions for improvement, initiating difficult or sensitive conversations with internal and external stakeholders to drive positive changes, responding to a fast-paced and changing environment.

This new position will report to the Director, Financial Report, and Innovation. There is also support from the CFO, Financial Controller and the broader finance branch who are aligned in supporting this work as a critical part of fostering a modern and agile finance function. The position is for an initial nine months, however there is the possibility of extension and permanency depending on the evolution of the reform and innovation program.

The position would best suit candidates with experience in a finance, consulting, or real estate development background, who are a clear communicator who enjoys working with others to kick goals. You are known for your attention to detail in your work and take pride in getting the job done to a high standard and on time. You enjoy understanding and telling the story behind the numbers and you use your initiative to solve problems and add value.

Experience in management accounting and analysis in a government agency or private sector will be highly regarded, particularly those experienced in management reports development and communicating financials to non-financial stakeholders.

Eligibility/Other Requirements: Tertiary qualification in a related field and experience in EXCEL and TM1 is desired.

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

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Devon Zhang (02) 6205 3257 devonm.zhang@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

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Senior Director Urban

Infrastructure Manager/Specialist 2 \$187,632, Canberra (PN: 00491)

Gazetted: 10 May 2023

Closing Date: 12 May 2023

Details: Infrastructure Delivery Branch is seeking expressions of interest to fill the position of Senior Director Urban team.

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

The position will be responsible for professional technical input, coordination and management of City Services requirements for the successful development and delivery of infrastructure projects for Canberra and is accountable for:

professional input and coordination of planning, design and construction activities and subsequent interfaces within City Services operational areas, and the broader road network.

ensuring City Services meets its obligations in accordance with the City Services Operating Protocol.

being the single point interface for City Services on various elements relating to the planning, design, construction, and operations and maintenance of Urban realm and landscape projects.

ensuring high quality technical input is provided (and coordinating that of City Services representatives) within the project timelines.

coordination and implementation of measures to protect the structural integrity and condition of any assets owned or controlled by City Services.

coordination and implementation of activities between ID and City Services.

Please see attached [position description](#) for further information and details of the duties to be undertaken.

Should you have any question relating to the position please contact Sophie Clement, sophie.j.clement@act.gov.au, 6207 4857.

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

Positions classified as an Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Architecture or Landscape Architecture or Urban planning/ design - a three year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect/ Landscape Architecture / Urban planning/ design professional (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Engineering - a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Project Management – either:

a. a diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

b. certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

c. have at least ten years relevant experience in project management, as described in the work levels.

Notes: This is a temporary position available immediately until 1 September 2023.

Selection may be based on application and referee reports only.

How to apply: Applicants should submit an Expression of Interest addressing the 'What you require' criteria as per the attached position description, highlighting how their skills and experience are relevant to the responsibilities within the role. The Expression of Interest is to be a maximum of two page.

Applications should also include a current curriculum vitae and the name and contact details of two referees.

Submit your expression of interest to SophieJ.Clement@act.gov.au by 17 May 2023.

Applications should be sent directly to the Contact Officer.

Contact Officer: Kae Harradine (02) 6205 3508 Kae.Harradine@act.gov.au

Transport Canberra and Business Services

Transport Canberra Operations

Flexible Transport Office

Special Needs Transport Attendant

General Service Officer Level 2 \$50,925 - \$52,777, Canberra (PN: SNAC01, several)

Gazetted: 05 May 2023

Closing Date: 19 May 2023

Details: Do you want to make a difference to students with a disability in Canberra? Are you energetic, personable, and able to cope in difficult situations? If so, Transport Canberra and City Services want to hear from you.

About you

You're a genuine people person, who can communicate easily with people from all walks of life. Patient and understanding, you work well in small teams under limited supervision and want to contribute to your local community.

You've got experience in working with or caring for people with a disability or the elderly, can stay calm under pressure and respond in an emergency as required. You might be approaching the end of your current career or have many years work experience under your belt and looking to add value in a role that will be both satisfying and provide you with the LIFE | WORK | BALANCE we all crave.

About the role

Special Needs Transport (SNT) is responsible for providing school transport for students with disability to and from ACT public schools each day. SNT Attendants provide support to the driver while the bus is in transit and assists with the loading and unloading of students and other passengers.

Working Monday – Friday (no public holidays) on scheduled services. Attendants work split shifts (morning and afternoon) to meet the school delivery and collection schedule.

For more information, please see the Special Needs Applicant Toolkit.

Eligibility/Other Requirements:

Hold a current First Aid Certificate or can obtain one.

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

Note: Position/s will be offered on a casual basis, the full-time salary noted above will be paid pro rata.

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

If you are interested in both the casual and part-time positions, please only apply for part-time.

How to Apply:

Complete the online application form.

Attach the following documents to the online form:

In 100-250 words explain 'Why do you want to be a Special Needs Attendant for Transport Canberra, including what you can bring to the role'.

Resume/curriculum vitae.

Hold a current First Aid Certificate or the ability to obtain, prior to commencing the role.

A copy of your current Working with Vulnerable People registration or a copy of the receipt for your Working with Vulnerable People application.

Completed Nationally Coordinated Criminal History Check consent form and certified copies of the required identification documents (as outlined in the Applicant information pack).

Copy of Visa documents outlining working rights (if required).

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Jason Voutos (02) 6205 5383 Jason.Voutos@act.gov.au

City Services

ACT NoWaste

Regulatory Reporting

Compliance Monitoring and Reporting Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 39235)

Gazetted: 09 May 2023

Closing Date: 23 May 2023

Details: This role is essential in progressing the data strategy for ACT NoWaste and the Waste Regulation team. The role will be required to interpret and apply legislation and provide sound recommendations and advice to operational staff, senior management, plus internal and external stakeholders regarding reporting requirements and data analysis.

The role is an amazing opportunity if you are motivated about data and how you can make data tell a picture to argue and demonstrate examples in a regulatory sector.

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

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

How to apply: Please 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. A short practical skills assessment will be included in the interview process.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Glaznieks (02) 6207 7358 Michelle.Glaznieks@act.gov.au

Transport Canberra and Business Services

Transport Canberra Operations

Flexible Transport Office

Special Needs Transport Bus Operator

General Service Officer Level 5 \$59,713 - \$62,860, Canberra (PN: SNDP08)

Gazetted: 05 May 2023

Closing Date: 19 May 2023

Details: Do you have an impeccable driving record, take pride in doing a good job and want to make a difference to students with a disability in Canberra? If so, then Transport Canberra and City Services want to hear from you!

About you

You're a genuine people person, who is easy going, understanding, and want to contribute to your local community. A great communicator, you work well in small teams under limited supervision and use your experience to solve problems.

You've got experience driving buses or similar vehicles and are committed to maintaining high safety standards.

You might be approaching the end of your current career or have many years work experience under your belt and looking to add value in a role that will be both satisfying and provide you with the LIFE|WORK|BALANCE we all crave.

About the role

Special Needs Transport (SNT) is responsible for providing school transport for students with disability to and from ACT public schools each day. As a bus operator, you play a key role in ensuring these services run safely and on time.

You'll operate a fleet of wheelchair equipped buses which operate to tight deadlines and need to display patience, empathy and understanding, especially in heightened situations.

Driving for SNT will give you an opportunity to make a real difference in the lives of students with a disability across Canberra by providing them with a reliable and safe service.

For more information, please see the Special Needs Applicant Toolkit.

Eligibility/Other Requirements:

Hold a minimum C Class drivers' licence (or interstate equivalent) *.

Hold an O class drivers licence condition (or the ability to obtain).

**Transport Canberra can upgrade ACT licence holders in-house at no charge with one of our qualified heavy vehicle driving instructors. NSW licence holders will need to personally obtain this prior to any offers of employment.*

Note: This is a part-time permanent position at 25 hours per week, the salary noted above will be pro rata. A Merit Pool will be established from this selection process and will be used to fill expected vacancies over the next 12 months.

If you are interested in both the casual and part-time positions, please only apply for part-time.

How to Apply:

Complete the online application form.

Attach the following documents to the online form:

In 100-250 words explain 'Why do you want to be a Special Needs Bus Driver for Transport Canberra?'.
Resume/curriculum vitae.

The completed 'Bus Operator Acknowledgement' form.

A copy of your Australian driver's licence.

A current five-year Australian Driver History Check (from all the relevant Australian state or territory authorities where you have lived) no older than one month at the time of application.

A copy of your current Working with Vulnerable People registration or a copy of the receipt for your Working with Vulnerable People application.

Completed Nationally Coordinated Criminal History Check consent form and certified copies of the required identification documents (as outlined in the Special Needs Applicant Toolkit).

Proof of permanent residency or Australian citizenship.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Jason Voutos (02) 6205 5383 Jason.Voutos@act.gov.au

Transport Canberra and Business Services

Transport Canberra Operations

Flexible Transport Office

Special Needs Transport Bus Operator

General Service Officer Level 5 \$59,713 - \$62,860, Canberra (PN: SNDC01, several)

Gazetted: 05 May 2023

Closing Date: 19 May 2023

Details: Do you have an impeccable driving record, take pride in doing a good job and want to make a difference to students with a disability in Canberra? If so, then Transport Canberra and City Services want to hear from you!

About you

You're a genuine people person, who is easy going, understanding, and want to contribute to your local community. A great communicator, you work well in small teams under limited supervision and use your experience to solve problems.

You've got experience driving buses or similar vehicles and are committed to maintaining high safety standards.

You might be approaching the end of your current career or have many years work experience under your belt and looking to add value in a role that will be both satisfying and provide you with the LIFE|WORK|BALANCE we all crave.

About the role

Special Needs Transport (SNT) is responsible for providing school transport for students with disability to and from ACT public schools each day. As a bus operator, you play a key role in ensuring these services run safely and on time.

You'll operate a fleet of wheelchair equipped buses which operate to tight deadlines and need to display patience, empathy and understanding, especially in heightened situations.

Driving for SNT will give you an opportunity to make a real difference in the lives of students with a disability across Canberra by providing them with a reliable and safe service.

For more information, please see the Special Needs Transport Applicant Toolkit.

Eligibility/Other Requirements:

Hold a minimum C Class drivers' licence (or interstate equivalent) *.

Hold an O class drivers licence condition (or the ability to obtain).

**Transport Canberra can upgrade ACT licence holders in-house at no charge with one of our qualified heavy vehicle driving instructors. NSW licence holders will need to personally obtain this prior to any offers of employment.*

Note: Position/s will be offered on a casual basis, the full time salary noted above will be paid pro rata.

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

If you are interested in both the casual and part-time positions, please only apply for part-time.

How to Apply:

Complete the online application form.

Attach the following documents to the online form:

In 100-250 words explain 'Why do you want to be a Special Needs Bus Driver for Transport Canberra?'.
Resume/curriculum vitae.

A copy of your Australian driver's licence.

A current five-year Australian Driver History Check (from all the relevant Australian state or territory authorities where you have lived) no older than one month at the time of application.

A copy of your current Working with Vulnerable People registration or a copy of the receipt for your Working with Vulnerable People application.

Completed Nationally Coordinated Criminal History Check consent form and certified copies of the required identification documents (as outlined in the Special Needs Transport Applicant Toolkit).

Copy of Visa documents outlining working rights (if required).

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Jason Voutos (02) 6205 5383 Jason.Voutos@act.gov.au

Transport Canberra and Business Services

Transport Canberra Operations

Flexible Transport Office

Special Needs Transport Attendant

General Service Officer Level 2 \$50,925 - \$52,777, Canberra (PN: SNAP14)

Gazetted: 05 May 2023

Closing Date: 19 May 2023

Details: Do you want to make a difference to students with a disability in Canberra? Are you energetic, personable, and able to cope in difficult situations? If so, Transport Canberra and City Services want to hear from you.

About you

You're a genuine people person, who can communicate easily with people from all walks of life. Patient and understanding, you work well in small teams under limited supervision and want to contribute to your local community.

You've got experience in working with or caring for people with a disability or the elderly, can stay calm under pressure and respond in an emergency as required. You might be approaching the end of your current career or have many years work experience under your belt and looking to add value in a role that will be both satisfying and provide you with the LIFE|WORK|BALANCE we all crave.

About the role

Special Needs Transport (SNT) is responsible for providing school transport for students with disability to and from ACT public schools each day. SNT Attendants provide support to the driver while the bus is in transit and assists with the loading and unloading of students and other passengers.

Working Monday – Friday (no public holidays) on scheduled services. Attendants work split shifts (morning and afternoon) to meet the school delivery and collection schedule.

For more information, please see the Special Needs Transport Applicant Toolkit.

Eligibility/Other Requirements:

Hold a current First Aid Certificate or can obtain one.

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

Note: This is a part-time permanent position at 25 hours per week, the salary noted above will be pro rata. A Merit Pool will be established from this selection process and will be used to fill expected vacancies over the next 12 months.

If you are interested in both the casual and part-time positions, please only apply for part-time.

How to Apply:

Complete the online application form.

Attach the following documents to the online form:

In 100-250 words explain 'Why do you want to be a Special Needs Attendant for Transport Canberra, including what you can bring to the role'.

Resume/curriculum vitae.

Hold a current First Aid Certificate or the ability to obtain, prior to commencing the role.

A copy of your current Working with Vulnerable People registration or a copy of the receipt for your Working with Vulnerable People application.

Completed Nationally Coordinated Criminal History Check consent form and certified copies of the required identification documents (as outlined in the Special Needs Applicant Toolkit).

Copy of Visa documents outlining working rights (if required).

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Jason Voutos (02) 6205 5383 Jason.Voutos@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Libraries ACT

Family Literacy Coordinator

Professional Officer Class 1 \$64,473 - \$89,398, Canberra (PN: 36206)

Gazetted: 05 May 2023

Closing Date: 23 May 2023

Details: Libraries ACT are on the lookout for an early childhood professional who has great leadership qualities and a passion for delivering strategic and targeted early literacy programs to children and families in the ACT.

We are looking for a dynamic and enthusiastic early childhood expert who can develop and deliver Libraries ACT's services, programs, and resources for children aged 0-5 and their families. You will need to be passionate, dedicated and show innovation with quality learning programs that will cater for the diverse needs and interests of young children. You will be engaging, resourceful and take initiative to create spaces and places to nurture their curiosity and creativity. As a Family Literacy Coordinator, you will:

Develop relationships across community to provide the best experience.

Demonstrate an ability to work effectively and collaboratively in a team environment.

Have strong early childhood literacy skills enabling a supportive learning environment.

Our staff are dedicated and passionate about the jobs they do. We work together to provide the community with the best services and experiences possible. The Library ACT Executive and Senior Leaders are focused on supporting access to professional development, broader opportunities across the Directorate and are champions for a healthy work/life balance.

If you want to build on your early childhood experience and leadership skills and undertake work that impacts the people of Canberra, we want to hear from you!

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

Eligibility/Other requirements: Tertiary qualifications (bachelor, graduate diploma, or masters) in early childhood, speech pathology or other relevant qualification.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based in workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The opportunity to work from home exist as operational needs allow. Selection may be based on application and referee reports only.

How to Apply: There are two parts to your application.

A pitch 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 (no more than two pages).

An outline of an early childhood program that could be run in the library to engage with young children and their families (no more than one page).

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Davies (02) 6207 5156 Megan.Davies@act.gov.au

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Senior Project Manager/Engineer

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 49923, several)

Gazetted: 05 May 2023

Closing Date: 19 May 2023

Details: Infrastructure Delivery (ID) manage and deliver Capital Works program on behalf of the various business units within the Transport Canberra and City Services directorate including Roads ACT, City Presentation, ACT NOWaste, ACTION, Libraries ACT, Sports and Recreation and others. Types of projects include (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, minor shopping centre upgrades, urban renewal, landfill cells, car park improvements, playgrounds and sportsground infrastructure.

Infrastructure Delivery is seeking an experienced Senior Project Manager/Engineer. The Senior Project Manager/Engineer is a key member of the Waste team and is responsible for the planning, design scope, procurement and execution of key capital projects for TCCS. The role is responsible for ensuring allocation of

appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex significant projects to deliver great services to the Canberra community.

The position's primary responsibilities are to:

Develop and effectively project manage multiple capital works projects through the engagement of ACT Government delivery agencies, consultancies and/or contractors.

Perform a supervisory and mentoring role to junior officers in the delivery of Capital Works projects.

Develop and maintain positive relationships and communications with stakeholders, both internal to TCCS, other ACT Government Directorates and importantly with community and relevant stakeholder groups.

Application of well-developed skills in project management to meet demanding schedules as well as provide professional advice and assistance to other officers and managers within ID. These skills will include, project planning, project budget management and legislative approvals.

Please see attached Position Description for details of the duties to be undertaken.

Eligibility/Other Requirements: 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. Applicants must hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or have significant building or Infrastructure knowledge and/or project management experience.

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

How to Apply: Applicants must provide a response (maximum of one page per criteria) addressing the 'What you Require' criteria as per the attached Position Description, highlighting how your skills and experience are relevant to the responsibilities within the role. Applications should also include 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: Kae Harradine (02) 6205 3508 Kae.Harradine@act.gov.au

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Project Manager/Surveillance Officer

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 49924)

Gazetted: 04 May 2023

Closing Date: 18 May 2023

Details: Infrastructure Delivery (ID) manage and deliver Capital Works program on behalf of the various business units within the Transport Canberra and City Services directorate including Roads ACT, City Presentation, ACT NOWaste, ACTION, Libraries ACT, Sports and Recreation and others. Types of projects include (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, minor shopping centre upgrades, urban renewal, landfill cells, car park improvements, playgrounds and sportsground infrastructure.

Infrastructure Delivery is seeking an experience Project Manager/Surveillance Officer. The Project Manager/Surveillance Officer is a key member of the Land Release team and is responsible for the planning, design scope, procurement and execution of key capital projects for TCCS. The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex significant projects to deliver great services to the Canberra community.

The position primary responsibilities are to:

Develop and effectively project manage capital works projects through the engagement of ACT Government delivery agencies, consultancies and / or contractors.

Undertake surveillance/construction management to ensure delivery of quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation.

Develop and maintain positive relationships and communications with stakeholders, both internal to TCCS, other ACT Government Directorates and importantly with community and relevant stakeholder groups.

Application of well-developed skills in project management to meet demanding schedules as well as provide professional advice and assistance to other officers and managers within ID. These skills will include, project planning, project budget management and legislative approvals.

Please see attached position description for details of the duties to be undertaken.

Should you have any question relating to the position please contact Darren Smith, darren.smith@act.gov.au, 6207 7431.

Eligibility/Other requirements: Applicants must 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. A current driver's licence is required.

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

How to Apply: Applicants must provide a response (maximum of one page per criteria) addressing the 'What you Require' criteria as per the attached Position Description, highlighting how your skills and experience are relevant to the responsibilities within the role.

Applications should also include 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: Kae Harradine (02) 6205 3508 Kae.Harradine@act.gov.au

Transport Canberra

Light Rail Operations

Director Rail Assets

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 41123)

Gazetted: 04 May 2023

Closing Date: 18 May 2023

Details: Light rail aims to increase public transport usage in Canberra and promote the ongoing liveability of the city. Light rail fosters growth along light rail corridors and across Canberra more broadly.

The Light Rail Operations branch is responsible for overseeing the successful operation of light rail by our contracted partner Canberra Metro and ensuring that the responsibilities of both the Territory and Canberra Metro, under a Public Private Partnership (PPP) agreement, are achieved. The key roles are contract management, contract assurance, asset assurance, performance planning and monitoring and operational and incident management.

The branch manages the interactions with Canberra Metro and leads coordination across the ACT Government of related activities, including emergency services, roads interfaces, legislation, planning approvals and ticketing and revenue protection. Light Rail Operations works closely with Major Project Canberra on future stages of Light Rail in the ACT.

Light Rail Operations is seeking a professional with experience in rail or transport asset management. The Director Rail Assets in the Light Rail Operations team is responsible for reviewing and advising on technical aspects of light rail operations. This includes ensuring that the contractual requirements of the light rail operator and the ACT Government are satisfied for the operating light rail system. The Director will support the Senior Rail Engineer through the provision of advice on technical elements of light rail operations and preparing reports and advice that reflect these outcomes. The Director will be responsible for the management of external specialist advisors to ensure value for money outcomes are achieved.

The primary responsibilities of the position are to:

Monitor and review the light rail operator's asset management activities to ensure optimal asset outcomes for the light rail network.

Co-ordinate, manage and review proposed technical engineering and systems changes and modifications to or which may impact light rail infrastructure in operation.

Manage technical specialist advisors.

Develop and maintain positive relationships and communications with stakeholders, both internal to TCCS, other ACT Government Directorates and importantly with the light rail operator.

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

Eligibility/Other requirements:

Hold a relevant professional qualification or accreditation in engineering 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.

The incumbent in this position will be required to obtain and maintain a Rail Worker Health Assessment Category 2 and complete relevant site induction for interaction with an operating light rail system.

The incumbent in this position requires a Working with Vulnerable People Check.

The incumbent in this position may be required to participate in drug and/or alcohol testing in accordance with Rail Safety National Law as part of Canberra Metro's safety requirements.

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

How to Apply: Applicants must provide a response (maximum of two pages) addressing the 'What you Require' criteria as per the attached Position Description, highlighting how your skills and experience are relevant to the responsibilities within the role. Applications should also include 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: Kristen Castro (02) 6207 6169 Kristen.Castro@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

Media and Communications

Digital Communications Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 56357)

Gazetted: 05 May 2023

Closing Date: 22 May 2023

Details: We have an exciting permanent opportunity to fill the role of Digital Communications Officer within our Media and Communications team.

The Digital Communications Officer plays a pivotal role in delivering WorkSafe ACT's social media program. The suitable candidate will have a creative mind, understand social media language, and will be able to deliver targeted and engaging communication across our social media platforms.

For further information about the role please refer to the position description.

Why choose us?

Here at WorkSafe ACT we are proud of the work we do. We are committed to improving the physical and psychosocial health and safety of Territory workers.

We achieve our objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation activities. We are responsible for monitoring and enforcing compliance by duty holders in accordance with the WHS Act and Regulation and associated legislation for Dangerous Substances, workers 'compensation and Labour Hire Licensing. More information can be found on the WorkSafe ACT website: <https://www.worksafe.act.gov.au>

If you want to be part of something bigger and are committed to improving health and safety outcomes, please consider submitting an application.

Eligibility/Other Requirements: Experience in web publishing and graphic design is desirable but not essential.

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

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

How to Apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two (2) pages addressing the skills under 'Ideal Candidate' as listed in the position description. Applicants should also provide a curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Sweeney (02) 6207 0056 Liz.Sweeney@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Health Professional Level 2 \$70,679 - \$97,028

Richard Manzano, Section 68(1), 11 May 2023

Senior Officer Grade B \$135,355 - \$152,377

Jane McIntyre, Section 68(1), 3 May 2023

Health Professional Level 2 \$70,679 - \$97,028

Jade Moxey, Section 68(1), 1 May 2023

Canberra Health Services

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398)

Madison Gunis: 88174880, Section 68 (1), 2/05/2023

Senior Officer Grade B \$135,355 - \$152,377

Jake Docker: 88582665, Section 68 (1), 12/06/2023

Registered Nurse Level 1 \$72,698 - \$97,112

Hailey Abel, Section 68(1), 8 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sewmini Anthony, Section 68(1), 11 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Maria Apelt, Section 68(1), 8 May 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Olga Axiotis, Section 68(1), 8 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Jayanti Bajgain, Section 68(1), 8 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Rosette Balce, Section 68(1), 11 May 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Briony Bartlett, Section 68(1), 11 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Maria Benny, Section 68(1), 8 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Mikaela Briggs, Section 68(1), 3 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Matthew Comi, Section 68(1), 8 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Dianella de Guzman, Section 68(1), 8 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Geeta Devi, Section 68(1), 8 May 2023

Senior Officer Grade C \$114,928 - \$123,710

Mark Enriquez, Section 68(1), 9 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Cassandra Fisher, Section 68(1), 24 April 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Keely Harrison, Section 68(1), 8 May 2023

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Nicholas Harrison, Section 68(1), 8 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Grace Henry, Section 68(1), 8 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Francisca Ikeyi, Section 68(1), 10 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Geeta KC, Section 68(1), 8 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sindhu Khati, Section 68(1), 9 May 2023

Registered Nurse Level 4.2 \$140,121

Shane Lenson, Section 68(1), 11 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Maria Macaulay, Section 68(1), 8 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sarah Marrapodi, Section 68(1), 11 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Melita Mijanovikj, Section 68(1), 8 May 2023

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Sienna Molloy, Section 68(1), 10 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Kate Moore, Section 68(1), 9 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Charlotte Sutherland, Section 68(1), 8 May 2023

Assistant in Nursing \$55,927 - \$57,820

Emmanuela Ofori Kumi, Section 68(1), 4 May 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Laura Otten, Section 68(1), 8 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Gold Owoniyi, Section 68(1), 4 May 2023

Health Professional Level 2 \$70,679 - \$97,028

Mark Paul, Section 68(1), 11 May 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Seren Pearsall - Membrey, Section 68(1), 3 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Huda Salem, Section 68(1), 8 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Subash Sapkota, Section 68(1), 8 May 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Giselle Savage, Section 68(1), 8 May 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Catherine Schoeman, Section 68(1), 8 May 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Jessica Stefanovic, Section 68(1), 8 May 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Georgia Stewart, Section 68(1), 8 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sukhman, Section 68(1), 11 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Dil Tamang, Section 68(1), 1 May 2023

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Megan Tsen, Section 68(1), 8 May 2023

Professional Officer Class 2 \$91,315 - \$104,509

Elizabeth Walker, Section 68(1), 2 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Jennifer Webb, Section 68(1), 8 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Xin Zhao, Section 68(1), 8 May 2023

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$68,685 - \$73,920

Olivera Jovanovska, Section 68(1), 8 May 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Lin Pan, Section 68(1), 10 May 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Jeffrey Roberts, Section 68(1), 4 May 2023

Community Services

Administrative Services Officer Class 5 \$84,749 - \$89,705

Jessica Adams, Section 68(1), 9 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Vicky Collins, Section 68(1), 10 May 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Grace Gill, Section 68(1), 9 May 2023

Administrative Services Officer Class 2 \$60,620 - \$66,939

Fiona Cuc-Xuan Lam, Section 68(1), 8 May 2023

Director of Public Prosecutions

Prosecutor Associate \$76,255 - \$78,591

Chloe McKenzie, Section 68(1), 5 May 2023

Paralegal Grade 2 \$70,403 - \$76,255

Jacinta O'Hanlon, Section 68(1), 11 May 2023

Education

Classroom Teacher \$76,575 - \$114,624

Nicky Davies: 87889673, Section 68(1), 2 May 2023

Classroom Teacher \$76,575 - \$114,624

Peta Alvaro: 87898289, Section 68(1), 21 February 2023

School Leader C \$132,293

Simon Davies: 88317212 Section 68 (1), 17 July 2023

School Assistant 2/3 \$51,548 - \$62,857

Casey Abel, Section 68(1), 8 May 2023

School Assistant 3 \$58,404 - \$62,857

Syeda Ali, Section 68(1), 9 May 2023

School Assistant 3 \$58,404 - \$62,857

Rebecca Atkins, Section 68(1), 4 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Amanda Austin, Section 68(1), 4 May 2023

School Assistant 2 \$51,548 - \$56,919

Lael Burke, Section 68(1), 4 May 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Erin Butler, Section 68(1), 4 May 2023

School Assistant 4 \$70,028 - \$75,827

Zachary-Blake Carew, Section 68(1), 9 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Rhys Coles, Section 68(1), 8 May 2023

School Assistant 2 \$51,548 - \$56,919

Sarah Cunningham, Section 68(1), 8 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Lisa Forman, Section 68(1), 11 May 2023

Infrastructure Officer 3 \$115,193 - \$126,450

Amelia Gregory, Section 68(1), 10 May 2023

School Assistant 3 \$58,404 - \$62,857

Tracey Hosking, Section 68(1), 10 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Paula Isaza Vasquez, Section 68(1), 8 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Sajantha Jeyasinthan, Section 68(1), 5 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Lilly Kennett, Section 68(1), 11 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Erin Stewart, Section 68(1), 9 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Sarah Tymkow, Section 68(1), 8 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Amy Walsh, Section 68(1), 8 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Lindsay Walsh, Section 68(1), 9 May 2023

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$91,315 - \$104,509

Arup Basu, Section 68(1), 8 May 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Anika McDonald, Section 68(1), 4 May 2023

Justice and Community Safety

Administrative Services Officer Class 5 \$84,749 - \$89,705

Annabelle Fife, Section 68(1), 11 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Ba Quang Tran, Section 68(1), 9 May 2023

Major Projects Canberra

Infrastructure Officer 3 \$115,193 - \$126,450

Nathan Beer, Section 68(1), 1 May 2023

Transport Canberra and City Services

General Service Officer Level 5 \$59,713 - \$62,860

Peter Holberton, Section 68(1), 4 May 2023

TRANSFERS

Canberra Health Services

David Slater

From: Health Professional Level 2 \$70,679

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 31662) (Gazetted 28 February 2023)

Sally Smith

From: Health Professional Level 5 152,377

Canberra Health Services

To: Senior Officer Grade B \$135,355 - \$152,377

Canberra Health Services, Canberra (PN. 36803) (Gazetted 17 November 2022)

Claire Sutton

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 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 23534) (Gazetted 8 December 2022)

Chief Minister, Treasury and Economic Development

Chunxuan Xie

From: Administrative Services Officer Class 6 \$104,509

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 10886) (Gazetted 12 October 2022)

PROMOTIONS

ACT Health

Policy, Partnerships & Programs
Health Policy and Strategy Branch
Health Service Policy

Catherine Eadie

From: Senior Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 37743) (Gazetted 22 February 2022)

Policy, Partnerships & Programs
Health Policy and Strategy Branch
Health Service Policy

Stephanie Ellis

From: Senior Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 61459) (Gazetted 22 February 2022)

Policy, Partnerships & Programs
Health Policy and Strategy Branch
Health Service Policy

Kiri Joyce-Griggs

From: Senior Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 50009) (Gazetted 22 February 2022)

Policy, Partnerships & Programs
Health Policy and Strategy Branch
Health Service Policy

Nadia Osman

From: Senior Officer Grade C \$114,928 - \$123,710

Community Services

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 54537) (Gazetted 11 February 2022)

Population Health
Preventive and Population Health
Eleanor Taylor-Rodgers

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. 29558) (Gazetted 12 May 2022)

ACT Integrity Commission

Assessments

Adelle Deakin

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 Integrity Commission, Canberra (PN. 59043) (Gazetted 17 March 2023)

Canberra Health Services

Office of Deputy CEO

Office of the DCEO

Sharon Brew

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 58563) (Gazetted 23 March 2023)

Medical Imaging - Nuclear Medicine and PET

Simon Clausen

From: Medical Imaging Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 28992) (Gazetted 16 March 2023)

Rehabilitation Aged and Community Services

Rehabilitation Aged and Community Services

Paul Cusack

From: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 04367) (Gazetted 10 March 2023)

CHS Clinical Services

Michael Franco

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. 29113) (Gazetted)

Erin Gilligan

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 53819) (Gazetted 2 June 2022)

Allied Health

Acute Allied Health Service

Thomas Goodhew

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. 53595) (Gazetted 17 March 2023)

Nursing & Midwifery and Patient Support Services

Tracy Morton

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: †Registered Midwife Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 12050) (Gazetted 3 March 2023)

Wutyi Myat

From: Radiation Therapist Level 2 \$73,662 - \$101,811

Canberra Health Services

To: Radiation Therapist Level 3.1 \$109,307 - \$112,880

Canberra Health Services, Canberra (PN. 29035) (Gazetted 27 February 2023)

Office of the Chief Operating Officer

Vanessa Niven

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services, Canberra (PN. 45280) (Gazetted 23 March 2023)

Cancer and Ambulatory Services

Nursing

Lauren O'Connell

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. P60166) (Gazetted 8 March 2023)

Surgery

Perioperative

Shiny Raju

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 10881) (Gazetted 27 January 2023)

Brooklyn Smith

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. 57578) (Gazetted 29 January 2023)

Lucy Welch

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 48680) (Gazetted 3 May 2022)

Canberra Institute of Technology

Education and Training Services

CIT Teacher Capability

Bernard Slater

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †Teacher Level 2 \$114,979

Canberra Institute of Technology, Canberra (PN. 42411) (Gazetted 27 March 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Chief Minister, Treasury and Economic Development

Office of Industrial Relations and Workforce Strategy

Workforce Capability and Governance

Industrial Relations and Public Sector Employment

Sophie Afaras

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. 61473) (Gazetted 8 February 2023)

Property and Shared Services

ACT Property Group

Customer and Tenancy Management

Vanessa Anderson

From: Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 19059) (Gazetted 16 February 2023)

Corporate

Workforce and Information Services Branch

Culture, Engagement and Workforce Planning

Jennifer Bell

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 61035) (Gazetted 29 March 2023)

Digital, Data and Technology Solutions

Customer Services Engagement Branch

CMTED ICT Team or CMTEDD AND JACS ICT

Erick Gonzales

From: Information Technology Officer Class 1 \$73,920 - \$84,144

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 03021) (Gazetted 24 January 2023)

Communications and Engagement

Angela Jacobsen

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. 55448) (Gazetted 11 April 2023)

Economic and Financial Group

Housing Policy Branch

Hayley Jones

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 32985) (Gazetted 17 January 2023)

Strategic Finance

Shenlan Peng

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 40336) (Gazetted 12 October 2022)

Office of Industrial Relations and Workforce Strategy

Workforce Capability and Governance

Industrial Relations and Public Sector Employment

Cassandra Tucker

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. 61475) (Gazetted 8 February 2023)

Economic & Financial Group

Executive

Executive

Natasha Westcott

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 58107) (Gazetted 23 August 2022)

Education

School Performance & Improvement

School Improvement Group

School Planning and Review

Adam Mayers

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

Education, Canberra (PN. 61441) (Gazetted 20 February 2023)

Justice and Community Safety

ACT Emergency Services Agency

ACT Rural Fire Service

Planning, Education, Engagement and Predictive Services

William Brooks

From: Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 11402) (Gazetted 8 March 2023)

ACT Corrective Services

Operational Support

Organisational Capability

Susu Lyu

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. 11269) (Gazetted 2 March 2023)

Major Projects Canberra

Light Rail

Light Rail Stage 2A

NA

Riley Tickle

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Major Projects Canberra, Canberra (PN. 60460) (Gazetted 23 February 2023)

Suburban Land Agency

Suburban Land Agency

Finance, Valuations & Systems

Valuations

Peter Buljan

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Suburban Land Agency, Canberra (PN. 39372) (Gazetted 10 March 2023)

Suburban Land Agency

Program Solutions

Infrastructure Services

Simon Frowd

From: Infrastructure Officer 3 \$115,193 - \$126,450

Suburban Land Agency

To: †Infrastructure Officer 4 \$136,524 - \$155,109

Suburban Land Agency, Canberra (PN. 57650) (Gazetted 26 August 2022)

Transport Canberra and City Services

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Service

Christopher Mooney

From: Senior Officer Grade A \$157,201

Canberra Health Services

To: †Senior Officer Grade A \$157,201

Transport Canberra and City Services, Canberra (PN. 42714) (Gazetted 14 October 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Territory and Business Services

Yarralumla Nursery

Erin Nugent

From: General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services

To: †Technical Officer Level 3 \$79,105 - \$89,398

Transport Canberra and City Services, Canberra (PN. 13783) (Gazetted 21 March 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

Development Coordination Branch

Major Project Support

Arun Yadav

From: Infrastructure Officer 2 \$91,428 - \$105,186

Transport Canberra and City Services

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Transport Canberra and City Services, Canberra (PN. 57387) (Gazetted 31 January 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

CORRIGENDA

Justice and Community Safety

Permanent appointment for Melanie Blair gazetted 04/05/2023, date of effect is amended to 15/05/2023.