



ACT Government Gazette

Gazetted Notices for the week beginning 15 February 2024

VACANCIES

ACT Electoral 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

ATSIEB Election Project Officer

Classification: Administrative Services Officer Class 4

Salary: \$80,535 - \$86,909 plus superannuation

Position No: 64619

Advertised (Gazettal date): 20 February 2024

Closing date: 05 March 2024

Details: The ACT Electoral Commission seeks an enthusiastic and dedicated ATSIEB Project Officer to join our small team. This officer will assist the Director of ATSIEB Electoral Operations with the planning, administration and conducting of the 2024 Aboriginal and Torres Strait Islander Elected Body (ATSIEB) election. This will include ensuring compliance with the Electoral Act 1992 as applied by the Aboriginal and Torres Strait Islander Elected Body Act 2008.

The ATSIEB Election Project Officer will be responsible for supporting the delivery of ATSIEB electoral services in the areas of polling operations, training arrangements, development and preparation of election materials, and administrative support for the election information campaigns, including responding to routine public enquiries related to the election.

Knowledge of and connections to the ACT's Aboriginal and Torres Strait Islander community would be an advantage.

Staff of the Electoral Commission are expected to demonstrate quality customer service and teamwork skills, be willing to continuously improve, and be outcomes-focused and accountable for their actions. Successful applicants must also understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration, innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity Framework.

Eligibility/Other Requirements:

Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.

Please note that this position is predominantly based within the office of Elections ACT. Working from home arrangements can be approved on an ad hoc basis.

Notes: This is a temporary position available immediately for up to six months. A merit pool may be established from this selection process and may be used to fill vacancies over the next 12 months.

How to Apply: Applicants are asked to submit a one/two page pitch addressing the capabilities set out in the Position Description and a copy of their curriculum vitae including details of two referees. Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Now button below. LI-DNI

Contact Officer: Rohan Spence on Rohan.Spence@act.gov.au or (02) 6205 0224

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 Branch Manager, Voluntary Assisted Dying
Temporary Vacancy (ASAP for 6-8 Weeks)**

ACT Health Directorate

Policy Partnerships and Programs

Position: E1361

(Remuneration equivalent to Executive Level 1.3)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA's and MPC Infrastructure Managers

Date Circulated: 19 February 2024

The ACT Health Directorate (ACTHD) is seeking Expressions of interest (EOI) for the role of the Executive Branch Manager, Voluntary Assisted Dying (EBM VAD). The ACTHD is responsible for strategic direction and leadership of the ACT health system. ACTHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

The EBM VAD will be responsible for delivering a range of ministerial priorities including providing high-level strategic policy advice on VAD and End of Life issues, leading and drive a culture within the Branch that embodies respect, integrity, collaboration, and innovation and facilitate coordinated, integrated approaches to VAD and End of Life policy, planning and service delivery.

The successful applicant will have demonstrated leadership and management experience, including the ability to communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team.

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 \$258,855 - \$269,201 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$229,915.

To apply: Interested candidates are requested to submit a one-page expression of interest outlining relevant skills and experience against the Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees to Michael Culhane via email, Michael.culhane@act.gov.au by COB Monday 26 February 2024.

Contact Officer: Michael Culhane 51249392 Michael.culhane@act.gov.au

Population Health

Health Protection Service

Health Risk Facilities and Radiation Safety

Public Health Officer (Compliance Officer)

Administrative Services Officer Class 6/Health Professional Level 3 \$95,746 - \$109,072 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 62677)

Gazetted: 21 February 2024

Closing Date: 13 March 2024

Details: The Health Protection Service (HPS) is seeking a full time permanent Senior Public Health Officer to support the activities of the Health Risk Facilities and Radiation Safety Section (HRF and RS).

The HRF and RS section is a multidisciplinary section within the HPS that includes public health professionals, radiation specialists, and administrative officers. HRF and RS is comprised of three units; Infection Control, Radiation Safety, and the Health Care Facilities unit which is responsible for the regulatory oversight of health care facilities that have been declared to pose a public health risk.

As the Public Health Officer reporting to the Assistant Director within the Health Care Facilities unit, you will carry out regulatory education, licencing, monitoring and surveillance and enforcement activities for Health Care Facilities under the Public Health Act 1997 and the related Health Care Facilities codes of practice. The Public Health Officer will also support the development of a variety of documents, reports, submissions, briefs, and correspondence, and as required to support the whole HRF and RS.

We are looking for a motivated individual that has a passion for protecting the community and supporting the delivery of quality health services.

Eligibility/ Other Requirements:

Applicants must hold a current driver's licence.

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

Tertiary qualifications and or experience in a field relevant to environmental health and/or public health, health services and experience in the development and/or oversight of regulatory frameworks including accreditation and governance of health services.

How to Apply: Interested candidates should submit a two-page pitch that responds to the requirement of the role and how you will fulfill these and a current curriculum vitae. Selection may be based on application and referee report only. This recruitment process may be used to fill similar vacancies.

Applications should be submitted via the apply now button.

Contact Officer: Radomir Krsteski (02) 5124 9103 Radomir.Krsteski@act.gov.au

Digital Solutions Division

Technology Operations

Technical Services Hub

Assistant Director, Technical Delivery

Senior Information Technology Officer Grade C \$119,595 - \$128,465, Canberra (PN: 03835)

Gazetted: 20 February 2024

Closing Date: 5 March 2024

Details: The Digital Solutions Division (DSD) within ACT Health is seeking to recruit a motivated and experienced Assistant Director of Technical Delivery who can be part of a dynamic technical team. Under the broad direction of the Senior Director of Technical Operations Delivery the successful candidate will also work with the broader technical team, Epic and third-party vendors to support successful delivery of technical programs and projects within DSD.

The Assistant Director of Technical Delivery will be responsible for:

Performing project management activities within a healthcare environment following a PRINCE2 framework.

End-to-end technical delivery of programs and projects to meet the needs of Digital Solutions Support and Canberra Health Services including Cyber Security and Technical Infrastructure projects.

Coordinate resources to ensure delivery of technical projects on time and within budget.

Scheduling, managing and implementing changes in accordance with Divisional Change Management processes and procedures.

Perform other administrative duties as directed by the Senior Director to support the successful delivery of Technical Operational activities.

Note: This is a temporary position available 25 March 2024 to 24 March 2025 with the possibility of permanency.

Successful applicants may be selected based on application only.

How to Apply: Please submit a written application of no more than two pages, responding to the required capabilities within the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Applications should be submitted via the apply now button.

Contact Officer: Patricia Sanchez (02) 5124 9949 Patricia.Sanchez@act.gov.au

Office of Professional Leadership and Education

Office of the ACT Chief Nursing and Midwifery Officer

Assistant Director of Nursing/Midwifery

Registered Nurse Level 4.2 \$140,121, Canberra (PN: 56626)

Gazetted: 16 February 2024

Closing Date: 1 March 2024

Details: Are you a nurse and/or midwife looking for a change? Are you someone who really wants to make a difference, shaping the way the Office of the ACT Chief Nursing and Midwifery Officer (CNMO) supports nurses and midwives in the ACT, and drives policy and strategy across the health system?

The ACT Health Chief Nursing and Midwifery Office has a fabulous opportunity for you to work in Assistant Director of Nursing/Midwifery Advisor role. This role provides expert advice and support to the Director of Nursing/Midwifery Advisor and CNMO in a government setting. This role has a significant impact in the development and implementation of major territory-wide initiatives, provides expert advice, and ensures the CNMO meets strategic objectives associated with nursing and midwifery in the delivery of health services across the ACT.

This opportunity will suit you if you are a skilled and experienced nursing and/or midwifery leader who can work in a wonderful team of advisors, work effectively in a government environment and is passionate about making a difference to the health of the Canberra community.

Eligibility/Other requirements:

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

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

A post graduate tertiary qualification in nursing, midwifery, management or project management is highly desirable.

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 March 2024 until 28 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. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a two-page written pitch addressing why you believe you are the ideal nurse and/or midwife for the position - you may wish to include the Capabilities listed under 'What You Require' in the Position Description - Don't be afraid to really sell yourself! 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 sent to the Contact Officer.

Contact Officer: Sarah Stewart (02) 5124 8237 Sarah.M.Stewart@act.gov.au

Digital Solutions Division

Technology Operations

Technical Services Hub

Technical Specialist, Operational Databases

Senior Information Technology Officer Grade C \$119,595 - \$128,465, Canberra (PN: 62827)

Gazetted: 16 February 2024

Closing Date: 1 March 2024

Details: The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic individual to join the team as a Technical Specialist, Technical Services Hub. The successful candidate will join the existing management structure of the Technical Specialists who are collectively responsible for the day-to-day management of the Operational Databases and operational database (ODB) environments that support the Digital Health Record. You will be expected to lead the team in identifying and implementing process improvements and developing, planning and applying upgrades, and maintaining Operational Databases and operational database (ODB) environments.

The Technical Specialist Operational Databases is responsible for:

Creating and managing the databases and ODB environments that serve production, reporting, disaster recovery, training, and non-production needs of the Digital Health Record.

Installing and maintaining the administrative and monitoring tools necessary for high levels of availability and performance of the system databases and underlying ODB environments for the Epic system.

Monitoring database and ODB system performance and troubleshooting issues, including through developing and maintaining scripts to improve system management tasks.

Assisting with planning and applying upgrades and updates to production and non-production databases and ODB environments in accordance with the ACT Health change and release management policies and processes.

Under direction configuring and maintaining databases and ODB environment copies according to the environment strategy.

Engaging in environment capacity planning exercises to ensure adequate system resources and a responsive Epic system.

Collaborating with other Technical Specialists, Epic and other third-party providers to ensure proactive support and responsive issue resolution.

Maintaining and testing processes related to business continuity.

Responding to emergency and after-hours issues.

Undertaking other duties appropriate to this level of classification that contribute to the Digital Health Record Program and Division.

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 is your current manager.

Successful applicants may be selected based on application only.

Applications should be submitted via the apply now button.

Contact Officer: Glenn Loughton 02 5124 2379 Glenn.Loughton@act.gov.au

Policy Partnerships and Programs

Executive Branch Manager, Voluntary Assisted Dying

Executive Level 1.3 \$258,855 - \$269,201 depending on current superannuation arrangements, Canberra (PN: E1361)

Gazetted: 21 February 2024

Closing Date: 6 March 2024

Details: The ACT Health Directorate (ACTHD) is seeking Expressions of interest (EOI) for the role of the Executive Branch Manager, Voluntary Assisted Dying (EBM VAD). The ACTHD is responsible for strategic direction and leadership of the ACT health system. ACTHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

The EBM VAD will be responsible for delivering a range of ministerial priorities including providing high-level strategic policy advice on VAD and End of Life issues, leading and drive a culture within the Branch that embodies respect, integrity, collaboration, and innovation and facilitate coordinated, integrated approaches to VAD and End of Life policy, planning and service delivery.

The successful applicant will have demonstrated leadership and management experience, including the ability to communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team.

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 \$258,855 - \$269,201 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$229,915.

Contract: The successful applicant will be placed on a short-term contract for 22 months.

To apply: Interested candidates are requested to submit a two-page pitch outlining relevant skills and experience against the Executive Capabilities, 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: Michael Culhane 51249392 Michael.culhane@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

CHS Chief Executive Officer

CHS Allied Health

Acute Allied Health Services

Virtual Psychology Project Officer-Health Professional Officer 4-Acute Allied Health Services

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 48430 - 02G8J)

Gazetted: 16 February 2024

Closing Date: 29 February 2024

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: The Canberra Health Services Division of Allied Health Services provides a range allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division

works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

An exciting opportunity exists for a Clinical Psychologist with an interest in developing a new model of virtual psychology care for patients in the ACT. This role has been established to conduct a twelve-month feasibility project into delivering high quality, evidence-based psychological assessment and intervention via telehealth with adult and paediatric inpatients and outpatients of Canberra Health Services.

The successful applicant will scope, coordinate, deliver and evaluate virtual psychology assessment and interventions to determine whether this method of service delivery is sustainable. The project officer will work either on campus and/or remotely with close collaboration and assistance provided on campus by the Canberra Hospital Psychology department to establish a virtual psychology service, working as part of the psychology team to meet clinical service priorities in line with the acute allied health service's clinical priorities and demands.

Please
note:

This is a temporary position for up to twelve months with no possibility of extension or permanency.

This position is available either for a full-time employee or as a part-time job share arrangement if requested by the successful applicant.

Selection may be based on written application only.

This position will be required to work remotely off campus but may also work on campus if required.

For more information regarding the position duties click here for the [*Position Description*](#).

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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

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

Contact Officer: Tim Tooke (02) 5124 3373 Timothy.Tooke@act.gov.au

CHS Clinical Services

Medicine

Renal

Enrolled Nurse Renal Outpatients

Enrolled Nurse Level 1 \$65,934 - \$70,443, Canberra (PN: 20715 - 02G96)

Gazetted: 19 February 2024

Closing Date: 4 March 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

The CHS Renal Service provides inpatient and outpatient care to people with renal dysfunction across the ACT. The scope of services provided by the CHS Renal Service is designed to support a continuum of care for people with kidney dysfunction. Services provided have a multidisciplinary focus and include care from acute kidney injury, chronic kidney disease, dialysis, home dialysis, kidney transplantation and renal supportive care.

This position is based at the Canberra Hospital and reports to the Clinical Nurse Consultant of Renal Outpatients.

For more information regarding the position duties click here for the [*Position Description*](#).

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

- Undergo a pre-employment National Police Check.

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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.
- For more information on this position and how to apply “[click here](#)”*
Contact Officer: Julie Voutos 02 5124 3062 julie.voutos@act.gov.au.

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Nursing

Enrolled Nurse Level 1 - Forensic Services

Enrolled Nurse Level 1 \$65,934 - \$70,443, Canberra (PN: 26119 - 02G04)

Gazetted: 16 February 2024

Closing Date: 25 February 2024

What can we offer you:

- City living without the traffic – [click here](#) to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

Are you friendly, warm and committed to achieving positive outcomes?

Then this is the role for you. Dhulwa Mental Health Unit is a secure mental health facility that provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. The service aims to provide collaborative care involving the person, their careers and other key services.

The Enrolled Nurse will assess, plan, implement and evaluate nursing care in collaboration with the multidisciplinary team to achieve exceptional health care. You will be provided ongoing clinical education, training and support from our team of educators.

For more information regarding the position duties [click here](#) for the Position Description.

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.

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

Contact Officer: Peta Kleinig on Peta.Kleinig@act.gov.au or 0428 393 961.

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Nursing

Administration Officer - Adult Acute Mental Health Services

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 57101 - 02G6S)

Gazetted: 16 February 2024

Closing Date: 1 March 2024

Details: What can we offer you:

- City living without the traffic – [click here](#) to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU), Ward 12B Mental Health Unit is a 10-bed low dependency inpatient unit for people experiencing moderate to severe mental illness. These units provide 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 patient, their carers, and other key services. MHSSU is a 6-bed low dependency inpatient unit in the Emergency Department for people requiring extended mental health assessment and or treatment initiation. The Neurostimulation Therapy Suite (NTS) is located within AMHU and provides a specialised treatment service to both inpatients and outpatients.

In this position you will be responsible for facilities management, ensuring ACTPAS and MAJICeR systems are up to date and accurate and will be required to undertake other related administrative duties. This includes the provision of high-quality customer service for consumers and their carers.

For more information regarding the position of click [here](#) for the *Position Description*.

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.

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

Contact Officer: Tessa Sealey (02) 5124 5404 Tessa.Sealey@act.gov.au.

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Clinical Services

Occupational Therapist- Health Professional Officer 3-Adult Community Mental Health

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 27586 - 02G94)

Gazetted: 16 February 2024

Closing Date: 1 March 2024

Details: What can we offer you:

- City living without the traffic – click [here](#) to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Mental Health, Justice Health, 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 of wellbeing and harm minimisation. The participation of people accessing our services, their 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 Occupational Therapist position is in the Therapies Team of the Adult Community Mental Health Services (ACMHS) program area. The key function of the Therapies Team is to provide high-intensity, evidence-based psychological and psychosocial interventions to people, including psychological interventions, and functional and occupational interventions. The Therapies Team aims to maximize the application of concentrated psychological and psychosocial interventions and enhance available treatment options for people who are clinically managed by a Community Recovery Service (CRS). As a function established under the ACMHS Model of Care, the Therapies Team provides targeted interventions that are unavailable elsewhere in the ACT and which are based on highest need within the ACMHS population.

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

The successful applicant of the Health Professional 3 Occupational Therapist position is responsible for conducting occupational therapy assessments and interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 Level as well as to students and clinically related staff (such as Allied Health Assistants). The position will report operationally to the HP4 Allied Health Manager of the Therapies Team. Professional governance of this position will come from the relevant Discipline Principal (MHJHADS).

For more information regarding the position duties click here for the *Position Description*.

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

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

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

Contact Officer: Ellen Read (02) 51241750 Ellen.read@act.gov.au

Pathology

Diagnostic Genomics

Staff Specialist/Senior Specialist - Genetic Pathologist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 64386 - 02FQV)

Gazetted: 16 February 2024

Closing Date: 13 March 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

ACT Pathology are seeking a Genetic Pathologist to join our Diagnostic Genomics team in the delivery of services to the people of the ACT and regional NSW. Our committed scientific and medical team has well established expertise in cytogenetics and molecular genetics, with imminent plans to extend into Next Generation Sequencing. This position provides an exciting opportunity for a clinician to help shape the direction of future diagnostic genomics for the ACT. This is a once-in-a-lifetime opportunity!

It is a perfect time to join the Diagnostic Genomics team at ACT Pathology with developments occurring in both electronic health management and the physical environment. Canberra Health Services (CHS) has recently introduced a territory wide Digital Health Record providing new scope for modern reporting of genomics. The ACT Government has also committed to construction of a brand-new Pathology facility as part of the Canberra Hospital campus modernisation program. This is an opportunity to help us create and deliver a new vision for our Diagnostic Genomics service. We will build a state-of-the-art laboratory with a focus on the latest diagnostic technologies, including Next Generation Sequencing. We are building a vibrant and engaged workplace culture, with a focus on leadership and teamwork.

As part of CHS, ACT Pathology provides public pathology services for the ACT and surrounding regions. All specialties are represented at CHS except for organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

CHS has strong research links with the Australian National University (ANU), University of Canberra (UC) and the Australian Catholic University (ACU), and provides clinical teaching to medical students at the ANU. There will be ample opportunities for you to collaborate with, provide education to and participate in research with a range of scientists, clinicians, academics and students across the health and educational sectors.

This position is for a permanent full-time Staff Specialist/Senior Staff Specialist Genetic Pathologist, although fractional appointments will also be considered.

If the successful applicant meets criteria, there may be the opportunity to fill the role of Clinical Director of Diagnostic Genomics. This position of Clinical Director would attract an additional managerial allowance and would be for a 3-year tenure with a possibility of extension of up to 5 years.

We provide a range of financial, health and education services to help our staff. We offer financial initiatives such as salary packaging, fixed pathology bonus, mobile phone allowance, annual leave loading, eligible superannuation payments, access to financial counselling and staff discounts.

Benefits:

Remunerations and benefits for this position include:

- Depending on the classification and the role, salary packages may range between \$408,058 - \$550,742 inclusive of salary, applicable allowances and 11.5% super.
- Up to \$55,000 in reimbursement of relocation expenses for permanent and long-term appointments.
- Medical Education Expenses allowance reimbursement up to \$19,782 per annum.
- Generous leave provisions, including up to 4 weeks training/education leave and up to 5 weeks annual leave per annum.

Duties:

Under limited direction of the Executive Director of Pathology you will perform the role of Genetic Pathologist within the Diagnostic Genomics unit working collaboratively with the ACT Pathology Executive Team and other pathologists and clinicians across CHS to achieve strategic objectives for ACT Pathology and CHS.

Duties include:

1. Providing a high level of clinical leadership into service development and delivery in the Diagnostic Genomic laboratory. Ensuring the genomics service is high quality, sustainable and safe to improve the experience and outcomes for our consumers. Leading the expansion of the genomics service to introduce Next Generation Sequencing.
2. Participating in Quality Assurance activities within Diagnostic Genomics to ensure that the requirements for NATA and RCPA accreditation are met. Identifying other professional development, training requirements and opportunities for the Diagnostic Genomics team including registrars and scientists.
3. Providing expert clinical opinion and high-quality diagnostic reports. Performing effective clinical risk management and high-level written communication into business case submissions, departmental reporting, policies and procedures and other reports as required.
4. Developing strategic workforce plans in collaboration with the leaders in ACT Pathology to contribute to a proactive and engaged workplace culture. You will model the Canberra Health Services (CHS) values at all times, contributing to a work environment where all team members have a voice and the opportunity for personal and career growth.
5. Actively participating in resource management including human, financial, and physical resources for Diagnostic's leadership team.
6. Representing ACT Pathology at internal and external forums and committees and work collaboratively with strategic and academic partners with a commitment both to CHS Teaching and Research Strategies.
7. Undertaking other duties appropriate to this level of classification which contribute to the operation of the organisation, including on-call duties as required.

For more information about this role and how to apply, please click here to see the [Position Description](#).

Contact Officer: Jo Morris (02) 5124 4776 Jo.Morris@act.gov.au

Podiatry

Community Care Podiatrists

Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 20897, several - 02G91)

Gazetted: 16 February 2024

Closing Date: 29 February 2024

Details: Why it is great to be a Podiatrist in Canberra Health Services:

- Flexible working conditions within the largest (and expanding) health service in the ACT and surrounding NSW region
- Salary Packaging with many options that provide full fringe benefits tax concessions
- 36.75 hour working week
- Paid flex day per month
- Annual professional development allowance
- Structured and regular professional development and clinical supervision
- Paid study leave
- Support to complete your Scheduled Medicines Endorsement
- Support to participate in and lead quality improvement projects and research
- Access to scholarships for post-graduate education
- Discounted gym memberships
- Access to health and wellbeing programs

About the Role:

An exciting opportunity to join the progressive, enthusiastic, and friendly Podiatry team at Canberra Health Services (CHS). Situated in the Division of Rehabilitation, Aged and Community Services, the Community Care Podiatry team is comprised of Podiatrists, a dedicated Podiatry Clinical Educator and Podiatry Allied Health Assistants. We are a cohesive team that strives for excellence and supports each other to foster wellbeing and a positive workplace culture.

For our permanent HP2 vacancies, the preferred candidates will have a minimum of 12 months experience working as a Podiatrist in a similar setting. We can also offer temporary HP2 and HP3 positions. Temporary positions will be available for a period of 6 – 12 months, with a possibility of extension and or permanency. During the application process, you will be prompted to advise your preference.

For more information regarding the position duties click on the relevant link below:

[*Health Professional Level 2 Position Description*](#)

[*Health Professional Level 3 Position Description*](#)

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Andrew McMillan (02) 5124 1229 andrew.mcmillan@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Nursing

Registered Nurse Level 2 - CDN Forensic Mental Health Service

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 37277 - 02G07)

Gazetted: 16 February 2024

Closing Date: 25 February 2024

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: Are you looking for an exciting and rewarding opportunity to begin your leadership career as a Registered Nurse Level 2?

Mental Health, Justice Health, Alcohol and Drug Services is looking for a driven and positive Registered Nurse 2 to support a contemporary evidence-based service that provides high quality mental health care that is guided by principles of recovery.

This position will provide high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. The position will contribute their expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing and Clinical Nurse Educator.

This position is primarily located within Forensic Mental Health. This position is Monday to Friday 08.30 till 17.00.

You maybe required to work across all Adult Mental Health Inpatient Units to meet operational needs.

For more information regarding the position duties click here for the [*Position Description*](#).

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Peta Kleinig 0428 393 961 Peta.Kleinig@act.gov.au

Ward Services

Coordinator

Health Service Officer Level 5 \$64,301 - \$67,318, Canberra (PN: 64610, Several - 02GA2)

Gazetted: 16 February 2024

Closing Date: 29 February 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).

- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Wardspersons Supervisors, Co-ordinators and Wardspersons are a team within Patient Support Services. The coordinator works closely with the shift supervisor. The Co-ordinators are responsible for the direction and services delivery of a team of Wardspersons working within the transport that operates daily including weekends and Public Holidays. These positions are also responsible for ensuring patients are transported throughout the hospital campus to and from their procedures in a safe and timely manner.

The coordinator is responsible for task management using EPIC, radio, telephone, and pager.

For more information regarding the position of click here for the [*Position Description*](#).

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Dragana Petreski (02) 5124 2610 dragana.petreski@act.gov.au

CHS Chief Executive Officer

CHS Allied Health

Acute Allied Health Services

Psychologists - Acute and Rehabilitation Psychology Teams

Health Professional Level 2/3/4 \$70,679 - \$123,710, Canberra (PN: 48430, several - 02G6R)

Gazetted: 15 February 2024

Closing Date: 13 March 2024

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: The Canberra Health Services is looking for Psychologists to join our teams at the Canberra Hospital and the University of Canberra Hospital in 2024. We have range of full-time and part-time positions available for Psychologists of varying experience levels from HP2 to HP4 dependent on your background and clinical interests. We are looking for generally registered psychologists, clinical psychologists, neuropsychologists, and health psychologists who are interested in working in an acute care or rehabilitation setting.

Our Psychology teams offer supportive, collegial learning environments with experience or those looking to develop skills in any of the following clinical areas:

Adults in the acute (ICU, medical, surgical) or rehabilitation setting

Pain management (including spinal pain)

Paediatrics (developmental, acute care)

Eating disorders

Cancer care

Functional neurological disorders

Counselling

Some of the benefits for Psychologists working with us include:

A supportive learning environment with fully funded board approved internal or external supervision provided for all team members.

Group Attraction and Retention Incentive (ARin) of \$9,466 - \$13,316 in addition to salary, depending on grading.

Relocation allowance of up to \$12,000 for individuals with additional funding for dependents.

Access to annual professional development funding of up to 2% of annual salary after 12 months of service.

Assistance and support to complete Areas of Practice Endorsement in Clinical Psychology or Clinical Neuropsychology or to become a Board Approved Supervisor.

Flexible working conditions with negotiable working hours according to your availability, including support for you to work in private practice while working with us.

Please talk to our team via the contact officer to discuss the opportunities that we can offer you with our Psychology teams.

Applications should include a Curriculum Vitae and responses to the selection criteria for the position sought by the applicant. Selection Criteria are available under “what you require” and responses should be a maximum of five A4 pages.

All positions may be filled based on written application alone.

Positions may be offered on a permanent basis or on a temporary basis up to 12 months at the request of the applicant.

For more information regarding the position duties click here for the Position Description.

- [HP 2 Psychologist](#)
- [HP 3 Psychologist](#)
- [HP 4 Clinical Psychologist](#)
- [HP 4 Neuropsychologist](#)

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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

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

Contact Officer: Tim Tooke (02) 5124 3373 Timothy.Tooke@act.gov.au.

Clinical Services

General Surgery

Upper Gastrointestinal Surgeon General Surgeon

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 64745 - 02GCF)

Gazetted: 16 February 2024

Closing Date: 3 March 2024

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at [ENTERPRISE AGREEMENTS](#)

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

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

The General Surgery Unit at CHS provides tertiary level surgical care to the ACT and surrounding region. This General Surgeon position will primarily be responsible for the provision of Endoscopic Retrograde Cholangiopancreatography (ERCP) as part of the General Surgery team. They will also require demonstrated expertise in major oesophagogastric surgery.

The successful applicant is required to demonstrate training, experience, and competence working in Upper Gastrointestinal surgery and have recognition or be registered for training for ERCP by the Conjoint Committee (for Recognition of Training in Gastrointestinal Endoscopy- Australia). It is an opportunity for a General Surgeon to work in a multidisciplinary team focused on providing high quality best practice care to patients and to engage in teaching, training, and clinical research.

The position has an option to work as a permanent Staff Specialist or a Visiting Medical Officer.

Duties:

Provide specialist general surgery services to inpatients and outpatients working collaboratively with all members of the multidisciplinary team to provide high quality and safe person-centred care.

Coordinate and contribute to the daytime and on call/after-hours roster, in conjunction with other specialists, at a frequency required to cover the roster throughout the year. This includes the daytime and on call/after-hours roster of the Acute Surgical Unit. You will need to contribute to the ACT Trauma Service when required and rostered.

Coordinate and contribute to multidisciplinary education and training and actively participate in the training of junior medical staff including interns, resident medical officers, and registrars within the Division.

Actively engage in clinical governance to ensure services are high quality and safe, adhere to the National Safety and Quality Health Service Standards and participate in relevant committees and meetings including regular audit meetings.

Contribute to research activity and support junior medical staff in research activities.

Strive for continuous professional development and undertake research relevant to the science and/or clinical practice of the specialty.

Utilise digital health and health information systems to enable the provision of safe and timely access to services.

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

For more information about this role and how to apply, please click here to see the [Position Description](#).

Part-time

Contact Officer: Melissa Warylo (02) 5124 0931 melissa.warylo@act.gov.au

CHS Chief Executive Officer

CHS Nursing and Midwifery and Patient Support Services

Nursing Casual and Relief Pool

Registered Nurse - Novice Nurse Consolidation Program

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 59559, Several - 02GAA)

Gazetted: 19 February 2024

Closing Date: 12 March 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

Are you looking for a new challenge?

Are you looking for an exciting and rewarding opportunity to begin your career with Team CHS? We are now seeking applications for the Novice Nurse Consolidation Program for our May 2024 intake.

Come work in a growing tertiary hospital that cares for patients with a wide variety of health needs. The Novice Nurse Consolidation Program will assist you in the consolidation of knowledge, skills and competencies to transition into the acute care setting.

Successful candidates are 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 the community within Canberra and surrounding regions.

For more information regarding the position duties click here for the [Position Description](#).

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

- Undergo a pre-employment National Police Check.

- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- 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 temporary position available for a period of 6 months with the possibility of extension up to less than 12 months and/or permanency.

Contact Officer: Tracy Morton 0402154040. tracy.morton@act.gov.au

CHS Chief Executive Officer

CHS Medical Services

Executive Director of Medical Services

Medical Roster Officer - Administrative Service Officer 6

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 60281, several - 02G8I)

Gazetted: 15 February 2024

Closing Date: 29 February 2024

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: MOSCETU has responsibility for:

The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the CHS Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU and CEO Canberra Health Services.

The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program.

Manage the recruitment, rostering and administration related to the Junior Medical workforce.

Manage the recruitment, rostering and administration related to the Junior Medical workforce.

Under broad direction from the Medical Roster Team Manager, you will ensure efficient, reliable, and high-quality rostering, administrative and support services to the Junior Medical workforce of Canberra Health Services (CHS).

Assist in the provision of financial accountability and FTE governance over the JMO cohort of CHS.

For more information regarding the position of click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Kellie Bracher (02) 5124 4116 kellie.bracher@act.gov.au

CHS Chief Executive Officer

CHS Nursing & Midwifery and Patient Support Services

Nursing Clinical Support

Administrative Assistant – Operational Support - Nursing Support Services

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 13264 - 02G9X)

Gazetted: 15 February 2024

Closing Date: 29 February 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).

- Competitive pay rates and excellent working conditions within a tertiary hospital.

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

- Flexible working conditions.

- 11.5% Superannuation.

- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: The Division of Nursing and Midwifery Patient Support Services provides direct daily operational support to the Nurse Managers and Teams across the Divisions of CHS, to facilitate effective and safe staffing and direct patient care.

For more information regarding the position of click here for the [*Position Description*](#).

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

Undergo a pre-employment National Police Check.

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

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

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

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

Contact Officer: Tracy Morton (02) 5124 3178 tracy.morton@act.gov.au

CHS Finance and Business Intelligence

FBI Operations

NDIS Billing & Debt Recovery Officer - Patient Accounts

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 64197 - 02FXU)

Gazetted: 15 February 2024

Closing Date: 1 March 2024

Details:

What can we offer you:

City living without the traffic – click here to see why you should live in [*Canberra*](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: This position will provide high-level support to the Patient Accounts, Patient Billing and Debt Recovery team focussing on the National Disability Insurance Scheme (NDIS) and be required to have a high level of skills in time management, data integrity, customer focused communication and the ability to work independently and as part of a team to resolve debt owed to the CHS Directorate.

The successful applicant will be required to communicate, negotiate, and liaise with a range of internal and external stakeholders including, but not limited to patients, plan managers, National Disability Insurance Agency (NDIA), outpatient clinics and debtors. They will also be required to screen incoming phone calls and correspondence, support the revenue data team, provide debt recovery and invoicing functions, and provide administration assistance as necessary. Applicants will need to be enthusiastic and have excellent interpersonal skills, have a strong understanding or willingness to learn how to process NDIS billing in a public health environment and have experience in the use of hospital-based IT system such as the Digital Health Record (DHR).

For more information regarding the position of click here for the [*Position Description*](#).

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Sarah Farrelly (02) 5124 6922 Sarah.Farrelly@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Nursing

Assistant In Nursing - Forensic Service

Assistant in Nursing \$55,927 - \$57,820, Canberra (PN: 40123, Several - 02G03)

Gazetted: 15 February 2024

Closing Date: 25 February 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

Are you looking for a new challenge?

Then this is the role for you. Dhulwa Mental Health Unit is a secure mental health facility that provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. The service aims to provide collaborative care involving the person, their careers and other key services.

We are looking for people with strong communication skills, and who hold an open-minded and empathetic outlook. If this is you, join our team!

For more information regarding the position duties click here for the Position Description.

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.

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

Contact Officer: Peta Kleinig 0428 393 961. Peta.Kleinig@act.gov.au

School Services Team

Healthcare Access at School - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 01261 - 02G72)

Gazetted: 15 February 2024

Closing Date: 22 February 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

The Healthcare Access at School (HAAS) program is delivered in a partnership between Canberra Health Services and the Education Directorate.

The program supports students in ACT public schools with a range of health conditions who require complex or invasive tasks or procedures to be undertaken during school hours.

Under the HAAS Program, the Registered Nurse provides training for school-based staff to ensure they are competent and confident in meeting the healthcare needs of individual students, allowing these students to safely attend school.

The HAAS nurse also provides a link between families, schools, and the child's health professionals.

This is an opportunity to use your valuable knowledge and skills in a different way; one that has a long-lasting beneficial outcome for children and young people living with complex health conditions, their families, and their schools. The HAAS team is positive and dynamic, and you will be welcomed and well supported as you learn the role.

Note: There are multiple temporary part time positions; Monday to Friday 0800-1630hrs.

Required days are Thursday and Friday with other days negotiable.

There is the possibility of extension, increased hours and/or permanent appointment.

The office is based at 1 Moore Street Canberra City with travel to schools or to meet with families on most days.

For more information regarding this position click here for the [Position Description](#).

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

- Undergo a pre-employment National Police Check.

- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Be registered under the Working with Vulnerable People (Background Checking) Act 2011.

Contact Officer: HAAS Clinical Nurse Consultant 0478 408 859 Mel.R.Taylor@act.gov.au

CHS Chief Executive Officer

CHS Nursing and Midwifery and Patient Support Services

Ward Services

Wardsperson Supervisor - Health Service Officer Level 7

Health Service Officer Level 7 \$71,955 - \$75,787, Canberra (PN: 64614, Several - 02GA3)

Gazetted: 15 February 2024

Closing Date: 29 February 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Wardsperson Day and Night Supervisor position is a support to the Wardsperson Operation Manager. The Canberra Hospital is a 24-hour service that operates daily including weekends and Public Holidays. This position is to assist with co-ordination of Wardsperson for patient manual handling and transport throughout the hospital campus, and to assist in code response. The above Advertised positions are fulltime positions 07:30-19:30 and 19:30-07:30 for 6 months with possibility of extension or permanency.

For more information regarding the position of click here for the *Position Description*.

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

- Undergo a pre-employment National Police Check.
 - Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Note: This is a temporary position available for a period of 6 months with the possibility of extension and/or permanency.

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

Contact Officer: Dragana Petreski (02) 5124 2610 dragana.petreski@act.gov.au.

Ambulatory Care - Grace

North Canberra Hospital - Staff Specialist in Geriatrics

Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 600576 - 02FXV)

Gazetted: 15 February 2024

Closing Date: 8 March 2024

Details: What can we offer you:

- City living without the traffic – click her to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Hospital:

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the role:

The GRACE (Geriatric Rapid Acute Care Evaluation) team provides both outreach to residents in RACFs and limited in-reach for these residents during any hospital ED presentation or inpatient stay in order to facilitate an effective transition back to the RACF on discharge. The GRACE model of care focuses on supporting service providers to provide care within the RACF environment wherever possible, thereby preventing ED presentation and hospital admission. The GRACE team facilitates safe transitions between inpatient and outpatient care to avoid representation. The GRACE geriatricians also provide inpatient consultation to other inpatient teams to assist in management of delirium, BPSD and complex discharge planning for older adults.

The Staff Specialist Geriatrician promotes healthy aging through the care of older adults in both inpatient and outpatient settings based at the North Canberra Hospital (NCH). This position is responsible for providing clinical care and leadership within the GRACE team (Geriatric Rapid Acute Care Evaluation) operating from North Canberra Hospital and will be guided by current evidence based medical practice, to deliver quality and safe patient centred care. In addition to providing health care to older adults in Canberra and surrounding regions, the department is firmly committed to the education of both Advanced Trainees (ATs) and Basic Physician Trainees (BPTs).

Under limited direction of the GRACE lead consultant and Executive Director of Medical Services, NCH, you will provide high quality patient focused clinical care and leadership within Geriatric Medicine at NCH.

- Provide Geriatric consultation liaison services at North Canberra Hospital.

Participate in the GRACE on-call and consultant duty roster.

- Contribute to and participate in management, clinical audit procedures, quality improvement, utilisation reviews and educational activities within the Division of Medicine at NCH.
- Ensure high standards of medical record keeping for patients of Canberra Health Services including completion of case mix reports if appropriate.
- Assist in and/or supervise the educational and professional development of nursing staff, undergraduate students, postgraduate students, resident medical staff and registrars.
- Assist in the development of policies and procedures for GRACE and Geriatric Medicine at North Canberra Hospital to ensure high standards of clinical care and maintenance of a Centre of Excellence.
- Develop and maintain liaison with other centres, providers and professionals within and without NCH and provide high standards of professional advice/opinions in relation to the service.
- Represent the Geriatric Medicine speciality on committees and working parties relevant to your professional expertise if appropriate and/or required.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

About you:

Requirements/Qualifications:

Mandatory

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Hold a Fellowship of the Royal Australian and New Zealand College of Physicians (FRACP) or an equivalent higher specialist qualification in Geriatric Medicine
- The successful applicant will need the ability to participate in a GRACE on-Call Physician Roster.
- Skills in the clinical supervision, teaching and professional development at all levels, including medical, nursing, and allied health professional staff, both postgraduate and undergraduate.
- Excellent interpersonal skills including effective negotiation and conflict resolution, and an ability to liaise effectively at all levels of work, and interact as part of a diverse multidisciplinary team.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- 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:

- Prior to commencing this role, a current registration issued under the [Working with Vulnerable People \(Background Checking\) Act 2011](#) is required.
- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

part-time

Contact Officer: Kim McNeilly Kim.McNeilly@act.gov.au

CHS Infrastructure Management and Maintenance

Infrastructure and Health Support Services Recurrent

Senior Director Insourcing Taskforce - Senior Officer Grade A

Senior Officer Grade A \$162,291, Canberra (PN: 63656 - 02GAK)

Gazetted: 15 February 2024

Closing Date: 29 February 2024

Details: What can we offer you:

- City living without the traffic – [click here](#) to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations.

Reporting to the Executive Group Manager, Infrastructure and Health Support Services, the Senior Director will be responsible for managing the CHS insourcing team. The initial focus of the insourcing team will be to assess the proposition of insourcing CHS cleaning services using the Whole of Government Insourcing Framework. Subject to the outcome of this assessment, the team will oversee the phase out of current outsourced contract cleaning services at CHS properties.

For more information regarding the position of [click here](#) for the *Position Description*.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

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

Contact Officer: Colm Mooney (02) 5124 9796 colm.mooney@act.gov.au.

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Allied Health

Exercise Physiologist- Health Professional Level 3 - Adult Inpatient Mental Health Services

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 31734 - 02FTX)

Gazetted: 15 February 2024

Closing Date: 28 February 2024

Details: What can we offer you:

City living without the traffic – [click here](#) to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to children, youth and adults through 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.

MHJHADS services include:

Adult Community & Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

The successful applicant will work across several of the MHJHADS services, including the Allied Health teams in Adult Inpatient Mental Health Services, The Eating Disorders Residential Treatment Centre, and the Alcohol and Drugs Services Withdrawal Unit.

The Adult Inpatient Mental Health Services includes the Adult Mental Health Unit (AMHU), Ward 12B and the Mental Health Short Stay Unit (MHSSU). The AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers, and other key services. 12B is 10–14-bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

The Eating Disorders Residential Treatment Centre is a 12-bed health facility for people with a primary diagnosis of an eating disorder over the age of 16 who can be safely medically monitored and managed in the Centre but require further nutritional, psychological and psychosocial support to achieve long term recovery. It will have a homelike, residential feel and will focus on the psychological recovery of participants by providing specialist, intensive nutritional, psychological treatment with 24/7 nursing support for a period up to three months.

The Alcohol and Drugs Services Withdrawal Unit is a team of nurses and medical specialists that provide withdrawal management from alcohol and drugs in an in-patient unit at The Canberra Hospital.

The successful applicant of the HP3 Exercise Physiologist will deliver exercise physiology services and interventions across these MHJHADS services, delivering individual and group-based interventions. They will provide individualised assessments and exercise programs to complex mental health consumers with/without chronic health conditions under limited supervision. In this role you will contribute clinical expertise to the multidisciplinary team, assist and contribute to the service development and therapy processes and support health promotion strategies within Canberra Health Services

The successful applicant will also be required to undertake professional development and clinical supervision and participate in quality improvement initiatives. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Level as well as to students and clinically related staff (such as Allied Health Assistants). The position will report operationally to the Allied Health Manager of Adult Inpatient Mental Health Services alongside the HP4 Clinical Lead over the program area. Discipline specific support is available through the Exercise Physiology Profession lead.

This is a full-time position working Monday to Friday. Part-time may be considered for the right applicant.

For more information regarding the position duties click here for the [*Position Description*](#).

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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

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

Contact Officer: David Warren (02) 5124 5401 david.warren@act.gov.au

Medicine
Dietitian

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 60594 - 02GAP)

Gazetted: 16 February 2024

Closing Date: 15 March 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The position entails working as part of the Obesity Management Service inter-disciplinary team to promote positive patient outcomes through the provision of high-quality clinical services, case management, health promotion and quality improvement activities and education. Clinical service delivery may include group and individual therapy for people with morbid obesity. Interventions provided by the Dietitian within the service may include counselling to improve diet quality, placing patients on closely monitored Very Low Energy Diets, supporting pharmacotherapy and guiding diet post bariatric surgery.

For more information regarding the position duties click here for the *Position Description*

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

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

Contact Officer: Jane Osborne (02) 5124-1552 jane.osborne@act.gov.au

CHS Chief Executive Officer

CHS Medical Services

Pathology

Medical Scientist - Health Professional Level 2 - Chemical Pathology

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 28961 - 02FX9)

Gazetted: 20 February 2024

Closing Date: 12 March 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region.

The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and branch laboratory is located at the North Canberra Hospital.

The successful applicant will primarily be based in the Routine Chemistry section, however, may also be rotated through the Endocrinology, Point of Care Testing, Special Chemistry, and the North Canberra Hospital laboratory as required. Under direction, the successful applicant will be required to perform instrument maintenance and troubleshooting, monitor Quality Control and provision of patient results for the Chemical Pathology laboratories at Canberra and North Canberra Hospitals.

The successful applicant will be required to work 24/7 shifts including nights and weekends.

For more information regarding the position of click here for the *Position Description*.

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

- Undergo a pre-employment National Police Check.
- Provide confirmation of education.
- 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 on this position and how to apply “[click here](#)”

Contact Officer: Catherine Woods (02) 5124 2843 Catherine.Woods@act.gov.au.

Procurement & Supply

Supply Chain Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 28405 - 02GDI)

Gazetted: 21 February 2024

Closing Date: 1 March 2024

What can we offer you:

City living without the traffic – [click here](#) to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Supply Chain Officer, Supply Chain (ASO4) is a critical role within our organisation that reports to the Assistant Director, Supply Chain under the Director Supply Chain who reports to the Senior Director (Infrastructure Manager/Specialist 3), who leads the Procurement and Supply Branch within the Chief Financial Officer (CFO) Division.

The role has responsibility for the delivery of supply chain services for CHS including purchasing processes, governance, compliance, reporting and analysis.

As part of the Procurement & Supply Branch, the role will ensure that:

supply chain activities are consistently processed across the organisation.

compliance with all relevant legislation is achieved.

best practice supply chain processes are adhered to.

value for money is achieved for CHS.

We are seeking a supply chain officer with a strong customer centric approach to their practice. You will be familiar with procurement principles and enjoy working in partnership with others.

In addition, we are looking to develop skills across a range of general areas, such as strategic and analytical thinking, leadership and staff development, project management, communication, negotiation, written and representation skills. We are continually updating and improving our systems, knowledge, and processes, and want staff who can adapt and lead others in a dynamic environment.

You will be self-motivated, responsive and show initiative, and have sound judgement, professional resilience, and personal drive. You can think on your feet and work effectively under pressure and within time deadlines to deliver high-quality outcomes that align with strategic goals.

For more information regarding the position [click here](#) for the Position Description.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Kelly Lancsar (02) 5124 3109 Kelly.Lancsar@act.gov.au

CHS Clinical Services

Women, Youth and Children's Health

WCH Operational

Administration Manager - Women Youth and Children

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 61500 - 02GDA)

Gazetted: 21 February 2024

Closing Date: 1 March 2024

Details:

What can we offer you:

- City living without the traffic – [click here](#) to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Division of Women, Youth and Children (WYC) provides a broad range of primary, secondary, and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a child and family centred, multidisciplinary team that delivers care in CHS, Community Health Centres, client's homes, schools and Child and Family centres.

The position provides management and leadership to Women Youth and Children Administration staff located at Centenary Hospital for Women and Children, as well as WY and C Community Based services. The role involves providing support to the leadership team of the WYC Community Health Program and managing staff who are performing front line services duties including: booking appointments, referral management, screening telephone calls, and clinic support. The role requires a high level of time management skills with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health-based IT systems including EPIC is required. Demonstrated ability in problem solving as well as small involvement in project management and quality and improvement is highly desirable.

This role ensures high quality customer service standards are maintained and provides support and assistance to the Women, Youth and Children's Management team as necessary.

WYC are committed to building a positive workplace culture and are confident that we can deliver excellent health care to the community if we work together.

For more information regarding the position [click here](#) for the *Position Description*.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Samantha Lang (02) 5124 7431 Samantha.Lang@act.gov.au.

Walk in Centres

Clinical Nurse Manager

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 40333 - 02G40)

Gazetted: 21 February 2024

Closing Date: 5 March 2024

What can we offer you:

- City living without the traffic – [click here](#) to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

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

The Walk in Centres (WiCs) are a primary health service staffed with Advanced Practice Nurses and Nurse Practitioners providing episodic care for minor injury and illness to the ACT community and surrounds. The CNM and nursing staff provide care to clients using their advanced clinical assessment skills supported by protocols and medication standing orders.

The CNM role is a composite role with clinical and managerial responsibilities. As part of the permanent selection process, candidates will need to qualify as an Advanced Practice Nurse and successfully complete a 4-week training

program and relevant OSCE Assessments. Failure to complete or pass the program and assessments will result in an unsuccessful application and no permanent offer being extended. Please contact the listed Contact Officer for further information regarding this process.

For more information regarding the position duties click here for the Position Description.

Note: This is a temporary position available for 3 – 6 months with possibility of extension and/or permanency.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Anne Douglas 0434 945 109 Anne.Douglas@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice health Services

Nurse Level 2 - Registered - Medical Escort and Discharge Liaison Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 10844 - 02GBP)

Gazetted: 21 February 2024

Closing Date: 7 March 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

The Justice Health Services (JHS), Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre (BYJC). Primary health care encompasses acute and chronic disease management, alcohol and other drug services, and emergent health care. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

This position works collaboratively with all staff including ACT Correctives Services and Child & Youth Protection services to ensure optimum service delivery and best evidence practice.

For more information regarding the position duties click here for the *Position Description*.

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.

Note: This is a temporary position available for a period of 6 months with the possibility of extension up to less than 12 months and/or permanency.

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

Contact Officer: Leigh Thompson (02) 5124 2523. leigh.r.thompson@act.gov.au

Child and Adolescent Mental Health Services (CAMHS)

Adolescent Intensive Home Treatment Team

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 48189 - 02GC2)

Gazetted: 21 February 2024

Closing Date: 7 March 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.

- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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)

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.

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.

This position is for a permanent full time HP2 position at CAMHS services.

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

Note:

- 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 work within a 6-day rotating roster.
- This position is a permanent, full time HP2 position available at CAMHS services.
- An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.
- Appointment to the position may be based on written application and referee reports only.

For more information regarding the position duties click here for the [Position Description](#).

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

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

Contact Officer: Jordan Brown (02) 5124 6530 Jordan.Brown@act.gov.au

Canberra Health Services

Safety and Risk Officer - Facilities Management

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 50366 - 02GCB)

Gazetted: 21 February 2024

Closing Date: 7 March 2024

Details:

What can we offer you:

- City living without the traffic – click here to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

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

The Facilities Management (FM) Branch are a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, safety and risk management, utilities management, and contracts and leasing for the Canberra Health Services property portfolio. The Facilities Management branch will also be responsible for all planned and on demand maintenance activities. The Infrastructure Safety and Risk Section provide specialised advice and oversight on all areas of construction work undertaken on behalf of CHS. This includes planned and reactive maintenance as well as minor and major construction projects on both brown and greenfield sites.

The Infrastructure Safety and Risk Section is involved at all stages of construction from concept, through design, delivery, commissioning, and demolition. Frequently, this is undertaken in an operating health care environment with many inherent, complex challenges.

The role of the Safety and Risk Officer is to apply their safety and risk expertise to support project and maintenance works to meet relevant Legislative, Australian Standard and CHS requirements. This includes (but is not limited to) site surveillance and monitoring of compliance on nominated construction sites. The Safety and Risk Officer will also be expected to assist with the implementation and maintenance of safety and risk management systems and processes that align to the strategic goals and objectives set by the Division.

By fulfilling the ISAR Section responsibilities, we ensure that CHS staff, patients, volunteers, visitors, and contractors have the safest possible built environment. In addition to ensuring projects, repairs and maintenance are undertaken to the highest safety standards to keep CHS at the forefront of modern medical facilities.

For more information regarding the position click here for the *Position Description*.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for a period of 3 months with the possibility of extension up to less than 12 months and/or permanency.

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

Contact Officer: Shannon Keevers 0402 962 508 Shannon.Keevers@act.gov.au.

CHS Infrastructure Management and Maintenance

Infrastructure and Health Support Services Recurrent

CSB Operating Commissioning

Campus Modernisation Project Administrator - Campus Modernisation

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 64581 - 02GFJ)

Gazetted: 21 February 2024

Closing Date: 27 February 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Canberra Hospital Expansion Critical Services Building (CSB) is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital.

CSB (also known as Building 5) is designed to incorporate the latest advances in technology and contemporary hospital design – enabling a patient-centred model of care that will maximise safety, health outcomes, operational efficiency, engineering services.

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

The Project Administrator will report to the Executive Group Manager, Campus Modernisation and will work closely with the Project Team and Executive areas. This role will co-ordinate governance committees within the Campus Modernisation Program.

For more information regarding the position click here for the *Position Description*.

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

- Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of 15 months with the possibility of extension up to less than 12 months and/or permanency.

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

Contact Officer: Vanessa Brady (02) 5124 4109 Vanessa.Brady@act.gov.au.

Cancer and Ambulatory Services

Cancer Service - Walk-in Centres

Staff Specialist - GP Advisor

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 64798 - 02GFM)

Gazetted: 21 February 2024

Closing Date: 4 March 2024

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

The Walk in Centres (WiCs) are a primary health service staffed with Advanced Practice Nurses and Nurse Practitioners providing episodic care for minor injury and illness to the ACT community and surrounds. The team provide care to clients using their advanced clinical assessment skills supported by protocols and medication standing orders.

The GP Advisor in the Cancer and Ambulatory Support will provide advice on the services and protocols within the ACT Walk-in Centres (WiCs). A core component of this role will be supervision for senior WiC nursing staff via case reviews, individually and in group sessions. Input into WiC Clinical Advisory Group meetings will occur quarterly.

This is a permanent part time position (0.3 FTE)

Duties:

Review current evidence based practice for Clinical Treatment Protocols and Medication Standing Orders, critiquing with advice for the primary health care service provision across the WiC services. Work with the Walk in Centre nursing teams and CAS management to review WiC policies and guidelines.

Liaise closely with the WiC clinical team of Nurse Practitioners holding a monthly meeting for case management review, education and advice for service provision focused on the interfaces with primary health care.

Provided mentorship and professional development to the WiC Advanced Practice Nurses and Nurse Practitioners and support the CHS teaching, learning and research objectives.

Participate and contribute to the WiC Clinical Governance Advisory Group, a multi-disciplinary internal and external stakeholder group meeting quarterly.

Participate in the planning and decision making and clinical directions for the WiC's.

Maintain a productive relationship with the Canberra Health Services GP Liaison Unit and other service providers.

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

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

For more information about this role and how to apply, please click here to see the [Position Description](#).

Contact Officer: Melissa O'Brien (02) 5124 5198 melissa.o'brien@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

MHJHADS Business Support Services

Executive Assistant - Mental Health Justice Health Alcohol and Drug Services

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 13661 - 02GC5)

Gazetted: 21 February 2024

Closing Date: 6 March 2024

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: Executive Assistants play a key role in supporting the operations of the office of an Executive Director at CHS. High performing Executive Assistants provide day to day support to senior staff, including managing their diaries, ensuring they are in the right place in the right time, and have the information they need to perform their role. More information about the duties of an Executive Assistant at CHS are detailed in the section below.

Successful candidates will be placed in a merit pool to fill current and future vacancies.

The successful candidates may be expected to work at various CHS sites including Canberra Hospital in Garran, the University of Canberra Hospital in Bruce, and the City Community Health Centre. Flexible working arrangements can be negotiated for successful candidates and are dependent on the needs of your Executive Director, however your role as an Executive Assistant working to an Executive Director requires presence primarily in the office environment.

For more information regarding the position of click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Jenna Kratzel (02) 5124 1099 Jenna.Kratzel@act.gov.au

CHS Clinical Services

Cancer and Ambulatory Services

Cancer Services

Cancer Counsellor- Health Professional Officer 3- Cancer Supportive Care

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 28331 - 02GB2)

Gazetted: 19 February 2024

Closing Date: 5 March 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Division of Cancer and Ambulatory Support (CAS) provides comprehensive cancer screening, diagnostic, assessment and treatment services in inpatient, outpatient and non-admitted treatment settings. The division is also responsible for immunology, specialist palliative care, medical physics and radiation safety, walk in centres and organisational outpatient support through Central Intake, transcription, policy support and the Central Outpatients Department

The Canberra Health Services Cancer Supportive Care Team (CSCT) sits within the Division of Cancer and Ambulatory Support (CAS). The service aims to provide cancer patients, carers and their support network with timely treatment, information and support services.

The Cancer Counselling Service aims to improve outcomes for people with Cancer and their families by providing comprehensive psychological services in the community. The Cancer Counselling Service is located at the Belconnen community Health Centre and Phillip Health Centre.

The Social Worker/ Psychologist will understand issues relating to oncology and the impact of cancer on a person and their family/carer, including adjustments to the changes and challenges of a cancer diagnosis and its treatment for patients and families and grief, loss and bereavement counselling. They will demonstrate a commitment to working within an Interprofessional environment. The overall function of the position is to promote positive client outcomes through the provision of high-quality counselling, assessment, and care planning interventions as part of a multidisciplinary team.

For more information regarding the position duties click here for the *Position Description*.

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

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

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

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

CHS Clinical Services

Rehabilitation, Aged and Community Services

Oral Health Services

New Graduate Oral Health Therapist- Health Professional Officer

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 18691 - 02GBT)

Gazetted: 20 February 2024

Closing Date: 5 March 2024

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Scholarships for education support

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

About the Role: Oral Health Services is in the Division of Rehabilitation, Aged and Community Services (RACS) and offers a range of public dental services to the community including:

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.

Young people under the age of 18 with access to a Services Australia - issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Services include:

Preventative dental interventions and health promotion

Emergency dental care

Restorative and prosthetic dental care

Some orthodontic interventions for eligible clients

Services are delivered in the community as well as:

Gungahlin Health Centre

Belconnen Health Centre
Civic Health Centre
Phillip Health Centre
Tuggeranong Health Centre
Alexander Maconochie Centre
Mobile Dental Clinic

The Dental Therapist/Oral Health Therapist position is a clinical role and is responsible for the provision of oral health therapy services to clients of the Oral Health Services. The position may also include participating in the various outreach programs to the Canberra Community.

The successful applicants will receive education and support through a new graduate program. This program will support new graduates to launch their careers in healthcare and develop their professional identity. The program provides graduates with individual support to optimise learning and career opportunities. New Graduates will have onsite access to a clinical supervisor, and mentors who will work with them and support them to grow their clinical and professional skills.

The successful applicants will be employed as a full-time Health Professional Level 1 Oral Health Therapist and be afforded opportunities to rotate sites to enhance individual learning and experiences. On successful completion of the New Graduate program, allocation into a permanent HP2 will be based on an internal merit process and preferences.

For more information regarding the position duties click here for the [*Position Description*](#).

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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

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

Contact Officer: Kristen Korth (02) 5124 4163 Kristen.Korth@act.gov.au

Community Care Occupational therapy

Occupational Therapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 20650 - 02G8Z)

Gazetted: 19 February 2024

Closing Date: 7 March 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and 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. 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.

Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care

Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

For more information regarding the position duties click here for the [Position Description](#).

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

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

Contact Officer: Leah Epistola (02) 5124-1057 Leah.Epistola@act.gov.au

CHS Chief Executive Officer

CHS Medical Services

Executive Director of Medical Services

Director Library and Multimedia

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 46474 - 02GBX)

Gazetted: 20 February 2024

Closing Date: 4 March 2024

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Scholarships for education support

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

About the Role: The CHS Medical Services Group (MSG) includes Medical Imaging, ACT Pathology, Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library and Multimedia (L&MM) service. The CHS Library service acquires, organises, preserves and provides access to information resources to meet the needs of staff, faculty and students in a timely and cost-effective manner. The multimedia service provides graphic design, conference research posters, printing, laminating, pull-up banners, binding, scanning, video and photography.

The Director of Library and Multimedia Services will report to the Executive Branch Manager of Medical Services.

The position is responsible for the strategic direction, operations and human resources management of the medical library and multimedia services. These units provide worldwide health information resources and quality multimedia services to clients including staff of CHS (Canberra Hospital and North Canberra Hospital), the ACT Health Directorate, and other partner organisations.

For more information regarding the position of click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Sarah Mogford (02) 5124 3596 sarah.mogford@act.gov.au

CHS Clinical Services

Women, Youth and Children's Health

Director of Nursing and Midwifery

Special Care Nursery Clinical Development Nurse RN Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 59599 - 02GAX)

Gazetted: 20 February 2024

Closing Date: 11 March 2024

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Scholarships for education support

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

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

Together with a small team of Clinical Development Nurses (CDN) you will support nursing staff in the Special Care Nursery (SCN) to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education is occurs across morning and evening shifts, seven days a week.

For more information regarding the position duties click here for the [*Position Description*](#).

Note: This is a temporary position available for 6 to 12 months with the possibility of extension and/or permanency.

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. For further information on Working with Vulnerable People registration refer to - [*Working with vulnerable people \(WWVP\) registration \(act.gov.au\)*](#)

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

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

Contact Officer: Sarah Neale 0403 957 405 sarah.neale@act.gov.au

CHS Clinical Services

Women, Youth and Children's Health

Department of Obstetrics and Gynaecology

Sonographer- Medical Imaging Level 4 -Women, Youth and Children

Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA), Canberra (PN: 28809, Several - 02GBW)

Gazetted: 20 February 2024

Closing Date: 8 March 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
- Ongoing education and support
- On the job training provided to all new Sonographers
- Health and wellbeing perks such as physiotherapy, EAP, gym discounts and more!

About the Role:

The CHS Maternal Fetal Medicine Department provides care for women with complex or high-risk pregnancies who require specialised care for either them or their baby. The interdisciplinary team, which includes medical specialists, sonographers, midwives and administrative staff, work collaboratively to deliver exceptional care to patients in the ACT and surrounding region.

We are seeking a suitably qualified and experienced sonographer to join a small team of sonographers in the Maternal Fetal Medicine Department. The successful applicant must have appropriate qualifications, obstetric and gynaecological imaging experience and have the ability to work independently within a team environment. This position requires a high level of communication skills and sensitive interaction in a high-risk obstetric environment. The position holder will report to the Sonography Manager in the Fetal Medicine Unit.

If you would like to join a team that has a fantastic culture, with leaders who genuinely care about their staff and patient's wellbeing, this is an opportunity that you do not want to miss out on. We are a close-knit team who value each other and strive towards delivering the best possible care for our patients by continuously displaying empathy, compassion, respect and kindness as part of our workday.

Walking into the department and scanning rooms, you are met with friendly smiles, and you can't help but feel a sense of belonging. These clinical staff have a true passion for women and babies. We are seeking like-minded team members who share in this passion and understand the importance of the care that is provided to women and babies. As Sonographers, we view ourselves as an integral part of the journey that women with babies are on. A Sonographer who has empathy, and is naturally inquisitive and keen to learn, would fit in well.

We understand the importance of your role in- and outside of work, and are flexible in terms of negotiating work hours and FTE during the interview process.

For more information regarding the position duties click here for the *Position Description*.

Please note 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.
- 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: There is a position that is part-time at (25:72) hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Payam Saberian (02)5124 7364 Payam.Saberian@act.gov.au

Alexander Maconochie Centre/City/Bimberi Youth Justice Centre

Administration Support - Justice Health Services

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 55547 - 02GBR)

Gazetted: 19 February 2024

Closing Date: 4 March 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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.

For more information regarding the position of click here for the *Position Description*.

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.

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

CHS Chief Executive Officer

CHS Nursing & Midwifery and Patient Support Services

Nursing Casual and Relief Pool

Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 25694 - 02FXK)

Gazetted: 19 February 2024

Closing Date: 31 December 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

Are you looking for a new challenge?

Then this is the role for you, Canberra Hospital is the largest tertiary teaching hospital in the region providing trauma, medical and surgical services. You will work in a growing health care service that includes a new Critical Services Building that will provide state of the art services to Canberra and the surrounding regions.

We are looking for Registered Nurses in the following areas:

- General Medical/Surgical
- Women's, Youth & Children
- Critical Care Areas
- Mental Health
- Cancer Services
- Acute Care of the Elderly
- Medical Imaging
- Outpatient Departments
- Rehabilitation

Successful candidates will have a minimum of 1 years' experience working in an acute care facility. Candidates will be supported and provided ongoing training opportunities facilitated through the Workforce Capability and Clinical Development Nurses.

For more information regarding the position duties click here for the [Position Description](#).

Note: There are casual, full-time, part time temporary and permanent position available.

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Catherine Makings (02) 5124 2680 catherine.makings@act.gov.au

North Canberra Hospital

Women & Children

Clinical Support Officer – Administration Service Officer 4

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 602495 - 02GBI)

Gazetted: 19 February 2024

Closing Date: 1 March 2024

Details: What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the Hospital: North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra

Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the role:

The Women's and Children's Division within North Canberra Hospital provides Maternity, Neonatal & Gynaecology services to women and their families in the ACT. These services include antenatal, intrapartum and postnatal care; gynaecology care; neonatal special care nursery support and domiciliary care. Care is provided by a multidisciplinary team including a Midwifery and Nursing Team, Medical staff, and Allied Health.

The Clinical Support Officer will coordinate and provide administrative support for the provision of recruitment, rostering and staffing for the division. This role is imperative in supporting safe staffing levels on a daily and long term basis. This role will report directly to the Assistant Director of Midwifery.

Under limited direction of the Assistant Director of Midwifery you will provide support in the provision of recruitment, rostering and staffing for the division. You will:

Coordinate the recruitment process for vacant positions within the division including managing positions descriptions, uploading positions on Taleo, advertising on external sites, organising interviews and interview packs, and commencing the on-boarding process for new staff.

Support daily staffing of the division by identifying staffing shortfalls, updating Kronos and liaising with staff to backfill shortfalls.

Liaise with Recruitment Agencies to on-board agency midwives/ nurses including contract management, accommodation, flights, administration and invoicing.

Support the Midwifery roster with data entry on to Kronos.

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

About you:

Requirements/Qualifications:

Mandatory

A minimum of three years' experience working professionally in an administrative support role within the healthcare industry.

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:

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)

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: Elizabeth Bishop N/A elizabeth.bishop@act.gov.au

Eating Disorders Unit

Nurse Level 3 Grade 2 - Registered

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 64217 - 02G4Q)

Gazetted: 19 February 2024

Closing Date: 4 March 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to children, youth and adults through 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.

The Eating Disorder Service, comprising of a number of programs: Eating Disorders Residential Treatment Centre, Eating Disorders Program, Eating Disorders Clinical Hub and Short-Term Recovery Intervention for Disordered Eating (STRIDE) Program, provides support and treatment to children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue.

For more information regarding the position duties click here for the [Position Description](#).

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: Julie Grant 0403 149 140 julie.l.grant@act.gov.au

Forensic Mental Health Service

Registered Nurse Level 1 - Forensic Services

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 40999, Several - 02G05)

Gazetted: 19 February 2024

Closing Date: 27 February 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

Are you a flexible and positive Registered Nurse ready to make a difference?

Then this is the role for you. Dhulwa Mental Health Unit is a secure mental health facility that provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. The service aims to provide collaborative care involving the person, their careers and other key services.

The Registered Nurse will actively complete assessments, planning, implementing and care of clients, including supporting and facilitating patients' community reintegration through therapeutic leave.

For more information regarding the position duties click here for the [Position Description](#).

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: Peta Kleinig 0428 393 961 Peta.Kleinig@act.gov.au

Clinical Services

Surgery

Staff Specialist/Senior Specialist - Ophthalmology

Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 55198 - 02GEK)

Gazetted: 21 February 2024

Closing Date: 17 March 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at [ENTERPRISE AGREEMENTS](#)

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service, Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers.

The Ophthalmology Department is based at the Canberra Hospital. The Department is staffed by five Staff Specialists and five VMOs who support vitreo-retinal, medical retinal, corneal, glaucoma, neuro-ophthalmic, and emergency ophthalmic services at Canberra hospital, plus general ophthalmology, and cataract surgery at Calvary Hospital and the VMO's rooms. Other medical staff within the Department include two RANZCO-accredited Registrars, two unaccredited Registrar, and a resident (PGY2).

A staff specialist ophthalmologist position is available at Canberra Hospital and Health Services. The position would be suitable for a Canberra based ophthalmologist with postgraduate vitreoretinal surgery training (at least 12 months surgical retina fellowship), and involves providing regular outpatient services, elective and urgent surgery, and contributing to the on-call roster. The department of ophthalmology provides tertiary level surgical care to the ACT and region, and the successful applicant is required to demonstrate training, experience and competence in the management of complex vitreoretinal pathology including trauma, advanced diabetic eye disease and lens surgery requiring a vitreoretinal approach.

The Ophthalmology Department provides tertiary level surgical care to the ACT and region, and the successful applicant is required to demonstrate training, experience, and competence in the management of complex vitreoretinal pathology including trauma, advanced diabetic eye disease and lens surgery requiring a vitreoretinal approach.

Duties:

Under limited direction you will:

1. Provide expertise and high-quality Ophthalmic clinical services to in-patients and out-patients and contribute to the on-call requirements of the service.
2. Actively engage in clinical governance to ensure services are high quality, evidence based, safe and adhere to the National Safety and Quality Health Service Standards. This includes but is not limited to participating in relevant committees and meetings including regular audit meetings, morbidity and mortality meetings.
3. Take leadership in developing systems and processes necessary for the provision of sub-specialty practice within the hospital, including procurement of required equipment and facilities, and recruitment and training of support staff.
4. Coordinate and contribute to multidisciplinary education and training, and actively participate in the training and supervision of medical students and medical staff (including interns, resident medical officers and registrars and fellows) within the Department and Division.

5. Promote and practice research in Ophthalmology and support a research program, either clinical or laboratory based.
6. Work in a multidisciplinary team to promote a high-quality safe consumer-focused service.
7. Utilise digital health and health information systems to enable the provision of safe and timely access to services.
8. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

For more information about this role and how to apply, please click here to see the [Position Description](#).

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

Contact Officer: Melissa Warylo melissa.warylo@act.gov.au

CHS Chief Executive Officer

CHS Medical Services

Imaging

Sonographer - Medical Imaging Ultrasound

Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA), Canberra (PN: 28999, several - 02GBU)

Gazetted: 21 February 2024

Closing Date: 13 March 2024

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: Join a progressive team that is passionate about delivering exceptional diagnostic services. We are seeking Sonographers who possess a high level of specialist knowledge to provide novel, complex, and critical ultrasound service delivery. These positions are supported by the Ultrasound Manager and wider multi-disciplinary team.

Working at Canberra Health Services is truly exciting. Our tertiary hospital has state-of-the-art diagnostic imaging, interventional radiology, and nuclear medicine services, which enables our Sonography team to deliver this essential service to our Canberra and Southeast NSW Region community.

We have a range of permanent, full-time positions available, but are also able to consider candidates who are open to part time or fixed term contracts. During the application process you will be prompted to advise your preference.

We will also consider Visa Sponsorship to Australia for the right candidates.

It is essential that candidates address Selection Criteria in their written application/ cover letter.

For more information regarding the position of click here for the [Position Description](#).

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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

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

Contact Officer: Leigh Bush 0407 406 041 Leigh.Bush@act.gov.au

Canberra Institute of Technology

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

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

Education and Training Services

CIT Health, Community and Science

CIT Human Services

Project Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 17688)

Gazetted: 21 February 2024

Closing Date: 6 March 2024

Details: Canberra Institute of Technology (CIT) is seeking an exceptional Project Officer to fill a permanent vacancy in the CIT Human Services department. The Department of Human Services delivers a range of programs, these include the Certificate III in Individual Support (Ageing and Disability), Certificate IV Disability, Certificate III in Health Service Assistance (Acute) (AIN) and the Diploma in Nursing, as well as a range of non-accredited, industry specific programs for the continual education of industry professionals. The department works collaboratively with industry and with other areas across the College of Health, Community & Science and CIT to create unique innovative learning opportunities for students. This position will suit someone who works collaboratively and flexibly, takes initiative, displays high level customer service and administration skills, and has an eye for detail. Reporting to the head of department, the successful candidate will undertake a wide range of operational and administrative tasks to support the department, which include but not limited to the following duties:

Co-ordinate and monitor student placement requirements including compliance for the department.

Provide advice, guidance, and direction in relation to students' placement systems in a dynamic industry in collaboration with other departments and across the Health, Community and Science College.

Assist with the coordination and oversight of various cohorts of students within the department including part time students, trainees, students undertaking professional placement and international students.

Monitoring and review of received invoices for student placements.

Coordinate the ongoing development, continuous improvements and finalisation of placement workbooks in collaboration with teachers and Team Leaders.

Participate proactively autonomously and as a team member to achieve performance benchmarks and quality outcomes in accordance with relevant government compliance standards, including the Program Review and Improvement (PRI) process.

Provide high level administrative support to teaching staff in the department.

Provide leadership and mentor other administrative staff as required.

Assist in the development and monitoring of Memorandum of Understanding's (MoUs) between CIT Human Services programs and industry partners.

Coordinate CRN creation and manage room bookings and lab bookings for the department.

Other duties as appropriate

Working at CIT: With an impressive 95-year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest vocational education and training (VET) provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels. The benefits of working at CIT include:

Access to facilities to support your health and wellbeing, including CIT Fit & Well Fitness centre at Bruce Campus, as well as a strong Employee Assistance Program

Flexible work options

Free parking

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

Eligibility/Other Requirements:

Desirable:

Well attested management/organisational skills would be an advantage.

Current drivers licence.

Must be eligible to obtain a Working with Vulnerable People Registration card.

Experience in a vocational education setting

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: Interested applicants should submit a pitch of no more than two pages. Your suitability will be assessed based on your skills and knowledge in relation to the duties/responsibilities of the role and clearly linked to the selection criteria. Applications should include a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Burling (02) 6207 2354 Lisa.Burling@cit.edu.au

Education Futures and Students

Executive Officer

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 13009)

Gazetted: 20 February 2024

Closing Date: 5 March 2024

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 Officer, with demonstrated personal drive and integrity, to support efficient management of work across the Education Futures and Students Division. The position is responsible for working closely with the Executive Director, supervising the Executive Support Officer and a wide range of other executive support duties.

To be competitive for this role you, will need to be highly organised, have great attention to detail and thrive in a dynamic workplace. Strong written communication skills and stakeholder management experience are essential. The successful applicant will demonstrate a high degree of independence and confidentiality, while being adaptive in delivering results in a fast-paced environment.

CIT supports flexible working arrangements, and individual working arrangements that meet and achieve business needs can be negotiated.

CIT is committed to building a diverse workplace through an inclusive workforce.

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.

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

Notes: This is a permanent position. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: Please provide a two-page pitch outlining your suitability for the advertised role, a current curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: JosephineM Andersen (02) 6207 9240 JosephineM.Andersen@cit.edu.au

Strategic Finance and Transformation

Strategic Finance and Transformation

Facilities

Procurement and Contracts Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 64634)

Gazetted: 20 February 2024

Closing Date: 27 February 2024

Details: We are seeking an experienced Procurement and Contracts Officer to support the Facilities team as we drive a focused and responsive plan to modernise and transform CIT's campuses to deliver vocational education courses for now and the skills of the future.

Over the next five years, CIT is undertaking a significant transformation journey including modernising facilities, digitalisation of learning environments and a move into the ACT Government's circa \$200M, 22,500m² Woden campus which will provide a Nation leading contemporary, flexible, smart, and sustainable learning environment for up to 6,500 students each year.

The Procurement and Contract Officer will undertake a range of concurrently delivered procurement and contract management activities in support of establishing long term contract arrangements with ACT Property Group and other external goods and service providers. This position will support the Procurement and Contract Manager to establish and maintain a Strategic Procurement Plan and detailed operational Procurement Plan to ensure procurements are conducted efficiently and within CIT and ACT Government procurement guidelines. The position will work closely with the CIT Procurement and Finance teams to ensure procurement and contract management activities are in line with the organisation's strategic direction.

Eligibility/Other requirements:

Qualifications and/or experience in procurement and contract management, preferably within the ACT Government or Commonwealth Government – Highly desirable.

Qualifications and/or extensive experience in procurement of facilities related functions/projects – Highly desirable.

Experience in facilities management in an educational institution – Desirable.

Driver's license - Mandatory

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 are to submit a response of no more than a two-page pitch demonstrating skills, knowledge, and experience against the Selection Criteria, along with a current curriculum vitae including the names and contact details of two referees

Applications should be submitted via the Apply Now button below.

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

Education Futures and Students

Marketing

Senior Manager, CIT Marketing

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 64592)

Gazetted: 21 February 2024

Closing Date: 6 March 2024

Details: CIT is looking for a skilled and dynamic individual to fill the role of Senior Manager, Marketing on a permanent basis.

The successful candidate will possess the ability to efficiently develop and execute effective marketing campaigns for the promotion of vocational education and training in the ACT and surrounding areas.

You will be responsible for leading development and implementation of marketing and student recruitment strategies and working collaboratively with stakeholders, and suppliers, to lead the planning and execution of priority marketing projects and campaigns, to increase brand awareness and drive course enrolments.

You will report directly to the Executive Director, Education Futures and Students, and oversee the daily operations of the CIT marketing team, including scoping, reviewing and approving social and digital content, managing campaign and creative development, school engagement activities and graphic design services.

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: 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. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace.

How to Apply: Please provide a two-page pitch addressing the Responsibilities and Selection Criteria, and two references including your current manager.

Applications should be submitted via the Apply Now button below.

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

Health Community and Science

Human Services

Nursing Teacher

Teacher Level 1 \$84,997 - \$114,113, Canberra (PN: 51170, Several)

Gazetted: 16 February 2024

Closing Date: 1 March 2024

Details: Details: Nursing Teacher CIT Diploma of Nursing (Enrolled)

Are you a Registered Nurse working in the health care sector and seeking a change of pace?

Do you want to contribute to shaping the next generation of nurses?

Or maybe you are just a little curious.... Read on!

What do we want?

Human Services Department has an exciting opportunity for Registered Nurses who have outstanding qualities and an interest in teaching in the Vocational Education and Training (VET) sector. CIT Human Services department delivers a range of programs from the National Training Packages in Health Care and Community Services. These

include the Diploma in Nursing, Certificate III in Individual Support (Ageing, Disability and Home and Community), Certificate IV in Ageing and Disability, as well as a range of non-accredited, industry specific programs for the continual education of industry professionals.

Working at CIT: With an impressive 95 year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels. The benefits of working at CIT include:

Access to facilities to support your health and wellbeing, including CIT Fit and Well Fitness centre at Bruce Campus, as well as a strong Employee Assistance Program

Flexible work options

Free parking

The successful candidate will be required to:

Provide educational guidance to students within all programs delivered by the department.

Support student progression and provide a quality student experience.

Demonstrate understanding of national VET standards including industry currency, assessment principles and rules of evidence.

Demonstrate capacity in the use of technology and willingness to further develop digital literacy to a high level.

Possess current knowledge of the VET sector.

Demonstrate experience in working collaboratively and effectively with teams with minimal supervision.

Develop and maintain working relationships with industry and key stakeholders.

Eligibility/ Other Requirements: MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

Refer to the ACT Public Sector Canberra Institute of Technology Educators Enterprise Agreement 2023– 2026.

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:

hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);

where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and

complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience

In accordance with sub-Clause M10.10 of the ACT Public Sector Canberra Institute of Technology Educators Enterprise Agreement 2023 -2026.

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

Note:

Teachers in the Diploma of Nursing Program are required to have a current registration with Australian Health Practitioner Regulation Agency (AHPRA) and a professional qualification relevant to teaching nursing at AQF Level 7 as per Australian Nursing and Midwifery Accreditation Council (ANMAC) requirements.

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

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

How to Apply: Applicants are asked to submit a two-page written response to the Selection Criteria outlining their experience and/or ability to perform the Selection Criteria, as well as a current curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the apply now button.

Contact Officer: Lisa Burling (02) 6207 2354 Lisa.Burling@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 Branch Manager, Environment, Land and Technical Regulation
Temporary Vacancy (9 March 2024 to 19 April 2024)**

Chief Minister, Treasury and Economic Development Directorate

Access Canberra

Position: E1328

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA's and MPC Infrastructure Managers

Date Circulated: 19 February 2024

Access Canberra is the ACT Government's one-stop shop for key government services and regulatory functions. We are all about providing people easy access to ACT Government services, payments and information, along with delivering important regulatory functions for our community. We strive to deliver great customer experience and deliver regulatory outcomes that support our vision of a safe and liveable city.

At Access Canberra, we seek to help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services. We actively engage in a risk and harm approach to support regulatory compliance outcomes across a broad range of industry sectors to build a strong economy, safe community and sustainable environment.

Successful applicants will be able to lead organisational change; help find solutions to complex situations; actively engage with risk to make sound decisions; communicate with influence to achieve outcomes; and understand how to lead teams to achieve effective results. You will be a key member of the Access Canberra Executive group helping to drive organisational strategy and implementation of government priorities.

The Executive Branch Manager, Environment, Land and Technical Regulation, has primary responsibility for the following three teams in Access Canberra:

- Environment Protection Authority (Dickson Office Block)
- Utilities and Technical Regulation (Dickson Office Block)
- Land Planning and Building Services (Mitchell Building, Dickson Service Centre and Dickson Office Block)

The successful applicant will be required to perform regulatory responsibilities as part of the role. This includes:

- Perform as the Environment Protection Authority (EPA) pursuant to section 11 of the Environment Protection Act 1997; and be required to fulfil all the statutory obligations of the EPA under the Act.
- Provide advice and support to the Technical Regulator pursuant to the Utilities (Technical Regulation) Act 2014.
- Provide advice and support to the Registrar-General in relation to Land Titles and Land Planning matters.
- Provide advice and support to other statutory functions across Access Canberra and within government as required.

The position provides advice to various portfolio Ministers in support of its statutory functions and role within Access Canberra, and works closely with partner policy directorates, especially the Environment, Planning and Sustainable Development Directorate (EPSDD), Transport Canberra and City Services Directorate (TCCS) and the Justice and Community Safety Directorate (JACS).

The Executive Branch Manager, Environment, Land and Technical Regulation is required to engage with key stakeholders in support of its statutory functions, regulatory responsibilities and service delivery requirements. Prior experience or qualifications relevant to the functions of the branch will be highly beneficial.

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 \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

To apply: If you think you have what it takes to take on the challenge of this important role, please submit your curriculum-vitae and a pitch of no more than one page addressing the section criteria and outlining why you are interested in this opportunity to David Pryce via email, David.Pryce@act.gov.au by COB Monday 26 February 2024.

Details of two referee including your most recent supervisor should also be included. More information about Access Canberra can be found on its website: www.accesscanberra.act.gov.au.

Contact Officer: David Pryce (02) 6205 9898 David.Pryce@act.gov.au

Executive Group Manager, Work Safety Group

Temporary Vacancy (12 March 2024 to 5 April 2024)

Chief Minister, Treasury and Economic Development Directorate

Office of Industrial Relations and Workforce Strategy

Position: E727

(Remuneration equivalent to Executive Level 2.3)

Circulated to: ACTPS Senior Executive List

Date Circulated: 9 February 2024

Expressions of interest (EOI) are sought for the position of Executive Group Manager, Work Safety Group, Office of Industrial Relations and Workforce Strategy, CMTEDD for the period 12 March to 5 April 2024 inclusive.

The Executive Group Manager provides portfolio legislative and strategic policy advice to the Government and is responsible for whole of ACT Public Sector work safety, workers' compensation and work rehabilitation services.

The position requires outstanding leadership, relationship management and communications skills. A commitment to public service integrity and people management is essential.

The Executive Group Manager reports to Deputy Director General, Office of Industrial Relations and Workforce Strategy, CMTEDD.

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

Remuneration: The position attracts a remuneration package ranging from \$336,019 - \$349,479 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$299,120.

To apply: Interested applicants should submit a two-page pitch and a curriculum vitae addressing their suitability and availability for the role to EGMWSGO@act.gov.au COB Friday 16 February 2024.

Contact Officer: Michael Young (02) 6205 3095 Michael.young@act.gov.au

Access Canberra

Licensing and Registration

Licensing and Registration Administration

Specialist Driver Licensing Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 00354)

Gazetted: 21 February 2024

Closing Date: 13 March 2024

Details: The Access Canberra Licensing and Registration Branch comprises several sub-units responsible for compliance, complaint investigation and risk assessment under a range of regulatory schemes. Teams within Licensing and registration Branch also provide support to other business units processing related transactions, such as the Access Canberra Service Centres and the Contact Centre. We want to recruit people who are flexible, innovative and who look for solutions to problems, sometimes this will require some 'out of the box' thinking. We encourage all our staff to challenge how things have always been done – because we aim to do it better.

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:

Understanding of Road Transport Legislation is not essential but would be highly regarded.

Experience in using the rego. ACT computer database is not essential but would be highly regarded.

Note: This is a temporary position available immediately for six months with the possibility of extension up to 12 months.

A Merit Pool may be established which can be used to fill vacancies over the next 12 months.

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

How to Apply: Please submit the following:

A two-page pitch detailing why you are the best person for the role, addressing the Selection Criteria in the attached Position Description.

A current curriculum vitae which includes details of your work history, qualifications and contact details for two referees (one of which being your current or most recent supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexander An 6205 0865 Alexander.An@act.gov.au

Budget, Procurement, Investments and Finance (BPIF)

Shared Services Finance

Debt Management

Debt Management Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 63820)

Gazetted: 21 February 2024

Closing Date: 28 February 2024

Details: This position will play a key role in actively providing specialist expertise regarding debt management matters. Primary duties will include debt recovery, arrangement monitoring, hardship assessment, customer contact and assisting in operational advice and support within the Finance Operations Team.

As a Debt Management Officer, you will monitor revenue and debt management activities through a shared service delivery model ensuring customer outcomes are met against the partnership agreements, and in compliance with relevant public sector debt recovery policies, practices and statutory requirements.

Eligibility/Other Requirements:

Demonstrated competency in financial processing systems, including Oracle R12, Converga P2P, Collexus, or similar, and with Microsoft Office Applications and PowerBI.

Demonstrated experience in debt management functions, confidence to make outbound calls to arrange payment plans and collect invoices in arrears. Strong written communications skills, Excellent verbal communication and strong customer service skills.

Experience in change management, ability to achieve goals, determine priorities and meet deadlines with limited supervision. Develop and maintain a centre of excellence in the delivery of debt management services for all levels of Government, agencies, clients, and key stakeholders.

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:

A cover page indicating each trade speciality or role and level you are applying for.

A two page pitch that tells the selection committee about your ability to perform the advertised role (Knowledge, Experience, Skills, Behaviour) and why you are the best person for this role.

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Miller (02) 6207 8119 Robert.Miller@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

Resource and Design Coordinator

Senior Information Technology Officer Grade C \$119,595 - \$128,465, Canberra (PN: 15730)

Gazetted: 20 February 2024

Closing Date: 5 March 2024

Details: The Endpoint User Services (EUS) Section is looking for an enthusiastic, autonomous employee that is looking to make this role their own. Supporting the achievement of DDTS organisational objectives, along with upholding the delivery of quality customer services and ICT solutions. The role will report directly to the Senior Director of Endpoint User Services, providing strategic advice for both Executive and Senior management. They will work with high levels of autonomy to deliver reports and dashboards to senior and act as a liaison between project teams and EUS Technical teams to plan and the technical delivery of project work.

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

Eligibility/Other requirements: Hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or ability to obtain and maintain a certificate is mandatory.

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. 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 an application of up to two pages, addressing the capabilities listed under the "What You Require" section in the Position Description, while taking into account the items in the "What You Will Do" section along with a current copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dean Parrott (02) 6205 3103 Dean.Parrott@act.gov.au

Office of Industrial Relations and Workforce Strategy

Payroll and HR Systems

Payroll Services

Payroll Team Co-Ordinator

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 53388, Several)

Gazetted: 20 February 2024

Closing Date: 27 February 2024

Details: The Shared Services Payroll team are seeking experienced and skilled Payroll Team Coordinators to join our team.

As a Payroll Team Coordinator, you will work in a large team and be responsible for providing support to your Team Supervisor, as well as your team members and colleagues within Payroll Services. Your primary tasks will be to: Support the Team Supervisor/s in managing the team/s to deliver pay and conditions in accordance with the relevant Enterprise Agreements and legislation.

Undertake relevant casework and prepare well developed and researched correspondence, reports and submissions relating to payroll activities as requested.

In working with the Team Supervisor, identify individual and team payroll training requirements, implement , develop and deliver training and/or presentations as agreed and required.

Accurately calculate, process and check salary and allowance payments, including overtime and penalty rates in a timely manner.

Additional responsibilities include interpreting and providing accurate and considered advice relating to Enterprise Agreements and relevant legislation and policies for current payroll processes.

The ideal candidate would be a highly motivated team player who demonstrates superior customer service skills and is comfortable working in a high-pressure environment with tight deadlines, with the ability to contribute to a positive and inclusive working environment.

If this sounds like you, please review the position description and follow the instructions to apply for the role. We look forward to hearing from you.

Note: There are several temporary positions available for a period of 6 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 across Payroll Services.

How to Apply: You are required to provide:

Your curriculum vitae (two-three pages preferred)

A pitch one to two-pages, outlining 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 within the Position Description for more information on developing your pitch when applying for this position.

Applications should be submitted via the apply now button.

Contact Officer: Shayama Chand (02) 6207 9000 Shayama.Chand@act.gov.au

Economic Development

Minister, Executive and Coordination Team

Economic Development Directorate Liaison Officer

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 41878)

Gazetted: 20 February 2024

Closing Date: 5 March 2024

Details: The Economic Development Division, within Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a highly motivated senior officer to perform the duties of Directorate Liaison Officer (DLO).

Economic Development is a dynamic division with a variety of portfolios reporting to five ministers. Its business units include Sport and Recreation, artsACT, Events ACT, VisitCanberra, Skills, and Business and Innovation, Venues Canberra and the National Arboretum Canberra and Stromlo Forest Park.

As the Economic Development DLO, you will play a key role as the liaison between Ministers' offices and the Division. You will attend meetings with Ministers and ensure the efficient flow of materials between Ministers' offices and the Division.

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 public administration, economics, business or a related subject (or a willingness to undertake) is highly desirable.

Note: This is a temporary position available from 12 March 2024 until 30 April 2024.

This position is located within the Legislative Assembly building, in the Chief Minister's Office. An order of merit list may be established to fill future temporary 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: Please submit your curriculum vitae, the contact details of two referees and a two-page pitch outlining your experience and/or abilities relative to the Selection Criteria.

Applications should be sent to the Contact Officer.

Contact Officer: Kate Starick (02) 6205 9828 Kate.Starick@act.gov.au

Policy and Cabinet

Cabinet, Assembly and Government Business

Senior Coordination and Support Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 39752)

Gazetted: 20 February 2024

Closing Date: 5 March 2024

Details: The Cabinet, Assembly and Government Business branch invites you to apply for an exciting opportunity to be at the forefront of government decision making and support the passage of Cabinet and Government Business. To be considered for this position is at the ASO 6 level, will have a curious mind and the ability to gain a strong understanding of the ACT Government's Cabinet, Assembly and Government Business activities while thriving in a team environment.

This position is a diverse and interesting role within a high functioning and supportive branch which is committed to meeting its 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements: This position requires the successful applicant to either hold or be able to obtain a baseline security clearance.

Note: This is a temporary position available 24 April 2024 to 24 October 2025. A Merit Pool will be established from this selection process and will be used to fill similar position vacancies with the Cabinet, Assembly and Government Business Branch over the next 12 months. Selection may be based on application and referee reports only. The workplace for this position is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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 submitted via the apply now button.

Contact Officer: Kieran Ives (02) 6205 9095 Kieran.Ives@act.gov.au

Office of Industrial Relations and Workforce Strategy

Payroll & HR Systems

HR Systems

Assistant Director – Business System Enablement & Governance

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 60411)

Gazetted: 20 February 2024

Closing Date: 5 March 2024

Details: The HR Systems, LMS Platform Administration team is looking for an enthusiastic and motivated team player who can hit the ground running and help sustain the Whole of Government (WhoG) Learning Management System (LMS), managed by Shared Services. This is a great opportunity to enhance the work of the LMS Operating Committee that will provide governance of the LMS used by all directorates. In doing so, you will obtain additional insight into the features of LMS, what is required to manage the system, and how it is being used by directorates. We're looking for someone with excellent written skills, have experience managing vendor contracts and is an organised, team player.

This position reports directly to the Lifecycle & Enablement Manager, Kronos and SAP Learning, within the HR Systems 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 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 six months with the possibility of extension up to 12 months and/or permanency.

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

How to Apply: Please provide a response to the Position Description of no more than two pages, along with your curriculum vitae and referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruce James (02) 6205 1033 Bruce.James@act.gov.au

Office of Industrial Relations and Workforce strategy

Payroll and HR Systems

Payroll Services

Payroll Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 09511, Several)

Gazetted: 20 February 2024

Closing Date: 27 February 2024

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 6 months, with the possibility of extension to 12. 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.

Note: There are temporary positions available for a period of 6 months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: You are required to provide:

Your curriculum vitae (two -three 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.

Contact Officer: Cate Brennan (02) 6207 1646 Cate.Brennan@act.gov.au

Digital, Data and Technology Solutions

ACT Cyber Security Centre

Assistant Director, Cyber Security Governance, Risk and Assurance

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 30922)

Gazetted: 19 February 2024

Closing Date: 11 March 2024

Details: Are you our next Assistant Director, Cyber Security Governance, Risk and Assurance? Do you have a passion for building strong relationships, are highly organised and have an interest in providing customers with solutions to improve their cyber security posture?

Then this role is for you!

The Cyber Security Governance, Risk and Assurance team sits within the ACT Cyber Security Centre and is a dynamic, business-oriented team that performs security risk assessments and compliance audits of ICT systems and infrastructure across the Whole of Government.

The Assistant Director, Cyber Security Governance, Risk and Assurance will work with business clients, DDTS teams, vendors, and external stakeholders to provide high quality cyber security risk management services to enhance cyber security outcomes. The role may be tailored to suit the applicant's skillset, individuals without strong technical skills are also encouraged to apply.

Eligibility/Other Requirements:

Permanent Residency or Australian Citizenship is required.

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.

Notes: A Merit Pool will be established from the selection process and may be used to fill further temporary or permanent vacancies over the next 12 months. The current government and Executive support hybrid working for positions of this nature, noting this may be subject to change in future.

How to Apply: To apply for this position please provide your curriculum vitae with contact details of two referees and a maximum two-page pitch addressing how your knowledge and experience capture the skills, knowledge and behavioural capabilities that make you the best candidate for the role. Your response should consider the activities of the role.

Where possible the position may be tailored based on the successful candidate's expertise and skillset. Selection may be based on application and referee reports only.

You are encouraged to contact Sally Maher on (02) 6207 1055 to find out more about the role before applying.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Maher (02) 6207 1055 Sally.Maher@act.gov.au

Economic and Financial

Macroeconomics, Modelling and Federal Financial Relations

Macroeconomics

Senior Econometrician / Economist

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 11439, Several)

Gazetted: 21 February 2024

Closing Date: 20 March 2024

Details: Details: Are you passionate about data, economic forecasting and Canberra?

ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), has a vacancy for a Senior Economist /Senior Research Officer in its Macroeconomics Team.

You will prepare economic indicator briefs and contribute to other products including speeches and question time briefs on economic issues, and other modelling and analysis. You will undertake econometric modelling and quantitative analysis to support forecasts of economic variables and revenue estimates that are published in the ACT Budget. As a key member of the Macroeconomics team, there will be opportunities to be involved in a range of economic analysis, forecasting and policy projects in this part of Treasury.

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 economics and/or econometrics is highly desirable. Studies in actuarial studies/ finance/mathematics or complementary discipline are desirable.

Note: This is a permanent position requiring that you have at least permanent residency status in Australia.

How to Apply: Please provide: 1) a current curriculum vitae with the names and contact details of two referees; 2) a one-page pitch outlining how your skills, qualifications and experience make you an ideal candidate for the role.

Applications should be submitted via the apply now button.

Contact Officer: Atreya Banerjee (02) 6205 4659 Atreya.Banerjee@act.gov.au

Digital, Data and Technology Solutions

Executive Group Manager, Planning Design and Digital

Executive Level 2.2 \$313,721 - \$326,282 depending on current superannuation arrangements, Canberra (PN: E1290)

Gazetted: 16 February 2024

Closing Date: 12 March 2024

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) within the ACT Government provides strategic advice and support to the Chief Minister, directorate Ministers and Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations.

The Digital, Data and Technology Solutions Group (DDTS), led by the Chief Digital Officer, has responsibility to drive the ACT's digital and data agenda and lead the whole of government strategic direction for technology, investment and cyber security. The group also provides advice and support for whole of government ICT, including for ACT Government schools and the Canberra Institute of Technology. DDTS has a diverse workforce across many functions and sites and a key emphasis is placed on fostering an inclusive culture, with the Executive Team setting an example by exhibiting behaviors that contribute to the goal of ensuring that all employees are respected, valued, and actively involved.

As Executive Group Manager, Planning, Design and Digital you will report directly to the Chief Digital Officer and will play a pivotal role in shaping the future strategy and direction of technology and data in the ACT. You will provide effective leadership, governance, and management to ensure the planning and delivery of robust systems that contribute to government and community outcomes. You will lead and influence change within the group and across government and contribute to the overall management, motivation and leadership of staff to ensure they are enabled to contribute to the required outcomes and that their business units' objectives and priorities are achieved. You will oversee a relatively new division comprising 60 personnel across two branches, with plans to add a third branch for managing major programs.

To be a strong contender for this important role you will be a strong leader who excels working in complex environments. You will be forward thinking, self-motivated, resilient and adept at building relationships across a broad range of sectors. Your integrity, judgement and strong leadership credentials will be paramount. Significant experience in large projects and programs with scale and complexity is highly regarded. You will be adept at managing sensitive issues under significant pressure. Your impressive personal style and ability to engender trust and respect will be complemented by your excellent people skills, intellectual rigor, and first-class influencing skills.

Remuneration: The position attracts a remuneration package ranging from \$313,721 - \$326,282 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$279,122.

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

How to Apply: please obtain selection documentation from the Executive Intelligence Group vacancies page www.executiveintelligencegroup.com.au Ref. No. 916. If, after reading the selection documentation, you require further information please contact Helen Innes or Karina Duffey on (02) 6232 2200.
Contact Officer: Helen Innes or Karina Duffey (02) 6232 2200 admin@execintell.com.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

Executive Branch Manager, Development
Temporary Vacancy (1 March 2024 to 31 May 2024)
City Renewal Authority
Position: E333

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA's and MPC Infrastructure Managers

Date Circulated: 9 February 2024

Reshape the National Capital

Applications are invited for the position of Executive Branch Manager, Development, with the City Renewal Authority (CRA), in Canberra, ACT.

The CRA is established under section 7 of the City Renewal Authority and Suburban Land Agency Act 2017 (the Act) and regulated by Parts 8 and 9 of the Financial Management Act 1996 (FMA), s. 50 of the Planning and Development Act 2007 and the Public Sector Management Act 1994 (PSMA).

The objectives of the CRA are set out in section 8 of the Act and include:

- the encouragement and promotion of a vibrant city through the delivery of design-led, people-focused urban renewal
- the encouragement and promotion of social and environmental sustainability, and
- operational effectiveness, delivering value for money using sound risk practices.

The CRA's 2025 Strategic Plan sets out the key directions and goals for the Authority. A copy of the plan can be accessed via:

https://www.act.gov.au/__data/assets/pdf_file/0011/1766720/20210518-2025-Strategic-Plan-2021-update-FINAL.pdf

The Executive Branch Manager, Development provides strategic leadership and expert project and technical advice in relation to all aspects of Urban Renewal Development to the Authority. Reporting directly to the Deputy CEO, the Executive Branch Manager, Development is the senior Subject Matter Expert and accountable for Development issues associated with the delivery of the CRA's Development strategy, and is accountable for planning and delivering the CRA land release program, and delivering urban renewal projects and outcomes.

The role includes consultation with key internal and external stakeholders (within and outside of Government) management, review, and the formulation and implementation of development plans to support implementation of the CRA's renewal program.

The Executive Branch Manager, Development supports the CEO and the Authority Board in anticipating and responding to a broad range of Development needs and demands, to ensure the achievement of the CRA's objectives and programs. The position plays a central role in how the CRA establishes and sustains its reputation and partnerships with other ACT Directorates, industry and the broader community.

The role is also a focus for identifying and communicating innovation and creativity across the different elements of the agency's work.

Further information on the City Renewal can be found at: <https://www.act.gov.au/cityrenewal>.

Eligibility/Other Requirements: Formal qualifications in development, construction and/or project management is essential (or demonstrable experience in these fields).

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 \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

To apply: Interested candidates should submit a one-page Expression of Interest, curriculum vitae and contact details for two referees to Jennifer Ramsay via email, Jennifer.Ramsay@act.gov.au by COB Wednesday 14 February 2024.

Contact Officer: Jennifer Ramsay 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 Branch Manager, Business Transformation and Systems (CIO)

Temporary Vacancy until 30 June 2024 with possible extension

Community Services Directorate

Corporate

Position: E854

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA's and MPC Infrastructure Managers

Date Circulated: 8 February 2024

The Community Services Directorate are seeking an Executive Branch Manager to lead the Business Transformation and Systems (CIO) in Corporate on a temporary contract until 30 June 2024 with the possibility of extension.

The Executive Branch Manager, Business Transformation and Systems will be part of the broader executive team delivering community services in the ACT.

The Executive Branch Manager, Business Transformation and Systems will work across the Directorate, in strategic partnership with the ACT Government Chief Digital Officer and with the ACT Government Shared Services Information and Communications Technology (SSICT) which supports the Directorate's operational ICT requirements.

The Executive Branch Manager will be responsible for managing the teams of Procurement, Records Management and Solutions Delivery. The position will lead the development and implementation of the Digital/ICT strategy and an efficient ICT function that continues the delivery of the Directorate's digital transformation.

The Executive Branch Manager will also hold the role of Authorised Security Agent for the directorate and will be responsible for managing the digital, physical and environmental security aspects for the directorate including cyber security, CCTV and proximity passes and being engaged in the Whole of Government security discussions.

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 \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

To apply: Interested applicants are requested to submit a one-page pitch along with a current curriculum vitae and contact details for two referees to Maggie Drejer-White via email, maggie.drejer-white@act.gov.au by COB

Thursday 15 February 2024.

Contact Officer: Maggie Drejer-White (02) 6205 2436 maggie.drejer-white@act.gov.au

Children, Youth and Families

Youth Justice

Bimberi Youth Justice Centre

Training Officer Bimberi Youth Justice Centre

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 46586)

Gazetted: 20 February 2024

Closing Date: 5 March 2024

Details: Bimberi Residential Services is seeking a highly motivated individual with excellent leadership, advocacy and communication skills to join the team as Training Officer, Bimberi Youth Justice Centre.

The Training Officer is responsible for the design, development and delivery of high-quality training and development programs for BYJC. The Training Officer is also responsible for the coordination and quality assurance of training resources for accredited and non-accredited training programs to meet the identified training needs of the agency.

The Training Officer is responsible for delivering training, resources, tools and processes that embed legislation and organisational policy into practice. The position will contribute to research, analysis and implementation of strategies and methodologies to improve the effectiveness of Bimberi. The role is required to prioritise competing work demands and to demonstrate flexibility and teamwork in ensuring the aims of BYJC are achieved.

The role is responsible for working closely with stakeholders to meet the training and development requirements for staff and BYJC stakeholders, identifying local learning needs and in consultation with the BYJC management team. The Training Officer will work closely with training colleagues in CYF and CSD.

The Training Officer is responsible for the collection and analysis of training and development data for BYJC, including regular reporting to the BYJC Centre Manager and Executive Branch Manager, Youth Justice and Adolescent Services.

Eligibility/Other requirements:

Essential experience and requirements:

- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
- This position does require a First Aid Certificate.
- Driver's license is essential.

Highly desirable qualifications and experience:

- Relevant tertiary qualifications in adult training and development are highly desirable.
- A Certificate IV or equivalent in Community Services or Youth Work are highly desirable.

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

How to apply: Your application should be no more than three pages outlining your strengths against the above Selection Criteria, details of two referees and a current curriculum vitae
Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Grace (02) 6207 3341 Alison.Grace@act.gov.au

Children, Youth and Families

Branch Child and Youth Protection Services

CYPS Case Manager

Child and Youth Protection Professional Level 3 \$112,483 - \$123,433, Canberra (PN: 27438)

Gazetted: 19 February 2024

Closing Date: 8 March 2024

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do.

As a Child and Youth Protection (CYPS) Case Manager, you will:

- Make a difference in the lives of children and young people at risk of abuse and neglect.
- Provide positive influence on young people and help make your community safer.
- Benefit from ongoing learning and development.
- Be challenged and rewarded.

CYPS Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management.

As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people. You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders.

We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. The Community Services Directorate acknowledges the significant contribution that individuals with Aboriginal and Torres Strait Islander cultural heritage and experience bring to improving outcomes for children and young people. We strongly encourage applications from Aboriginal and Torres Strait Islander people who have the appropriate background, experience and capability, but may not hold the essential tertiary qualification to consider applying for these roles.

If you would like a better understanding on the work Child and Youth Protection Services do, we will be running two information session first one will be held face to face on Wednesday 28th February , 5:30pm 220 London Circuit and the second session will be held at 5:30pm Thursday 29th February online if you would like to attend one of these session please email cypsrecruitment@act.gov.au for further details.

Eligibility/ Other Requirements:

1. Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline. Please

note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

2. Current (c class) driver's license is essential.

3. This position requires a Working with Vulnerable People Check.

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

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description (what you require) along with a curriculum vitae and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the apply now button.

Contact Officer: Caitlin Fazey-Robinson (02) 6207 4732 CYPsRecruitment@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

CYPS Case Manager

Child and Youth Protection Professional Level 1 \$77,758 - \$96,570, Canberra (PN: 00595, Several)

Gazetted: 19 February 2024

Closing Date: 8 March 2024

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do.

As a Child and Youth Protection (CYPS) Case Manager, you will:

- Make a difference in the lives of children and young people at risk of abuse and neglect.
- Provide positive influence on young people and help make your community safer.
- Benefit from ongoing learning and development.
- Be challenged and rewarded.

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We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. The Community Services Directorate acknowledges the significant contribution that individuals with Aboriginal and Torres Strait Islander cultural heritage and experience bring to improving outcomes for children and young people. We strongly encourage applications from Aboriginal and Torres Strait Islander people who have the appropriate background, experience and capability, but may not hold the essential tertiary qualification to consider applying for these roles.

If you would like a better understanding on the work Child and Youth Protection Services do, we will be running two information session first one will be held face to face on Wednesday 28th February , 5:30pm 220 London Circuit and the second session will be held at 5:30pm Thursday 29th February online if you would like to attend one of these session please email cypsrecruitment@act.gov.au for further details.

Eligibility/ Other Requirements:

1. Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline. Please

note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

2. Current (c class) driver's license is essential.

3. This position requires a Working with Vulnerable People Check.

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

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description (what you require) along with a curriculum vitae and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the apply now button.

Contact Officer: Caitlin Fazey-Robinson (02) 6207 4732 CYPSPRecruitment@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

CYPS Case Manager

Child and Youth Protection Professional Level 2 \$82,312 - \$109,592, Canberra (PN: 07415)

Gazetted: 19 February 2024

Closing Date: 8 March 2024

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do.

As a Child and Youth Protection (CYPS) Case Manager, you will:

- Make a difference in the lives of children and young people at risk of abuse and neglect.
- Provide positive influence on young people and help make your community safer.
- Benefit from ongoing learning and development.
- Be challenged and rewarded.

CYPS Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management.

As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people.

You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders.

We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. The Community Services Directorate acknowledges the significant contribution that individuals with Aboriginal and Torres Strait Islander cultural heritage and experience bring to improving outcomes for children and young people. We strongly encourage applications from Aboriginal and Torres Strait Islander people who have the appropriate background, experience and capability, but may not hold the essential tertiary qualification to consider applying for these roles.

If you would like a better understanding on the work Child and Youth Protection Services do, we will be running two information session first one will be held face to face on Wednesday 28th February , 5:30pm 220 London Circuit and the second session will be held at 5:30pm Thursday 29th February online if you would like to attend one of these session please email cypsrecruitment@act.gov.au for further details.

Eligibility/ Other Requirements:

1. Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science, or related discipline.

Please

note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

2. One (1) year of experience working with children, youth and/or families in a social work/case management role.

3. Current (c class) driver's license is essential.

4. This position requires a Working with Vulnerable People Check.

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

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description (what you require) along with a curriculum vitae and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the apply now button.

Contact Officer: Caitlin Fazey-Robinson (02) 6207 4732 CYPSSRecruitment@act.gov.au

Cultural Facilities Corporation

Canberra Theatre

Marketing Coordinator

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 3506)

Gazetted: 19 February 2024

Closing Date: 4 March 2024

Details: Calling all performing arts lovers! Canberra Theatre Centre is looking for a passionate Marketing Coordinator to join our team. The Marketing Coordinator assists all roles in the marketing department, with a focus on digital marketing activities. You'll assist in building marketing emails and maintaining webpages, assisting with marketing campaign administration and looking after venue signage, supporting with opening night events, manage archiving and record keeping, and work on our social media channels, posting and managing customer responses. You'll have strong communication skills, excellent attention to detail, the ability to organise and prioritise tasks, and a high level of computer skills.

How to Apply: Provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

Applications should be submitted via the apply now button.

Contact Officer: Jane Barret 0421570015 0421 570 015 0421 570 015 CFC.HR@act.gov.au

Director of Public Prosecutions

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

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

ACT DPP

Legal

Legal

Lawyer COCA

Prosecutor Grade 1 - 2 \$87,158 - \$134,264, Canberra (PN: 16893)

Gazetted: 21 February 2024

Closing Date: 6 March 2024

Details: The ACT Office of the Director of Public Prosecutions (ODPP) was established by the *Director of Public Prosecutions Act 1990* (the Act) to institute, conduct and supervise prosecutions and related proceedings. It comprises the Director of Public Prosecutions (the Director), an independent statutory officer appointed by the ACT's Executive branch of Government, and staff employed under the *Public Sector Management Act 1994*, to assist the Director.

This position is litigation based and the ideal candidate will have civil or commercial litigation experience. The role will require you to routinely prepare written advice and attend court, sometimes on short notice.

You will be responsible, under supervision, for the preparation of COCA applications and the conduct of COCA litigation in the Magistrates Court.

This position deals with sensitive material and you will be required to maintain the strictest confidence even within the ODPP.

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

Eligibility/Other Requirements:

Applicants must be admitted or eligible to practice as a legal practitioner in the ACT. Successful candidates will be required to undergo a criminal record check.

Notes: A Merit Pool may be established to fill identical vacancies over the next 12 months. Note that this position requires the right person to work in the office five (5) days per week. Selection may be based on application and referee reports only.

How to Apply: Please submit a written “pitch” of no more than two pages responding to the capabilities listed under ‘What You Require’ in the Position Description, along with your current curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rory McCrone (02) 6207 5399 Rory.McCrone@act.gov.au

Education

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

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

Executive Group Manager, Finance and Assets

Temporary Vacancy (As soon as possible for 3 months with the possibility of extension)

Education Directorate

Finance and Assets

Position: E1292

(Remuneration equivalent to Executive Level 2.3)

Circulated to: ACTPS Ban 1 and Band 2 Executives

Date Circulated: 15 February 2024

The Education Directorate has a short term opportunity to fill the position of Executive Group Manager, Finance and Assets commencing as soon as possible for 3 months, with the possibility of extension.

The Executive Group Manager, Finance and Assets is a member of the Executive Governance Committee (EGC). The EGC provides strategic leadership for the ACT in school education and early childhood education and care.

Key to this position will be the provision of strategic leadership to ensure the delivery of high quality and relevant financial and asset services. The Executive Group Manager, Finance and Assets leads a team of senior management specialists in finance, school facilities and asset management, and small and large scale capital works programs.

The Executive Group Manager, Finance and Assets must have a comprehensive understanding of effective public sector governance, be able to provide strategic commercial advice, and lead complex projects and programs of work. Experience in complex procurements and business case development is also an important aspect of this role.

The role requires a person with exceptional leadership, administrative, analytical and management skills. An ability to collaborate and work with clients, stakeholders and colleagues across the ACT Public Service is also required.

The successful candidate will:

- Provide visionary, astute and resilient leadership with a passion for education.
- Demonstrate an ability and commitment to work collaboratively across the Directorate and the ACT Government.
- Provide strategic advice on capital works investment and effective management of the Education asset base including upgrades and maintenance.
- Lead the management of Directorate’s budget and the development of high-quality business cases for Government consideration, as well as tender documentation for the procurement of services from the construction sector.
- Demonstrate a sophisticated understanding of complex systems and the demands of public sector accountability.
- Demonstrate a level of personal drive, energy and commitment to learning and fostering development of people.

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

Remuneration: The position attracts a remuneration package ranging from \$336,019 - \$349,479 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$299,120.

To Apply: Interested candidates should submit an EOI of no more than one page addressing the ACT Public Service Executive Capabilities, outlining what you could contribute to this critical role, as well as a current curriculum vitae and contact details of two referees to Katy Haire via email at EDUDirectorGeneralOffice@act.gov.au by COB Monday, 26 February 2024.

School Improvement

South Western

Mawson Primary School

Business Manager

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 40528)

Gazetted: 21 February 2024

Closing Date: 28 February 2024

Details: Mawson Primary School is seeking a Business Manager to join our school leadership team. The role oversees 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 are inspired to become lifelong learners. The role provides support to the principal while working collaboratively within the school leadership team and the school community to support student outcomes.

The successful applicant will be required to provide advice and guidance to the principal on the business of the school, lead and manage the day to day and strategic operations and foster continuous service improvement. This position requires proficiency in the following areas: Strategic planning, Financial and Facilities Management, Communications and Stakeholder Engagement, Procurement and Contract Administration, as well as Compliance, Risk Management, and Governance.

The selected applicant will also require the ability to prioritise and monitor workflows and practices in line with Directorate policy and procedures, have exceptional communication and liaison skills with the ability to liaise with a range of clients.

Eligibility/Other Requirements:

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. for further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Asbestos Awareness Training is a mandatory requirement of this role and must be completed prior to or on commencement of this role.

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

How to Apply: Applicants are to provide a curriculum vitae and a response to the selection criteria, no more than 1/2 page per criteria. Be sure to outline why you are the best applicant for the role with relevant examples of how your skills would transfer to Mawson Primary School.

Applicants are strongly encouraged to call or email the contact officer to discuss the role in more detail prior to submitting their application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Courtois (02) 6142 2700 Elizabeth.Courtois@ed.act.edu.au

Business Services

Asset Management and Delivery

Strategic Infrastructure and Sustainability

Assistant Director, Climate Adaptation and Living Infrastructure

Infrastructure Officer 3 \$119,862 - \$131,232, Canberra (PN: 16813)

Gazetted: 20 February 2024

Closing Date: 5 March 2024

Details: The Strategic Infrastructure and Sustainability section within the Asset Management and Delivery (AMD) Branch of the Education Directorate (EDU) provides strategic facility and asset management for a large and diverse portfolio of ACT public schools and EDU facilities.

The Sustainability team within the section integrates sustainable performance objectives into infrastructure projects across the ACT public school portfolio. A key objective of the Directorate is to provide high quality and sustainable learning environments that enrich the student experience.

The Assistant Director will work as a part of the Environmental Sustainability team and will be responsible for the development of policies, procedures and plans to enhance the sustainability and climate resilience of ACT public schools.

Applicants will be required to possess a strong knowledge of the principles of climate resilience and climate adaptation within the built environment and an appreciation of the strategic use of living infrastructure to mitigate the effects of Climate Change. The successful candidate must be a self-motivated, detail orientated person with strong leadership and people management skills, effective time management skills, with the ability to work under pressure and achieve deadlines.

This role supports the Director, Environmental Sustainability, and key to the role will be the ability to undertake stakeholder consultation, collaborate with colleagues and take direction to ensure integrated and consistent approaches across the branch.

Please refer to the Position Description for a full list of duties and capability criteria.

Eligibility/ Other Requirements:

Mandatory:

A current driving licence.

Hold a relevant professional qualification in Engineering, Architecture, Sustainability 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 relevant to the role.

Highly desirable:

Possession of a Construction Industry 'white card', Asbestos Awareness training certificate and Working with Vulnerable Persons Card or willingness to complete the required training.

How to Apply: Suitably qualified and experienced applicants should submit a current curriculum vitae, an application addressing the criteria under 'What you require' in the Position Description and provide the contact details of two recent referees.

Applications should be submitted via the apply now button.

Contact Officer: Damien Anderson (02) 6205 4329 Damien.Anderson@act.gov.au

System Policy and Reform

Analytics and Evaluation

Data Governance Lead

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 00266)

Gazetted: 19 February 2024

Closing Date: 4 March 2024

Details: The Analytics and Evaluation Branch is seeking applicants for the position of Data Governance Lead. The position will collaborate with other ACT Government Directorates, and lead work across the Directorate, to develop policies and procedures and lead projects to improve data governance and management practices.

The successful applicant will also support the Directorate's engagement in data sharing and data linkage projects, including the National Disability Data Asset, Life Course Asset and Person Level Integrated Data Asset. This will include working with partners to provide policy and operational advice to ensure the appropriate and ethical use of Directorate-held data.

The successful applicant will demonstrate well developed liaison, organisational and administrative skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision.

Eligibility/Other requirements: Previous experience working in data governance, data strategy, data security/privacy roles will be considered favourably.

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

Selection may be based on application and referee reports only. 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: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Tiller (02) 6205 9317 Simon.Tiller@act.gov.au

Service Design & Delivery

Education Programs & Services Branch

Instrumental Music Program

Assistant Director - Step into the Limelight (Executive Teacher)

School Leader C \$137,133, Canberra (PN: 04231)

Gazetted: 19 February 2024

Closing Date: 4 March 2024

Details: The Assistant Director – Step into the Limelight role encompasses the production manager aspect for the Step into the Limelight Gala Showcase and Art Exhibition. It also delivers the Arts Up Front Conference annually. The Instrumental Music Program delivers classroom instrumental instruction across ACT public schools and this position supports the program.

Eligibility/Other Requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (TQI) or eligibility to obtain TQI.

A current registration issued through Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011 (WwVP)*.

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

How to Apply: Please submit your statement of claims based on the school leadership capability framework outlined in the application package (maximum four pages) curriculum vitae (two pages) and contact information for two referees.

For more information on submitting your application please refer to [Submit-your-application](#).

Applications should be submitted via the Apply Now button below.

Contact Officer: Joel Copeland (02) 6205 8265 Joel.Copeland@ed.act.edu.au

School Improvement

Tuggeranong

Fadden Primary School

SLC - Primary

School Leader C \$137,133, Canberra (PN: 41883)

Gazetted: 16 February 2024

Closing Date: 1 March 2024

Details: Fadden Primary School is located in the family friendly suburb of Fadden and caters for students in preschool to year 6 from the Fadden and MacArthur suburbs. The school has approximately 280 students enrolled and 37 staff members. The school is made up of 12 classes including a Disability Education Program (DEP) and strives to provide an inclusive and supportive environment for its students and families, in a learning environment which promotes a love of learning and empowers learners to be tomorrow's active citizens.

The successful applicant will:

- As a member of the school executive team, lead the Senior Primary Teaching Team as a Professional Learning Community (PLC) to improve student learning outcomes through data driven decision making
- Support teachers to use evidence-based teaching practices that align with the school's beliefs to ensure high levels of growth and achievement for every student, in an inclusive environment that promotes a love of learning
- Promote and reinforce the school's improvement strategies to deliver student learning outcomes, prepare students for the future and strengthen community connectedness
- Work collaboratively with the school leadership team to nurture and build teacher capacity through coaching and mentoring, professional learning and reflective practice
- Lead school approaches to create a safe and supportive learning environment

Eligibility/ Other Requirements: Prior to commencing this role the successful applicant will need:

a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

current ACT Teacher Registration through ACT Teacher Quality Institute (TQI). For further information on ACT teacher registration refer to <https://www.tqi.act.edu.au/registration>

Note: This is a temporary position available 29 April to 17 December 2024. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit your response of no more than two pages, addressing the Professional Practice's 1, 2 and 3 of the School Leader Capability Framework, together with your curriculum vitae and the names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and experience.

Applications should be submitted via the apply now button.

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: Ashley Coutts (02) 6142 2460 Ashley.Coutts@ed.act.edu.au

System Policy and Reform

Strategic Policy

Early Childhood Policy

Assistant Director

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 40366)

Gazetted: 19 February 2024

Closing Date: 4 March 2024

Details: Are you a high performing officer looking for your next rewarding challenge? Are you excited by leading programs that benefit our youngest community members? Then this might be the job for you!

We are looking for a motivated and conscientious individual to manage key early childhood education initiatives for children in the ACT, including the quality early childhood education for three-year-olds initiative.

Your ability to connect, work with and support early childhood education and care services, and families experiencing vulnerability or disadvantage is paramount. Your ability to work alongside professionals in Education, Community Services, Health, and Justice and Community Safety Directorates, and within the community sector to identify priority children and families and create safe and supported pathways into the early childhood education and care services is crucial.

This is an exciting opportunity for the right candidate with knowledge of authentic community connections to join us immediately until 26 February 2026, with the possibility of extension and/or permanency.

To be successful in this role you must be effective in working in a very collaborative team. You will need exceptional relational and interpersonal skills, excellent written and organisational skills, and a desire to build and maintain quality relationships with a range of stakeholders. This is a fantastic opportunity for someone who is keenly interested in being part of a collaborative effort to deliver work that really benefits children and families in our community.

Please submit a current curriculum vitae and a written response of up to three pages. The response should address your Knowledge, Skills and Capabilities against the Selection Criteria listed in the Position Description.

Notes: This is a temporary position available immediately until 26 February 2026 with the possibility of extension and/or permanency. This position will be designed for flexible work arrangements and activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk and work across multiple Education sites. Our branch is currently working in a mixed-mode of at home and at the ACT Whole-Of-Government building at 220 London Circuit. The successful candidate will be expected to work flexibly across sites. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a current curriculum vitae and a maximum three page application outlining your knowledge, skills and capabilities against the selection criteria.

Your curriculum vitae should include the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You may also be asked to provide further referees.

Contact Officer: Interested applicants are strongly encouraged to contact the Contact Officer prior to applying.

Jantiena Batt via Teams, (02) 6207 4082 or jantiena.batt@act.gov.au.

Applications should be submitted via the Apply Now button below.

System Policy and Reform

Analytics and Evaluation

Data Analyst

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 60133, several)

Gazetted: 16 February 2024

Closing Date: 1 March 2024

Details: The Analytics and Evaluation Branch is seeking applicants for the position of Data Analyst to work in small, motivated teams that manage administrative, assessment and survey datasets. The officers will be responsible for the management, collection, interpretation, analysis and reporting of data and for dissemination of information to a range of stakeholders.

The successful applicant will also have a role in managing data quality and in reporting at the system, jurisdiction and national levels. To achieve this effectively the successful applicants must be skilled in communication, familiar with statistical software and have a keen eye for detail.

The successful applicant will demonstrate well developed liaison, organisational and administrative skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision.

Eligibility/Other requirements:

Ability to provide administrative, technical or professional support to undertake tasks related to the management or administration of a program or activity.

Demonstrated ability to prioritise workload appropriately and establish realistic timeframes for the completion of work, and to be accountable for the team's performance and achievement of results

Knowledge of analytical or reporting software, such as PowerBI, Excel or Microsoft Access/SQL Server will be considered favourably.

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

Selection may be based on application and referee reports only. 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: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Tiller (02) 6205 9317 Simon.Tiller@act.gov.au

Strategic Policy and Reform

Analytics and Evaluation

Surveys and Evaluation

Administration Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 36703)

Gazetted: 16 February 2024

Closing Date: 1 March 2024

Details: The Analytics and Evaluation Branch invites applications for the Administration Officer position, wherein successful candidates will join small, dynamic teams, providing crucial coordination and administrative support in tracking external applications to conduct research in ACT public schools.

The role entails effectively utilising an application tracking system to oversee and manage research applications, ensuring accurate responses to research inquiries, and fostering collaborative relationships with internal stakeholders and researchers.

As the primary point of contact for research inquiries, you will be responsible for delivering clear and concise information. The position offers opportunities to showcase adaptability through flexible contributions to administrative tasks and project work, demonstrating a commitment to the success of our research initiatives.

The ideal candidate will exhibit strong organisational skills, meticulous attention to detail, effective communication, and interpersonal abilities. Proficiency in Microsoft Suite is essential for efficient operations.

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: The successful applicant will have experience in an administration role.

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

How to Apply: Please submit a written response against the statement of claims addressing the capabilities listed in the Position Description under 'What You require', please limit your response to no more than 300 words per criteria, along with a current curriculum vitae with contact details for two referees.

Applicants are strongly encouraged to call the contact officer prior to submitting their application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anshu Srivastava (02) 6207 7118 Anshu.Srivastava@act.gov.au

Business Services Group

Communications, Engagement and Government Support

Communications and Engagement

Junior Graphic Designer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 34724)

Gazetted: 16 February 2024

Closing Date: 23 February 2024

Details: Are you looking for an exciting opportunity to deliver graphic design and creative services, and contribute to the promotion of public education in the ACT? The Education Directorate is seeking to fill a key role in our dynamic Communications and Engagement Team.

You will work with other designers and content creators to deliver innovative and engaging communications and collaborate within and across teams in the ACT Education Directorate, including ACT public schools. This is a great opportunity to build and hone your design skills while working with a team of experienced digital content creators. The Education Directorate delivers quality public school and early childhood education to shape every child's future and lay the foundation for lifelong development and learning. We deliver high quality education across 91 public schools educating over 50,000 students from early childhood through to college. Our workforce consists of over 8000 staff, including 7200 school-based staff.

We also regulate the early childhood sector and register non-government schools in the ACT.

Our Strategic Plan 2022-2025 explains our vision, our mission, values and strategic focus.

Eligibility/ Other Requirements:

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

Qualifications in graphic design is highly desirable. Experience in photographic and videography is also highly desired.

All team members of the Communication and Engagement team are required to hold a Working with Vulnerable People card.

Note: This is a temporary position available 31 March 2024 with the possibility of permanency. An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the apply now button.

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: Nance Obrien 0415112177 Nance.OBrien@act.gov.au

System & Policy Reform

Board of Senior Secondary Studies

Office of the Board of Senior Secondary Studies

Senior Secondary Education Officer

School Leader C \$137,133, Canberra (PN: 02160)

Gazetted: 21 February 2024

Closing Date: 6 March 2024

Details: The ACT Board of Senior Secondary Studies (ACT BSSS) is a statutory authority responsible for the curriculum, assessment, and certification of senior secondary school studies in government and non-government schools in the Australian Capital Territory.

The successful applicant will have knowledge, skills, and understanding in the context of ACT Senior Secondary Certificate and will be a motivated and dynamic school leader seeking to join the Office of the Board of Senior Secondary Studies to work within a culture of high performance, collaboration, and innovation.

The Senior Secondary Education Officer must demonstrate expert skills across one or more of moderation, assessment, the ACT Scaling Test, or curriculum.

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

Eligibility/Other requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI)

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

Note: There are several temporary positions available from 11 March 2024 until 17 December 2024 with the possibility of extension up to 12 months and/or permanency.

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

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident. This position requires applicants to work on site.

How to Apply: All applications must complete the ACT Government Job Application form, and include a curriculum vitae, and written response to the Selection Criteria in relation to the ACT Education Leadership Capabilities including experience and ability as outlined in the Position Information.

To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx, .doc) or Rich Text Format (.rtf). Other formats may not be readable on ACTPS computers, requiring documents to be converted and resubmitted.

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: Kristofer Feodoroff (02) 6205 7180 Kristofer.Feodoroff@act.gov.au

School Performance and Improvement

Tuggeranong Network

Lanyon High School

Executive Assistant and Staffing Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 42711)

Gazetted: 16 February 2024

Closing Date: 1 March 2024

Details: SCHOOL OVERVIEW

Lanyon High School caters to students from years 7 – 10 in the southern suburbs of Tuggeranong with around 500 students in 2024. We are a growing school with a diverse range of students, we have strong relationships with the community and our feeder primary schools.

POSITION OVERVIEW

This is a school operational position that is responsible for managing human resource processes with a high level of accuracy and attention to detail. The position will involve collaborating with all administrative and executive staff and communicating clearly around day-to-day staffing whilst following policies and procedures. The successful applicant will provide high level executive support to the Principal, Deputy Principals, and work closely with the Business Manager. The role requires strong time management, effective organisational skills, and the ability to work under pressure in an environment of competing priorities.

The Executive Assistant and Staffing Officer will play an important role in contributing as an effective member of the school administration team.

Eligibility/Other requirements:

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

Desirables

Certificate III or equivalent e.g. Business Administration (Education), Education Support, Government (School Support Services)

Knowledge of office practices and procedures.

Knowledge of Microsoft Office packages.

First Aid qualification.

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

How to Apply: Please submit your response of up to three pages in length addressing the seven Selection Criteria's as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Cusick (02) 6142 1800 Rebecca.Cusick@ed.act.edu.au

Safe at Schools

Complex Behaviour Support and WHS

Targeted School Support

Director Targeted School Support

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 45796)

Gazetted: 16 February 2024

Closing Date: 1 March 2024

Details: Working closely with the Senior Director, the Director Targeted Support has responsibility supporting ACT public schools to manage risks associated with students who present with challenging and complex behaviours, across either the north or south school networks. The Director will provide consultative expert advice to school leadership teams regarding students requiring Tier 3 supports, or those with complex presentations requiring multi agency interventions. This may include connecting schools to various teams within the Education Support Office, attendance at care team meetings, supporting the collation and analysis of student data, reviewing the development and implementation of school based strategies and student plans, and providing feedback and recommendations to school leadership teams to work towards enhancing the safety, learning, wellbeing, and engagement of students. This role reports to the Senior Director Targeted School Support, including day to day reporting obligations, to ensure a consistency in approach across all student facing support services.

The position requires a person with exceptional leadership and management skills including expertise in policy development and advice to Government. Ideally, the successful candidate will have demonstrated experience leading diverse teams and excellent stakeholder engagement.

Notes: This is a temporary position available 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 provide a written response to the selection criteria (maximum 3 pages), current cv/resume and contact details for 2 referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Dempsey (02) 6207 1985 Lisa.Dempsey@ed.act.edu.au

Safe at Schools

Complex Behaviour Support & WHS

Targeted School Support

Director Targeted School Support -Liaison

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 60481)

Gazetted: 16 February 2024

Closing Date: 1 March 2024

Details: The Director, working closely with the Senior Director, has responsibility supporting ACT public schools to: provide subject matter expertise and support to schools on the engagement and wellbeing of students in out-of-home care & the Youth Justice system and to collaborate with teams within Education Support Office and external agencies i.e. Flexible Education, Mackillop House, CYPs, AFP, CAMHS, PCYC, ACT Together etc. This role focuses on professional development, advocacy, expert advice and support to build the capability of professionals in schools who work with children and young people in out-of-home care, ensuring that education is at the centre of decisions made about their care, placement and future. A knowledge of trauma sensitive strategies to support students is essential.

This role reports to the Senior Director Targeted School Support, including day to day reporting obligations, to ensure a consistency in approach across all student facing support services.

The position requires a person with exceptional leadership and management skills including knowledge and expertise in directorate policies and advice to Government. Ideally, the successful candidate will have school leadership experience and excellent stakeholder engagement.

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 provide a response to the selection criteria (maximum three pages), current cv/resume and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Dempsey (02) 6207 1985 Lisa.Dempsey@ed.act.edu.au

Service Design & Delivery

Learning & Teaching

Curriculum and Pedagogy

Assistant Director Projects & Design

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 64636, several)

Gazetted: 16 February 2024

Closing Date: 1 March 2024

Details: The Assistant Director Projects and Design will, under limited supervision, work within the Learning and Teaching Branch to design and deliver a range of government initiatives to influence student outcomes in ACT Public Schools.

Eligibility/Other Requirements:

Highly Desirable

This position requires a Working with Vulnerable People Check.

Relevant tertiary qualifications and/or professional experience in an educational context is highly desirable.

Notes: This is a temporary position available immediately until 2 January 2025 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: Please provide a response to the selection criteria (maximum 3 pages), current cv/resume and contact details for two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Kym Turnbull (02) 6207 8601 Kym.Turnbull@act.gov.au

Environment, Planning and Sustainable Development

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

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

Environment

ACT Parks and Conservation Service

Fire Management Unit

Senior Fire Planner (Systems)

Technical Officer Level 4 \$95,746 - \$109,072, Canberra (PN: 11664)

Gazetted: 21 February 2024

Closing Date: 6 March 2024

Details: This position sits within the Fire Management Unit within the ACT Parks and Conservation Service (PCS). The section is responsible for the planning and delivery of bushfire mitigation and preparedness activities such as the current reviews of the Regional Bushfire Management Plan (RFMP) and Bushfire Operation Plan (BOP) to support delivery of the Strategic Bushfire Management Plan, 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 unit is the incorporation across the landscape of Nggunawal cultural burning and ecological burning.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery.

[Click here](#) for further information about bushfire management in the ACT Parks and Conservation Service.

As part of the Planning team of the Fire Management Unit (FMU) for PCS the successful applicant will:

Support the development and delivery of the EPSDD Bushfire Operations Plan (BOP).

Undertake data uplift, transformation, streamlined workflows and deployment using ArcGIS and other data science tools, such as FME and Python to support FMU and PCS business activities.

Develop, operationalise and maintain fire management related databases and critical information systems, including resource information and allocation, communication, spatial (GIS), fire modelling, weather and IT systems.

Build and maintain web-based dashboards and applications to inform FMU planning and operational objectives, including conveying complex scientific data and statistics, and design and support of field data capture apps using Survey123 and Field Maps.

Develop and maintain positive relationships with key internal and external stakeholders.

Support Assistant Director – Fire Planning (Systems) and Director – Fire Planning as required.

Contribute to workplace diversity, industrial democracy, occupational health and safety and staff development and training.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (Diploma/ Degree etc) in Environmental Science, Natural resource Management, GIS and Remote sensing or similar relevant field and/or extensive experience in fire, land and systems management.

Possess a current ACT Working with Vulnerable People accreditation within 6 weeks of starting the position

Possess and maintain a current drivers licence

Highly Desirable:

Experience and qualifications in an AIIMS (Australasian Inter-Service Incident Management System) role.

A current First Aid Certificate.

Notes: This is a temporary position available immediately until 13 September 2024 with the possibility of extension. 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 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.

Contact Officer: Jake Bradley 0438620700 Jake.Bradley@act.gov.au

Environment

Environment Heritage and Water

Office of Nature Conservation

Senior Ecologist Fauna

Senior Professional Officer Grade C \$119,595 - \$128,465, Canberra (PN: 11028)

Gazetted: 21 February 2024

Closing Date: 13 March 2024

Details: The Office of Nature Conservation (ONC) is a small, highly collaborative scientific and policy team within the Environment, Heritage and Water Group. We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

ONC promotes evidence-based management, policy and decision-making, by undertaking a range of research and monitoring programs primarily focused on ACT biodiversity, threats, and conservation/management interventions. The Senior Fauna Ecologist will provide expert advice into a wide range of Government approval, licensing, operational and planning processes; advise on and implement threatened species and ecological community recovery plans and undertaken research and monitoring on fauna in the ACT as applicable for guiding evidence-based management action. The branch works with many stakeholders both within and external to Government, so we are seeking a highly effective collaborator and communicator for this position.

With minimal direction, and in consultation with the Director, Conservation Science and Programs, Office of Nature Conservation, the Senior Ecologist Fauna will:

Manage and provide effective leadership of the fauna team program undertaking targeted scientific research and monitoring of the ACT's fauna, including threatened species and over-abundant fauna.

In response to management needs, generate high quality data to inform policy, guide planning and support evidence-based decision making,

Provide high quality, timely and robust scientific advice on biodiversity conservation and fauna management in the ACT to a wide range of audiences, including government and other relevant stakeholders.

Undertake planning and prioritisation of conservation action in relation to fauna, including threatened species and vertebrate pests, to ensure out-comes focused delivery and alignment with strategic priorities.

Lead a small team of motivated ecologists, including directly supervising staff, and ensure work is undertaken collaboratively and in consultation with other teams in EHW and across EPSDD more broadly.

Manage and have oversight of the financial, operational and administrative aspects of the the Office of Nature Conservation fauna team program.

Undertake media, communicate scientific outcomes at conferences, represent EPSDD and the ACT Government in national, regional and local forums or committees, and produce scientific technical reports and peer-reviewed journals communicating science outcomes.

Develop and maintain positive relationships with key external bodies, including other ACT Government agencies, stakeholders, community organisations, interstate counterparts and with the Commonwealth.

Undertake delegated responsibilities as a Conservation Officer pursuant to the Nature Conservation Act 2014.

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

Work within an Activity Based Working Environment.

Maintain records in accordance with the Territory Records Act 2002.

For further information about EPSDD including the 2022-2025 Strategic Plan, EPSDD roles and functions, employment conditions, office locations and other related resources, please visit

<http://www.environment.act.gov.au/>

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: You must meet the ACT Government requirements to be eligible for this position.

See <https://www.jobs.act.gov.au/how-we-hire/eligibility-to-apply>

Other Qualifications/Requirements

Mandatory:

Tertiary qualifications in ecology, environmental science, natural resource management or similar field.

At least five years' experience in ecological research/monitoring, including program management.

A willingness to work independently in the field, outside normal hours in remote locations and in adverse weather conditions.

Current First Aid Certificate (or willingness to obtain one).

Highly Desirable:

Current Senior First Aid Certificate (or a willingness to undertake training)

Note: This is a temporary position available 29 April 2024 to 29 April 2026 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position undertakes duties through a hybrid working model which includes, working from home, fieldwork and working in activity-based working (ABW) conditions. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities listed above.

To apply, please submit your curriculum vitae, contact details for two referees, and a written application (word or Pdf document) addressing each Selection Criteria, with a maximum of 350 words per criteria. Please address each Selection Criteria separately through clearly demonstrating your experience. The successful applicant will be required to provide proof of qualifications and eligibility.

Applications should be submitted via the apply now button.

Contact Officer: Renee Brawata (02) 6207 0636 Renee.Brawata@act.gov.au

Climate Change and Energy

Program

Program Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 36377, Several)

Gazetted: 21 February 2024

Closing Date: 28 February 2024

Details: The Climate Change and Energy Division is looking for several energetic and well-organised ASO 5 Program Officers. This is an exciting opportunity to be part of Canberra's climate action and have a direct positive impact for the local community. We're looking for team members who can help deliver a range of targeted programs and services that empower the Canberra community to be sustainable, reduce emissions, and be energy efficient. The successful applicants will work in partnership with a wide range of stakeholders including schools, businesses, government, households and the community to reduce emissions and improve their sustainability. Duties include effective project planning and delivery, public information delivery and customer service, stakeholder liaison and communication, and high-quality administration such as procurement and contract management support. Sound knowledge of Microsoft Excel, including the ability to extract and analyse data, and the ability to learn how to use databases quickly are highly sought after, but not essential. Some after-hours and weekend work may be required on occasion.

Eligibility/ Other Requirements: Some after-hours and weekend work will be required.

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

Note: This is a temporary position available immediately to 19 February 2025 with the possibility of permanency. Several temporary and permanent positions are available in the Program Delivery Branch based on vacancies. A merit pool will be established from this selection process and will be used to fill both full-time temporary and/or permanent vacancies in the Program Delivery Branch over the next 12 months. Applicants are encouraged to contact the Contact Officer to learn more about current vacancies.

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

Two-page pitch supporting statement addressing Selection Criteria

Curriculum vitae

Contact details for two referees

Applications should be submitted via the apply now button.

Contact Officer: Bonnie Jackson (02) 6207 7242 Bonnie.Jackson@act.gov.au

Climate Change and Energy

Climate Change and Energy Policy

Assistant Director

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 50582, several)

Gazetted: 20 February 2024

Closing Date: 5 March 2024

Details: Brief description of the Division

The Climate Change and Energy Division ensures that the ACT remains a national and global leader in addressing climate change and promoting sustainable energy supply and use. Through policies and programs including active engagement with the community, we seek to reduce energy use, support renewable energy, promote environmentally sound transport choices, reduce waste and improve its management, reach net-zero emissions, and improve information on climate change and increase resilience to our changing climate. These activities occur in all sectors including government, non-government, business, community and households, and contribute to Canberra's growth as a dynamic, sustainable and prosperous city.

Brief description of the role and its requirements

The Climate Change and Energy Policy Branch (the Branch) is responsible for developing policy that will allow the ACT Government and community to transition to net-zero and prepare for climate change impacts.

This selection process seeks to fill various permanent and temporary vacancies across the Emissions Reduction Policy, Adaptation and Resilience Policy, and Integrated Energy Plan teams. Candidates interested in other Policy teams are encouraged to apply, as temporary and permanent vacancies in these teams will be filled through the use of a Merit Pool which will be established from this selection process. Please indicate in your Selection Criteria Response if you have a preference for specific teams.

See the Position Description for duties and responsibilities of the role, the Selection Criteria, as well as descriptions of the work performed within different teams.

Notes: A Merit Pool will be established from this selection process and will be used to fill similar temporary or permanent vacancies over the next 12 months. This position is for 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:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Applications should be submitted via the Apply Now button below.

Contact Officer: JacintaN Evans (02) 6207 1502 JacintaN.Evans@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

Executive Group Manager, Capital Works and Infrastructure

Temporary Vacancy (four months with the possibility of extension)

Justice and Community Safety Directorate

Corporate Services

Position: E1343

(Remuneration equivalent to Executive Level 2.2)

Circulated to: ACTPS Senior Executive List

Date Circulated: 14 February 2024

The ACT Justice and Community Safety Directorate is seeking applications for the role of Executive Group Manager, Capital Works and Infrastructure, commencing as soon as possible. A dynamic leader with excellent communication, organisational and collaboration skills is required.

The Executive Group Manager, Capital Works and Infrastructure (EGM, CWI) is a new role reporting to the Chief Operating Officer. This role is responsible for providing strategic advice and ensuring the effective delivery of capital works and infrastructure, asset management, sustainability and PFAS remediation programs, which includes providing strategic and technical advice for JACS in respect of business objectives in line with the Capital Framework and Government priorities.

The EGM, CWI is required to liaise with and influence a diverse range of stakeholder including JACS business units, ACT Property Group, Major Projects Canberra, Suburban Land Agency, City Development Directorate of facilitate and deliver infrastructure, asset management and PFAS remediation programs for the Directorate.

The EGM, CWI will be challenged to balance priorities and ensure delivery of key capital works on time and on budget, whilst navigating the complex stakeholder landscape regarding priorities and expectations.

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 \$313,721 - \$326,282 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$279,122.

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 Danielle Krajina via email, Danielle.krajina@act.gov.au by COB Wednesday 21 February 2024.

Contact Officer: Danielle Krajina 6207 4813 Danielle.krajina@act.gov.au

ACT Courts and Tribunal

ACT Sheriff's Office

Sheriff's Assistant

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 44443)

Gazetted: 21 February 2024

Closing Date: 6 March 2024

Details: Applications are being sought for interested and suitably qualified persons within the ACT Sheriff's Office for up to a period of 12 months, with the possibility of permanency. Successful applicants will be selected from a merit selection process which may be completed by applications only. This position will commence immediately.

The successful applicant will engage with high level stakeholders, including judiciary and legal practitioners to manage a range of operational functions and services for the ACT Law Courts and Tribunal. You will be a motivated person who possesses excellent interpersonal and communication skills.

The successful applicant will be required to perform the duties detailed in the position documentation.

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:

Sheriff's Officers are required to wear a uniform and conform with dress and personal appearance guidelines.

Current driver's licence is desirable.

How to Apply:

Please submit a written application of no more than two pages, addressing the following:

What motivates you to work within the ACT Sheriff's Office?

Please provide an example of when you have excelled at client services.

The two-page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description.

You will need to provide a current Curriculum Vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Robertson (02) 6205 1855 Peter.Robertson@courts.act.gov.au

ACTCS

Operational Support

Design and Development Specialist

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 57363)

Gazetted: 21 February 2024

Closing Date: 6 March 2024

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and experienced people to temporarily fill the position of Design and Development Specialist (ASO6) within the Organisational Capability Unit (OCU)

The successful applicant will be primarily responsible for developing content for training programs for both custodial and non-custodial topics/programs. You will also support the Assistant Director, Program Design & Development in developing new training program materials in a variety of formats, including face to face group learning, e-learning and self-directed learning.

In addition, you will establish and maintain effective working relationships with both internal and external stakeholders, including interstate jurisdictions, organisations and community groups, to support training activity across ACTCS. You will also facilitate effective governance and accountability in training activities, supporting transparency of compliance with related policy, legislation and national standards.

To be successful, you will possess knowledge of program design and development in the Vocational Education and Training sector and have excellent interpersonal, organisational and communication skills, necessary to build rapport with a diverse range of clients and stakeholders.

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

Eligibility/Other Requirements: A qualification in education or training is highly desirable. Proven experience developing training content using e-learning authoring tools is desirable.

Notes: This is a temporary position available immediately for up to 11 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are required to submit two items:

one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; and

a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathryn Wilson (02) 6205 1320 Kathryn.Wilson@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

ACT Corrective Services

Custodial Operations

AMC

AMC Trainee Correctional Officer (automatically converted to a Correctional Officer Grade 1 upon successful completion of training)

Correctional Officer Trainee \$59,876, Canberra (PN: 37259, Several)

Gazetted: 21 February 2024

Closing Date: 1 April 2024

Details: Do you have what it takes to be a Correctional Officer? Do you have life experience and an interest in community safety? Do you like working in a team and have exceptional communication skills? Are you resilient when faced with challenging situations and environments? Do you have the maturity to be assertive whilst remaining level-headed, non-judgemental, fair and respectful? If so, this may be the role for you!

ACT Corrective Services (ACTCS) are seeking suitable applicants to fill several Correctional Officer positions within the Alexander Maconochie Centre (AMC).

Successful applicants will be required to complete a 12-week Correctional Recruit Training (CRT) course in the first instance and will receive a training salary of \$59,876 per annum for this period. The CRT will provide you with all the relevant training to be a competent and accomplished Correctional Officer. This includes everything from legislations and policies, to report writing and dealing with challenging behaviours. Following the successful completion of this training, you will automatically become a Correctional Officer Grade 1 earning a salary range between \$73,645 and \$87,142 per annum, plus superannuation and the potential for allowances. You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice. The AMC operates 24/7 and staff are required to work rostered shifts.

ACTCS will be hosting two information sessions for people interested in learning more about these opportunities. Senior ACTCS staff will team up with current Correctional Officers to describe what it is like to work in a correctional environment. You will also have the chance to find out more about the opportunities for women, young people and people from diverse backgrounds, as well as details about the required training. (Please note, attendance at the information session is not mandatory).

An information session will be held for all interested members of the community at the ACT Courts, Knowles Place, Canberra City, on Wednesday 6 March 2024 at 6:30pm. To attend this information session, please register here.

A second information session will be held for interested Aboriginal and Torres Strait Islander peoples at the Australian Institute of Aboriginal & Torres Strait Islander Studies (AIATSIS), Lawson Cres, Acton, on Wednesday 13 March 2024 at 3:30pm. To attend this information session, please register here.

Note: This process is being run in conjunction with a separate bulk recruitment process for the Court Transport Unit (CTU). As such, applicants who apply for both roles and who are considered suitable, will be offered a placement subject to operational requirements.

For more information, please see the "Frequently Asked Questions" document available on the ACT Government jobs website.

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.

Compliance Requirements/Qualifications

Relevant custodial experience or Certificate III in Correctional Practice are essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of completion of Custodial Recruit Training.

Current unrestricted Driver's license is essential.

Senior First Aid Certificate is essential (will be obtained during training).

Relevant tertiary qualifications desirable.

This position may require pre-employment medical testing and Police record check.

This position requires registration under the Working with Vulnerable People (Background Checking) Act 2011.

Notes: There are five stages to this recruitment process: (1) initial application assessment; (2) Language, Learning and Numeracy (LLN) testing and written assessment; (3) psychometric (psychological aptitude) testing; (4) interview; and (5) referee assessment.

You will be notified if you do not progress from one stage to the next.

Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People Clearance upon commencement of the CRT. To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). For casual employment this is not a requirement.

How to Apply: To apply for this exciting opportunity, tell us in one page, why your life experience, skills and/or knowledge would make you perfect for this role.

In addition, you must submit the following:

Updated curriculum vitae with contact details of at least two referees, one of which should ideally be a current or immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months;

A copy of your Driver's Licence; and

A completed Association Declaration form.

Applications that do not provide your pitch PLUS all three documents listed above may not be considered by ACTCS.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Stuart (02) 6207 2839 actcspeopleandculture@act.gov.au

ACT Corrective Services

Custodial Operations

CTU

CTU Trainee Correctional Officer (automatically converted to a Correctional Officer Grade 1 upon successful completion of training)

Correctional Officer Trainee \$59,876, Canberra (PN: 32699, Several)

Gazetted: 21 February 2024

Closing Date: 1 April 2024

Details: Do you have what it takes to be a Correctional Officer? Do you have life experience and an interest in community safety? Do you like working in a team and have exceptional communication skills? Are you resilient when faced with challenging situations and environments? Do you have the maturity to be assertive whilst remaining level-headed, non-judgemental, fair and respectful? If so, this may be the role for you!

ACT Corrective Services (ACTCS) are seeking suitable applicants to fill several Correctional Officer positions within their Court Transport Unit (CTU).

Successful applicants will be required to complete a 12-week Correctional Recruit Training (CRT) course in the first instance and will receive a training salary of \$59,876 per annum for this period. The CRT will provide you with all the relevant training to be a competent and accomplished Correctional Officer. This includes everything from legislations and policies, to report writing and dealing with challenging behaviours. Following the successful completion of this training, you will automatically become a Correctional Officer Grade 1 earning a salary range between \$73,645 and \$87,142 per annum, plus superannuation. You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice. The CTU operates Monday to Friday and staff are required to work eight-hour shifts.

ACTCS will be hosting two information sessions for people interested in learning more about these opportunities. Senior ACTCS staff will team up with current Correctional Officers to describe what it is like to work in a correctional environment. You will also have the chance to find out more about the opportunities for women, young people and people from diverse backgrounds, as well as details about the required training. (Please note, attendance at the information session is not mandatory).

An information session will be held for all interested members of the community at the ACT Courts, Knowles Place, Canberra City, on Wednesday 6 March 2024 at 6:30pm. To attend this information session, please [register here](#).

A second information session will be held for interested Aboriginal and Torres Strait Islander peoples at the Australian Institute of Aboriginal & Torres Strait Islander Studies (AIATSIS), Lawson Cres, Acton, on Wednesday 13 March 2024 at 3:30pm. To attend this information session, please [register here](#).

Note: This process is being run in conjunction with a separate bulk recruitment process for the Alexander Maconochie Centre (AMC). As such, applicants who apply for both roles and who are considered suitable, will be offered a placement subject to operational requirements.

For more information, please see the "Frequently Asked Questions" document available on the ACT Government jobs website.

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.

Compliance Requirements/Qualifications

Relevant custodial experience or Certificate III in Correctional Practice are essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of completion of Custodial Recruit Training.

Current unrestricted Driver's license is essential.

Senior First Aid Certificate is essential (will be obtained during training).

Relevant tertiary qualifications desirable.

This position may require pre-employment medical testing and Police record check.

This position requires registration under the Working with Vulnerable People (Background Checking) Act 2011.

Notes: There are five stages to this recruitment process: (1) initial application assessment; (2) Language, Learning and Numeracy (LLN) testing and written assessment; (3) psychometric (psychological aptitude) testing; (4) interview; and (5) referee assessment.

You will be notified if you do not progress from one stage to the next.

Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People Clearance upon commencement of the CRT.

To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). For casual employment this is not a requirement.

How to Apply: To apply for this exciting opportunity, tell us in one page, why your life experience, skills and/or knowledge would make you perfect for this role.

In addition, you must submit the following:

Updated curriculum vitae with contact details of at least two referees, one of which should ideally be a current or immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months;

A copy of your Driver's Licence; and

A completed Association Declaration form.

Applications that do not provide your pitch PLUS all three documents listed above may not be considered by ACTCS.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Stuart (02) 6207 2839 actcspeopleandculture@act.gov.au

Emergency Services Agency

ESA Commissioner's Office

Public information and Engagement

Senior Public Information Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 49238)

Gazetted: 19 February 2024

Closing Date: 4 March 2024

Details: The ACT Emergency Services Agency, within the Justice and Community Safety directorate is seeking an enthusiastic and driven Senior Public Information Officer (Communications & Media Officer) who has a passion to develop integrated communication campaigns and manage a small, dynamic media team.

This position will be responsible for developing and producing high quality integrated communication campaign strategies to inform a broad range of audiences across government, stakeholders and the ACT community. The role requires a self-motivated employee, with the ability to respond quickly to changing priorities and show initiative, sound judgement, and capable of meeting tight timeframes.

As part of a small team, you will work collaboratively on proactive and reactive media and issues, integrated community safety campaigns and initiatives, and work on material that promotes and enhances the Directorate's goals and projects in the Territory.

The successful applicant may be required to work outside of normal hours on a rotational 'on-call' roster outside of regular hours or weekends, and in response to emergencies. Additional hours worked will be remunerated in accordance with the relevant enterprise agreement.

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

Eligibility/Other requirements:

Tertiary qualifications in the field of communications and/or a related discipline area is highly desirable.

Experience working in a high pressure, fast-paced environment such as emergency services is desirable.

A minimum of a Driver's licence Class 'C' is essential.

This position does not require a pre-employment medical.

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)

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 Professional / Technical Skills and Knowledge and Behavioural Capabilities, together with your tailored curriculum vitae and the contact details of at least two referees.

Please refer to the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Isabel McCormick (02) 6207 5055 Isabel.McCormick@act.gov.au

Public Trustee & Guardian

Various

Senior Administration Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 40549, several)

Gazetted: 19 February 2024

Closing Date: 4 March 2024

Details: At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing legal and financial services, by acting as a Guardian, a financial manager, as a Trustee and by making Wills and administering deceased estates.

We are a happy and diverse staff of 65 people, and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion all members of our community.

A career at PTG provides you with an opportunity to make a positive difference in someone's life.

PTG are seeking applications from motivated individuals interested in employment opportunities across several PTG business units - Wills, Estates & Trusts, Financial Management Services, Guardianship and Finance. For further information regarding the services PTG provide, please see our website - [Home - Public Trustee and Guardian \(act.gov.au\)](http://Home - Public Trustee and Guardian (act.gov.au))

Suitability for these positions will be assessed based on your experience, skills and knowledge relevant to the business units listed above. If there is a specific team you are interested in, please include this on your application. 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: Similar experience in a related/relevant organisation/service is highly regarded however not essential. Qualifications to support your work experience are desirable however not essential.

On commencement, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: These are temporary positions available immediately for a period of 12 months with the possibility of permanency.

A merit pool will be established which will be used to fill future identical vacancies at level over the next 12 months.

How to Apply: Applicants should submit a statement of no more than two 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: Alicia Beauchamp (02) 6207 9800 Alicia.Beauchamp@act.gov.au

ACT Courts & Tribunal

Registrar's Office (M.C)

Senior Director - Legal, Magistrates Court

ACT Courts and Tribunal Legal 2 \$159,727 - \$166,147, Canberra (PN: 59262, several)

Gazetted: 20 February 2024

Closing Date: 5 March 2024

Details: The ACT Magistrates Court is seeking applications for a permanent and temporary with the possibility of permanency Legal 2 opportunity in the Registrar's office.

The Senior Director, Legal exercises the statutory powers and delegated judicial powers of a deputy registrar of the ACT Magistrates Court, Industrial Court, Family Violence Court, Coroner's Court and Childrens Court. The position provides high level policy and legal advice on questions of law and justice administration, practice and policy on matters affecting the ACT Courts. The Senior Director Legal, provides direction and support to registry staff in the law and practice relevant to the operations of the Magistrates Courts. This includes providing training and advice to staff on legal matters, and advising and implementing policy and procedure initiatives. The Senior Director, Legal engages with key stakeholders including members of the legal profession, stakeholder and user groups, the Justice and Community Safety Directorate, other Government agencies and members of the community on matters relating to the functions of the ACT Courts.

The role has a focus on the family and personal protection jurisdiction of the Magistrates Court but works across all areas of the Court.

NOTE: The nature of the organisation is such that staff may be exposed to sensitive material or information that may be confronting and culturally sensitive. ACTCT provides support services and training to assist staff in being culturally aware, resilient and safe in the workplace.

Eligibility/Other requirements:

This position requires a degree in laws of an Australian tertiary institution, or a comparable overseas qualification, This position requires admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory and at least five years post qualification practice experience in law.

Previous experience working in a court environment is highly desirable.

Notes: There is a permanent and temporary position with the possibility of permanency available. 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 current curriculum vitae and a pitch no more than two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helen Banks (02) 6207 1197 Helen.Banks@courts.act.gov.au

Emergency Services Agency

ESA Commissioner's Office

Public Information and Engagement

Assistant Director, Public Information

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 10714)

Gazetted: 19 February 2024

Closing Date: 4 March 2024

Details: The ACT Emergency Services Agency, within the Justice and Community Safety directorate is seeking an enthusiastic and driven Assistant Director, Public Information (Communications and Media), to lead the delivery of media and communications strategies.

This position will be responsible for managing a small, dedicated team to lead the development of proactive and reactive media and issues, integrated community safety campaigns and initiatives, and work on material that promotes and enhances the Directorate's goals and projects in the Territory.

You will work collaboratively to develop, implement and evaluate high quality integrated communication campaign strategies to inform, educate and create action. The role requires a self-motivated employee, with the ability to respond quickly to changing priorities and show initiative, sound judgement, and capable of meeting tight timeframes.

The successful applicant may be required to work outside of normal hours on a rotational 'on-call' roster outside of regular hours or weekends, and in response to emergencies. Additional hours worked will be remunerated in accordance with the relevant enterprise agreement.

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

Eligibility/ Other Requirements:

Tertiary qualifications in the field of communications and/or a related discipline area is highly desirable.

Experience working in a high pressure, fast-paced environment such as emergency services is highly desirable.

An understanding of and experience in direct media liaison, preferably with the ACT media is highly desirable.

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

This position requires a current Working with Vulnerable People registration.

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the Professional / Technical Skills and Knowledge and Behavioural Capabilities, together with your tailored curriculum vitae and the contact details of at least two referees. Please refer to the attached Position Description for further information about the role.

Applications should be submitted via the apply now button.

Contact Officer: Isabel McCormick (02) 6207 5055 Isabel.McCormick@act.gov.au

**Emergency Services Agency
Assistant Commissioner Operations
Operations Branch**

ESA Emergency Management Support Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 64585)

Gazetted: 16 February 2024

Closing Date: 1 March 2024

Details: The ACT Emergency Services Agency is looking for a highly skilled and experienced candidate for an exciting opportunity to work within the Emergency Services Agency (ESA) Operations Branch in the emergency management section. As the ESA Emergency Management Support Officer you will support the Territory Emergency Management Officer to achieve organisational goals

A key element of this role is to effectively manage competing priorities, have excellent written and verbal communication skills, and to manage internal and external stakeholder engagement often in tight timeframes to ensure effective delivery of critical services to the ACT community. You will require a high level of attention to detail, with the individual possessing a thorough understanding of Emergency Management (Prevention, Preparedness, Response and Recovery) for all hazards.

The ESA Emergency Management Support Officer will:

Research, develop, analyse and interpret relevant legislation relating to the operations, policies, and functions of the ESA, and where required prepare correspondence, reports and recommendations to senior management. Contribute to whole of government emergency coordination arrangements under the Emergency Coordination Centre (ECC) Operations Plan.

When required, represent the ESA on a wide range of external groups and committees as allocated by the Territory Emergency Management Officer or the Assistant Commissioner – Operations.

Contribute to whole of government emergency coordination arrangements under the Emergency Coordination Centre (ECC) Operations Plan.

Assist in the development and implementation of the ACT Government emergency exercises consistent with ESA strategic indicators and in keeping with an evidence-based approach, including assisting with the delivery of AIIMS training for ESA employees and external clients of the ESA.

Note: The occupant of this position may be required to undertake duties outside normal business hours and/or weekends in response to emergencies on a rotating roster system, with access to applicable flex and/or overtime remuneration as per the Enterprise Agreement

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:

Background and Security clearance checks will be conducted.

This position *does* require a Working with Vulnerable People registration.

This position *does not* require a pre-employment medical.

Qualifications in Emergency Management, Administration, Planning or experience in an emergency management role is highly desirable.

Ability to hold and maintain Control Level 2 Incident Qualification is highly desirable.

Driver's licence Class C is essential

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:

Applications are sought from potential candidates and should include a supporting statement of no more than two (2) pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description. Applicants should also attach a current curriculum vitae including the details of two referees.

Applications should be submitted via the apply now button.

Contact Officer: Robert Kilpatrick (02) 6207 7920 Robert.Kilpatrick@act.gov.au

ACT Corrective Services

Service Improvement and Community Operations

Intelligence Unit

Senior Director, Intelligence Unit

Senior Officer Grade A \$162,291, Canberra (PN: 64036)

Gazetted: 21 February 2024

Closing Date: 28 February 2024

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the position of Senior Director, Intelligence (SOGA), within Service Improvement and Community Operations.

The successful applicant will lead the development and implementation of a holistic intelligence model across the broad spectrum of Corrective Services including Custodial Operations, Community Corrections and Corporate functions, in line with best practice, to maximise the intelligence analysis and develop the department's capabilities.

In addition, you will manage the ongoing proactive collaboration between ACTCS and ACT Policing, national and international corrections, intelligence organisations and other external agencies as necessary, particularly related to organised crime and Countering Violent Extremism, while ensuring appropriate levels of security are applied to information storage and dissemination.

Further to this, you will be responsible for developing and delivering intelligence specific briefings, policies, strategies and training, as required.

To be successful, you will have the ability to lead and exercise sound judgement to manage in an operationally demanding environment, with demonstrated high level interpersonal and communication skills. In addition, you will demonstrate the ability to provide high standard analytical reports and strategic assessments.

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. In addition, reasonable adjustments can be made.

Eligibility/Other requirements:

Relevant tertiary qualifications and/or equivalent experience are desirable.

The successful candidate will be required to undergo a criminal history 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 \(act.gov.au\)](#)

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 security clearance upon commencement to the position as a condition of employment.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Heidke (02) 6207 9837 Kim.Heidke@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

**Executive Branch Manager, Procurement Policy and Capability
Temporary Vacancy (25 March 2024 to 10 May 2024 inclusive)**

**Executive Branch Manager, Procurement Policy and Capability
Budget, Procurement, Investments and Finance (BPIF)**

Procurement ACT

Position: E880

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA's and MPC Infrastructure Managers

Date Circulated: 9 February 2024

Treasury is seeking a high-performing senior executive to support Procurement ACT as Executive Branch Manager, Procurement Policy and Capability for a short-term period commencing 25 March 2024 to 10 May 2024 (inclusive). 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 if required) only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

To apply: Interested candidates are requested to submit a one-page EOI 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 to Joanne Gardner via email, JoanneL.Gardner@act.gov.au. They have asked to by COB 1 March 2024.

Contact Officer: Joanne Gardner, Executive Branch Manager, Procurement Policy and Capability

JoanneL.Gardner@act.gov.au (02) 6207 2076

Project Development and Support

Project Management Office

Contracts

Director, Project Management Systems

Infrastructure Officer 5 \$168,466, Canberra (PN: 64688)

Gazetted: 21 February 2024

Closing Date: 28 February 2024

Details: Do you want to apply your knowledge of procurement and project management to support the delivery of infrastructure in this city? Then this opportunity is for you!

The Director, Project Management Systems will contribute to the further development and implementation of Major Projects Canberra's Project Delivery Framework (PDF). The PDF is primarily a system of processes, templates, tools, and guidance material hosted on a dedicated intranet site. The team also provides training on the PDF.

This work includes;

Supporting the ongoing update of PDF documents and processes to be in line with changes in legislation, policy, and requirements.

Contribute to, and at times lead, the training and implementation of the PDF for MPC projects and contracts

You will also be part of a dynamic and experienced wider team, the Project Management Office (PMO) Branch, which consists of the Contracts Team; Prequalification Team, Workplace Health and Safety Team, Project Development team, and the Project Management & Reporting System (PMARS) Team.

Eligibility/Other Requirements:

Hold a relevant professional qualification in engineering, architecture, or project management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or infrastructure knowledge and/or project management experience.

Notes: This is a temporary position available from March 2024 for a period up to 6 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: Please submit no more than a one-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Francine Kelly (02) 6207 6691 Francine.Kelly@act.gov.au

Light Rail

Administration Support Officer

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 64677)

Gazetted: 16 February 2024

Closing Date: 8 March 2024

Details: The Light Rail Project is seeking an enthusiastic to fill the role of Administration Support Officer.

The Administration Support Officer is responsible for the effective and efficient delivery of administrative support for workstreams across the Light Rail Stage 2 Project.

The successful applicant will work in a dynamic and fast-paced project setting, demonstrating the ability to work productively independently, displaying sound time management, and take on the crucial role of creating a positive first impression for our project.

This is a designated position in accordance with s42, *Discrimination Act 1991*, and is only open to persons with a disability.

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 with Microsoft Office 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. Selection may be based on application and referee reports only.

This is an Identified position for People with a disability.

How to Apply: Please submit no more than a two page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the Position Description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Light Rail

Technical Development

Stakeholder Interface Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 64676)

Gazetted: 16 February 2024

Closing Date: 8 March 2024

Details: An exciting opportunity is available to work in the Light Rail Stage 2 Project. The Stakeholder Interface Officer will support the Stakeholder and Interface services for critical engagements with key stakeholders including ACT Government agencies, Commonwealth Government agencies, other organisations, adjacent projects and developments near the Light Rail Project and with technical and other service providers.

We are seeking an experienced support officer to assist in the preparation and coordination of third-party agreements, meetings and presentations with relevant stakeholders and the management of interface control documents for the Light Rail Project.

The role requires an ability to prioritise while supporting a diverse team with variable requirements. The successful candidate will have a high level of independence and the ability to engage a broad range of stakeholders.

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

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

How to Apply: Please submit no more than a two page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the Position Description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Light Rail

Technical

Construction Engineering Officer

Infrastructure Officer 3 \$119,862 - \$131,232, Canberra (PN: 64692)

Gazetted: 16 February 2024

Closing Date: 1 March 2024

Details: There is an exciting new opportunity within the Light Rail Team to be the Construction Engineering Officer! The Construction Engineering Officer is a key role within the Light Rail project team and the construction workstream. The construction workstream is responsible for coordination and management of the various construction interfaces associated with the design and delivery of the light rail project.

The Construction Engineering Officer will report to the Senior Surveillance Officer and is also required to liaise closely with staff and project advisors across the Major Projects Canberra, Project Co, Independent Certifier, National Capital Authority, Technical Advisor/s and within the ACT Government as necessary.

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

Eligibility/Other Requirements:

Mandatory:

hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience

Highly Desirable:

Current C class drivers license

Experience in the delivery of transportation assets and infrastructure.

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

How to Apply: Please submit no more than a 2 page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Office of the Legislative Assembly

Parliamentary Support Branch

Committee Office

Administrative Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 262)

Gazetted: 20 February 2024

Closing Date: 5 March 2024

Details: Are you interested in our democratic process?

Are you looking for a chance to get in on the ground floor, learning the functions of the ACT Parliament, and contributing daily to its successful administration?

Do you want to take advantage of flexible working arrangements such as working from home or a nine-day fortnight?

The Office of the Legislative Assembly (the Office) is an impartial statutory agency which provides procedural and administrative advice and support to the Assembly and its committees. It is headed by the Clerk of the Assembly and is governed by the *Legislative Assembly (Office of the Legislative Assembly) Act 2012*.

Much of the detailed work of the Assembly is done by committees, made up of MLAs from across the parties. A major element of committee work is conducting inquiries into issues important to our communities. Committees are supported by the Office's Committee Support unit whose staff manage the day to day operation of committees and their inquiries by providing impartial procedural advice and practical support through activities such as drafting committee reports meeting papers and other documents, research, organising hearings, and administration.

We are seeking applications from an experienced Administrative Officer who will provide a range of administrative and IT support services for Assembly committees and other Committee Support staff. This includes acting as the first point of contact for enquiries to Committee Support, and providing information to Members' offices, departmental officers and the public.

Candidates must be able to demonstrate a high degree of professionalism, the ability to build and maintain workplace relationships, and will need to develop a solid understanding of relevant parliamentary practice and procedure.

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

How to Apply: Please submit a written response (maximum one page) to the criteria in the 'What we are looking for' section in the Position Description including specific examples, along with your curriculum vitae and the names and contact details of two referees (preferably including a current supervisor).

Applications should be submitted via the apply now button.

Contact Officer: Sophie Milne 02 6205 0435 OLARecruitment@parliament.act.gov.au

Suburban Land Agency

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

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

Suburban Land Agency

Development Delivery

Gungahlin

Senior Development Manager

Infrastructure Officer 5 \$168,466, Canberra (PN: 62925, Several)

Gazetted: 20 February 2024

Closing Date: 12 March 2024

Details: Do you have a passion for sustainable urban development and creating great places where communities thrive? Are you looking for a role that will make a real impact on the future development in the Canberra Region?

The Suburban Land Agency's Greenfield Team has several positions available and seeks highly organised and motivated Senior Development Managers to lead the planning, design, and delivery of projects in that optimise the Territory's social, environmental and economic return on land development activities in the ACT.

The Greenfields team is committed to strong project management, innovation and quality. We are responsible for managing Greenfield projects from planning to delivery.

As a Senior Development Manager, you will manage a team in the delivery of sustainable and people-focussed development fronts, neighbourhoods and mixed-use areas through complex land development programs and projects from concept design through to construction completion.

Have significant building or Infrastructure knowledge and/or project management experience.

Eligibility/ Other Requirements: The successful occupant will be required to:

Hold a relevant professional qualification or accreditation with a professional body (Engineering, Architecture, Project Management) recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

Note: 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: 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.

Contact Officer: Andrew Griffith (02) 6207 8724 Andrew.Griffith@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

Director-General

Temporary Vacancy (1 March 2024 to 30 April 2024 with possible extension)

Transport Canberra and City Services

Position: E918

(Remuneration equivalent to Executive Level 4.3)

Circulated to: ACTPS Band 3 and DG Executive List

Date circulated: 22 February 2024

The Head of Service is seeking applications for the short-term filling of Director-General Transport Canberra and City Services.

Note: This opportunity is only open to ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$463,868 - \$482,488 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$413,783.

To apply: Interested applicants are requested to submit a covering letter, current curriculum vitae and the details of two referees. A detailed application is not required. Please submit by email to Kathy Leigh by Noon 27 February 2024.

Contact Officer: Kathy Leigh

City Services

Roads ACT

Works

Asphalt Ganger

General Service Officer Level 8 \$77,681 - \$81,886, Canberra (PN: 64702)

Gazetted: 21 February 2024

Closing Date: 24 March 2024

Details: This position will primarily work in collaboration with the Works Manager, Asphalt Works Supervisor and TTM leading hand and asphalt team to coordinate the planning and delivery of asphalt maintenance projects, with accountability for administration, productivity and efficiency, quality standards and WHS and environmental requirements.

Under limited supervision, the primary responsibilities of the position are to lead and manage Roads ACT Works asphalt crew and contractors carrying out general road maintenance duties while employing an independent approach and display a high degree of initiative. This position will be accountable for scoping and prioritising work with consideration for the administration, productivity, efficiency, quality standards, work, health, safety systems and environmental requirements of the work.

These abovementioned tasks encompass the provision of trade and equivalent level guidance and provide assistance to other members of a work team, including staff training, estimating materials for jobs, planning, programming and prioritising work. The role will oversee the completion of maintenance records and preparation of minor reports.

The Asphalt Ganger is required to contribute to the development of Safe Work Method Statements (SWMS) and Temporary Traffic Management Plans (TTMs) for all defined activities and ensure implementation.

The position will lead the asphalt team in the Works business unit within Roads ACT. Roads ACT is looking for candidates who have experience working on construction sites, preferably running asphalt crews.

This position does include direct supervision of staff.

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:

Permanent Resident of Australia

CPCWHS1001 - Prepare to work safely in the construction industry – essential.

11084NAT - Course in Asbestos Awareness - essential.

10830NAT - Course in Crystalline Silica Exposure Prevention – essential

Diploma in Frontline Management or Civil Construction, or equivalent – essential or commenced within three (3) months of appointment.

HLTAIDO11 – Provide First Aid – essential or ability to obtain within three months of appointment.

Competent in mobile software applications.

Current driver's licence class C is essential, class MR (medium rigid) essential or obtainable within six months of appointment.

Traffic controller (TCR) – essential or obtainable within six months of appointment.

Implement traffic control plans (IMP) – essential or obtainable within six months of appointment.

Current driver's licence class C is essential, class MR (medium rigid) essential or obtainable within six months of appointment.

Ability to work overtime and nightshifts as and when required.

Undertake training activities to meet operational and organisational expectations.

Pre-employment medical required.

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

Applicants are made aware that the essential requirements to be obtained within the six-month period are a mandatory requirement to successfully complete the probation and to be appointed permanently to this position. Roads ACT will support the successful applicant through the training requirements by organising up to two sessions at the cost to Roads ACT. Should additional attempts be required to obtain the applicable license/certificate in the six-month period, the costs to acquire these will be borne by the successful applicant.

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.

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: A supporting statement of no more than 3 pages outlining experience and/or ability and clearly addressing each of the requirements listed in 'Selection Criteria' section in the attached Position Description.

A current curriculum vitae (resume) with contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Handley (02) 6207 3861 Matthew.Handley@act.gov.au

Chief Operating Officer

Finance

External Budgets and Reporting

Assistant Director, External Budgets and Reporting

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 35979)

Gazetted: 21 February 2024

Closing Date: 6 March 2024

Details: This position is part of a small and dynamic team reporting to the Director, External Budgets and Reporting. The position plays a key role in managing the Directorate's external and internal budgets, including coordination of the budget process, and development of external budgets. The occupant of the position will have the opportunity to coordinate Directorate's performance reporting, manage cash and appropriations, undertake reviews of Directorate's financial delegations and provide training and advice as required.

Eligibility/Other Requirements:

Experience in using complex spreadsheets and budgeting systems such as TM1 and GBMS.

Tertiary qualifications in commerce and accounting along with professional membership of CPA/CA or comparable bodies preferable.

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

How to Apply: Applicants should address the professional/technical skills and knowledge required as well as behavioural capabilities in a two page 'pitch style' response with a tailored CV.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nada Kos (02) 6207 7237 Nada.Kos@act.gov.au

Transport Canberra and City Services

ACT NoWaste

Waste Regulation, Act Nowaste

Senior Program Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 45310)

Gazetted: 21 February 2024

Closing Date: 13 March 2024

Details: Looking for an opportunity to make your mark with the Container Deposit Scheme Assurance Team?

ACT NoWaste is looking for an experienced Program Officer who is a proactive, excellent communicator, creative thinker with an analytical mindset and cable of leading and managing projects within allocated timeframes.

The role will manage one of the ACT Container Deposit Scheme (CDS) Key Stakeholders to ensure compliance is met under the *Waste Management and Resource Recovery Act 2016*. The successful applicant will cover many activities such as external stakeholder relations, lead contract negotiations and renewals, detail high level reports and briefings to ACT NoWaste Executives, conduct ACT CDS site inspections and assess and compile data to inform ACT NoWaste Executives on Scheme data and performance.

Eligibility/Other Requirements:

The successful applicants must have:

Can do, positive attitude.

Driver's licence Class 'C' or higher.

Relevant experience in Project/contract management.

High level Government writing skills.

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

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

How to Apply: To apply for this role, provide a four-page (Maximum) submission addressing the Selection Criteria and technical/behavioural requirements, and a copy of your curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Todd Elliott +61423454270 todd.elliott@act.gov.au

City Services

Roads ACT

Works

Road Worker

General Service Officer Level 5/6 \$63,828 - \$69,893, Canberra (PN: 64699, Several)

Gazetted: 20 February 2024

Closing Date: 24 March 2024

Details: As a team member of the Roads ACT Works crew, this position will participate in daily road and path maintenance activities. You will be required to ensure that work adheres to all standard operating procedures and is safely undertaken.

The position may rotate across all road maintenance crews and carry out other related duties in the team, depending on operational requirements where you will learn (or teach) new skills within the team to ensure competency.

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:

Traffic controller (TCR) – essential or ability to obtain within six months of appointment.

Implement traffic control plans (IMP) – essential or ability to obtain within six months of appointment.

CPCWHS1001 - Prepare to work safely in the construction industry – essential.

11084NAT - Course in Asbestos Awareness - essential.

10830NAT - Course in Crystalline Silica Exposure Prevention – essential.

HLTAID011 – Provide First Aid – essential or ability to obtain within six months of appointment.

Current driver's licence class C is essential, class MR (medium rigid) essential or ability to obtain within six months of appointment.

Competent in mobile software applications on tablets and smartphones.

This position does require a pre-employment medical.

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

Applicants are made aware that the essential requirements to be obtained within the six-month period are a mandatory requirement to successfully complete the probation and to be appointed permanently to this position. Roads ACT will support the successful applicant through the training requirements by organising up to two sessions at the cost to Roads ACT. Should additional attempts be required to obtain the applicable license/certificate in the six-month period, the costs to acquire these will be borne by the successful applicant.

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. 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: A supporting statement of no more than three pages outlining experience and/or ability and clearly addressing each of the requirements listed in 'Selection Criteria' section in the attached Position Description.

A current curriculum vitae with contact details of two referees.

Applications should be submitted via the apply now button.

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.

Business and Territory Services

Libraires ACT

Service Delivery

Library Coordinator

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 22144)

Gazetted: 20 February 2024

Closing Date: 5 March 2024

Details: Are you passionate about delivering outstanding customer service? Are you a people person who enjoys nothing more than working hard and working with others to achieve goals?

Then we want to hear from you.

Libraries ACT is on the hunt for a customer-focused superstar to join our team!

As a branch within Transport Canberra City Services, Libraries ACT offers you more than a job – the work we do supporting the people of Canberra is work nobody else does. Canberra is a growing, vibrant, and every-changing

city and our genuine commitment to reflect the diverse community of Canberra means our people are exposed to a diversity of perspectives and experiences.

Library Coordinators fill an important supervisory role within public library branches. Overseeing a small team, you will be responsible for coordinating the work of a branch-based team to ensure the branch is operating effectively in delivering services, programs, and information to customers. You will also play an important role in building capability and performance of branch staff.

It can be full-on, but the reward you get from stretching yourself and realising the impact you make has value.

Every day you spend working in the library is another step towards making Canberra a better and more prosperous place.

This is a great opportunity to work in a diverse, challenging, and dynamic organisation where each day you will have the opportunity to do something different – so get in quick to express your interest now!

Want to know more about us?

You can check out more about what we do by visiting our social media pages on [Facebook](#) and [X](#) (formally Twitter) or our website www.library.act.gov.au.

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

Eligibility/Other requirements:

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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)

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.

Libraries ACT operate seven days a week and so this is a rostered position requiring weekday and weekend shifts.

This position is mobile and position holders will routinely move between branches in their region and at times across the service if required.

How to apply: Let us know why you are the best person for this role. To do so, please provide:

We are excited to learn more about how you can be our next customer-focused super star! Please share your skills and experience with us by addressing the Selection Criteria in a two-page document.

A curriculum vitae including the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ravindu Fonseka (02) 620 75393 Ravindu.Fonseka@act.gov.au

City Services

Libraries ACT

Collections

Subscriptions Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 17814)

Gazetted: 20 February 2024

Closing Date: 5 March 2024

Details: Libraries ACT is a dynamic and responsive business unit which includes the ACT Heritage Library and the Home Library Service. Libraries ACT provides public library services for the community over ten sites, online and through a range of programs.

Vibrant community hubs, libraries in the ACT enjoys high levels of use and support. They are dynamic places where the vision is *Literacy and learning for life*.

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, safety, excellence and innovation as well demonstrate the related signature behaviours.

The Collections Team is responsible for developing and managing all materials and resources the library offers its customers; from printed books and magazines, to eBooks and digital resources.

The Subscriptions Officer is a key member of the Collections Team. As part of the day-to-day duties and responsibilities, using the library's integrated library management system and vendor platforms, the Subscriptions Officer manages all Libraries ACT subscriptions: physical magazines, newspapers and digital resources. We are looking for a candidate who is innovative, interested in how collections and information technology can meet

customer expectations, and enjoy the challenges of a fast-paced environment. This position works collaboratively with all library staff.

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.

WHAT YOU WILL DO

Under the direction of the Assistant Director, Collections, this position oversees the development of a fast-growing and high-demand digital collection: monitoring for new digital resources and/or new developments; manage trials, access, and set-up; in collaboration with the library's marketing team, coordinate promotion of digital resources; monitor usage; perform statistical analysis; and reporting.

Using the library's integrated library management system and other relevant technological tools for the management of Libraries ACT's physical and digital/electronic subscriptions. This includes activities such as maintaining quality metadata and license records of all subscriptions-based library resources and material, copy cataloguing, acquisitions, renewals and processing customer requests. From time to time, such activities may extend to non-subscription-based resources and material.

See Position Description for more details on what you are expected to do.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Demonstrated skill and experience in applying current and emerging technologies especially within the information services and library environment, including use and management of e-resources, and the ability to apply technology in the work environment.

Experience in using an integrated library management system for activities such as serials, e-resource management, acquisition, copy cataloguing, and reporting.

Demonstrated excellent organisational skills with capacity for critical and innovative thinking, attention to detail, problem-solving, and project planning in response to a fast-changing environment.

Excellent oral and written communication skills. Excellent interpersonal skills with special consideration for experience in liaison across vendors, stakeholders and community groups. Excellence in customer service with experience in customer service in a public library environment is highly desirable.

Demonstrated understanding and commitment to workplace respect, equity and diversity Framework, workplace health and safety best practice and industrial democracy principles and practices.

Professional / Technical Skills and Knowledge

Professional/Technical Skill or Knowledge:

Relevant tertiary (undergraduate and/or postgraduate) qualification in library and information studies (as defined by ALIA) is desirable.

Notes: This is a temporary position available from 11 March 2024 to 10 January 2025. There may be possibility of extension up to 12 months at the end of the period, but at reduced hours. 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 report. This position will be at a workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Interested applicants are requested to submit an application no more than two pages addressing the attached selection criteria (*What you require*), a current curriculum vitae and contact details of at least one referee.

Applications must be submitted via the Apply Now button below.

Contact Officer: Amy Chan (02) 6207 5446 Amy.Chan@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

City Services

Roads ACT

Works

Works Supervisor Routine Maintenance / Works Supervisor Asphalt and TTM

General Service Officer Level 9 \$83,414 - \$93,809, Canberra (PN: 54985, 63954)

Gazetted: 20 February 2024

Closing Date: 12 March 2024

Details: 54985 - Works Supervisor – Routine Maintenance; Incident Response, Signs and Lines, Concrete Grinding and Path Replacement - This role is an important part of the Roads ACT leadership team. One of the primary

functions of this role will require you to lead operational teams (routine and incident response, signs and lines, concrete grinding, and path replacement) within Roads ACT. This will include the organisation, coordination, and leadership, to operational staff to ensure the efficient, safe and environmentally responsible delivery of road maintenance services. 63954 - Works Supervisor – Asphalt and TTM -

This role is an important part of the Roads ACT leadership team. One of the primary functions of this role will require you to lead operational teams (asphalt and traffic management team) within Roads ACT. This will include the organisation, coordination, and leadership, to operational staff to ensure the efficient, safe and environmentally responsible delivery of road maintenance services.

As a 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 primary responsibilities for this position are to:

Lead and manage work crews and ensure efficient resource allocation, including ordering materials and issuing work orders. Plan and coordinate of maintenance programs and resources, carrying out investigations of public complaints about infrastructure assets, prepare briefing notes for government and ensure cost effective service delivery of works.

Oversee operational field workforce compliance with the TCCS Enterprise Agreement and other TCCS policies.

Report on and manage disciplinary issues. Oversee the collection, collation, checking and verification of data field activity sheets and timesheets recording and reporting any non-conformance activities relating to quality, safety, and environment to the Works Manager.

Maintain current knowledge of trends in the industry and provide professional advice to the Managers and other stakeholders and identify and organise on-the-job training for existing staff members and induction training for new staff. Ensure staff are following correct operating procedures for equipment and machinery, and ensure staff comply with workplace health and safety requirements.

Provide support in the investigation/resolution of incidents/issues and any external/internal reporting requirements. Liaise with internal and external stakeholders including interface with public on municipal infrastructure asset issues.

Utilise the Territory's Systems, including Roads ACT Asset Management, WHS, Environment, Regulatory, Information Technology, and assist in improving these systems.

This position does involve direct supervision of staff.

Undertake and participate in the Roads ACT after hours call out function.

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

Have significant building or infrastructure knowledge and/or project management experience; or Diploma in Frontline Management or Civil Construction (refer compliance requirements)

Compliance Requirements / Qualifications

CPCWHS1001 - Prepare to work safely in the construction industry – essential.

11084NAT - Course in Asbestos Awareness - essential.

10830NAT - Course in Crystalline Silica Exposure Prevention – essential

Traffic controller (TCR) – essential

Implement traffic control plans (IMP) – essential.

Diploma in Frontline Management or Civil Construction, or equivalent – essential or commenced within three (3) months of appointment.

Current driver's licence class C is essential, class MR (medium rigid) essential or obtainable within six months of appointment.

Prepare a work zone traffic management plan (PWZT) qualification essential or obtainable within six months of appointment.

Competent in mobile software applications.

This position does require a pre-employment medical.

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

Applicants are made aware that the essential requirements to be obtained within the six-month period are a mandatory requirement to successfully complete the probation and to be appointed permanently to this position.

Roads ACT will support the successful applicant through the training requirements by organising up to two sessions at the cost to Roads ACT. Should additional attempts be required to obtain the applicable license/certificate in the six-month period, the costs to acquire these will be borne by the successful applicant.

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. 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: A supporting statement of no more than four pages outlining experience and/or ability and clearly addressing each of the requirements listed in Selection Criteria' section in the attached Position Description.

A current curriculum vitae with contact details of two referees.

Applications should be submitted via the apply now button.

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: Matthew Handley (02) 6207 3861 Matthew.Handley@act.gov.au

City Services

ACT NoWaste

Service Delivery

Director - Waste Operations

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 64684)

Gazetted: 19 February 2024

Closing Date: 4 March 2024

Details: ACT NoWaste delivers the ACT Government's recycling and waste management program, and is a unique organisation in Australia: we deliver both state/territory and local government functions. We are a diverse, innovative and professional team from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We are seeking a Director to manage our new Waste Operations team, which includes the ongoing operation of the weighbridge teams at ACT Resource Management Centres as well as our call centre operations. These teams provide crucial customer support services to assist residents and businesses in using ACT waste facilities and manage requests related to bins and bin collections.

The weighbridge team is currently outsourced to a service provider. This position will lead the transition and ongoing leadership of the weighbridge team into the ACT Public Service, including ensuring training, development and rostering of the new team members as well developing and delivering the appropriate frameworks to ensure a successful transition.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

Eligibility/Other requirements:

Driver's licence Class C is essential.

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

Qualifications relevant to the duties of the position and or substantial work experience in a relevant field are highly desirable.

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

How to Apply: Please address the criteria highlighted under the 'What You Require' section located in the Position Description via a maximum three-page response, as well as provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Harrington (02) 6205 4878 Katherine.Harrington@act.gov.au

**Transport Canberra & Business Service
Territory & Business Services
Canberra Memorial Parks
Cemetery Worker**

General Service Officer Level 5/6 \$63,828 - \$69,893, Canberra (PN: 64588)

Gazetted: 16 February 2024

Closing Date: 1 March 2024

Details: Do you like working outdoors? Canberra Memorial Parks is looking to add to its small Grounds Maintenance Team at Woden Cemetery, daily activities include the use of ride-on mowers, general garden maintenance and weed control.

The successful candidate will be offered extensive training working in the Cemetery Industry, including the opportunity to gain machinery skills with backhoes, excavators & skid steer loaders.

Uniforms and all safety equipment is supplied including a Cemetery allowance of \$7,000.00 per year.

This position would suite a candidate that has experience in the maintenance of large parkland type settings & is interested in developing their machinery operational skills in a Cemetery environment.

Eligibility/Other Requirements:

Mandatory

Current ACT/NSW licence class C minimum.

White card & asbestos awareness training.

Silica awareness training.

Desirable

Experience in the operation of backhoes, excavators & skid steer loaders.

Previous experience in maintaining gardens and turf surfaces.

Chemical accreditation.

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 wishing to apply for this role need to supply:-

a copy of their current cv including details of two referees from your current or most recent employer.

all applicants are required to address the selection criteria, no more than two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephen Eppelstun (02) 6207 0000 Stephen.Eppelstun@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

**City Services
City Presentation
Place Management
Operations Supervisor**

General Service Officer Level 9 \$83,414 - \$93,809, Canberra (PN: 33867, Several)

Gazetted: 16 February 2024

Closing Date: 1 March 2024

Details: The General Services Grade 9 positions within Place Management are responsible for leading a team engaged in the maintenance of the of urban open space areas including mowing, cleaning toilets and shopping centres, litter collection, garden beds maintenance and weed control services.

This position will coordinate the delivery of horticultural maintenance and cleaning programs across a defined region of the ACT. Directly supervising staff this position will oversee the delivery of the annual works program and will ensure that daily critical tasks are completed.

This position is a frontline leadership role and responsible for staff supervision, performance management, technical support, and training to work groups that include permanent employees, contract staff and apprentices.

Eligibility/Other Requirements:

Relevant qualifications in horticulture are highly desirable

Certificate IV in Leadership and Management (or equivalent) or a willingness to obtain

Competent in mobile software applications and the Microsoft Office suite (Word, Excel, Outlook, Powerpoint)

Workplace Health and Safety Induction (White Card)

Asbestos awareness card

Silica Awareness Card

Safe handling of sharps and infectious waste statement of attainment or willingness to obtain

Implement Traffic Control Plans qualification or a willingness to obtain

Driver's licence C Class is essential

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

How to Apply: To apply for this position please address the selection criteria, taking into consideration the "What you require" and "What you will do" sections of the Position Description.

Please provide details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tessa Roberts 0419001377 Tessa.Roberts@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

City Services

City Presentation

Business Support

Work Health Safety and Wellbeing Advisor

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 61444)

Gazetted: 21 February 2024

Closing Date: 13 March 2024

Details: Are you passionate about helping others and creating safe workplaces? Do you want to work for an organisation that makes Canberra attractive, safe and easy to move around.

Come join the City Presentation Branch within Transport Canberra and City Services as a Work Health Safety and Wellbeing Advisor to support teams who are responsible for the planning and management of parks, open spaces and the public domain, including, lakes, street and parkland trees, public open space, sports grounds, and city places. It also protects the natural resources and amenity of the ACT and maintains the look of the city through its responsibility of public land regulation and the protection of trees on public and private land.

The ideal candidate will support and collaborate with a diverse group of people and have exposure to different types of work including horticulture, arboriculture, land use compliance, volunteers, sports ground maintenance, urban open space management and so much more.

A key focus of the role will be to develop and implement wellbeing initiatives in collaboration with managers, staff and worker representatives across 15 work locations and provide administrative support to report on and improve safety and wellbeing performance across the Branch.

We are looking for a skilled WHS practitioner or someone who is looking to develop or enhance their skillset who has experience in human resources, project management or quality management.

Interested parties are encouraged to reach out to the contact officer to discuss the role further.

Eligibility/ Other Requirements:

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Hold or willing to obtain a Certificate IV in Workplace Health and Safety.

Drivers Licence (C-class) is mandatory.

Experience in WHS auditing is desirable.

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

How to Apply: Applicants should provide a written response against the Selection Criteria in the attached Position Description document. A maximum of three pages will be accepted. A current copy of your curriculum vitae should also be included.

Applications should be submitted via the apply now button.

Contact Officer: Stephanie Quek (02) 6207 6758 Stephanie.Quek@act.gov.au

City Services

Roads ACT

Works

Temporary Traffic Management (TTM) Officer

General Service Officer Level 5/6 \$63,828 - \$69,893, Canberra (PN: 63947, Several)

Gazetted: 16 February 2024

Closing Date: 24 March 2024

Details: This position is responsible for traffic control and temporary traffic management implementation to support Roads ACT crews that are undertaking hot asphalt works and other road maintenance activities near or on public roads, road verges and medians or pathways.

As these sites regularly require temporary traffic control for road users (i.e. pedestrian and vehicle), it is the responsibility of this role to maximise safety and minimise inconvenience for both workers and road and path users during maintenance activities.

Daily activities of this position include implementing temporary traffic management and undertaking traffic control requirements across various worksites and road environments in line with operational programs and tasks. This role will also assist in suggesting improvements in the traffic guidance schemes (TGS) and report suggestions to the site Supervisor and/or Works Manager.

Duties:

Direct and implement traffic in accordance with the authorised traffic guidance scheme and/or work program.

Participate in site safety risk assessments and follow identified controls and ensure all works are in accordance with safe work practices including safe work method statements and standard operating procedures.

Undertake the day-to-day operation of fleet, equipment, and machinery, including pre-start checks and basic maintenance applicable to the role.

Effectively use emails and utilise mobile devices to assist in daily tasks and keep effective records, including traffic incident reports.

Undertake other road maintenance activities as directed by the Works Supervisor.

This position does not involve direct supervision of staff.

This position will not be able to participate on the Roads ACT - Works call out.

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:

Traffic controller (TCR) – essential.

Implement traffic control plans (IMP) - essential.

CPCWHS1001 - Prepare to work safely in the construction industry – essential.

11084NAT - Course in Asbestos Awareness - essential.

10830NAT - Course in Crystalline Silica Exposure Prevention – essential.

HLTAID011 – Provide First Aid – essential or ability to obtain within six months of appointment.

Current driver's licence class C is essential, class MR (medium rigid) essential or ability to obtain within six months of appointment.

Competent in mobile software applications on tablets and smartphones.

This position does require a pre-employment medical.

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

Applicants are made aware that the essential requirements to be obtained within the six-month period are a mandatory requirement to successfully complete the probation and to be appointed permanently to this position. Roads ACT will support the successful applicant through the training requirements by organising up to two sessions at the cost to Roads ACT. Should additional attempts be required to obtain the applicable license/certificate in the six-month period, the costs to acquire these will be borne by the successful applicant.

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. 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: A supporting statement of no more than three pages outlining experience and/or ability and clearly addressing each of the requirements listed in 'Selection Criteria' section in the attached Position Description.

A current curriculum vitae with contact details of two referees.

Applications should be submitted via the apply now button.

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: Matthew Handley (02) 6207 3861 Matthew.Handley@act.gov.au

Infrastructure Delivery and Waste

Infrastructure Delivery

Executive Assistant

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 40841)

Gazetted: 16 February 2024

Closing Date: 23 February 2024

Details: Infrastructure Delivery is responsible for the delivery of the Transport Canberra and City Services (TCCS) Capital Works program on behalf of Roads ACT, City Presentation, ACT NOWaste, ACTION, Libraries ACT, Sports and Recreation and other business area within the Directorate. We deliver infrastructure and public spaces that respond to community needs, seeking creative and innovative solutions to support effective delivery. This includes (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, shopping centre upgrades, urban renewal, landfill cells, car park improvements, playgrounds and sportsground infrastructure.

We are a highly engaged and supportive team with a drive to achieve excellence in the delivery of public infrastructure for the ACT community. We seek opportunities for skills improvement and knowledge sharing across our teams, and with our delivery partners.

Infrastructure Delivery team is looking for an experienced Executive Assistant to provide high-level executive and administrative support for the Executive Branch Manager (EBM), Infrastructure Delivery.

The role will manage the diary of the EBM including arranging and scheduling meetings and appointments, the coordination and review of incoming and outgoing communications including screening of various forms for approval, the tracking and management of incoming and outgoing documents using Objective and provide secretariate support for executive and senior management meetings including the preparation of agendas, meeting papers and minutes of meetings.

The successful candidate will have a high regard for confidentiality, excellent organisational skills, an ability to prioritise while supporting a diverse team, effective communication skills as well as the ability to exercise good judgement in a variety of situations.

If you are well-organised, reliable and interested in working in a supportive environment with flexible work options, we would love to hear for you!

Please see attached position description for further information.

Eligibility/ Other Requirements:

Demonstrated understanding of executive support requirements.

Demonstrated understanding of records management in a government environment.

The role may be filled on a part-time or full-time basis.

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

How to Apply: Applicants should address the Selection Criteria and limit responses to 250-300 words (maximum) against each of the criteria. Please take into consideration the "What you require" section outlined in the Position Description when addressing how you have demonstrated the Selection Criteria. 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.

Contact Officer: Maria Batzogiannis 02 62053734 Maria.Batzogiannis@act.gov.au

Transport Canberra and City Services

ACT NoWaste

Waste Regulation, Act Nowaste

Senior Program Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 39236)

Gazetted: 21 February 2024

Closing Date: 13 March 2024

Details: Looking for an opportunity to make your mark with the Container Deposit Scheme Assurance Team?

ACT NoWaste is looking for an experienced Program Officer who is a proactive, excellent communicator, creative thinker with an analytical mindset and cable of leading and managing projects within allocated timeframes.

The role will manage one of the ACT Container Deposit Scheme (CDS) Key Stakeholders to ensure compliance is met under the Waste Management and Resource Recovery Act 2016. The successful applicant will cover many activities such as external stakeholder relations, lead contract negotiations and renewals, detail high level reports

and briefings to ACT NoWaste Executives, conduct ACT CDS site inspections and assess and compile data to inform ACT NoWaste Executives on Scheme data and performance.

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:

The successful applicants must have:

Can do, positive attitude.

Driver's licence Class 'C' or higher.

Relevant experience in Project/contract management.

High level Government writing skills.

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

How to Apply: To apply for this role, provide a four-page (Maximum) submission addressing the Selection Criteria and technical/behavioural requirements, and a copy of your curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Todd Elliott +61423454270 todd.elliott@act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 5 \$89,114 - \$94,120

Ross Raffaele, Section 68(1), 14 February 2024

Registered Nurse 1 \$ 72,698 - \$ 97,112

Dorsa Basiri Section 68 (1), 26 February 2024

Registered Nurse 1 \$ 72,698 - \$ 97,112

Mark Gipson, Section 68 (1), 26 February 2024

ACT Integrity Commission

Senior Officer Grade C \$119,595 - \$128,465

Georgina Lett, Section 68(1), 19 February 2024

Canberra Health Services

Administrative Services Officer Class 2/3 \$64,744 - \$78,177

Lucy Coles, Section 68(1), 20 February 2024

Health Professional Level 2 \$70,679 - \$97,028

Nisha Duwadi, Section 68(1), 19 February 2024

Registered Nurse Level 1 \$72,698 - \$97,112

Gabrielle Fitzgerald, Section 68(1), 15 February 2024

Health Professional Level 1 \$66,285 - \$86,842

Louis Fourie, Section 68(1), 19 February 2024

Registered Nurse Level 1 \$72,698 - \$97,112

Krishna G C, Section 68(1), 22 February 2024

Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA)

Michelle Hammond, Section 68(1), 23 February 2024

Registered Midwife Level 5.5 \$178,535

Louise Keyes, Section 68(1), 19 February 2024

Registered Nurse Level 1 \$72,698 - \$97,112

Gurpreet Mahal, Section 68(1), 24 February 2024

Registered Nurse Level 1 \$72,698 - \$97,112

Anita McGlew, Section 68(1), 26 February 2024

Health Professional Level 1 \$66,285 - \$86,842

Alexandra McGregor, Section 68(1), 19 February 2024

Administrative Services Officer Class 3 \$72,889 - \$78,177

Kearah O'Sullivan, Section 68(1), 11 March 2024

Assistant in Nursing \$55,927 - \$57,820

Angila Shrestha, Section 68(1), 19 February 2024

Health Service Officer Level 3/4 \$59,421 - \$63,447

Stephen Smith, Section 68(1), 16 February 2024

Health Service Officer Level 3/4 \$59,421 - \$63,447

Milan Timalsina, Section 68(1), 20 February 2024

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

Lorraine Wadley, Section 68(1), 21 February 2024

Health Professional Level 1 \$66,285 - \$86,842

Vivian Zhu, Section 68(1), 19 February 2024

Registered Nurse 2 \$ 100,957 - \$ 107,000

Georgia Lee-Abbott, Section 68 (1), 4 March 2024

Registered Nurse 1 \$ 72,698 - \$ 97,112

Zoe Ching, Section 68 (1), 26 February 2024

Canberra Institute of Technology

Teacher Level 1 \$84,997 - \$114,113

Alison Brown, Section 68(1), 16 February 2024

Teacher Level 1 \$84,997 - \$114,113

Veronique CLYDE, Section 68(1), 16 February 2024

Teacher Level 1 \$80,673 - \$107,642

Christopher Game, Section 68(1), 19 February 2024

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$72,889 - \$78,177

Amelia Nano, Section 68(1), 15 February 2024

Administrative Services Officer Class 6 \$95,746 - \$109,072

Lily Walsh, Section 68(1), 19 February 2024

Senior Officer Grade C \$119,595 - \$128,465

Lauren Ravenello 88831414, Section 86 (1), 19 February 2024

Community Services

Child and Youth Protection Professional Level 1 \$77,758 - \$96,570

Shannon Gage, Section 68(1), 14 February 2024

Child and Youth Protection Professional Level 1 \$77,758 - \$96,570

Aimee Kozjak, Section 68(1), 16 February 2024

Administrative Services Officer Class 5 \$89,114 - \$94,120

april Le Gros, Section 68(1), 12 February 2024

Education

Senior Officer Grade C \$119,595 - \$128,465

Donna Attwood, Section 68(1), 19 February 2024

School Assistant 2/3 \$55,054 - \$66,477

Nathan Tokley, Section 68(1), 19 February 2024

Justice and Community Safety

Senior Officer Grade C \$119,595 - \$128,465

Shireen Faghani, Section 68(1), 19 February 2024

Government Solicitor 3 \$164,295 - \$185,399

Kristen Hurford, Section 68(1), 22 February 2024

Senior Officer Grade C \$119,595 - \$128,465

Alexandra McCosker, Section 68(1), 19 February 2024

Major Projects Canberra

Infrastructure Officer 4 \$141,407 - \$160,178

Philippa Randles, Section 68(1), 19 February 2024

Transport Canberra and City Services

General Service Officer Level 4 \$60,607 - \$62,931

Jacob Bamblett, Section 68(1), 21 February 2024

Bus Operator - Training \$74,582

Neil Gibson, Section 68(1), 19 February 2024

General Service Officer Level 3/4 \$57,923 - \$62,931

Joshua Howard, Section 68(1), 6 February 2024

General Service Officer Level 5 \$63,828 - \$67,006

Lin Hsu, Section 68(1), 13 February 2024

Bus Operator - Training \$74,582

Saeed Mousavi, Section 68(1), 13 February 2024

Infrastructure Officer 1 \$80,067 - \$93,964

Dilliraj Pokhrel, Section 68(1), 19 February 2024

General Service Officer Level 4 \$60,607 - \$62,931

Sarath Prakash, Section 68(1), 21 February 2024

Bus Operator - Training \$74,582

Anthony Stuart-Smith, Section 68(1), 17 February 2024

TRANSFERS

Canberra Health Services

Moyosola Adegboyegun

From: Registered Nurse Level 1 \$82,326

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 14106) (Gazetted 10 January 2024)

Alfred Quai

From: Administrative Services Officer Class 3 \$76,354

Canberra Health Services

To: Administrative Services Officer Class 3 \$72,889 - \$78,177

Canberra Health Services, Canberra (PN. 28273) (Gazetted 11 August 2023)

Chief Minister, Treasury and Economic Development

Emma Ereaut

From: Senior Officer Grade C \$119,595

Community Services

To: Senior Officer Grade C \$119,595 - \$128,465

Chief Minister, Treasury and Economic Development, Canberra (PN. 33472) (Gazetted 22 November 2023)

Ka Him Ma

From: Administrative Services Officer Class 5 \$89,114

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 64740) (Gazetted 14 December 2023)

Transport Canberra and City Services

James Love

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

Justice and Community Safety

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Transport Canberra and City Services, Canberra (PN. 54021) (Gazetted 15 September 2023)

PROMOTIONS

ACT Health

Population Health Division

Preparedness, Planning and Surveillance

Public Health Epidemiology and Reporting

Timothy Sloan-Gardner

From: Health Professional Level 4 \$114,928 - \$123,710

ACT Health

To: †Health Professional Level 5 \$135,355 - \$152,377

ACT Health, Canberra (PN. 27166) (Gazetted 11 January 2024)

North Canberra Hospital

Nursing & Midwifery

Emergency Department

Jessica Walton

Registered Nurse 1 \$ 72,698 - \$ 97,112

North Canberra Hospital

Registered Nurse 2 \$ 100,957 - \$107,000

North Canberra Hospital, Canberra (PN. LP8240) (Gazetted 22 February 2024)

Canberra Health Services

CHS University of Canberra Hospital

UCH Rehabilitation

Alexandra Balassopulo

From: Allied Health Assistant 2 (Qualified) \$61,335 - \$67,889 (up to \$69,805 depending on qualification level)

Canberra Health Services

To: Allied Health Assistant 3 \$74,132 - \$77,597 (up to \$81,886 depending on qualification level)

Canberra Health Services, Canberra (PN. 58843) (Gazetted 30 May 2023)

Clinical Services

Surgery

Acute Clinical Services Unit

Vidushi Kalia

From: Enrolled Nurse 1 \$65,934 - \$70,433

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN: 64068)

Note: This promotion is to a non – advertised vacancy and is made in accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Clodagh O'Brien

From: Enrolled Nurse 1 \$65,934 - \$70,433

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN: 40014)

Note: This promotion is to a non – advertised vacancy and is made in accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement

Clinical Services

Medicine

Renal

Dale Bellamy

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. 29935) (Gazetted 4 December 2023)

Mental Health Justice Health, Alcohol & Drug Services

Business Support

Sarah Dark

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

Canberra Health Services

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Canberra Health Services, Canberra (PN. 57128) (Gazetted 3 April 2023)

Clinical Services

Cancer and Ambulatory Services

Cancer Nursing

Erin Wells

From: Registered Nurse Level 3.2 \$130,846

Canberra Health Services

To: †Registered Nurse Level 4.3 \$149,388

Canberra Health Services, Canberra (PN. 18499) (Gazetted 16 January 2024)

Courtney Wilkins

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 61412) (Gazetted 30 May 2023)

Canberra Institute of Technology

Education & Training Services

CIT Technology and Design

CIT Information, Communication & Technology

Ben Chapman

From: Administrative Services Officer Class 2/3 \$64,744 - \$78,177

Canberra Institute of Technology

To: †Administrative Services Officer Class 4 \$80,535 - \$86,909

Canberra Institute of Technology, Canberra (PN. 57670) (Gazetted 8 August 0198)

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.

Management Standards, Section 20, Direct Promotion - General

Education and Training Services

CIT Pathways College

CIT Student Support

Matthew Coleman

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Canberra Institute of Technology

To: †Administrative Services Officer Class 6 \$95,746 - \$109,072

Canberra Institute of Technology, Canberra (PN. 58909) (Gazetted 22 February 2024)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General

Chief Minister, Treasury and Economic Development

Finance and Budget Group

Bushra Azwer

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$119,595 - \$128,465

Chief Minister, Treasury and Economic Development, Canberra (PN. 00958) (Gazetted 18 October 2023)

Office of Industrial Relations and Workforce Strategy

Work Safety Group

Data, Analytics and Finance

Chalani Darshani

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$119,595 - \$128,465

Chief Minister, Treasury and Economic Development, Canberra (PN. 34745) (Gazetted 23 November 2023)

Access Canberra

Fair Trading and Compliance

Compliance

Laura Gillan

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Chief Minister, Treasury and Economic Development, Canberra (PN. 47571) (Gazetted 11 December 2023)

Office of Industrial Relations and Workforce Strategy

Shared Services Finance

Finance Operations

Chad Lai

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Chief Minister, Treasury and Economic Development, Canberra (PN. 63039) (Gazetted 3 April 2023)

Payroll & HR Systems

Payroll Services

Shalika Maha Arachchige

From: Administrative Services Officer Class 3 \$72,889 - \$78,177

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$80,535 - \$86,909

Chief Minister, Treasury and Economic Development, Canberra (PN. 09468) (Gazetted 9 May 2023)

Property and Shared Services

ACT Property Group

Integrated Facilities Management - Property Upgrades

Cinn McGrath

From: Infrastructure Officer 1 \$80,067 - \$93,964

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 2 \$95,860 - \$109,755

Chief Minister, Treasury and Economic Development, Canberra (PN. 46715) (Gazetted 11 May 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.

Revenue Management

Operations

Erin Scott

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 59718) (Gazetted 10 July 2023)

Access Canberra

Licensing and Registration Branch

Rebecca Wilson

From: Senior Officer Grade B \$140,226 - \$157,418

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$162,291

Chief Minister, Treasury and Economic Development, Canberra (PN. 35718) (Gazetted 19 October 2023)

Community Services

Housing Assistance

Infrastructure and Contracts

Infrastructure Delivery

Roy Lee

From: Infrastructure Officer 3 \$119,862 - \$131,232

Community Services

To: †Infrastructure Officer 4 \$141,407 - \$160,178

Community Services, Canberra (PN. 58045) (Gazetted 27 October 2023)

Education

Business Services

Asset Management and Delivery

Strategic Infrastructure and Sustainability/Environmental Sustainability

Damien Anderson

From: Senior Officer Grade B \$140,226 - \$157,418

Environment, Planning and Sustainable Development

To: †Infrastructure Officer 4 \$141,407 - \$160,178

Education, Canberra (PN. 44917) (Gazetted 20 December 2023)

School Performance and Improvement

Tuggeranong Network

Lake Tuggeranong College

Kristy Buchanan

From: \$137,133

Education

To: †School Leader B \$159,091

Education, Canberra (PN. 63437) (Gazetted 22 November 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.

School Improvement

North Canberra/Gungahlin

Gold Creek School

Laura Freeman

From: \$84,978 - \$121,038

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 48420) (Gazetted 12 September 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.

School Performance and Improvement

Tuggeranong Network

Lake Tuggeranong College

Emily Tutin

From: \$137,133

Education

To: †School Leader B \$159,091

Education, Canberra (PN. 63438) (Gazetted 22 November 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.

Environment, Planning and Sustainable Development

Climate Change and Energy

Programs

Households

Ella Nelson-Lee

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Environment, Planning and Sustainable Development, Canberra (PN. 34728) (Gazetted 19 December 2023)

Exhibition Park in Canberra

Justice and Community Safety

Corporate

Capital Works and Infrastructure

Fiona Chapman

From: Senior Officer Grade A \$162,291

Justice and Community Safety

To: †Infrastructure Manager/Specialist 1 \$180,393

Justice and Community Safety, Canberra (PN. 19286) (Gazetted 21 December 2023)

Corporate

Capital Works and Infrastructure

Elijah Devaprakash

From: Administrative Services Officer Class 3 \$72,889 - \$78,177

Justice and Community Safety

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Justice and Community Safety, Canberra (PN. 10545) (Gazetted 23 January 2024)

Corrective Services

OCOM

MSU

Monika Khan

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Justice and Community Safety

To: †Senior Officer Grade C \$119,595 - \$128,465

Justice and Community Safety, Canberra (PN. 38296) (Gazetted 14 December 2023)

Corporate

Capital Works and Infrastructure

Kuga Kugathas

From: Infrastructure Manager/Specialist 2 \$193,026

Justice and Community Safety

To: †Infrastructure Manager/Specialist 3 \$205,659

Justice and Community Safety, Canberra (PN. 56630) (Gazetted 21 December 2023)

Corporate

Capital Works and Infrastructure

Liliana Lopez-Paredes

From: Administrative Services Officer Class 3 \$72,889 - \$78,177

Justice and Community Safety

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Justice and Community Safety, Canberra (PN. 10712) (Gazetted 23 January 2024)

Simone Peters

From: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety

To: †Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties

Justice and Community Safety, Canberra (PN. 28924) (Gazetted 22 February 2024)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

ACT Courts and Tribunal

Executive

Ewelina Tauer

From: Administrative Services Officer Class 3 \$72,889 - \$78,177

Justice and Community Safety

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Justice and Community Safety, Canberra (PN. 35110) (Gazetted 24 August 2023)

Nicholas Wilson

From: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety

To: †Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties

Justice and Community Safety, Canberra (PN. 28939) (Gazetted 22 February 2024)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

Major Projects Canberra

Project Development and Support

Finance

Xiaoyu Liu

From: Senior Officer Grade C \$119,595 - \$128,465

Transport Canberra and City Services

To: †Senior Officer Grade B \$140,226 - \$157,418

Major Projects Canberra, Canberra (PN. 64691) (Gazetted 9 November 2023)

CORRIGENDA

Chief Minister, Treasury and Economic Development

Permanent appointment for Jae-Yung Shin gazetted 15/02/2024, date of effect should be 04/03/2024.