

OFFICIAL



ACT Government Gazette

Gazetted Notices for the week beginning 07 July 2022

VACANCIES**ACT Audit Office**

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>
Applications can be sent via email to: jobs@act.gov.au

Financial Audit**Director, Financial Audit****Senior Audit Manager \$135,524 - \$157,201, Canberra (PN: 44946)**

Gazetted: 11 July 2022

Closing Date: 25 July 2022

Details: The ACT Audit Office seeks individuals with the highest level of personal integrity to join the Financial Audit branch. As Director, you will be planning, managing and coordinating the completion of a major portfolio of audits of financial statements and reporting the results of these audits, including leading and managing audit teams consisting of auditors, contractors and consultants.

The ACT Auditor-General is an independent Officer of the ACT Legislative Assembly and is supported by the ACT Audit Office in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Territory. To achieve this, the Office undertakes a range of activities including financial statements and performance audits on ACT Government agencies and entities that receive ACT Government funding or resources. The results of these audits are reported to the ACT Legislative Assembly and the community. The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions, including the ability to work from home to balance staff circumstances with the needs of the Office.

Eligibility/Other Requirements: Relevant tertiary professional accounting, audit, data analytics and information technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications is also highly desirable (e.g. CPA, CA ANZ and CISA).

All ACT employees are required to undergo employment screening. These positions are *Position of Trust 1* and therefore, if you are selected for any of these positions you will be required to gain and maintain a Baseline National Security Clearance or be assessed as suitable to obtain this clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

Notes: This is a temporary position available from 5 September 2022 until 28 April 2023. Selection may be based on application and referee reports only.

How to Apply: Please submit:

a maximum two-page pitch addressing the Key Selection Criteria listed in page two of the attached Position Description;

a current curriculum vitae; and

contact details of two referees, one referee who is a current/recent supervisor and one referee who is a staff member who reports to you. Referees will be contacted with your prior approval.

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

Contact Officer: Rosario San Miguel (02) 6207 0905 Rosario.SanMiguel@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.

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

Health Systems, Policy and Research**COVID-19 Response Operations****Director****Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 49037, several)**

Gazetted: 13 July 2022

Closing Date: 20 July 2022

Details: On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. A COVID-19 Response Team has been created to deliver the public health response over a longer term.

The COVID-19 Response Team are seeking Directors to lead the operational requirements within the Public Health Operations area. The working environment is dynamic and fast-paced. As the COVID-19 situation evolves, the people, systems and processes will need to adjust accordingly, which will require the Directors to be responsive, outcomes focused and organised. The successful applicants will be responsible for planning, leading and progressing critical elements to support achieving business outcomes in responding to the evolving nature of COVID-19. Applicants should have high level administrative, organisational, planning and leadership skills. You will require excellent verbal and written communication skills, demonstrated critical thinking ability, be flexible and able to manage competing priorities while working under pressure and within tight timeframes.

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

Note: This is a temporary position available for three months with the possibility of extension up to 12 months. 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: If you are interested in this exciting position, you can apply by providing the following documents: a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the Position Description, your current curriculum vitae and contact details of two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Louise Smith (02) 6207 8166 Louise.Smith@act.gov.au

Health Systems, Policy and Research

COVID-19 Response Operations

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 48935, several)

Gazetted: 13 July 2022

Closing Date: 20 July 2022

Details: On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. A COVID-19 Response Team has been created to deliver the public health response over a longer term.

The COVID-19 Response Team are seeking Assistant Directors to support the operational requirements within the Public Health Operations area. The working environment is dynamic and fast-paced. As the COVID-19 situation evolves, the people, systems and processes will need to adjust accordingly, which will require the Assistant Directors to be responsive, outcomes focused and organised. The successful applicants will be responsible for planning, implementing and progressing critical elements to support achieving business outcomes in responding to the evolving nature of COVID-19. Applicants should have high level administrative, organisational, planning and leadership skills. You will require excellent verbal and written communication skills, be flexible and able to manage competing priorities while working under pressure and within tight timeframes.

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

Note: This is a temporary position available for three months with the possibility of extension up to 12 months. 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: If you are interested in this exciting position, you can apply by providing the following documents: a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the Position Description, your current curriculum vitae and contact details of two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Louise Smith (02) 6207 8166 louise.smith@act.gov.au

Executive Branch Manager, Public Health Operations**Temporary Vacancy (28 October 2022 – 30 June 2023 with possibility of extension up to nine months)****ACT Health****Health Systems, Policy and Research****Position: E1211****(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 11 July 2022

The ACT Health Directorate is seeking an experienced leader with executive management skills to contribute to strategic planning and decisions associated with the pathway to 'COVID normal'. The occupant must have the ability to influence and lead the implementation and operationalisation of this strategy. We are looking for a collaborative leader who can deliver outcomes, with the ability to work with Government and non-Government stakeholders to deliver outcomes.

A strong understanding of the strategic criticality of effective systems for governance, financial and human resource management and risk management will also be required.

Working within a matrix structure, the Executive Branch Manager will deliver the public health response. The successful applicant will be responsible for Quarantine and Wellbeing, Outbreak Response, Testing and Vaccination, and, Data and Reporting.

To apply: Interested candidates are requested to submit an EOI of no more than two pages addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees to Dr Robyn Walker/Laura McNeill via email, ACTHealthOCHO@act.gov.au by COB Monday 18 July 2022.

Remuneration: The position attracts a remuneration package ranging from \$258,398 - \$269,925 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$230,539.

Contact Officer: Dr Robyn Walker/Laura McNeill (02) 5124 9605 ACTHealthOCHO@act.gov.au

Policy, Partnerships and Programs**Data Analytics Branch****Health System and Services Data****Assistant Director, Health System and Services Data****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57651)**

Gazetted: 11 July 2022

Closing Date: 26 July 2022

Details: The Data Analytics Branch (DAB) of the Policy, Partnerships and Programs Division is looking, for enthusiastic staff who can work on national submissions.

The ideal candidate will possess the ability to work collaboratively with staff and stakeholders, maintaining positive working relationships to deliver on the organisation's strategic objectives.

This is a technical role where the Assistant Director in the Health System and Services Data team will be responsible for leading the national submissions, engaging with stakeholders from health services to ensure that the submissions are prepared and submitted as per the guidelines from Independent Hospital Pricing Authority.

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

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

Eligibility/Other Requirements: Experience in using SQL, SSIS or an aptitude for quickly learning new software is highly desirable.

Notes: A merit pool will be established from this selection process and will be used to fill similar vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written application of no more than three pages, responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills and one being your current manager. *Applications should be submitted via the Apply Now button below.*

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

Health Systems, Policy and Research

Executive Branch Manager, COVID-19 Communications

Executive Level 1.2 \$228,661 - \$238,849 depending on current superannuation arrangements, Canberra (PN: E1187)

Gazetted: 11 July 2022

Closing Date: 25 July 2022

Details: The ACT Health Directorate is seeking an experienced leader with executive management skills to contribute to strategic planning and decisions associated with communications aspects of the pathway to 'COVID normal'. The occupant must have the ability to influence and lead the implementation and operationalisation of the communications strategy in relation to the ACT Government's response to COVID-19. We are looking for a collaborative leader who can deliver outcomes, with the ability to work with Government and non-Government stakeholders to deliver outcomes.

Eligibility/Other Requirements: A strong background in communications and media will be required.

Remuneration: The position attracts a remuneration package ranging from \$228,661 - \$238,849 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$203,749.

Contract: The successful applicant will be placed on a short-term contract from 2 September 2022 for three months with possibility of extension up to 12 months.

How to Apply: Interested candidates are requested to submit an Expression of Interest of no more than two pages addressing their suitability for the position against the ACTPS 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: Robyn Walker (02) 5124 9605 ACTHealthOCHO@act.gov.au

Office of the Deputy Director-General

Executive Support Unit

Executive Assistant

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 41522)

Gazetted: 08 July 2022

Closing Date: 22 July 2022

Details: Do you thrive in a dynamic environment of changing priorities? The Office of the Deputy Director-General is seeking an organised and delivery focussed person for the position of Executive Assistant to the Deputy Director-General.

The Executive Assistant works alongside the Business Manager to ensure the smooth operation of the Deputy Director-General's Office. The role requires commitment to excellent systems and practices, a collaborative approach and the ability to exercise sound judgement, flexibility and discretion. We are looking for someone with a positive attitude and cheery disposition who solves problems in a cool and collected manner, even when under pressure.

Key responsibilities of the position is to coordinate the Office and support the Deputy Director-General – which includes proactive diary and email management, responding to correspondence, coordinating and preparing meeting papers and processing of invoices, while maintaining efficient and effective office systems.

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

Qualifications/other requirements: Highly desirable:

Proven ability in government computer applications including Microsoft Office and TRIM/Objective correspondence management and tracking.

Sound judgement and the ability to manage sensitive matters appropriately.

Strong attention to detail.

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

How to apply: Interested candidates are requested to submit:

A one-two page pitch against the Selection Criteria and duties of the position.

A curriculum vitae demonstrating prior experience as an Executive Assistant in a government environment (using examples to demonstrate your Skills, Knowledge and Behavioural Capabilities); and

Details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tara Gower (02) 5124 9983 Tara.Gower@act.gov.au

Digital Solutions Division

Office of the Chief Information Officer

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 48941)

Gazetted: 07 July 2022

Closing Date: 21 July 2022

Details: Are you a professional, well-organised person who enjoys a fast-paced environment with competing priorities?

Do you want to be part of a dynamic team responsible for the operations of a large Division?

The Digital Solutions Division within the ACT Health Directorate is recruiting an Executive Assistant to provide timely, accurate, confidential and comprehensive high-level executive support to the Division's Executives. You will have strong organisational skills and attention to detail, adaptability and flexibility to accommodate change, and highly developed interpersonal and communication skills.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for:

the implementation and support of the Digital Health Strategy,

management of technology services and projects,

management of the relationship and services delivery by technology vendors

development, implementation and maintenance of technology policies and procedures, and

information management and protective security.

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

Eligibility/Other Requirements:

Undergo a pre-employment National Police Check

This role requires you to obtain and maintain an Australian Government Negative Vetting Level 1 (NV1) security clearance. To be eligible for an NV1 security clearance, you must be an Australian Citizen. If you were not successful in obtaining a security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Notes: This is a temporary position available immediately until 30 April 2023 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please 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.

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

Contact Officer: Caitlin Sands 02 5124 9340 Caitlin.Sands@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.

Calvary Health Care ACT (Public)**Registered Nurse level 1****Full-time Permanent****Closes: 18 July 2022****Classification:** Registered Nurse 1**Salary:** \$72,698 - \$97,112 plus superannuation**Position No:** L1410**Directorate:** Calvary Health Care ACT (Public)**Advertised (Gazettal date):** 11 July 2022**Contact Officer:** Kerry Foley on Kerry.Foley@calvary-act.com.au or (02) 6201 6564

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

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

Reference Number: 500488

Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>Contact Officer: Kerry Foley (02) 6201 6564 Kerry.Foley@calvary-act.com.au**Canberra Health Services****Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>****Applications can be sent via email to: jobs@act.gov.au****Allied Health****Allied Health Clinical Education Unit****Interprofessional Learning Coordinator****Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 04524 - 0243H)**

Gazetted: 07 July 2022

Closing Date: 26 July 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

The Allied Health Clinical Education Unit (AHCEU) is part of the EDAH Office and provides education leadership, strategic direction and projects to support clinical education, recruitment, and retention and workforce capacity across CHS.

The Inter-professional Learning Co-ordinator position in the Allied Health Clinical Education Unit plays a leadership role across three key portfolios:

- Inter-professional Learning: Provision of leadership and coordination of inter-professional learning policy, priorities and key initiatives at Canberra Health Services. This portfolio includes building partnerships and engaging with a variety of stakeholders within CHS relating to inter-professional learning, as well as with external

stakeholders including education providers. Note that the work of this portfolio crosses allied health, nursing, midwifery and medicine.

- **Allied Health Research:** Provision of leadership and coordination of across allied health activities that promote and enhance research capacity and culture within allied health at Canberra Health Services. This includes strategic work regarding research for allied health, including activities relating to the Allied Health Research Network and the joint CHS and University of Canberra Professor of Allied Health Research position, as well as the coordination of the Allied Health Research Support Grants Scheme.
- **Allied Health New Graduate Education:** Coordination, support and evaluation of the Early Career Connect education program, which focuses on interprofessional competencies for those in the first 2-3 years of their career in health.

ABOUT YOU

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

Behavioural Capabilities

1. Accountable for quality outcomes
2. Ability to communicate and collaborate effectively across the allied health workforce
3. Ability to adapt to changing work environments and priorities
4. Ability to synthesise information from a variety of sources

Position Requirements/Qualifications:

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) in an allied health profession.

OR

Where from a non-registered allied health profession, eligibility for membership of the appropriate professional organisation

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

Desirable:

- Experience and/or qualifications in health-related education, clinical supervision, research and/or evaluation.

Note: Prospective applicants are required to communicate with a Contact Officer as part of the application process.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Jo Cole (02) 5124 7959 Jo.Cole@act.gov.au

Director of Allied Health

Adult Mental Health Unit

Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 40206 - 02425)

Gazetted: 07 July 2022

Closing Date: 26 July 2022

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

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

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

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

The position will report operationally to the Allied Health Manager of AMHU/MHSSU. Professional governance of this position will come from the Discipline Principal Occupational Therapy (MHJHADS).

ABOUT YOU

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Behavioural Capabilities

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

- Demonstrated leadership qualities in managing and positively influencing teams, processes and practice improvement in a human services environment.
- Ability to mentor more junior staff and students and external parties in a collaborative and influential manner.
- Be flexible, adaptable and comfortable with a changing working environment.

Position Requirements/Qualifications:

- Relevant Degree (or recognised equivalent) in Occupational Therapy and registered with the Occupational Therapy Board of Australia.
- Eligible for professional membership of Occupational Therapy Australia.
- Minimum three years (preferably five) experience in occupational therapy practice.
- Current passenger vehicles driver's licence.
- Experience of working within mental health in either an inpatient unit or community setting.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Prior to commencement successful candidates will be required to:

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

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

Infrastructure and Health Support Services

Sterilising Services

Sterilising Technician

Health Service Officer Level 3/4/5 \$55,350 - \$63,169, Canberra (PN: C11302, several - 02424)

Gazetted: 08 July 2022

Closing Date: 20 July 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations. The Sterilising Services section is embedded within this Division.

Sterilising Services provides sterilising services to Canberra Hospital (CH), including the Gastroenterology and Hepatology Unit, Calvary Public Hospital Bruce (CPHB), and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising Reusable Medical Devices (RMD). Sterilising Services provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

Sterilising Services is organised into the following functional areas:

Sterilising Services Unit at Mitchell, including management and administration

Sterilising Services Unit at CH

Sterilising Unit at CPHB

Central Reprocessing Unit (CRU) at the Gastroenterology and Hepatology Unit at CH

Note: This position involves participating in a rotating roster. The rotating shift roster will require the employee to work all shifts within a 24 hour/7 days per week roster. This position also involves working across all Sterilising Services' sites (Mitchell, Canberra Hospital including the Central Reprocessing Unit and Calvary Public Hospital)

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

Well-developed interpersonal skills.

Position Requirements/Qualifications:

Relevant qualifications and experience working professionally in sterilising services is required.

HSO 3 – No qualifications are required at this level, but experience would be preferred

HSO 4 – Certificate III in Sterilising (HLT37015) is mandatory to be employed at this level and minimum three (3) years working in a Sterilising Services unit are mandatory to be employed at this level

HSO 5 - Certificate III in Sterilising (HLT37015) and IV in Sterilising Services (HTL47015), or Certificate III in Sterilising (HLT37015) and Certificate IV in Leadership and Management (BSB40215); and minimum five (5) years working in a Sterilising Services unit are mandatory to be employed at this level

A current driver's license is preferred

This position is required to work across all Sterilising Services sites and participate in a rotating roster that includes a 24 hour/7days per week roster, including public holidays, if required.

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

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

Note: This position involves participating in a rotating roster. The rotating shift roster will require the employee to work all shifts within a 24 hour/7 days per week roster. This position also involves working across all Sterilising Services' sites (Mitchell, Canberra Hospital including the Central Reprocessing Unit and Calvary Public Hospital)

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Sandra Wheeler (02) 5124 2283 sandra.wheeler@act.gov.au

Cancer and Ambulatory Support (CAS)

Cancer Rapid Assessment Unit

Nurse Practitioner

Registered Nurse Level 4.2 \$140,121, Canberra (PN: 41367 - 02327)

Gazetted: 07 July 2022

Closing Date: 25 July 2022

Details: Our Vision: creating exceptional health care together

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

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

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings.

The Rapid Assessment Unit provides a dedicated point of access for cancer patients who have urgent care needs related to their cancer diagnosis or the treatment they are receiving, as an alternative to attending the emergency department.

The unit is staffed by Nurse Practitioners and Registered Nurses who work in collaboration with the patient's treating team. The Rapid Assessment Nurse Practitioner will work primarily within the Rapid Assessment Unit with development opportunities within the Canberra Region Cancer Centre and inpatient wards.

The NP will receive professional development and formal clinical supervision from the Medical Officers and there are opportunities to participate in research, teaching and service development.

The unit operates between 8am – 6pm Monday to Friday. The position is full-time, however, applications for part-time hours may be considered.

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

Ability to prioritise workloads

Well-developed negotiation skills

Position Requirements/Qualifications:

Mandatory:

Applicants must hold or be eligible to hold registration with Australian Health Practitioner Regulation Agency (AHPRA) and have the notation of Nurse Practitioner attached to this registration.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Nurse Practitioner must be credentialed prior to commencement at Canberra Health Services.

Contact Officer: Emily Ferguson (02) 5124 3510 Emily.Ferguson@act.gov.au

Mental Health, Justice health, and Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 28970 - 02444)

Gazetted: 07 July 2022

Closing Date: 26 July 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres.

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

The program recently implemented a new model of care which aims to improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

- Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions
- Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact
- Provide optimal treatment for people in their homes and community as effective hospital diversion

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing assessment and care planning for people experiencing mental illness. They will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

Importantly the new MoC will allow greater opportunity for clinicians to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

The position reports to a Team Leader who is on site in the health centre. The position is supported by a cohesive multidisciplinary team, including other Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists and Allied Health Assistants.

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

ABOUT YOU

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Behavioural Capabilities

- Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service
- Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment

Position Requirements/Qualifications:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Carla Ormston (02) 5124 1269 carla.ormston@act.gov.au

Medicine

Canberra Health Services

RN level 2 HITH

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 12450, several - 023ZQ)

Gazetted: 07 July 2022

Closing Date: 25 July 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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POSITION OVERVIEW

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

Hospital in the Home (HITH) is an Inpatient service of CHS, based at Canberra Hospital. HITH provides access to acute healthcare for patients, generally in their own home. Operating hours of the HITH service are from 0730 to 2200, seven days a week and after 2200 a HITH Nurse is "On-Call" for patient support. Patients admitted to HITH are classified as Inpatients of CHS and would otherwise be receiving their medical treatment in a hospital ward. Simply put, HITH patients receive the same treatment at home as they would have if in a hospital bed.

The Registered Nurse in this role will provide complex clinical care to patients with a variety of medical conditions across the lifespan. This includes working independently providing clinical care to patients in their home, conducting advanced clinical assessments of patients, applying critical thinking skills, supporting, providing guidance to junior nursing staff, troubleshooting, and coordinating complex care needs of patients within the service. Escalating concerns to medical staff as needed. Nursing staff work as part of a comprehensive Multidisciplinary Team.

The service requires driving to the patient's home to deliver the care or attending to patient care in the HITH Unit at Canberra Hospital. This role also includes ward rounds to promote and initiate patient referrals to the HITH service.

The hours of work are normal shift work pattern, morning, and evening shift seven days a week. After orientation and training being "On Call" will be a job requirement.

ABOUT YOU

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

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

Ability to work with a high degree of autonomy

Strong communication and interpersonal skills

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

Position Requirements/Qualifications:

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

A minimum of 3 years relevant clinical nursing experience in acute medical and/or surgical nursing care of patients in an inpatient, ambulatory or community setting.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Marg McManus (02) 5124 5164 margaret.McManus@act.gov.au

Women Youth and Children

Maternal and Child Health

Clinical Nurse Manager PEP/IMPACT team

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 33498 - 02421)

Gazetted: 07 July 2022

Closing Date: 15 July 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

The Child Health Targeted Support Service delivers a range of enhanced health services for children and families experiencing vulnerability and includes the Child at Risk Health Unit (CARHU), Community Paediatric and Child Health Service, Child Protection Liaison Officer and the Child Protection and Strengthening Health Response to Family Violence (SHRFV) training teams.

ABOUT YOU

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Behavioural Capabilities

The ability to think innovatively and collaboratively regarding the provision of service delivery for families with vulnerabilities within a multi-disciplinary environment.

The ability to be forward thinking and embrace innovation

Kindness

Position Requirements/Qualifications:

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

Hold post graduate qualifications in Child and Family Health Nursing.

Hold a current driver's licence.

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

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

Note: This position selection maybe recruited on written application only

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Sally Haseler (02) 5124 1701 sally.haseler@act.gov.au

Surgery

Canberra Health Services

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 16364-02432)

Gazetted: 08 July 2022

Closing Date: 21 July 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Division of Surgery (DoS) is responsible for delivering services to inpatients and outpatients in the following specialties: ACT Trauma Service, Anaesthetics, Intensive Care Unit, Peri-Operative Unit, General Surgery, Neurosurgery, Vascular, Urology, Cardio-thoracic, Orthopaedics, Plastics, Otolaryngology, Maxillofacial, Acute Surgical Unit, Surgical Bookings and Pre-Admission Clinic, Ophthalmology and Pain Management Unit.

Ward 5A is a 30 bed Orthopaedic inpatient ward. It specialises in major trauma including hip fractures, upper and lower limb fractures, pelvic and musculoskeletal conditions where an allied health and team nursing model of care approach to discharge is required. Ward 5A also caters for some spinal surgery and patients with joint infections.

Ward 5A attend to complex wound care.

Canberra Health Service (CHS) is a tertiary referral centre. Trauma admissions from the surrounding Greater Southern Area Health region (GSAH) are admitted and managed within CHS. ACT Trauma patients with complex orthopaedic injuries are either admitted directly to the Intensive Care Unit and when stable, to ward 5A or directly to the ward if not requiring intensive supportive measures

The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills, and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains: clinical care, leadership, education, safety, and communication.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

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

Strong communication and interpersonal skills.

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

Position Requirements/Qualifications:

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

Minimum three year post graduate experience.

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- 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: There are several Permanent, and Temporary full time and parttime positions available.

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current curriculum vitae, and

- A response to the selection criteria under "What You Require".

Where possible include specific relevant examples of your work.

CHS Contact: Renchu Joice 02 5124 3375 Renchu.Joice@act.gov.au

Contact Officer: Renchu Joice 02 5124 3375 Renchu.Joice@act.gov.au

Women Youth and Children

Neonatal Nursing

Department of Neonatology

Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 42460, several-023XD)

Gazetted: 08 July 2022

Closing Date: 22 July 2022

Details: Our Vision: creating exceptional health care together

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

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POSITION OVERVIEW

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The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care, Special Care, ACT NETS retrieval service, Newborn and Parent Support Service and NICU

Growth and Development Clinic. NICU and SCN have 29 funded beds with the growth capacity of 34 beds. There are approximately 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

NICU and SCN are family integrated and developmentally care focused units with staff who work closely to achieve excellent outcomes for the neonates and families in our care. You will be well supported by our Clinical Support Nurse and Clinical Development Nurses.

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive

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

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

Position Requirements/Qualifications:

Registered Nurse with a minimum of one years' experience working professionally in Neonatology is preferred. The successful applicant will need to be available rotational shift work roster which includes weekends and night duty.

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

Note:

Prior to commencement successful candidates will be required to:

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

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current curriculum vitae, and

- A response to the Selection Criteria under "What You Require".

Where possible include specific relevant examples of your work.

CHS Contact: Clinical Nurse Manager 61426331

Contact Officer: Lori Grlj (02) 51247333 Lori.grlj@act.gov.au

Cancer and Ambulatory support

Cancer Supportive Care

Psychologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 32633, several-02409)

Gazetted: 07 July 2022

Closing Date: 21 July 2022

Details:

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

Our Values: Reliable, Progressive, Respectful and Kind

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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 CSCT is comprised of cancer specialist nurses, psychologists, social workers and administrative staff who provide holistic support to cancer patients who use our services.

The primary function of the Psychologist will be:

To provide support to patients and carers addressing the unique concerns of that individual. This would include the provision of therapeutic support and skills training to assist with psychological concerns associated with cancer.

These may include:

- adjusting to the cancer diagnosis and associated changes
- managing feelings of depression, anxiety, anger and helplessness
- managing feelings of grief and loss
- negotiating challenges within family relationships
- managing treatment-related issues such as a fear of needles, claustrophobia or anticipatory nausea
- managing treatment side-effects including pain, fatigue and body changes
- managing post-treatment concerns such as fear of cancer recurrence and difficulties with body image and intimacy
- adjustment to the role of a carer

Overall psychologist functions include:

Promotion of positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Provision of individual or group service delivery.

Performing normal professional work under general professional guidance.

The ability to perform novel, complex, critical or difficult tasks with professional supervision.

Participation in the supervision and training of other staff, as directed.

The unit operates between Monday to Friday standard hours. The position is full-time, however, applications for part-time hours may be considered.

ABOUT YOU

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Behavioural Capabilities

1. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
2. Strong interpersonal and communication skills.
3. Strong organisational skills with a high degree of drive.

Position Requirements/Qualifications:

Relevant tertiary qualifications and 3 years' experience working professionally in cancer care is preferred.

General Psychology registration with the Psychology Board of Australia via the Australian Health Practitioner Regulation Agency (AHPRA)

Desirable:

Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology

Area of Practice Endorsement in Clinical Psychology and eligibility to supervise higher degree students

Previous work experience as a Clinical Psychologist is highly desirable.

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

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

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

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

Prior to commencement successful candidates will be required to:

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

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current curriculum vitae, and

- A response to the selection criteria under "What You Require".

Where possible include specific relevant examples of your work.

CHS Contact: Erin Wells 0466322676 Erin.wells@act.gov.au

Contact Officer: Erin Wells 0466322676 Erin.wells@act.gov.au

Cancer and Ambulatory Support (CAS)

Palliative Care Services

Palliative Care psychosocial clinical lead

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 18945 - 02445)

Gazetted: 07 July 2022

Closing Date: 25 July 2022

Details: Our Vision: creating exceptional health care together

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

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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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 Palliative Care Service at Canberra Health Services is a consult liaison service operating during business hours and services patients with palliative needs throughout the wider hospital campus. The role of Palliative Care Nurse is a Registered Nurse Level 2 position. The position reports to the Palliative Care Clinical Nurse Consultant and is an integral member of the specialist team. The position is a critical reference point for patients and families with complex nursing, medical and psychosocial needs relating to their overall diagnosis, treatment or adjusting to a new palliative care diagnosis.

The role also provides support and education for staff across diverse professional background and as such is a highly experienced professional.

Working closely with other disciplines in all wards in Canberra Hospital, the role provides leadership in nursing care of patients and their families or carers along with direct care of complex patients. Services include facilitation of access to resources, responding to crisis and leadership in palliative care conversations.

This position is full time, however applications for part time hours may be considered.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

Ability to prioritise workloads

Effective communication and interpersonal skills

Ability to perform novel, complex, critical or difficult tasks with professional supervision

Ability to provide consultation, supervision and training of other staff, as directed

Position Requirements/Qualifications:**Mandatory:****For Social Work:**

Tertiary qualifications in Social Work

Current membership of the Australian Association of Social Workers

Experience in Clinical Supervision

Previous experience/qualifications in group facilitation

A minimum of 5 years experience post bachelor degree qualification in Social Work

Holds or is working towards a post graduate qualification in a relevant field

For Psychology:

General Psychology registration with AHPRA

A minimum of 5 years experience post registration

Hold or is working towards postgraduate qualification in a relevant field

Desirable:

Area of Practice Endorsement e.g. Clinical Psychology, Health Psychology or Counselling Psychology

Board approved supervisor for Higher Degree programs and Registrar programs

Previous experience/qualifications in group facilitation

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Erin Wells 0466322676 Erin.Wells@act.gov.au

Clinical Services**Surgery****Nurse Manager Surgical Wards****Registered Nurse Level 3.2 \$130,846, Canberra (PN: 22189-02433)**

Gazetted: 08 July 2022

Closing Date: 30 July 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and Intensive Care Unit.

The Surgical Inpatient wards consist of General surgery, Neurosurgery, Vascular/Urology/ Cardiothoracic, Orthopaedics, ENT/ Maxillo-facial surgery/ Plastics and the Acute Surgical Unit.

The Nurse Manager – Surgical Inpatient wards reports directly to the Assistant Director of Nursing Surgical Inpatient wards and joins the Nursing Leadership team. This position is responsible, in collaboration with the individual Clinical Nurse Consultants, for the management of the physical, fiscal and human resources within the surgical inpatient units.

ABOUT YOU

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Behavioural Capabilities

1. Proven advanced management experience and clinical leadership in a similar nursing role
2. Adaptability and flexibility to accommodate change and provide responsive services to meet patient and staff needs
3. Strong organisational skills with a high degree of drive with the ability to effectively prioritise work and meet deadlines
4. Strong communication and interpersonal skills

Position Requirements/Qualifications:

Mandatory

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

Desirable:

- Holds or is working towards a tertiary management and/or nursing qualification
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system. Applications must include

A copy of a current curriculum vitae

A pitch of no more than two pages per criteria, outlining your skills, knowledge and experience and why you should be considered for this role. You should take into consideration the selection criteria under “what you require” when drafting your response.

Two written professional referee reports

Where possible include specific relevant examples of your work.

CHS Contact: ADON Perioperative Unit (02) 5124 3050

Contact Officer: Tania Lawrence 02 51245091 Tania.lawrence@act.gov.au

Surgery

Surgical Wards

CHS Surgery**Assistant In Nursing for Inpatient Surgical Wards****Assistant in Nursing \$55,927 - \$57,820, Canberra (PN: 18256, several)**

Gazetted: 08 July 2022

Closing Date: 21 July 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

There are several permanent and temporary full-time and part-time Assistant in Nursing positions available in the surgical ward areas.

ABOUT YOU

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Behavioural Capabilities

1. Strong organisational skills with a high degree of drive
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
3. Strong communication and interpersonal skills.

Position Requirements/Qualifications:

Relevant Certificate III in Health Services Assistance or recognised equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing) is essential.

- The successful applicant will need to be available to work shifts 7 days a week, mornings, evenings and night shifts.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: There are several permanent and temporary full-time and part-time Assistant in Nursing positions available in the surgical ward areas.

Prior to commencement successful candidates will be required to:

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

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current curriculum vitae, and

- A response to the selection criteria under "what you require".

- Two referee reports.

Where possible include specific relevant examples of your work.

CHS Contact: Divya Seethilal, Nurse Manager, (02) 5124 2364 or Renchu Joice, Nurse Manager, (02) 5124 3375

Contact Officer: DIVYA SEETHILAL 02 5124 2364 divya.seethilal@act.gov.au

Infrastructure and Health Support Services

Facilities Management

Assistant Director, Leasing

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44199 - 02435)

Gazetted: 07 July 2022

Closing Date: 26 July 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

- Capital project delivery
- Facilities Management
- Safety and Risk
- Minor Works Team
- Domestic and Environmental Services
- Food Services
- Sterilising Services
- Security Services
- Fleet Management

The Infrastructure and Health Support Services, Facilities Management (FM) Branch have a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

FM are committed to attracting and retaining people with the right skills, knowledge and behaviours to ensure we can deliver on our vision and mission.

We support the ongoing education and development of all our people. Our goal is to develop our people so that they continue to have the right skills to help us meet our vision and deliver on our strategic objectives. We believe in supporting each member of our team to grow their own skills and knowledge which they share with their team and the wider community that makes up the CHS Portfolio.

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

The Assistant Director, Leasing will report to Director, Business Operations and will be responsible for renewing and establishing lease agreements, licence agreements, service level agreements. The Assistant Director will oversee the management of utilities, the development of statement of requirements for tendering purposes and managing new and existing maintenance contracts. This position also provides an internal consultancy role and is responsible for providing advice and guidance to the organisation and executive on leasing matters.

ABOUT YOU

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

Behavioural Capabilities

1. Well-developed leadership qualities, including the ability to inspire and motivate others to achieve goals, identify and develop the potential in others, and assess and address future workforce and capability requirements.
2. Professional and personable with the ability to develop and maintain effective relationships with key stakeholders within the Directorate, across Government and industry to benefit the quality-of-service delivery from Facilities Management.
3. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
4. An organised approach to work, managing competing priorities and attention to detail on work undertaken.
5. Behave with integrity, honesty and transparency in performing your duties, managing and using government resources, dealing with contractors and providers, and working with clients and customers.

Position Requirements/Qualifications:

- The successful applicant will have a minimum of three years in Property Management, Commercial Leasing and/or Commercial Real Estate.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Highly Desirable:

- Tertiary and/or Professional qualifications in Property Management, Commercial Leasing, and/or Commercial Real Estate
- Hold a current drivers' licence.
- Hold or have the capacity to obtain White Card and Asbestos Awareness.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Loretta Bettiens 0434 366 673 loretta.bettien@act.gov.au

Mental Health, Justice health, and Alcohol and Drug Services

Adult Community Mental Health Services

Assistant Director of Nursing (Senior Manager), Adult Community Mental Health Services

Registered Nurse Level 4.3 \$149,388, Canberra (PN: 54404 - 02328)

Gazetted: 07 July 2022

Closing Date: 25 July 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres and in the University of Canberra Hospital at Bruce.

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

Adult Community Mental Health Services (ACMHS) are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to

provide collaborative care involving the people, their Carers and other key services that access the service. This Senior Manager role will oversee and support the day-to-day operations and provide input into the strategic development and planning for the ACMHS program area. This position is for a 3 month temporary contract with the possibility of permanency.

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications in Nursing and hold unconditional registration or eligibility for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

•Current drivers' license.

Desirable:

Extensive experience managing teams in the mental health services community or inpatient sector.

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

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Russell Robson (02 51241723 russell.robson@act.gov.au)

Canberra Health Services

CHS Chief Executive Officer

CHS Allied Health

Speech Pathologist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 42994-0242M)

Gazetted: 07 July 2022

Closing Date: 21 July 2022

Details:

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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POSITION OVERVIEW

Acute Allied Health Services Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra Hospital and Health Services. Eligible patients include any patient admitted to an acute ward with acute communication and/or swallowing disorders. Specialist outpatient services are provided to adults with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip and/or palate, adults with head and neck cancer/trauma.

This position will be responsible for delivery of clinical speech pathology services to an assigned adult and/or paediatric caseload and contribution to an active teaching and quality improvement program with strong professional support.

This position may participate in a rotational weekend roster at the Canberra Hospital including on-call responsibilities depending on operational requirements.

ABOUT YOU

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Behavioural Capabilities

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

Excellent communication skills,

Ability to work collaboratively with the multidisciplinary and speech pathology teams,

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

Organisational skills and motivation.

Position Requirements/Qualifications:

A degree in Speech Pathology from a recognised tertiary institution.

Eligibility for practicing membership of Speech Pathology Australia.

Be registered under the Working for Vulnerable People Act.

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.

Desirable:

Hold a current driver's licence

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police Check.

Note: This recruitment round is being used to fill a temporary, full-time HP2 speech pathologist vacancy in the Canberra Hospital speech pathology team and a merit list will be created for HP2 positions over the next twelve months in the team.

This position may be extended at the same or altered hours if available, including permanent appointment.

Applications may be selected based on written application alone.

Applicants are welcome to discuss the role with the contact person.

How to apply:

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current curriculum vitae, and

A response to the selection criteria under "What You Require".

Where possible include specific relevant examples of your work.

Written applications should be no more than five A4 pages in length.

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

Contact Officer: Timothy Tooke (02) 5124 2230 Timothy.Tooke@act.gov.au

Medicine

Ambulatory

Dermatology

Dermatology Advanced Practice Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 38273-02472)

Gazetted: 12 July 2022

Closing Date: 26 July 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The Dermatology Department is based at The Canberra Hospital and is a clinical unit within the Division of Medicine. Dermatology is largely an outpatient-based service that provides clinical assessment and treatment for patients living with dermatological conditions from the ACT and surrounding region. The Dermatology team cares for patients of all ages and consults inpatients and conducts multiple outpatient clinics in various outpatient areas, including paediatrics.

The Advanced Practice Nurse (APN) provides comprehensive Dermatology nursing assessment with advanced skill sets in the care of patients, as per the APN scope of practice. The position implements comprehensive and tailored clinical care for patients and their families living with dermatologic conditions in collaboration with the Dermatology Medical team.

This collaboration and coordination supports coordinated clinical care and provision of timely and appropriate access across health care settings.

The APN position engages in clinical governance management, quality improvement activities, multidisciplinary clinical education and seeks to conduct research where the results can be applied to enhance Dermatology and service delivery.

ABOUT YOU

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Behavioural Capabilities

1. Strong clinical assessment skills and decision-making ability in Dermatology and wound management.
2. Ability to provide clinical leadership to both inpatient and outpatient areas.
3. Adaptable and flexible to accommodate change and provide responsive services to meet required timelines.
4. Commitment to ongoing personal and professional development and the ability to work at an advanced practice level.

Position Requirements/Qualifications:

- Registered or is eligible for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia and any other registration required by the specific field.
- A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, or
- A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Prior to commencement successful candidates will be required to:

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

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current curriculum vitae, and

- A response to the Selection Criteria under “What You Require”.

Where possible include specific relevant examples of your work.

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

Contact Officer: Margaret McManus 51245164 margaret.McManus@act.gov.au

Nursing and Midwifery Patient Support Services

Nursing and Midwifery Resource Office

Administrative Assistant – Operational Support

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 31943-0248Q)

Gazetted: 13 July 2022

Closing Date: 27 July 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

ABOUT YOU

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Behavioural Capabilities

1. Excellent communication
2. Ability to prioritise to meet deadlines
3. Flexibility to work in a small team

Position Requirements/Qualifications:

- Experience in Administration and/or PROACT preferable but not mandatory.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current curriculum vitae, and

- A response to the selection criteria under “What You Require”.

Where possible include specific relevant examples of your work.

CHS Contact: CNMRecruitment@act.gov.au or 5124 2680

Contact Officer: Meghann Lang (02)5124 3178 Meghann.Lang@act.gov.au

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

Older Persons Mental Health Community Team (OPMHCT)

Mental Health Services

Enrolled Nurse

Enrolled Nurse Level 2 \$71,574, Canberra (PN: 23173-02494)

Gazetted: 13 July 2022

Closing Date: 27 July 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of four sub-teams, the Assessment Team, the Clinical Management Team, the Intensive Treatment Service and Physical Health Intensive Team (PHIT).

The Assessment Team is responsible for the management of referrals, providing initial assessments, clarification of treatment goals and short-term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home-based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission. The PHIT provide comprehensive physical assessments and feedback to GP, client, carers, family and referrals to appropriate services.

Under the direct or indirect supervision of a Registered Nurse, the EEN will play a key role in the day-to-day delivery of clinical services. In this role the EEN will manage a caseload of people who have less complex presentations (and their families) within a recovery framework.

ABOUT YOU

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

Behavioural Capabilities

- good customer service skills to provide helpful and professional experiences to people who access the service
- administration skills to be able to provide quality work outputs
- organisational skills to be able to manage workload
- flexibility and initiative to be able to work effectively within a multidisciplinary team

Position Requirements/Qualifications:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current driver's licence

Desirable:

- Nursing experience within a Mental Health setting and/or nursing experience with older people
- undergo a pre-employment National Police check.
- obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.
- Comply with ACT Health credentialing and scope of clinical practice requirements for enrolled nurses.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

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

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current curriculum vitae, and

- A response to the Selection Criteria under "What You Require".

Where possible include specific relevant examples of your work.

CHS Contact: Jody Alexander Ph: 02 5124 1980, email: jody.alexander@act.gov.au Manager, Older Persons Mental Health Community Team

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

Contact Officer: Jody Alexander (02)51241980 Jody.Alexander@act.gov.au

Surgery

Canberra Health Services

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22416, several - 0249E)

Gazetted: 13 July 2022

Closing Date: 29 July 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Division of Surgery (DoS) is responsible for delivering services to inpatients and outpatients in the following specialties: ACT Trauma Service, Anaesthetics, Intensive Care Unit, Peri-Operative Unit, General Surgery, Neurosurgery, Vascular, Urology, Cardio-thoracic, Orthopaedics, Plastics, Otolaryngology, Maxillofacial, Acute Surgical Unit, Surgical Bookings and Pre-Admission Clinic, Ophthalmology and Pain Management Unit.

Ward 10A – General Surgical and Ophthalmology, is a 32-bed inpatient unit delivering patient centred care and focus on the management of patients who have had general surgical procedures, major abdominal surgeries, and stoma care. Ward 10A is also responsible for the safe patient centred care to trauma patients. Ward 10A has a great team of nurses who strive to provide positive outcomes for patients through the utilisation of the Team Nursing model.

The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice and provide guidance to less experienced nursing staff and students.

The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains: clinical care, leadership, education, safety and communication.

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

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

Strong communication and interpersonal skills.

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

Position Requirements/Qualifications:

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

Minimum three year post graduate experience.

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

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

Note: There are several Permanent, and Temporary full time and part time positions available.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Divya Seethilal (02) 5124 2364 Divya.Seethilal@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Service

Justice Health

Medical Escort Liaison Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 10844 - 02489)

Gazetted: 13 July 2022

Closing Date: 27 July 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

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

At this level you will provide clinical oversight for the external medical escorts for clients within AMC. This includes the day-to-day management of human and material resources allocated to ensure the provision of safe, efficient, cost-effective, high-quality health care services.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change

Provide responsive services to meet clients' needs

Position Requirements/Qualifications:

Holds or is working towards post-graduate nursing qualifications and/or has demonstrated advanced clinical knowledge, skills and experience in Custodial Health or Primary Health.

And a minimum of 3 years' experience working professionally in Custodial health or primary health senior roles is preferred.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Imaging Nursing Services

Medical Imaging

Registered Nurse Level 2- Medical Imaging

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 57859, several-02460)

Gazetted: 12 July 2022

Closing Date: 26 July 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Medical Imaging Department at CHS operates 24 hours, seven days a week, offering a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

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

ABOUT YOU

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Behavioural Capabilities

- Strong organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- Ability to work within a multidisciplinary team environment

Position Requirements/Qualifications:

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

- The successful applicant will need to be available for weekend, after-hours and on call work
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

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

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current curriculum vitae, and

- A response to the Selection Criteria under "What You Require".

Where possible include specific relevant examples of your work.

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

Contact Officer: Donna Gaisford (02)5124 4333 Donna.Gaisford@act.gov.au

Women Youth and Children

Obstetrics and Gynaecology

Specialist 1-5 / Senior Specialist - Obstetrics and Gynaecology

Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 48392 - 02479)

Gazetted: 12 July 2022

Closing Date: 4 August 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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: <https://www.health.act.gov.au/>

The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. The Centenary Hospital for Women and Children has more than 3700 births per year and is a level 6 referral centre for high risk pregnancies for the region. The department is accredited by RANZCOG for the FRANZCOG Training Program and subspecialty training in Maternal Fetal Medicine. Gynaecological services include the early pregnancy unit, specialised clinics including Urogynaecology, Complex Pelvic Pain Clinics, Outpatient Hysteroscopy, Colposcopy, and visiting Paediatric Adolescent Gynaecology and Gynaecology Oncology services in addition to acute gynaecology and theatre lists. The department has a well-supported RANZCOG training programme including those rotated to other metropolitan and rural rotations. It is expected that the successful candidate participates in the training of the RANZCOG trainees. There is an active junior doctor programme which is producing quality trainees interested in continuing in Obstetrics and Gynaecology. Involvement in departmental teaching and research is encouraged and supported. There is a strong commitment to quality and audit.

We are seeking a permanent Staff Specialist(s)/Senior Staff Specialist(s) capable of generalist practice across both Obstetrics and Gynaecology, with the ability to develop special interests as a proportion of their work schedule. The successful applicant must have RANZCOG Fellowship. They must possess excellent communication skills, an ability to collaborate with the multidisciplinary team, and a drive for teaching and Quality Improvement.

This position will be embedded in the Obstetrics and Gynaecology Unit, with pro-rata on call duties and contribution to inpatient management. Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

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

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

DUTIES

You will:

Provide clinical expertise in both Obstetric and Gynaecological practice.

Conduct clinical duties including oversight of the birthing suite, acute gynaecology, outpatient services and the operating theatre and demonstrate participation in non-clinical duties that contribute to the growth of the Department, such as teaching, supervision, audit, research and committee representation.

Manage inpatients, conduct regular teaching ward rounds and provide ward support to the team of registrars and junior medical officers

Participate in the on call roster for both Obstetrics and Gynaecology at a pro-rata basis according to service requirements

Work in a collaborative partnership with the Medical, Nursing, Allied Health and Administrative Leads to deliver safe, high quality clinical services and contribute to the education and training of all members of the clinical team Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high-quality person and family centred care.

Provide leadership and coordination in clinical governance by developing evidence-based guidelines; ensuring high level staff performance; and overseeing quality improvement and risk management activities.

Provide leadership in standards of practice, including professional development, teaching and training and research and innovation, and maintain own knowledge through participation in learning and development opportunities.

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes:
Strong organisational skills with a high degree of drive.

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

Highly conscientious and professional in all aspects of work.

Position Requirements/Qualifications:

For employment at either the Specialist 1-5 or Senior Specialist

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or an equivalent higher specialist qualification

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

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

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

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

For Senior Specialist we will also expect that you:

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

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

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

Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

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

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

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

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

Undergo a pre-employment Police check.

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

WHAT YOU REQUIRE

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience:

Your statement of claims against the selection criteria should summarise how your skills and experiences would enable you to fulfil the responsibilities of the position. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

(Please note that it is not necessary to address the capabilities and behaviours individually).

Proven extensive experience in the practice of evidence-based Obstetrics and Gynaecology with a demonstrated commitment to the maintenance and further development of skills in this area, with involvement in further education, teaching and continuing professional development post Fellowship.

Demonstrated high level communication and interpersonal skills

Demonstrated ability to provide leadership, teaching and training for junior staff, and ability to work as a team member in a multidisciplinary environment

Demonstrated understanding of, and commitment to all aspects of clinical governance including conducting and leading research and/or audit in relevant areas of practice.

Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WHS) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

To be considered for a Senior Specialist position, you will also be assessed against two or more of the following selection criteria:

Clinical: Show advanced clinical expertise in their speciality area, which may include the ability to work without supervision, as recognised by their peers.

Safety and Quality: Provide leadership through:

a demonstrated ability to be effective in leading safety and quality activities, including experience relevant to specialist college accreditation

providing senior medical input to the safety and quality activities of the medical unit and clinical division, and participating actively in specialist college accreditation, as overseen by the Australian Medical Council.

Teaching: Provide senior input using demonstrated experience in the development and provision of teaching and training at CHS and services in the surrounding region.

Research: Undertake speciality-specific research and/or have relevant publications of research in a respected health or medical journal.

Administrative functions: Support the medical unit director in the administration of the unit and provide senior medical input to the development of policies and practices of the unit.

Contact Officer: A/Prof Boon Lim (02) 6174 7591 Boon.Lim@act.gov.au

Cancer and Ambulatory Support

Immunology

Subcutaneous Immunoglobulin RN (SCIg Nurse)

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 15658 - 0243G)

Gazetted: 08 July 2022

Closing Date: 22 July 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Cancer and Ambulatory Support (CAS) division provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services, and palliative care through inpatient, outpatient, and community settings.

The Immunology Department is part of CAS and is a tertiary referral service for patients within the ACT and regional areas who require medical intervention in relation to immune-mediated diseases. This encompasses autoimmune diseases, systemic inflammatory diseases, primary and secondary immune deficiencies, and allergies. The Immunology nursing service operates five days a week from 8:30am till 5pm Monday to Friday. The SCIg nurse is part of the Immunology Department and organises patient care for patients who are receiving subcutaneous immunoglobulins for either primary or secondary immunodeficiencies. the focus of this position will be SCIg, however the successful candidate will be given the opportunity to learn throughout the Immunology Department.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

Ability to prioritise workloads

Position Requirements/Qualifications:

Relevant working experience in Immunology is preferred.

Registered or eligible for registration as a Nurse with the Australian Practitioner Regulation Health Agency

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

NM and PSS

Patient Support Services

Central Equipment and Courier Service

Equipment and Courier Officer

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS Only \$57,246-\$61,992), Canberra (PN: 14069, several)

Gazetted: 12 July 2022

Closing Date: 26 July 2022

Details: Our Vision: creating exceptional health care together

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

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POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Central Equipment and Courier Service (CECS) is a small team responsible for the distribution, maintenance, and record management of various forms of clinical equipment, as well as couriers Pathology specimens and blood products, Pharmaceutical medications, and Clinical Records across the Canberra Hospital and Health Services campus using a clinical work device (Smartpage) and Territory Radio Network (TRN) system

Under the direction of the CECS Team Leaders and/or Operations Manager the Equipment and Courier Officer will work closely with a dedicated and skilled team to deliver a safe, efficient and effective service for inpatients and associated clients at The Canberra Hospital

The Patient Support Services Team Charter includes that every day we will.

- Communicate in a polite, clear, honest, and open way being respectful of our clients and one another
 - Use good body language and listen attentively to our clients and one another
 - Respect each other's opinions and personal values
 - Seek to understand each other by being non-judgemental, compromising and asking questions considerately when seeking clarification
 - Cooperate to improve client outcomes by creating a caring environment for all treating others the way we wish to be treated and sharing our experiences and skills
 - Take responsibility for our actions, take pride in our work, and trust each other to do the same
 - Acknowledge our work colleagues and offer assistance while working toward a common goal
- Will be required to work a rotating roster including evening, weekend, and public holiday shift work.

ABOUT YOU

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Behavioural Capabilities

1. Strong organisational skills with a high degree of personal drive.
2. High level customer service skills.
3. Ability to maintain high work standards and accuracy.
4. Ability to role model our departmental team charter.

Position Requirements/Qualifications:

- The successful applicant will need to participate in rotational roster patterns, including evening, weekend, and public holiday shift work.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current curriculum vitae, and

- A response to the Selection Criteria under "What You Require".

Where possible include specific relevant examples of your work.

CHS Contact: Emily Taylor Operations Manager CECS (02) 512 45217
For more information on this position and how to apply "click here"
Contact Officer: Emily Taylor (02)512 45217 EmilyJ.Taylor@act.gov.au

Cancer and Ambulatory Support

Nursing

Surgical Prostate Cancer Specialist Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 48850 - 0240V)

Gazetted: 08 July 2022

Closing Date: 26 July 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

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

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Ability to prioritise workloads

Well-developed negotiation skills

Position Requirements/Qualifications:

Relevant qualifications and a minimum of 3 years' experience working professionally in cancer related services is preferred.

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

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

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

Note: This is a temporary part-time position available at (30) hours per week for three months with the possibility of extension. The above full-time salary will be pro-rata.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Erin Wells 0466322676 Erin.Wells@act.gov.au

Medicine**Canberra Health Services****RN Level 1 - HITH****Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 12060, several - 0232P)**

Gazetted: 13 July 2022

Closing Date: 29 July 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

Hospital in the Home (HITH) is an inpatient service of the Canberra Health Service and provides access to acute healthcare for patients generally in their own home. Operating hours of the service are 0730 to 2200, seven days a week. Patients admitted to HITH are classified as inpatients and would otherwise require treatment to be conducted in a hospital inpatient ward. Patients receive the same treatment that they would have received if in a hospital bed.

The Registered nurse in this role will provide clinical care to patients, for example visiting patients in the home, simple and complex dressings, measuring vital signs and documentation, intravenous antibiotics, clinical assessment and escalation of clinical concerns to the medical staff.

The service requires driving to the patient's home to deliver the care. This role includes ward rounds to initiate and promote referrals to the HITH service.

The hours of work are normal shift work pattern, morning and evening shift seven days a week and after orientation and training being on call will be a requirement.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a strong work ethic.

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

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

Ability to manage confidential and sensitive information.

Position Requirements/Qualifications:

Relevant, be registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and experience working professionally in Clinical experience in rheumatology, ambulatory care, general medicine and/or chronic disease management is preferred.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Marg McManus (02) 5124 5164 margaret.McManus@act.gov.au

Surgery**Canberra Health Services****Registered Nurse Level 2****Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 16362, several - 02491)**

Gazetted: 12 July 2022

Closing Date: 28 July 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

The Division of Surgery (DoS) is responsible for delivering services to inpatients and outpatients in the following specialties: ACT Trauma Service, Anaesthetics, Intensive Care Unit, Peri-Operative Unit, General Surgery, Neurosurgery, Vascular, Urology, Cardio-thoracic, Orthopaedics, Plastics, Otolaryngology, Maxillofacial, Acute Surgical Unit, Surgical Bookings and Pre-Admission Clinic, Ophthalmology and Pain Management Unit.

Ward 5B – Orthopaedics, is a 28-bed in-patient unit delivering patient centred care and focus on the management of patients who requires management and care under the various nursing specialties - Orthopaedics, Plastics, E.N.T, and Ori maxillofacial. Ward 5B has a great team of nurses who strive to provide positive outcomes for patients through the utilisation of the Team Nursing model.

The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice and provide guidance to less experienced nursing staff and students.

The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains: clinical care, leadership, education, safety and communication.

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

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

Strong communication and interpersonal skills.

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

Position Requirements/Qualifications:

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

Minimum three year post graduate experience.

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

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

Note: There are several Permanent and Temporary Full-time and Part-time positions available.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Divya Seethilal (02) 5124 3375 Divya.Seethilal@act.gov.au

Haematology unit

Cancer and Ambulatory Services

Registered Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 32815, several - 0247B)

Gazetted: 12 July 2022

Closing Date: 28 July 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

Opportunities exist for experienced Level 1 Registered Nurses to support high quality outcomes in the haematology side of Cancer and Ambulatory Care.

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

High level of communication skills, both verbal and written

Ability to accommodate change and provide responsive services

Position Requirements/Qualifications:

Registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)

Preference will be given to nurses who have worked in the acute ward setting for 2 or more years

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Jayne Treagust (02) 5124 8458 jayne.treagust@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health

Clinical Nurse Manager

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 29880 - 0248B)

Gazetted: 12 July 2022

Closing Date: 26 July 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

At this level you will provide senior leadership for the clinical and administrative operations of the Primary Health team. This includes the day-to-day management of human and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality health care services.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change

Provide responsive services to meet clients' needs

Position Requirements/Qualifications:

Relevant Holds or is working towards post-graduate nursing qualifications and/or has demonstrated advanced clinical knowledge, skills and experience in Custodial Health or Primary Health.

A minimum of three years' experience working professionally in Custodial health or primary health senior roles. 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:

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Amanda Chase 51242523 Amanda.Chase@act.gov.au

Medicine

Canberra Health Services

Clinical Coordinator HITH

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 44405 - 02473)

Gazetted: 12 July 2022

Closing Date: 28 July 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

Hospital in the Home (HITH) is an inpatient service of Canberra Health Services and provides access to acute healthcare for patients generally in their own home. Operating hours of the service are 0730 to 2200, seven days a week. Patients admitted to HITH are classified as inpatients and would otherwise require treatment to be conducted in a hospital inpatient ward. Patients receive the same treatment that they would have received if in a hospital bed.

The Clinical Care Coordinator of HITH is responsible for providing clinical leadership for the day-to-day activities in HITH including - advanced clinical assessment and care to patients, coordinating the HITH unit visits within the hospital, road visits, and the coordination of Referrals. The role will lead the nursing team to ensure safe and efficient patient care, managing the ordering of medical supplies and specialised medications within the HITH unit to meet operational needs, and liaising with the multidisciplinary team. The Clinical Coordinator will have a key role in nurturing a nursing team which is appropriately skilled to provide specialised care.

The Clinical Coordinator will work with other advanced practice nurses in the area to ensure evidence-based treatment is delivered to all patients. The CCC will also contribute to promoting the ongoing expansion of the HITH service across the ACT.

ABOUT YOU

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

Behavioural Capabilities

Strong clinical assessment skills and decision-making ability in gastroenterology

Ability to provide clinical leadership to outpatient areas

Adaptable and flexible to accommodate change and provide responsive services to meet required timelines.

Position Requirements/Qualifications:

Registered or is eligible for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia and any other registration required by the specific field.

A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, or

A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Surgery

Surgical Discharge Support

Clinical Nurse Consultant - Stomal Therapy

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 13881-024AG)

Gazetted: 13 July 2022

Closing Date: 27 July 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

This is a temporary full-time position, working Monday – Friday with a view of permanency.

ABOUT YOU

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

Behavioural Capabilities

- Ability to work independently and as part of a multidisciplinary team
- Strong organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
- Strong communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

- Three years full time post registration in Nursing.
- Experience and demonstrated competence (knowledge, skills and attitude) within the specialty.
- Post-graduate Certificate in Stomal Therapy
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering with Consumers Framework and all other related frameworks.

Note: This is a temporary full-time position, working Monday – Friday with a view of permanency

Prior to commencement successful candidates will be required to:

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

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current curriculum vitae, and

- A response to the selection criteria under "What You Require".

Where possible include specific relevant examples of your work.

CHS Contact: Divya Seethilal (02) 51242364 Divya.Seethilal@act.gov.au

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

Contact Officer: Divya Seethilal (02) 5124 2364 divya.seethilal@act.gov.au

Medical Services**Medical Imaging****Specialist/Senior Specialist – Radiologist****Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 44341 - 0241L)**

Gazetted: 12 July 2022

Closing Date: 19 July 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FRANZCR) or equivalent, who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency.

Duties include provision of clinical services, participation in the on-call roster, and teaching of undergraduate and postgraduate students. A commitment to teaching, research, clinical review and quality assurance is required. The Medical Imaging Department is a fully integrated facility including Breast Imaging services, MRI, CT, Ultrasound, Nuclear Medicine, PET/CT and The Interventional Radiology section has two state of the art interventional suites with a complex and interesting workload.

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

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

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

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

DUTIES

Under broad direction of the Clinical Director of Medical Imaging and the Executive Director of Medical Services. You will:

1. Provide high quality clinical services in General radiology and Interventional radiology to meet the demonstrated needs of the Canberra Hospital Services.
2. Contribute to the education and training of: Junior medical officers, students, registrars in Medical Imaging including non-medical staff in Medical Imaging.
3. Contribute to the on call/after hour's roster, in conjunction with other specialists, at a frequency required to cover the roster throughout the year.
4. Promote research in medical imaging and participate in development of research programs.
5. Work in a multidisciplinary team to promote a high-quality patient centred focused care.
6. Under the direction of the Clinical Director of Medical Imaging, provide high level leadership in the Medical Imaging Department, ensuring that strategies are patient centred and meet the changing needs of the community.
7. Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high-quality person and family centred, safe and high quality patient care.

ABOUT YOU

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

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

Position Requirements/Qualifications:

For employment at either the Specialist 1-5 or Senior Specialist

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

Fellowship of the Royal Australian and New Zealand College of Radiologists (RANZCR) or equivalent specialist qualifications.

Eligibility for an unrestricted Medicare provider number to work at the Canberra Health Services.

Hold a current drivers licence.

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

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

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

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

For Senior Specialist we will also expect that you:

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

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

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

12. Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

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

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

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

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

Undergo a pre-employment Police check.

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

WHAT YOU REQUIRE

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience:

Working within a multidisciplinary team to provide high quality and patient focussed clinical services in General Radiology and Interventional Radiology to meet the demonstrated needs of the Canberra Hospital Services.

Contribute to the education and training of Junior medical officers, students, registrars in Medical Imaging including non-medical staff in Medical Imaging.

Promote research in medical imaging and participate in development of research programs.

Undertaking other duties as directed, within the approved scope of clinical practice.

Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WHS) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

To be considered for a Senior Specialist position, you will also be assessed against two or more of the following selection criteria:

Clinical: Show advanced clinical expertise in their speciality area, which may include the ability to work without supervision, as recognised by their peers.

Safety and Quality: Provide leadership through:

a demonstrated ability to be effective in leading safety and quality activities, including experience relevant to specialist college accreditation

providing senior medical input to the safety and quality activities of the medical unit and clinical division, and participating actively in specialist college accreditation, as overseen by the Australian Medical Council.

Teaching: Provide senior input using demonstrated experience in the development and provision of teaching and training at CHS and services in the surrounding region.

Research: Undertake speciality-specific research and/or have relevant publications of research in a respected health or medical journal.

Administrative functions: Support the medical unit director in the administration of the unit and provide senior medical input to the development of policies and practices of the unit.

Note: This is a temporary part-time position at 30 hours per week for a period of eight months. The full time salary noted above will be paid pro rata.

Contact Officer: Dr Apurv Garg (02) 5124 3940 Apurv.Garg@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 Trade Skills

Construction

Trades Teacher

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 01427, several)

Gazetted: 08 July 2022

Closing Date: 15 July 2022

Details: The Construction department is seeking full -time teachers in the Allied Trades area for the delivery of Plastering and Glass and Glazing trade training and assessment. These positions are based at CIT Bruce. The position requires the ability to work within the department of teaching and support staff to provide educational outcomes and meet compliance requirements for apprentices and general students, in a VET environment. The position also requires the ability to liaise with industry, students and other stakeholders for the department and manage educational resources.

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:

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

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

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer - Presenting Skill Set and/or Enterprise Trainer - Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience

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

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

Notes: There are currently two full time positions available. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. The selection may be based on application and referee reports only.

How to Apply: All applicants are to provide a pitch of no more than two pages as to why you would be best person for the job using the selection criteria as a guide

a current curriculum vitae.

2 x referee reports (ACT Gov referee reports can be located through this link

<https://www.jobs.act.gov.au/search?query=referee+report+word>)

Applications should be submitted via the Apply Now button below.

Contact Officer: Keith Brown (02) 6207 8063 Keith.Brown@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

Workforce Capability and Governance

Whole of Government Industrial Relations and Public Sector Employment

Industrial Relations and Employment Conditions Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 51821)

Gazetted: 11 July 2022

Closing Date: 25 July 2022

Details: Are you familiar with pay and employment conditions for the ACT Public Service? Are you able to understand and interpret legislation and develop appropriate processes to suit? Do you enjoy research work and proposing solutions to complex problems? Do you have a strong attention to detail?

The Industrial Relations and Public Sector Employment team has a new recruitment opportunity for the right candidate to take on the work of the Industrial Relations and Employment Conditions Officer. The successful candidate will have excellent collaborative and interpersonal qualities as well as an agile and adaptive style to match the changing workflow and priorities that come with being a small team within the Chief Minister, Treasury and Economic Development directorate which leads strategic thinking in Industrial Relations and the Public Sector Employment Framework across the ACTPS.

The team is responsible for developing, negotiating, and implementing enterprise agreements, related policies, and processes, and for providing quality advice to the ACT Government and directorates. The team is also responsible for the application, implementation, and interpretation of Public Sector employment related legislation.

The successful candidate will have demonstrated research and analytical abilities, and experience in providing advice to stakeholders on complex pay and employment related matters, including classifications, pay scales, leave, superannuation, overtime, and allowance matters.

This role reports to the Director, Industrial Relations and Public Sector Employment and works closely with the Industrial Relations and Public Sector wider team. The successful individual will be required to liaise broadly across the Service with various directorates and stakeholders, whilst maintaining a high level of confidentiality and discretion, responding quickly to business needs to adhere to tight timeframes.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/other requirements: Experience in industrial relations, payroll services and human resources will be highly regarded.

Note: This is a permanent position. Selection may be based on applications and referee reports only.

How to Apply: Suitability for this position will be assessed on your skills, knowledge and behavioural capabilities in relation to the duties/responsibilities listed in the Position Description. Please submit a personal pitch (of no more than two pages) in response to your suitability for this position, curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nina Taylor (02) 6205 2418 Nina.Taylor@act.gov.au

Executive Branch Manager (Financial Reporting and Framework Branch)

Temporary Vacancy (28 July 2022 to 25 August 2022)

**Chief Minister, Treasury and Economic Development Directorate
Finance and Budget Group**

Position: E1121

(Remuneration equivalent to Executive Level 1.2)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 11 July 2022

Expressions of interest (EOI) are sought for a short term four week acting opportunity in the position of Executive Branch Manager in the Financial Reporting and Framework Branch of the Finance and Budget Group - Chief Minister, Treasury and Economic Development Directorate commencing 28 July 2022 to 25 August 2022.

This is a critical leadership role responsible for the preparation of consolidated financial statements in a budget and actuals context, accounting and related governance policies and frameworks and business system applications that support the development of key outputs.

The role requires strong leadership skills and technical knowledge combined with demonstrated experience in the production of consolidated financial statements, budget documentation and the ability to apply judgements and provide advice in the interpretation and application of accounting standards.

To apply: Interested applicants should submit a one-page EOI outlining what they will bring to the role in the context of the Executive Capabilities (attached) to Natasha Bourke via email, natasha.bourke@act.gov.au by COB Monday 18 July 2022.

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

Remuneration: The position attracts a remuneration package ranging from \$228,661 - \$238,849 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$203,749.

Contact Officer: Natasha Bourke at natasha.bourke@act.gov.au

Strategic Finance

Chief Finance Officer, Strategic Finance

Executive Level 2.4 \$336,341 - \$351,379 depending on current superannuation arrangements, Canberra (PN: E834)

Gazetted: 08 July 2022

Closing Date: 22 July 2022

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT public sector and works collaboratively both within government and with the community to achieve its outcomes. As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, Directorate Ministers, and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues, and intergovernmental relations.

Strategic Finance is responsible for the financial stewardship and budgetary management of CMTEDD and the ACT Executive, including budget strategy and development and monthly financial and annual reporting. Reporting to the Director-General/Head of Service, the CFO is an integral part of the executive management team. In this role you will provide high-level strategic advice on matters relating to the financial management of the Directorate, including on the quality of information provided. The complexity of this leadership position is unique due to the multiple large and complex business activities of the Directorate, including advice on reporting through to the Under Treasurer, multiple Deputy Directors-General and Deputy Under Treasurers, budget reporting for the ACT Executive (government ministers) and multiple independent small agencies.

The appointee will have extensive and proven experience in the lead financial executive role (CFO) in a substantial and complex organisation, including responsibility for the provision of critical high level strategic financial advice to the Executive. An understanding of government would be an advantage. Exceptional high-level stakeholder engagement and strategic financial management skills will be critical to successfully deliver CMTEDD's strategic financial objectives.

Remuneration: The position attracts a remuneration package ranging from \$336,341 - \$351,379 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$300,758.

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

How to Apply: To obtain the Information for Candidates, email applications.australia@ngs-global.com, quoting J16004. If further information is required after reviewing documentation and www.cmtedd.act.gov.au, please

contact Mark Lelliott, Managing Partner, or Grant Nichol, Managing Partner at NGS Global on +61 3 8626 0600 or 1300 138 863.

To apply, send a cover letter and curriculum vitae to applications.australia@ngs-global.com. Applications close Friday July 22nd. A concurrent search is being undertaken.

Contact Officer: Mark Lelliott (03) 3 8626 0600 applications.australia@ngs-global.com

Corporate

Digital Strategy and Transformation Branch

Assistant Director, Cyber Strategy and Governance

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53477)

Gazetted: 08 July 2022

Closing Date: 29 July 2022

Details: This is your opportunity to be part of a small but growing team of digital leaders who are stimulating the transformation of Digital and ICT services within CMTEDD. Led by the Chief Information Officer (CIO), the team is responsible for establishing and executing cyber assurance and governance, enhancing service delivery through digital transformation, building data-literacy, increasing digital and ICT project management capability, and supporting systems modernisation.

The ideal person for this role is somebody passionate, customer focussed and outcomes oriented, who understands contemporary digital and ICT risks, security and governance practices and the disparate technology environments in which government operates. They will have experience:

working across boundaries, with multiple stakeholders

implementing a disciplined, ordered approach towards managing both large and small programs of work

working in small, multi-disciplined teams

in collating, analysing, and presenting critical data and information.

If you think you have the relevant experience and skills, please review the Position Description, and apply as per directed.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with a disability and those who identify with LGBTQ+ are encouraged to apply.

Eligibility/other requirements: To be successful in this role you will possess:

Knowledge and understanding of Governance, Risk and Compliance (GRC) management frameworks and their application within the public sector, preferably in an ICT and/or information security context.

Demonstrated problem solving skills and strategic thinking skills.

Demonstrated analytical skills in collating and analysing data and information and presenting them in a way that is tailored to audience.

Well-developed verbal and written communication skills with a high level of attention to detail and accuracy.

Demonstrated ability to develop productive working relationships with internal and external stakeholders.

Note: This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Our workforce is currently working remotely wherever possible.

The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

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

How to apply: Applications will be assessed against the Selection Criteria identified in the Position Description. If you believe you have the required skills, drive, and know 'what it takes' to be successful in the role, please take the time to send us a copy of your curriculum vitae, including contact details of two referees, along with a 'pitch' of no more than two pages responding to the Selection Criteria outlined in the attached Position Description.

Touching base with the contact officer to discuss the duties of the position is highly recommended.

Applications should be submitted via the Apply Now button below.

Contact Officer: NoelW Chan (02) 6207 8380 NoelW.Chan@act.gov.au

Policy and Cabinet

Office of The Coordinator General – COVID-19 (Non-health) Response

Executive Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 44159)

Gazetted: 11 July 2022

Closing Date: 25 July 2022

Details: Policy and Cabinet Division is inviting Expressions of Interest for the role of Executive Officer for a period of 6 months with possibility of extension.

This is an excellent opportunity to gain exposure across Government and work on key priorities facing the ACT during the ongoing response to the COVID-19 pandemic.

As the Executive Officer to the Deputy Director General (DDG), and Coordinator General, COVID-19 Whole of Government Non-health Response (CG), you will provide support to the Coordinator-General and Executive Branch Manager and provide leadership and support to Policy and Cabinet's Executive Assistant cohort, ensuring the delivery of high-quality administrative support to the Senior Executive of Policy and Cabinet.

Our ideal candidate will have a good knowledge of corporate processes and policies and a positive can-do approach as well as exceptional interpersonal and communication skills. You will be amazing at prioritising your time and workload as well as being highly organised. You will also be able to display resilience, tact and empathy.

Notes: This is a temporary position available from 11 July 2022 until 13 January 2023.

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

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

Selection may be based on application and referee reports only.

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. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Expressions of Interest should include:

A supporting statement of maximum two pages outlining experience and/or ability and addressing the requirements for the points listed in What You Require in the attached Position Description
contact details of two referees; and
a current curriculum vitae.

Applications should be submitted directly to the Contact Officer.

Contact Officer: Stacey Matthews (02) 6205 3337 Stacey.N.Matthews@act.gov.au

Communications and Engagement**Strategy and Creative****Campaigns and Creative****Graphic and Accessibility Designer****Public Affairs Officer 1 \$78,591 - \$89,705, Canberra (PN: 49283)**

Gazetted: 11 July 2022

Closing Date: 18 July 2022

Details: EXPRESSION OF INTEREST

Are you a natural Visual Communicator ready for a new challenge? Do you enjoy bringing ideas to life? Join our creative team.

We're looking for a highly motivated Graphic Designer to join our Communications and Engagement team for Whole of Government. We work in a fast-paced, dynamic, and creative environment with a strong client service ethic.

In this role you will:

Work closely with a team, as well as independently, to deliver high quality visual communication materials across print and digital channels to support communication strategies and campaigns.

To be successful in this role you will have:

Demonstrated experience executing creative concepts into professional finished art for final output.

Extensive experience working with a range of software packages including Adobe Creative Suite and Microsoft Office on Mac and PC.

Demonstrated expertise in designing and creating accessible (WCAG 2.1) compliant documents.

Extensive experience designing for social media platforms and web.

Experience working in a fast-paced environment.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/other requirements: Refer to Position Description for details.

Note: This is a temporary position available for commencing 1 August 2022 for three months with the possibility of extension. Expressions of Interest are open to all ACT Public Service staff and external applicants.

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: Please review the attached position description and submit a maximum two-page Expression of Interest detailing your relevant skills and experience in relation to the Selection Criteria, your curriculum vitae, PDF examples or link to your portfolio along with the contact details of two referees.

Please email enquiries and Expressions of Interest to yany.kraljevic@act.gov.au

Applications are to be submitted to the contact officer.

Contact Officer: Yany Kraljevic (02) 62052516 Yany.Kraljevic@act.gov.au

Finance and Budget Group

Treasury Analyst

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 36372)

Gazetted: 11 July 2022

Closing Date: 25 July 2022

Details: Are you looking for an exciting opportunity to work across a wide range of issues in the ACT Government? Do you enjoy working in a dynamic and team orientated environment, applying strategic thinking, communication and critical analysis skills to achieve outcomes?

Do you want to help develop and manage budgets, advise Government on policy and financial issues, work with a range of agencies on financial reporting issues and contribute to the production of the ACT Government's financial statements?

ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for permanent and temporary staff to fill Analyst positions. These positions provide a great opportunity to see the inside workings of Government, and to contribute to the development of key policy priorities including planning and oversight of investment in infrastructure and government services in the ACT.

The successful applicants will join a small team undertaking a variety of work, such as: review of business cases and reports; undertaking complex research and analysis; developing advice about financial and performance outcomes, cost pressures and unspent funds; and identifying service delivery issues in the context of legislative, policy, community and operational drivers. Analysts also assist to develop annual budget papers; collaborate on research and analysis projects; and liaise with people in the directorate and across other parts of the ACT Government.

We are looking for people who are good communicators and team players and can work to tight deadlines across competing priorities. We need people who are proficient with Microsoft Excel and Word when analysing and reporting on financial, economic, policy and administrative issues. We will help you learn our in-house budget and reporting systems, including TM1.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in business, accounting, commerce, economics, finance or a similar field are highly desirable or, alternatively, tertiary qualifications in another field combined with strong numeracy skills gained through experience in financial analysis and reporting.

Notes: This is temporary position available immediately until 31 January 2023 with the possibility of extension and/or permanency. A merit pool may be formed from this process and used to fill other permanent vacancies and temporary vacancies ranging between two weeks and up to 12 months with the possibility of extension and/or permanency. If you do not wish to be placed in the merit pool, please indicate this with the contact officer. These positions are based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your Skills, Qualifications and Experience make you an ideal candidate for the role. You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

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

Contact Officer: Norman Fraser (02) 6205 3176 Norman.Fraser@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.

Shared Services

Business Services

Strategic Finance

Financial Analyst and Finance Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 46528)

Gazetted: 11 July 2022

Closing Date: 25 July 2022

Details: Do you want to make a difference to the ACT Community? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. As the Costing's Financial Analyst and Finance Officer you will be responsible for collecting, analysing and preparing information for pass through invoicing and assisting in managing various aspects of the Shared Services costings framework and preparing for periodic financial reporting, variance analysis and reconciliations. Ideally, you will have a financial background and will need to demonstrate that you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. You will need to be able to use the Microsoft Office suite competently, particularly Excel features and formulas to deliver this role. We want an innovative, forward-thinking professional who does not mind digging into data and searching for potential loopholes and vulnerabilities. Your enthusiasm, professionalism, analytical skills and forensic potential as well as your ability to manage and prioritise workloads will ensure your suitability for the role.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant costings or finance experience and/or progress towards Tertiary qualifications in Accounting/Finance or CPA/CA are desirable.

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

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

Please include a cover sheet and a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position of Financial Analyst and Finance Officer. Applicants should consider the stated position requirements, Professional/Technical Skills and Knowledge and Behavioural Capabilities as described in the Position Description to tell us why your skills, knowledge and experience makes you the best person for the job. You should include specific examples of your work where possible.

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

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

Communications and Engagement

Assistant Director, Governance and Protocol

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 55448)

Gazetted: 11 July 2022

Closing Date: 18 July 2022

Details: Are you well-organised, reliable and able to demonstrate good judgement? Are you interested in providing support to a dynamic Communications and Engagement division that ensures that the Canberra community is well informed on government programs, policies and services?

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Communication and Engagement division is looking for an Assistant Director, Governance and Protocol for up to 12 months with the possibility of permanency.

This position provides strategic, operational and administrative support to our Communications and Engagement division including overarching business and financial management of the division.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or a minimum of five years' experience working professionally in a CandE environment is preferred.

Previous experience supervising staff is preferred.

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

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

a maximum two-page pitch outlining your suitability to show that you have the capabilities in the "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge and Behavioural Capabilities

a curriculum vitae outlining your work history and experience

two referee contact details (one should be a current manager).

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

Contact Officer: Kimberly Street 0488123443 Kimberly.Street@act.gov.au

Senior Officer Grade A \$157,201, Canberra (PN: 11728)

Gazetted: 08 July 2022

Closing Date: 5 July 2022

Details: Are you well-organised, reliable and able to demonstrate good judgement? Are you interested in providing support to a dynamic Communications and Engagement division that ensures that the Canberra community is well informed on government programs, policies and services?

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Communication and Engagement division is looking for an Assistant Director, Governance and Protocol for up to 12 months with the possibility of permanency.

This position provides strategic, operational and administrative support to our Communications and Engagement division including overarching business and financial management of the division.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or a minimum of five years' experience working professionally in a CandE environment is preferred.

Previous experience supervising staff is preferred.

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

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

a maximum two-page pitch outlining your suitability to show that you have the capabilities in the "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge and Behavioural Capabilities

a curriculum vitae outlining your work history and experience

two referee contact details (one should be a current manager).

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

Contact Officer: Kimberly Street 0488123443 Kimberly.Street@act.gov.au

Workforce Capability and Governance

Workplace Safety and Industrial Relations

Office of the Executive Group Manager

Executive Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 50243)

Gazetted: 11 July 2022

Closing Date: 25 July 2022

Details: The Workplace Safety and Industrial Relations (WSIR) Group is responsible for:
management and prevention of workplace injuries in the ACT Public Sector (ACTPS);
management of workers' compensation arrangements for the ACTPS;
management of the ACT private sector workers' compensation Scheme - including policy, legislation and the supervision of the ACT Default Insurance Fund;
support and governance of the Whole-of-Government Work Health and Safety Management System;
the provision of health, wellbeing and safety improvement programs to directorates;
the provision of advice and development of legislation on industrial relations, work safety (including dangerous substances and asbestos), public holidays and daylight savings;
support for the ACT's contribution to the national harmonisation of work health and safety and workers' compensation laws.

We are looking for an Executive Support Officer to assist the Executive Group Manager and senior leadership team with the day-to-day operations of the team and wider group. Duties include a range of administrative tasks, including but not limited to planning and managing multiple diaries, support the needs of the Executive team, coordination and purchase of travel and office supplies and the provision of secretariat support. The successful applicant will have the ability to develop and maintain strong relationships with stakeholders while working autonomously and as part of a team.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

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

How to Apply: Applicants should submit a supporting statement of no more than two pages addressing the selection criteria, details of two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mikaela Turner (02) 6207 7192 Mikaela.Turner@act.gov.au

Workplace Capability and Governance (WCAG)

Strategy and Transformation Office (STO)

Project Officer - Strategy

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53337)

Gazetted: 13 July 2022

Closing Date: 3 August 2022

Details:

Are you a master Tetris player? Can you connect the dots and join the pieces to complete the puzzle? Can you read between the lines and anticipate next moves? Can you provide clear directions and support to get your team across the finish line in a hard-fought game of Capture the Flag?

The Strategy and Transformation Office (STO) brings together cross-disciplinary teams with diverse minds to solve complex and adaptive problems, including playing a pivotal role in building long-term strategic planning. The team works in partnership with business areas on niche or whole of government problems to determine appropriate responses to complex business challenges and opportunities. The STO creates collaborative design experiences that bring the right people together at the right time to solve the right strategic problems.

The occupant of the position needs to be a multi-disciplinary strategic thinker who has foresight and the ability to take a big-picture, long-term view of the ACTPS. The role requires the ability to manage complex projects and

make decisions, often with incomplete information. Success in this role demands a strong strategic and analytical orientation coupled with exceptional communication skills as well as a highly developed collaborative nature. Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for a temporary role where no day is the same, then this is for you.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Experience in a strategy unit or consulting environment would be highly desirable.

High level capability with MS Office (mostly PowerPoint and Excel).

A strong understanding of data visualisation techniques and when to use them.

Strong data analysis skills.

A Working with Vulnerable People Check may be required.

Notes:

This is a temporary position for 12 months with the possibility of permanency. A merit pool will be established from this process and used to fill future identical vacancies over the next 12 months. The successful applicant may be determined by application and referees only.

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

To apply, please submit your curriculum vitae and a two-page pitch addressing the skills, knowledge and behavioural capabilities as outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sameer Gupta (02) 6205 9695 Sameer.Gupta@act.gov.au

Access Canberra

Fair Trading and Compliance

Infringement Review

Assistant Manager

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 32048)

Gazetted: 12 July 2022

Closing Date: 26 July 2022

Details: Would you like to make a difference and contribute to safer roads for Canberrans? Can you lead, manage, and support your team to deliver high quality customer service? Do you have a can-do attitude? If the answer is yes, then you may be the person we are looking for.

The Access Canberra Infringement Review Office is responsible for the review of Parking and Traffic infringement notices. We help with general enquiries, assess applications for withdrawal and dispute, set up payment plans and adjudicate traffic events.

As an Assistant Manager in the Infringement team, you will be available to support team members regarding a variety of infringement matters. You will be responsible for the ongoing training and development of your team members and be able to manage competing priorities successfully while fostering a positive team culture. You will have excellent communication and organisational skills and a demonstrated ability to manage personal work priorities. You will also possess the ability to manage the resolution of difficult or complex enquiries and complaints with tact and discretion; and escalate matters as necessary.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: Submissions may be assessed on application and referee report only. The selection process will be used to fill both permanent and temporary positions. 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 review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge, and behaviours in relation to the duties/responsibilities listed in the Position Description.

Please submit a written application, of no more than two pages, responding to the statements below, two referee's contact details and current curriculum vitae. The two-page response should be written in the form of a pitch but should indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your demonstrated ability, ingenuity, experience, and qualifications and how these make you a great fit for the role.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Valerie Kitson 62059429 Valerie.Kitson@act.gov.au

Shared Services

Strategic Finance

Governance, Assurance and Business Improvement

Internal Assurance Auditor

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58124)

Gazetted: 12 July 2022

Closing Date: 2 August 2022

Details: Do you want to make a difference to the ACT Community? Do you want to be part of an innovative business and friendly/culture that supports staff, lifestyle balance, Hybrid working arrangement and career progression? Then the Shared Services and Property Group Strategic Finance Assurance team is looking for you! Shared Services and Property Group's vision is to provide efficient, effective services based on accountability and best practice. You will be responsible for a wide range of finance related activities including conducting internal assurance audits and undertaking data analysis as well as supporting the other teams with Strategic Finance as required. You will have very good communication skills which will greatly assist you in providing support to your managers, working in a dynamic and complex environment. We want an innovative, forward-thinking professional who does not mind digging into data and searching for potential loopholes and vulnerabilities. Your enthusiasm, analytical skills and forensic potential as well as your ability to manage and prioritise workloads will ensure your suitability for the role.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander people, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: The online application form requires a curriculum vitae, copies of qualifications and a two-page written response demonstrating your suitability against What You Will Do, Professional/Technical Skills and Knowledge, and Behavioural Capabilities required for this role as outlined in the attached Position Description. A referee report will be requested upon completion of the interview process. To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx,.doc) or Rich Text Format (.rft). Other formats may not be readable on ACTPS computers and will not be accepted.

Applications should be submitted via the Apply Now button below

Contact Officer: Savita Cooke 0438702307 Savita.Cooke@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services

Education ICT

Access Control officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 05468)

Gazetted: 13 July 2022

Closing Date: 19 July 2022

Details: As a member of a busy ICT team and Working in Service Now (SNOW) you will be responsible for provisioning access to the ACT Government and Education Network. You will also be responsible for the provisioning access to a list of other service including but not limited to G\ : Drive and Folder Access, Email Access, Power Bi Access and a range of other services.

You will Liaise and engage with customers to maintain secure access to IT services and resources and be responsible for Provide considered, accurate information to our customers. You will be required to Analyse large volumes of staff personal information and compile statistical information required for reporting.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available from 20 July 2022 for a period of three months with the possibility of extension up to six months. Selection may be based on application and referee reports only.

How to Apply: Candidates are requested to review the key accountability and duties outlined in the Position Description under the "What you will do" and "Selection Criteria" sections and submit a personal pitch of no more than two pages.

Your personal pitch should include information that provides evidence of your capabilities against the "Selection Criteria highlighting your skills and experience in an ICT environment. Please provide a current curriculum vitae and the details of two referees.

Applications should be submitted directly to the Contact Officer.

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

Communication and Engagement

Strategy and Creative

Strategic Communications, Research and Engagement

Director, Engagement

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 14971)

Gazetted: 13 July 2022

Closing Date: 28 July 2022

Details: The Communications and Engagement team in CMTEDD is looking for an experienced, organised and proactive leader to work closely with communications and engagement professionals across the ACTPS to develop and enhance our community engagement capability and capacity.

The ACT Government is committed to strengthening our strategic community engagement approach to build a more trusted partnership between government and the Canberra community.

As Director Engagement you will play a key role in communicating this commitment and supporting practical and cultural change across the ACT Public Service. This includes developing, reviewing and updating whole-of-government guidelines and procedures to support inclusive, meaningful and representative engagement.

In this role, you will work closely with teams across the ACTPS to influence and support best practice engagement, informed by research and insights. You will bring excellent relationship management skills to the role, be solution-focused and have a strong track record of working effectively with a range of internal and external stakeholders.

You will have responsibility for the ACT Government's engagement platform YourSay Community Conversations, including supervising the team member who provides day-to-day support for the site. You will provide strategic advice to engagement teams across government to ensure quality content on the platform and manage the contract with our service provider.

Eligibility/Other Requirements:

This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Relevant tertiary education qualifications in Communications, Marketing, Public Relations, Engagement or a related field is highly desirable.

Accreditation under the International Association of Public Participation (IAP2) is 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. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

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

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please submit a pitch of maximum two pages detailing your skills and experience as they apply to the attached Position Description, along with your curriculum vitae and the contact details of two referees.

Applications should be submitted directly to the Contact Officer.

Contact Officer: Claudia Doman 0421273114 Claudia.Doman@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Delivery Office

Project Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 15061)

Gazetted: 13 July 2022

Closing Date: 5 August 2022

Details: Reporting to the Program Manager within the Portfolio Delivery Office, your key focus is to assist with improving organisation capability and delivery by coordinating allocated projects/initiatives/work packages, as agreed; ensuring allocated projects follow the agreed project methodology and frameworks; assisting with reporting through to the Program Management Office on the status of projects; assisting with maintaining and monitoring project plans, project schedules, work hours, change variations, budgets and expenditures; organise the preparation and documentation of actions and minutes of key stakeholder meetings; provide administrative support as needed; undertake scheduled and ad-hoc project tasks as required; assist with documenting project risks and issues and provide solutions where applicable; and collaborating with and supporting the broader Strategic Business Branch in the pursuit of excellence. This position does not have any direct reports, though may involve the supervision and coordination of vendors and the coordination with other Digital, Data and Technology Solutions ICT teams.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Hold a current CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance is mandatory. The role includes the requirement to attend sites that are subject to vaccination mandates under a Public Health direction, the successful candidate must be willing and able to comply with all relevant Public Health directions in the performance of the advertised role.

Notes: This is a temporary position available from 22 August until 18 August with the possibility of extension and/or permanency. A Merit Pool may be established from this selection process and used to fill identical vacancies over the next 12 months.

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

why you want the role

what you would bring to the role

what you would get out of it

about an achievement that you are most proud of

▪ A current curriculum vitae.

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

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

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

Corporate

Workforce and Information Services

Strategic Recruitment

Director Strategic Recruitment

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 31474)

Gazetted: 13 July 2022

Closing Date: 20 July 2022

Details: CMTEDD Corporate is seeking a recruitment expert who is able to effectively and efficiently lead a small team to provide strategic recruitment support to the Directorate.

This is a varied role that requires sound judgement, ability to juggle competing priorities and deliver advice, coordination and proactive outcomes and support on a wide range of recruitment matters including executive and non-executive recruitment, entry level programs for graduates and trainees, secure work conversions, Attraction and Retention Incentive allowances and labour hire.

You will be a trusted advisor, working with staff at levels to enable recruitment and workforce planning outcomes and uplift skills and knowledge capability of hiring managers, selection panels and delegates. You will also lead a range of business and process improvements and projects.

CMTEDD offers flexible work opportunities to work from home and/or in the office as well as excellent entitlements. We have an inclusive, supportive culture that values health and wellbeing, integrity, professionalism and accountability.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available from 1 August 2022 for three months with the possibility of extension up to 12 months.

How to Apply: Submit an application of no more than three pages, as well as a current curriculum vitae and the name and contact details of two referees to the contact officer by the closing date.

Applications should be sent to the Contact Officer.

Contact Officer: Leesha Pitt (02) 6205 0566 Leesha.Pitt@act.gov.au

Communications and Engagement

Strategy and Creative

Campaigns and Creative Services

Senior Director, Campaigns and Creative Services

Senior Officer Grade A \$157,201, Canberra (PN: 48488)

Gazetted: 13 July 2022

Closing Date: 20 July 2022

Details: As a senior member of our team, the right person will have extensive marketing expertise, a strong track-record in campaign management and understanding of creative delivery and media buying. You will have an ability to translate government priorities into campaigns that resonate with the community to drive awareness and action and connect with all types of audiences.

The One Government, One Voice communications and engagement program is entering a new phase in the second half of 2022. Leadership of this team provides opportunity to shape the way priority campaigns and creative services are delivered across government. We are seeking someone who can:

Lead a talented team who are encouraged to think differently and deliver innovative government communication and creative solutions.

Work with a range of stakeholders on major campaigns as part of the 'one government, one voice' approach, guiding and advising them on campaign strategy, creative development, media buy, audience insights, distribution (including paid, owned and earned media) and evaluation.

Lead our team to be an audience-led advisory service responsible for creative strategy, design, implementation and evaluation of priority campaigns and creative services.

Manage procurement, contracts and relationships with a range of media and creative service suppliers and agencies to deliver the necessary strategies, plans and reporting.

Work in a fast-paced, creative environment with a strong client service ethic.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available from 8 August 2022 until 13 February 2023 with possibility of extension up to 12 months. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position works in a hybrid arrangement, including activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the attached Position Description and submit a maximum two-page Expression of Interest detailing your relevant skills and experience, along with your curriculum vitae and the contact details of two referees. Please email enquiries and Expressions of Interests to the Contact Officer.

Applications should be sent to the Contact Officer.

Contact Officer: Nicole Mahar (02) 6205 9530 Nicole.Mahar@act.gov.au

**REVENUE MANAGEMENT GROUP
SUPPORT
FINANCE**

Assistant Director Finance

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41073)

Gazetted: 13 July 2022

Closing Date: 20 July 2022

Details: The ACT Revenue Office is seeking applications for the position of Assistant Director, Finance.

This role is a senior management position and requires a strong financial and accounting background, as well as experience in managing a small finance team. The position reports to the Senior Director, Finance and Information.

Eligibility/Other Requirements: Tertiary qualifications in finance/accounting are desirable. CPA or CA qualifications are highly desirable.

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

How to Apply: Applicants should provide a two-page pitch outlining their skills and experience against the capabilities outlined in the "What you Require" section of the attached Position Description. A current curriculum vitae and details of at least two referees should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shu-Yen Ee (02) 6205 9626 Shu-Yen.Ee@act.gov.au

**REVENUE MANAGEMENT GROUP
BUSINESS SYSTEMS**

Assistant Director Projects

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58008)

Gazetted: 11 July 2022

Closing Date: 18 July 2022

Details: The ACT Revenue Office is looking for an energetic person to join the Business Systems Team as Assistant Director Projects. This person will work across multiple business products in a DevOps environment, with a multi-skilled team that is dynamic, flexible, professional and fun to be with.

If you're experienced in property valuations, geospatial data, and data science, have good management experience and are looking for fulfilling work, we're keen to meet you.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/other requirements: Qualifications in data science are highly desirable, as well as extensive valuation experience.

Note: This is a temporary position available for three years with possibility of extension or permanency. Selection may be based on application and referee reports only.

How to apply: Please provide a two-page pitch outlining your experience and skills against the capabilities contained in the Position Description under the "What you Require" section. A current curriculum vitae and details of two referees should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: (02) 6205 4529 Lachlan.Ryan@act.gov.au Lachlan.Ryan@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

Office of the Director-General**Our Booris, Our Way****Assistant Director, Our Way Secretariat****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57451)**

Gazetted: 13 July 2022

Closing Date: 8 August 2022

Details: Did you know that Aboriginal and Torres Strait Islander children are significantly overrepresented in the child protection system in the ACT? Are you an Aboriginal or Torres Strait Islander Leader who would like to work with a wholly Aboriginal independent Committee who is tasked with overseeing the Government's commitment to reducing the number of Aboriginal children in the child protection system,

The CSD Office of the Director-General has an exciting opportunity for a talented Aboriginal and Torres Strait Islander person to undertake the role of Assistant Director, Our Booris Our Way Secretariat. Working closely with the Senior Director, Our Booris Our Way Secretariat and Our Booris Our Way Chair, you will be responsible for supporting the development, management and review of project/s and actions that assist the Committee to provide advice to government. You will also facilitate culturally safe partnerships and engagement between Aboriginal and Torres Strait Islander communities and government on a range of issues.

If you are interested in using your skills, heritage and experience to make a real difference apply now!

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex, and queer (LGBTIQ) people.

Eligibility/Other Requirements:

This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Notes: This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The Directorate provides a range of flexible working options including hybrid work arrangements.

Please note: The CSD Office of the Director-General also has a vacancy for a SOG A, Senior Director, Our Booris Our Way Secretariat, which candidates are also encouraged to consider applying for.

How to Apply: Please provide no more than a two-page pitch addressing the position requirements in the Position Description, provide a curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deborah Foulcher (02) 6205 3884 Deborah.Foulcher@act.gov.au

Office of the Director-General**Our Booris, Our Way****Senior Director, Our Booris Our Way Secretariat****Senior Officer Grade A \$157,201, Canberra (PN: 57450)**

Gazetted: 13 July 2022

Closing Date: 8 August 2022

Details: Did you know that Aboriginal and Torres Strait Islander children are significantly overrepresented in the child protection system in the ACT? Are you an Aboriginal or Torres Strait Islander Leader who would like to work with a wholly Aboriginal independent Committee who is tasked with overseeing the Government's commitment to reducing the number of Aboriginal children in the child protection system,

The CSD Office of the Director-General has an exciting opportunity for an Aboriginal and Torres Strait Islander leader to undertake the role of Senior Director, Our Booris Our Way Secretariat. Working closely with the Our Booris Our Way Chair, you will be responsible for providing high level secretariat and coordination services to the Committee, as well as facilitating culturally safe partnerships and engagement between Aboriginal and Torres Strait Islander communities and government on a range of issues.

If you are interested in using your leadership skills, heritage and experience to make a real difference apply now!

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex, and queer (LGBTIQ) people.

Eligibility/Other Requirements:

This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Notes: This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The Directorate provides a range of flexible working options including hybrid work arrangements.

Please note: The CSD Office of the Director-General also has a vacancy for a SOG C Assistant Director, Our Booris Our Way Secretariat, which candidates are also encouraged to consider applying for.

How to Apply: Please provide no more than a two-page pitch addressing the position requirements in the Position Description, provide a curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deborah Foulcher (02) 6205 3884 Deborah.Foulcher@act.gov.au

Children Youth and Families

Children and Families

Child Development Service

Speech Pathologist

Health Professional Level 1/2 \$66,285 - \$97,028, Canberra (PN: 36169)

Gazetted: 12 July 2022

Closing Date: 28 July 2022

Details: The Child Development Service (CDS) is seeking an enthusiastic, qualified Speech Pathologist who loves working with families and are focused on delivering high quality culturally safe and inclusive services to join our team. This is an exciting opportunity to provide clinical services within a community based highly skilled and dedicated multidisciplinary team of allied health professionals. The successful applicant will work with families and community to identify children 0-6 years with, or at risk of developmental delays and support their movement through the service system.

The speech pathologist will form part of a team of 11 Speech Pathologists working with a range of allied health professionals such as Physiotherapist and Occupational Therapists, to provide assessments for children under the age of 6 who reside in the ACT.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and Torres Strait Islander people, People with a Disability, from culturally and linguistically diverse backgrounds, veterans, mature age workers and LGBTIQ people.

Eligibility/Other Requirements:

Relevant tertiary qualifications in Speech Pathology

Eligibility for Membership with Speech Pathology Australia

Current Driver's Licence

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

Notes: This is a temporary position available immediately for up to 7 months. Selection may be based on application and referee reports only.

How to Apply: Please submit your written response to Selection Criteria located in the position description along with a curriculum vitae. Please attached the contact details of two current referees.

When responding to the Selection Criteria, please keep your responses to 400 words or less per criteria .

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophia Hehir (02) 6205 5199 Sophia.Hehir@act.gov.au

Children, Youth and Families

Children and Families

Child Development Service

Speech Pathologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 36129)

Gazetted: 11 July 2022

Closing Date: 28 July 2022

Details: The Child Development Service (CDS) is seeking enthusiastic, qualified Speech Pathologist, who loves working with families and are focused on delivering high quality, culturally safe and inclusive services, to join our team. This is an exciting opportunity to provide clinical services within a community based, highly skilled and dedicated multidisciplinary team of allied health professionals. The successful applicant will work with families and community to identify children zero to six years with, or at risk of, developmental delays, and support their movement through the service system. The successful applicant will become part of a team of 11 speech pathologists working within a MD team.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from ATSI people, People with a Disability, from culturally and linguistically diverse backgrounds, veterans, mature age workers and LGBTIQ people.

Eligibility/Other Requirements: Essential qualifications and experience:

- Relevant tertiary qualifications in Speech Pathology
- At least three years recent practice experience working with children and their carers or families.
- Eligibility for Membership with Speech Pathology Australia
- Current Driver's Licence
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Notes: This is a temporary position available immediately for 12 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit your written response to the Selection Criteria located in the Position Description along with a curriculum vitae. Please attach the contact details of two current referees. When responding to the Selection Criteria please keep your response to 400 words or less per criteria.

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

Contact Officer: Sophia Hehir (02) 6205 5199 Sophia.Hehir@act.gov.au

Corporate Services

Finance and Budget

Assistant Accountant

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55634)

Gazetted: 11 July 2022

Closing Date: 1 August 2022

Details: The Community Services Directorate is looking for an experienced and motivated assistant accountant to join the Financial Reporting team within the Directorate. Reporting to the Director, Financial Reporting, this assistant accountant's primary responsibilities include ensuring the integrity of the Directorate's monthly and annual financial statements, liaison with ACT Audit Office and ACT Treasury and ensuring the accuracy of the Directorate's OGF general ledger and related modules. This position also maintains internal processes and provides support in monitoring financial performance and capital works projects.

Eligibility/Other Requirements:

- Relevant tertiary qualifications in accounting is essential for the assistant financial accountant role.
- Membership of professional accounting body, working (or interest in working) towards professional accreditation, is desirable.

Notes: This is a temporary position available immediately for three months with the possibility of extension up to 12 months. Selection may be made on application and referee reports only.

How to Apply: If you would like to be considered for this position, please submit a two-page pitch addressing how you fit the skills, knowledge and behaviours of the role along with your curriculum vitae.

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

Contact Officer: Joseph Borgese (02) 6205 9717 Joseph.Borgese@act.gov.au

Child, Youth and Families

Practice and Performance

Relationship Management

Contract Data and Reporting officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 11437)

Gazetted: 08 July 2022

Closing Date: 26 July 2022

Details: Child and Youth Protection Services (CYPS) is currently seeking applications from an organised and motivated individual to fill the position of Contract Data and Reporting Officer. The Contract Data and Reporting Officer is focussed on supporting CYPS to deliver the best possible life outcomes for children and young people through administrative support functions.

The position requires someone with excellent attention to detail as the role is required to input, remediate, and monitor a range of data areas. You will be responsible for undertaking Child Protection background checks for carers and non-government agency staff, which involves in-depth reviewing of documentation and decision making in preparation for an assessment to be completed by the Placement and Relationship Manager.

This position requires someone with strong abilities to prioritise time sensitive workload that requires reviewing multiple and lengthy reports about Child Protection events.

Eligibility / Other Requirements: Experience using Microsoft applications and the departments information management system, CYRIS is highly desirable.

Notes: 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. 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. 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 along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lee-Ann Akau'ola (02) 6205 3625 Lee-Ann.Akau'ola@act.gov.au

Children Youth and Families

Business Support

Ministerial Liaison and Project Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 00060)

Gazetted: 08 July 2022

Closing Date: 15 July 2022

Details: The Ministerial Liaison and Project Officer will support the business of Children, Youth and Families by assisting in the preparation and coordination of business matters, including high level briefings papers, ministerial briefs, correspondence, and reports relating to projects and commitments. The position occupant will require high level writing, interpersonal, liaison and administrative skills, and proficiency with document and information management systems.

The Ministerial Liaison and Project Officer provides administrative support to the Business Support unit and supports the Senior Manager in responding to requests for information by undertaking analysis and evaluation of complex and sensitive information and providing advice to the general public on young workers.

Eligibility / Other Requirements:

Essential qualifications and experience:

Experience and/or desire to work in a community services environment.

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

Desirable qualifications and experience:

Proven high level competencies in working with senior executives.

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

How to Apply: Please provide a two-page pitch of your demonstrated experiences that are relevant to the Selection Criteria specified in the Position Description. Please also submit a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ewan McArthur (02) 6205 9206 Ewan.McArthur@act.gov.au

Children, Youth and Families**Child and Youth Protection Services****Bimberi Residential Services****Youth Worker - Bimberi Residential Services****Youth Worker 1 \$68,685 - \$73,920, Canberra (PN: 47138)**

Gazetted: 08 July 2022

Closing Date: 31 July 2022

Details: Bimberi Residential Services is seeking energetic and committed Youth Workers from a wide variety of backgrounds, with skills and experiences in many different fields.

The position of Youth Worker will work within a team environment to enhance the safe care, support and supervision of young people within the Bimberi Youth Justice Centre and/or Bimberi Community Residential Services. Youth Workers actively contribute to case planning for young people and provide advice and guidance to young people to improve their living skills, development and social interactions. They also implement effective behaviour management, conflict resolution and harm minimisation strategies. Most importantly Youth Workers must be willing to work to build a positive, supportive and professional working relationship with young people who require positive role models, mentoring, and support.

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant support to young people and their families. It is comprised of Bimberi Youth Justice Centre and Bimberi Community Residential Services properties including Narrabundah House Indigenous Supported Residential Facility (Narrabundah House).

Bimberi Youth Justice Centre is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Childrens or Supreme Courts.

Bimberi Community Residential Services provides supported accommodation to young people, aged between 14 and 18 years old, on youth justice orders and living in the community.

Bimberi Residential Services facilities operate 24 hours a day, seven days a week.

The occupants of these positions may be required to be available to work at both Bimberi Youth Justice Centre and Bimberi Community Residential Services properties and their duties may be slightly varied to ensure the safe custody of residents.

Youth Workers are required to work shift work and provide direct supervision and support to young people and management of their behaviours. Successful applicants will be provided with seven weeks induction training that covers topics including legislative obligations, Human Rights, trauma informed and therapeutic practice, responding to critical situations (including Use of Force) and behaviour management.

Eligibility/Other Requirements:

Current driver's licence

Current Senior First Aid Certificate

ACT Working with Vulnerable People Card. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Notes: Permanent, temporary and casual roles may be filled based on operational requirements and the business needs of the organisation. Selection will be based on application, psychometric assessment, interview, medical/fitness (beep test) assessment and National Police Check. Prior to commencing Youth Worker induction, you are required to produce evidence of a current Senior First Aid Certificate and ACT Working with Vulnerable People Card. Two Youth Worker information sessions will be held at Bimberi Youth Justice Centre from 6:00 to 7:00pm on Thursday 21 July 2022 and Tuesday 26 July 2022. You will need to RSVP to reserve your spot by calling the contact officer.

How to Apply: Applications are sought from potential candidates that should include; supporting statement addressing each of the selection criteria that should be limited to 400 words per criteria outlining your knowledge, skills and experience, in carrying out the duties outlined in the Position Description; names and contact details of at least two referees, including your most recent/current supervisor or manager: and a current curriculum vitae must also be included.

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

Contact Officer: Kim Lewthwaite (02) 6207 8801 Kim.Lewthwaite@act.gov.au

Children , Youth and Families**Child and Youth Protection Services****Child and Youth Protection Services - Operations**

Operational Compliance Officer**Child and Youth Protection Professional Level 4 \$123,373 - \$132,376, Canberra (PN: 04388)**

Gazetted: 08 July 2022

Closing Date: 15 July 2022

Details: The Operational Compliance Officer role is focused on ensuring Child and Youth Protection Services (CYPs) compliance with legislative requirements as monitored by external governance bodies including the Public Advocate. The role is primarily responsible for overseeing annual review reporting compliance and submission to the Public Advocate and exploring and responding to freedom of information requests, in accordance with the *Children and Young People Act 2008* and the *Freedom of Information Act 2016*. The position also performs secretariat functions; manages confidential documents; creates documents for the Minister's office and Senior Executives, including client briefs and speaking notes; and analyses and reports thematic and statistical information.

Eligibility / Other Requirements:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least five years practice experience working with children, young people and their carers or families.

Current Driver's Licence.

Proficiency with Microsoft Office products and database systems

Notes: This is a temporary position available immediately for eight months with possibility of permanency. An order of merit may be established from this selection process and may be used to fill future identical permanent and temporary vacancies over the next 12 months.

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

Selection may be based on application and referee reports only.

How to Apply: Please submit your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Furner (02) 6207 1623 Catherine.Furner@act.gov.au

Children, Youth and Families**Child and Youth Protection Services****Practice Development****Practice Development Administration Officer****Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 38095)**

Gazetted: 08 July 2022

Closing Date: 22 July 2022

Details: The ASO4 Practice Development Officer role is responsible for supporting the Practice Development Director and team in achieving the design, development and delivery of CYPs operational practice development programs and projects.

The position is responsible for assisting the team to deliver tools and information packages that embed organisational policy into practice. The position is also responsible for maintaining data integrity to ensure the team meets its reporting obligations as they relate to practice development for staff.

Eligibility/Other Requirements:

Essential qualifications and experience:

- Experience and/or desire to work in a community services environment.
- Expertise in the advanced use of business software applications including Excel, Word and PowerPoint.

Desirable qualifications and experience:

- Relevant tertiary qualifications and experience in project management, change management or related discipline.
- Experience in a training and development or human resources environment

Additional Information:

- Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and http://www.ors.act.gov.au/community/working_with_vulnerable_people.

- Educational, suitability and professional qualification checks may be carried out prior to employment.

Notes: This is a temporary position available immediately for three months with the possibility of extension and/or permanency. 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. An order of merit may be established from this selection process and may be used to fill future temporary and or permanent identical vacancies over the next 12 months.

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae.

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

Corporate

People Management

Training Delivery

Learning and Development Administrator

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 37831)

Gazetted: 08 July 2022

Closing Date: 15 July 2022

Details: What you will do:

- As part of a team support the implementation of face to face / classroom learning and development program for the Community Services Directorate (CSD) in addition to other learning strategies used in CSD including workplace learning and e-learning.
- Manage the day-to-day operations of the CSD Workforce Development facility including managing room bookings and assisting with both the room and equipment set up. Ensuring that the Facility is opened each morning and ready for use by 8:30am.
- Be responsible for manual tasks, such as moving divider walls, tables and chairs and maintaining the training and break-out area ensuring they are clean, tidy and presentable.
- Accurately maintain data systems related to the learning and development activities undertaken by CSD.
- Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety system.
- This position may involve providing some guidance to other personnel.

Notes: This is a temporary position available from 7 August 2022 until 7 February 2023 with the possibility of extension and/ or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a short pitch of no more than two pages outlining your suitability for this position. You should address the selection criteria in the Position Description in your pitch. Please also include a current curriculum vitae relevant to the position as well as the names and contact details of three referees including your most recent manager.

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

Cultural Facilities Corporation

Canberra Theatre Centre

Technical Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 3553B)

Gazetted: 12 July 2022

Closing Date: 28 July 2022

Details: The Canberra Theatre Centre, Australia's first arts centre, seeks a Technical Director at the most exciting time in the Centre's history. We are poised to embark on a major renewal project that includes new and refreshed venues in the midst of an emerging cultural district. If you have experience running technical teams in a fast paced environment encompassing multiple concurrent venue operations and you have the skills and mindset to lead a technical department through a major re-development we would welcome your application.

Eligibility/Other Requirements: Appropriate/relevant tertiary or training qualification in Work Health and Safety is preferred.

How to Apply: Please send us a one page pitch that directly relates to the role ahead of you, as you see it, and your curriculum vitae, and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Budd 6243 5701 alex.budd@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****Prosecutor Associate COCA**

Prosecutor Associate \$76,255 - \$78,591, Canberra (PN: 51827)

Gazetted: 13 July 2022

Closing Date: 27 July 2022

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director

The successful applicant will be a part of the Confiscation of Criminal Assets team (COCA) you will assist in the preparation of COCA court lists, appear in summary COCA matters in the Magistrates court and prepare basic advice. Demonstrated high level organisational skills and the ability to manage a busy workload is essential. The successful applicant will be required to undertake research, analysis and perform administrative tasks.

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

Admitted as a Legal Practitioner or meet the criteria prior to appointment.

The successful applicant will be required to undergo a criminal record check

The role requires the applicant to maintain complete confidentiality regarding the functions, roles, and cases within the COCA unit.

How to apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria. The statements addressing the Selection Criteria must be submitted in size 12 font, single spaced and not more than three pages. Selection may be based on application and referee reports.

Applications to be submitted via the Apply Now button below.

Contact Officer: Rory McCrone (02) 6207 5399 rory.mccrone@act.gov.au

ACT DPP**Legal****Prosecutor grade 3**

Prosecutor Grade 3 \$135,088 - \$149,380, Canberra (PN: 16855, several)

Gazetted: 13 July 2022

Closing Date: 27 July 2022

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director.

The duties of the position include to prosecute more complex summary hearings and committals; appear in mention lists in the Magistrate's Court and Supreme Court; act as instructing solicitor in complex trials in Supreme Court; prosecute simpler trials, sentencing proceedings and appeals in the Supreme Court; appear in more complex coronial inquests; and mentor junior prosecutors.

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 will either be admitted or eligible to practice as a Barrister and /or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check

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

How to apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria. The combined response to all Selection Criteria should be no more than four pages in length (12 point, single spacing).

This recruitment process is being conducted simultaneously with a PRG4 round. Accordingly, the interview process for Grade four and three may be conducted together.

However, if you seek to be considered for both positions (PRG3 and PRG4), you will need to submit two applications, one for each position.

Applications to be submitted via the Apply Now button below.

Contact Officer: Joel Hiscox (02) 6207 5399 Joel.Hiscox@act.gov.au

ACT DPP

Legal

Prosecutor Grade 4

Prosecutor Grade 4 \$155,509 - \$166,721, Canberra (PN: 17838, several)

Gazetted: 13 July 2022

Closing Date: 27 July 2022

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under *the Public Sector Management Act 1994*, to assist the Director.

The duties of the position include to appear in more complex matters in the Magistrates, Children's and Coroners Courts and conduct trials, sentences and appeals in the Supreme Court; lead and manage a team responsible for the conduct of prosecutions, inquests and other related matters; and act as supervisor and mentor to prosecution and paralegal / support staff and give guidance on difficult questions of criminal law and practice.

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 will either be admitted or eligible to practice as a Barrister and/ or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check

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

How to apply: Applicants are asked to please provide your resume and statements addressing the Selection Criteria. The combined response to all Selection Criteria should be no more than four pages in length (12 point, single spacing).

This recruitment process is being conducted simultaneously with a PRG3 round. Accordingly, the interview process for Grade three and four may be conducted together.

However, if you seek to be considered for both positions (PRG3 and PRG4), you will need to submit two applications, one for each position.

Applications to be submitted via the Apply Now button below.

Contact Officer: Joel Hiscox (02) 6207 5399 Joel.Hiscox@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

School improvement and Performance

North Canberra Gungahlin

Gold Creek School

Student Administration Enrolments Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 00312)

Gazetted: 07 July 2022

Closing Date: 28 July 2022

Details: As part of the administration team the Enrolments/Administration Officer will be required to work independently and with the student records coordinator. The successful applicant will manage the administration of enrolments and administration duties associated with the role.

Applicants will have strong written and verbal communications skills as well as a demonstrated ability to work in a team environment and engage with students, parents/carers and teachers. Applicants will have excellent attention to detail, be proactive and the ability to manage multiple tasks in a timely manner. The applicant will be required to apply legislation, policy, procedures, and guidelines in line with the Directorate/ACTPS.

Eligibility/Other Requirements:

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

This position is required to work during stand down periods between school terms to undertake duties as directed. This will be subject to negotiation with the Principal/Business Manager prior to commencing in this role.

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

How to Apply: Please complete a two page pitch outlining your experience and focusing on the six points in the Selection Criteria, Professional/Technical Skills and Knowledge and Behavioural Capabilities. Please include your curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Schmidt (02) 6142 1302 Melissa.Schmidt@ed.act.edu.au

School Improvement

Tuggeranong Network

Namadgi School

Japanese Teacher

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 20711)

Gazetted: 08 July 2022

Closing Date: 22 July 2022

Details: Namadgi School is seeking a motivated, relationship driven classroom teacher to join our Secondary sector. This position is for a qualified Japanese Teacher. Potential applicants should have a sound knowledge of the Australian Curriculum and be able to demonstrate their capacity to build relationships with students and their families to have a commitment to meeting the academic and social needs of a diverse range of learners.

Namadgi School has a very large interest from students in Japanese language studies. We are seeking someone who can continue to grow and build on the Namadgi School Japanese program and provide enriching cultural experiences.

Eligibility/Other Requirements:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Notes: Existing Classroom Teachers with the Education Directorate must discuss their intention to apply for this position, noting that agreement to transfer to another position outside of the annual Classroom Teacher Transfer Round is at the discretion of your current Principal and People and Performance, Teacher Recruitment.

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

Your two-page statement does not need to address each individual Standards, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gareth Richards (02) 6142 0906 Gareth.Richards@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

School Improvement**Tuggeranong Network****Namadgi School****Technology Teacher****Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 20694)**

Gazetted: 08 July 2022

Closing Date: 22 July 2022

Details: Namadgi School is seeking a motivated, relationship driven classroom teacher to join our Secondary sector. This position is for a qualified Technology Teacher. Potential applicants should have a sound knowledge of the Australian Curriculum and be able to demonstrate their capacity to build relationships with students and their families to have a commitment to meeting the academic and social needs of a diverse range of learners.

Namadgi School has a very large interest from students in Technology studies. We are seeking someone who can continue to grow and build on the Namadgi School Technology program and provide enriching experiences. Ideally the successful candidate will have experience teaching in another curriculum area.

Eligibility/Other Requirements:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Notes: Existing Classroom Teachers with the Education Directorate must discuss their intention to apply for this position, noting that agreement to transfer to another position outside of the annual Classroom Teacher Transfer Round is at the discretion of your current Principal and People and Performance, Teacher Recruitment.

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

Your two-page statement does not need to address each individual Standards, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gareth Richards (02) 6142 0906 Gareth.Richards@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Safe at Schools**Assistant Director Work Health and Safety Policy****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57628)**

Gazetted: 08 July 2022

Closing Date: 26 July 2022

Details: We are seeking an Occupational Health and Safety (WHS) professional to assist in leading both the operational and strategic management of WHS Policy within the Safe at Schools Group. You will be responsible for providing WHS and wellbeing expertise to Classroom Teachers, School Leaders and the broader Safe at Schools leadership team. You will also build capacity, of both school-based staff and the broader Safe at Schools Group, to enable professional partnerships and deliver a proactive, collaborative, and strategic approach to WHS and Wellbeing.

Our ideal candidate will have exceptional interpersonal and communication skills and will also be able to display resilience, tact and empathy when required.

Suitably qualified and experienced applicants from outside of the ACT are strongly encouraged to apply as flexible/remote working options are available for the successful applicant.

Eligibility/Other Requirements:

Completion of or near completion of Certificate IV or Diploma in Work Health and Safety would be highly desirable. Qualifications and experience in quality auditing would be desirable.

Notes: This is a temporary position available immediately for 12 months. Suitably qualified and experienced applicants from outside of the ACT are strongly encouraged to apply as flexible/remote working options are

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

How to Apply: Please submit a response to the election criteria (maximum four pages), a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessie Atkins 0423 079 443 Jessie.Atkins@act.gov.au

School Improvement

Tuggeranong Network

Namadgi School

Learning Support Unit Teacher - Primary K-6

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 20696)

Gazetted: 11 July 2022

Closing Date: 25 July 2022

Details: Namadgi School is seeking a motivated, relationship driven classroom teacher to join our Primary sector. This position is for a qualified Learning Support Unit Teacher. Potential applicants should have a sound knowledge of the Australian

Curriculum and be able to demonstrate their capacity to build relationships with students and their families to have a commitment to meeting the academic and social needs of a diverse range of learners.

Eligibility/other requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI).

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

Note: Existing Classroom Teachers with the Education Directorate must discuss their intention to apply for this position, noting that agreement to transfer to another position outside of the annual Classroom Teacher Transfer Round is at the discretion of your current Principal and People and Performance, Teacher Recruitment.

How to apply: Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers.

Your two-page statement does not need to address each individual Standards, but the general approach typified by the professional practices should be reflected in your response.

Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

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: Gareth Richards (02) 6142 0906 Gareth.Richards@ed.act.edu.au

Business Services Group

Strategic Finance and Procurement

Strategic Procurement

Director, Strategic Procurement

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 40894)

Gazetted: 11 July 2022

Closing Date: 18 July 2022

Details: The Director, Strategic Procurement is responsible for overseeing the operations of the Strategic Procurement team which provides a dedicated and central function for goods and services procurement for the Education Directorate.

The team supports the Directorate in delivering procurement and contract management across all ACT public schools and the Education Support Office, ensuring compliance with legislation and consistency through the adoption of better practices.

To achieve this the successful applicant will be capable of providing high level advice and support on all aspects of the ACT Government's procurement framework as well as undertaking quality review of procurement related documentation.

Eligibility/other requirements: Highly Desirable:

Relevant tertiary qualifications would be an advantage, such as a Certificate IV in Government (Procurement and Contracting) or a Certificate IV in Government (Procurement and Contracting) or a Certificate VI in Government (Strategic Procurement); or the ability to obtain certification based on prior experience; or tertiary qualification in law, commerce, business administrative or the equivalent or evidence of study.

Relevant experience working in a procurement or contract management within Government.

Note: This is a temporary position from available from 8 August 2022 until 10 February 2023.

How 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 leanne.maclaughlan@act.gov.au by COB Monday, 18 July 2022.

Applications should be sent to the contact officer.

Contact Officer: Leanne MacLaughlan (02) 6207 1505 Leanne.MacLaughlan@act.gov.au

School Improvement

Tuggeranong Network

Calwell High School

Mathematics Teacher

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 52423)

Gazetted: 07 July 2022

Closing Date: 21 July 2022

Details: Calwell High School is located in Tuggeranong and has a student population of just over 400 students. The school is committed to inclusion and flexible learning and has a well-resourced student wellbeing space. Staff are part of a team dedicated to school improvement and a safe and positive culture.

We are seeking a dynamic and outstanding teacher who has demonstrated skills and knowledge with teaching mathematics to a range of student abilities.

Our ideal candidate will also have a willingness to teach in another subject area.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Notes: Existing Classroom Teachers with the Education Directorate must discuss their intention to apply for this position, noting that agreement to transfer to another position outside of the annual Classroom Teacher Transfer Round is at the discretion of your current Principal and People and Performance, Teacher Recruitment.

How to Apply: Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers.

Your two-page statement does not need to address each individual Standard, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

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

Contact Officer: Steven Collins (02) 6142 1930 Steven.Collins@ed.act.edu.au

A Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

School Improvement

Canberra High School

School Assistant

School Assistant 2/3 \$51,548 - \$62,857, Canberra (PN: 46636)

Gazetted: 11 July 2022

Closing Date: 18 July 2022

Details: Canberra High School is situated in the Belconnen District. The school celebrates all families and the contributions they make to our community. We currently have 890 students in classes from Year 7 to Year 10. Canberra High School is seeking a School Assistant who can provide student support and administrative services. We are searching for a team member who is willing to be innovative, creative, and highly engaged in the programs and services delivered to our students.

Canberra High School strives to promote inclusive, quality learning environments, where each child is at the centre of learning.

We support and challenge all students to achieve to the best of their abilities and we celebrate their success. School Assistants at this level are expected to exercise some independence in the performance of tasks and to manage their work flow to ensure completion of tasks in line with established priorities. Work is generally subject to routine monitoring or checking by a supervisor/teacher.

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and 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: Ana Pasalic 02 61420805 Ana.Pasalic@ed.act.edu.au

Service Design and Delivery

Universal School Support

Inclusion Programs Coordinator

Inclusion Programs Coordinator

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58033)

Gazetted: 13 July 2022

Closing Date: 27 July 2022

Details: The Inclusion Programs Coordinator will work in collaboration with ACT specialist schools, Learning Support Units in ACT public schools, and the Directorate's Aboriginal and Torres Strait Islander Education unit to understand the relationships and services required to assist schools support the development of personalised pathways for vulnerable students.

You will focus on developing partnerships with employers and service providers that provide skills development and workplace learning opportunities for Aboriginal and Torres Strait Islander students and Students with a Disability.

You will be required to establish and maintain effective networks and work collaboratively with businesses and industry groups to build strong and vibrant links that promote ASbAs as a career pathway for students in the ACT. You will also work closely with the ASbA Coordinator who is responsible for the growth of ASbAs more broadly in ACT schools, through a continuous improvement lens.

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 Requirements

Possession of a current driver's licence and access to a private vehicle.

Permanent resident of Australia.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Highly Desirable

Experience in working with young Aboriginal and Torres Strait Islander students and young people with a disability.

Significant experience and understanding of the VET sector and local industry.

Previous experience working with and understanding the roles and responsibilities of WorkSafe ACT.

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

How to Apply: Please submit a statement of claims (maximum of four pages) addressing the Selection Criteria. Also provide your current curriculum vitae and 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 should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Safe at Schools

Senior Director Work Health and Safety Policy

Senior Officer Grade A \$157,201, Canberra (PN: 57597)

Gazetted: 12 July 2022

Closing Date: 28 July 2022

Details: This role is a key leadership role within a newly established Safe at School group leading the work to delivery systems and processes to drive a strong safety culture across the Education Support office and all schools. We are seeking a work health and safety (WHS) professional to lead the strategic direction for an integrated WHS, wellbeing and early intervention approach to support the safety and wellbeing of our staff. Working with other teams in the Safe School group you will ensure that WHS, wellbeing and early intervention approaches are incorporated into all aspects of the Directorates functioning.

You will work collaboratively across the Directorate to drive the continuous improvement of the systems and processes to support an integrated approach to WHS, wellbeing and early intervention in our schools and Education support office to drive a strong safety culture.

Our ideal candidate will have exceptional interpersonal and communication skills. You will be a supportive, collaborative, and engaging leader with extensive knowledge of WHS legislation and experience in implementing WHS, wellbeing and early intervention policies and processes in workplaces. You will need to demonstrate resilience, tact, and empathy in managing multiple stakeholders and sensitive situations and work to tight timeframes.

Suitably qualified and experienced applicants from outside of the ACT are strongly encouraged to apply as flexible/remote working options are available for the successful applicant.

Eligibility/Other Requirements: Tertiary qualifications in Human Resources, Work Health and Safety or similar and / or experience in managing WHS, wellbeing and injury management frameworks for a large workforce would be high regarded.

Notes: This is a temporary position available immediately for a period of 12 months.

Suitably qualified and experienced applicants from outside of the ACT are strongly encouraged to apply as flexible/remote working options are available for the successful applicant. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a response to the selection criteria (maximum four pages), a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessie Atkins 0423 079 443 Jessie.Atkins@act.gov.au

School Performance and Improvement

South and Weston Network

Forrest Primary School

Enrolments/Staffing Coordinator

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 55824)

Gazetted: 13 July 2022

Closing Date: 20 July 2022

Details: Forrest Primary School is a P-6 International Baccalaureate (IB) School situated in the South Weston School Network. We cater for students from preschool to Year 6 offering the IB Primary Years Programme (PYP).

The successful applicant will be an integral part of the team supporting and working with both the teaching and administrative staff. Forrest Primary School is looking for an Enrolments/Staffing Coordinator that works closely with the Principal and Executive staff with engagement of relief staff (using SIMS) to cover classes using the school's and directorate online systems.

Provide support in maintaining a database for new enrolments. Provide and keep information updated to ensure that the enrolment process is clear and precise. Providing front office support services with clear communication which includes but not limited to keyboarding, photocopying, record keeping, database management.

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)

A current First Aid Certificate

Desirable:

Willingness to undertake HAAS program training in relation to health care procedures/tasks

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: Applications should include a supporting statement of no more than two pages addressing the Selection Criteria in the attached Position Description and a current curriculum vitae including the details of two referees.

Applications to be submitted via the Apply Now button below.

Contact Officer: Sonya Campbell 0468572817 Sonya.Campbell@ed.act.edu.au

School Improvements

Tuggeranong Network

Wanniassa School

7-10 Maths Classroom Teacher

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 47555)

Gazetted: 12 July 2022

Closing Date: 28 July 2022

Details: Wanniassa is a small P-10 school located in the Tuggeranong Valley, with a Junior (P-6) and Senior (7-10) campus. Wanniassa has built a reputation for being a diverse and vibrant school, where teachers nurture and challenge students to become resilient, respectful and committed young learners.

Wanniassa is a small P-10 school located in the Tuggeranong Valley, with a Junior (P-6) and Senior (7-10) campus. Wanniassa has built a reputation for being a diverse and vibrant school, where teachers nurture and challenge students to become resilient, respectful and committed young learners.

Wanniassa School is seeking a highly effective maths teacher to work collaboratively as part of our secondary teaching team. The successful applicant will have demonstrated their ability to;

- Plan and implement well designed maths programs and lessons to meet the needs of their students,
- Use student assessment data to inform a range of effective teaching strategies,
- Use innovative and engaging pedagogy to create classrooms where students love to learn.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

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

Note: Existing Classroom Teachers with the Education Directorate must discuss their intention to apply for this position, noting that agreement to transfer to another position outside of the annual Classroom Teacher Transfer Round is at the discretion of your current Principal and People and Performance, Teacher Recruitment.

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

Your two-page statement does not need to address each individual Standards, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Marshall (02) 6142 1870 Kate.Marshall@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

System Policy and Reform

Education and Care Regulation and Support

Children's Education and Care Assurance

Investigation Officer

Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 40481)

Gazetted: 12 July 2022

Closing Date: 28 July 2022

Details: Education and Care Regulation and Support is seeking an experienced Investigation Officer to work with an Investigation Team that is responsible for the assessment and investigation of notifications and complaints under the *Education and Care Services National Law Act (ACT)* (National Law) and the *Children and Young People Act 2008* (CYP Act).

The position is for a period of up to six months to commence immediately with the possibility of extension and/or permanency.

Children's Education and Care Assurance (CECA) is a team within the Education and Care Regulation and Support (ECRS) branch of the ACT Education Directorate. CECA is staffed by professionals with experience and qualifications in either or both Children's Education and Care and/or Government Investigations.

ECRS is the ACT Regulatory Authority administering legislation covering approved early childhood education and care services and licensed childcare services in the ACT. ECRS is responsible for issuing approvals for providers, services and certified supervisors and assessing, monitoring, and enforcing compliance with the National Law.

CECA comprise three teams: Quality Assessment and Rating, Audit and Risk Management and Investigations.

The Investigation Officer will assess and investigate notifications and complaints made to CECA pursuant to the National Law and the CYP Act. They will conduct investigations and monitoring activities in a regulatory environment and analyse complex matters in an investigative framework. The successful candidate will have well developed interpersonal communication and leadership skills, including the ability to liaise, consult and negotiate with key stakeholders. They will also provide comprehensive and sound reports and recommendations to the Investigations Team Leader and Branch Director and have capacity to manage a diverse, high-volume caseload and the ability to plan and prioritise work to meet agreed deadlines and organisational requirements.

Eligibility/Other requirements:

Minimum Certificate IV in Government Investigations or Tertiary qualification in Investigations, a relevant discipline or equivalent experience is required.

Knowledge and understanding of the Education and Care Services National Law Act 2010, the Children and Young People Act 2008, the Education and Care Services National Regulations 2011 and the ACT Childcare Services Standards is highly desirable.

A current driver's license.

Working with Vulnerable People: A *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

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

How to Apply: Applicants should address each of the criteria. Applications should include the name and contact details for two relevant referees along with their curriculum vitae. Applicants assessed as meeting the criteria will be invited to attend an assessment process involving an interview. Applicants are encouraged to make contact prior to submitting an application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janine Fairburn (02) 6205 4390 janine.fairburn@act.gov.au

School Improvement

Tuggeranong Network

Wanniassa School

K-6 Learning Support Classroom Teacher

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 56602)

Gazetted: 13 July 2022

Closing Date: 29 July 2022

Details: Wanniassa is a small P-10 school located in the Tuggeranong Valley, with a Junior (P-6) and Senior (7-10) campus. Wanniassa has built a reputation for being a diverse and vibrant school, where teachers nurture and challenge students to become resilient, respectful and committed young learners.

Wanniassa School is seeking a highly effective classroom teacher to work collaboratively as a permanent member of our primary teaching team. The successful applicant will;

- understand and use a range of innovative and engaging pedagogy to create classrooms where students love to learn,

- will have demonstrated their ability to design and implement learning programs to meet the needs of students with disability and additional needs,
- understand the importance of building strong home-school partnerships and have experience working collaboratively with agencies and/or other professionals to support students' success at school.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

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

Note: Existing Classroom Teachers with the Education Directorate must discuss their intention to apply for this position, noting that agreement to transfer to another position outside of the annual Classroom Teacher Transfer Round is at the discretion of your current Principal and People and Performance, Teacher Recruitment.

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

Your two-page statement does not need to address each individual Standards, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Marshall (02) 6142 1870 Kate.Marshall@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

School Performance and Improvement

South and Weston Network

Forrest Primary School

Learning Support Assistant/Administration

School Assistant 2/3 \$51,548 - \$62,857, Canberra (PN: 09052)

Gazetted: 13 July 2022

Closing Date: 20 July 2022

Details: Forrest Primary School is a preschool to Year Six International Baccalaureate (IB) School situated in the South Weston School Network. We cater for students from preschool to Year Six offering the IB Primary Years Programme (PYP).

The successful applicant will be an integral part of the team supporting and working with both the teaching and administrative staff. Forrest Primary School is looking for a school assistant/administration officer with the flexibility to help in the front office as well as their core role as a Learning Support Assistant to work across multiple classrooms assisting students with their learning.

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

A current First Aid Certificate

Willingness to undertake HAAS program training in relation to health care procedures/tasks

Desirable:

Certificate III or equivalent eg. Disability, Early Childhood Education and Care, Education Support, School Support Services

Certificate IV in Educational Support or willingness to undertake appropriate training

Notes: This is a temporary position available from 1 August 2022 to 28 July 2023 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applications should include a supporting statement of no more than two pages addressing the selection criteria in the attached Position Description and a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sonya Campbell 0468572817 Sonya.Campbell@ed.act.edu.au

Service Design and Delivery

Student Engagement

School Psychologist

School Psychologist \$87,447 - \$125,498, Canberra (PN: 06943)

Gazetted: 11 July 2022

Closing Date: 3 August 2022

Details: Are you a psychologist who enjoys working with children or young people? Are you looking for a job with a broad range of opportunities, including working in the area of prevention and early intervention?

ACT Education is seeking applicants for several temporary School Psychologist positions. We have positions available now for the 2022 school year with the possibility of extension or permanency. School Psychologists enjoy the benefits of teacher-based conditions and strong professional support.

Our School Psychologists work with students, their families and teachers to identify and address barriers to learning and mental wellbeing. In this role you will:

conduct assessments in learning, social, emotional and behavioural domains and communicate assessment results and recommendations to parents or carers, teachers and relevant professionals

consult with parents or carers, teachers, school executive, external agencies and other members of the school community about interventions, services and support for students

identify and assess mental health issues and provide follow up support or refer to other mental health services

provide psychological intervention for a range of issues affecting children and young people and where appropriate their parents or carers

assist in the design and evaluation of effective prevention, early intervention and support programs for individuals, groups and school populations

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

Eligibility/Other Requirements:

Prior to commencing in this role applicants require:

Current full general registration as a psychologist with the Psychology Board of Australia.

A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

It is highly desirable applicants hold a current Australian drivers' licence.

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: In your application, please provide statements addressing the Selection Criteria (*listed in the Position Description*) in no more than five pages. Also include a current curriculum vitae and copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People Check.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joan Webb (02) 6207 0632 Joan.Webb@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.

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

Suburban Land Agency

Finance Valuations and Systems

Finance

Assistant Director - Financial Reporting

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 40753)

Gazetted: 12 July 2022

Closing Date: 31 July 2022

Details: The Suburban Land Agency (the Agency) is seeking applications from qualified financial professionals to join the Finance, Valuations and Systems team as the Assistant Director – Financial Reporting. The team provides financial support and strategic advice to the Board, Senior Executives and Management within the Agency. Reporting to the Director, Financial Statement and Budgets, the Assistant Director – Financial Reporting's main responsibilities include the preparation of the financial statements, assisting in developing the internal and external budgeting, and managing the financial support area to provide high-level financial services, with the focus on supervising the financial process function.

Eligibility/Other Requirements: Tertiary qualification in related field and completion or substantial progression towards full membership of CPA Australia or Chartered Accountant Australia and New Zealand are highly desirable.

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

How to Apply: Applicants should submit a written statement of claims, of not more than three A4 pages, outlining how you meet the Professional/Technical skills and the Behavioural Capabilities outlined in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Meagan Thompson (02) 6207 8617 meagan.thompson@act.gov.au

Suburban Land Agency

Program Solutions

Marketing

Marketing Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57968)

Gazetted: 12 July 2022

Closing Date: 26 July 2022

Details: Are you passionate about creativity and communications? Do you love turning great ideas into creative campaigns? Come and join the Suburban Land Agency's marketing team. We are looking for an enthusiastic Marketing Officer to support the agency in delivering effective marketing campaigns and activations, and to ensure the right information is provided to the right audience, at the right time.

We are looking for a team player who is passionate about the customer experience, making a difference and new ways of thinking. Importantly, we are looking for people who are flexible, proactive and able to establish good relationships across the agency and with our creative agency partners. This role reports into a Marketing Manager. Please visit suburbanland.act.gov.au for more information about the organisation and how we deliver on our vision of creating great places where communities thrive

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

Eligibility/Other Requirements:

Qualifications in marketing, events, business support or a related discipline and/or substantial commercial real estate marketing or government marketing experience is highly desirable.

Immediate ability to commence.

Notes: This is a temporary position available immediately for 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applications are sought from potential candidates and should include a pitch of no more than two pages outlining experience and/or ability based on the Position Description. You are encouraged to include examples of your creative/campaign portfolio and results achieved through web links in the pitch. Please also include contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Sam McDonald (02) 6207 2724 Sam.McDonald@act.gov.au

Climate Change and Energy Division

Program Delivery

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 11323, several)

Gazetted: 08 July 2022

Closing Date: 22 July 2022

Details: Ever wanted to lead a team to take climate action? Interested in supporting some of our most vulnerable households to make real climate change? Two Director positions are available - one in Community Services Directorate and one in Environment, Planning and Sustainable Development - to lead teams delivering programs. The ACT Public Service (ACTPS) operates on a one government service model, the ACTPS is a values-based service based on its core values of respect, innovation, collaboration, integrity.

The ACT has adopted world-leading targets to reach net zero greenhouse emissions by 2045 and a comprehensive strategy to address the changes in the climate.

Knowing that the climate is changing, the government is focused on ensuring the whole community is prepared for these changes and the risks they bring.

These roles will work on cutting edge innovations and contribute to projects which to deliver the Parliamentary and Governing Agreements commitment to Implement a five-year, \$50 million program to improve building efficiency and sustainability for social and public housing, low-income owner-occupiers, and the lowest performing rental properties; this includes upgrades to government housing, and financial incentives to implement minimum energy efficiency standards in rental properties.

Eligibility/other requirements: Relevant tertiary qualifications would be highly regarded, but not essential.

Successful candidates may come from a range of backgrounds.

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

How to apply: Applications are sought from potential candidates and should include:

Two-page pitch supporting statement addressing selection criteria

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Ros Malouf 0413 247 122 Ros.Malouf@act.gov.au

Environment Heritage and Water

Conservator Support and Partnerships

Traditional Custodian Engagement

Project Officer Traditional Custodian Engagement

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 46208)

Gazetted: 08 July 2022

Closing Date: 29 July 2022

Details: The ACT Government acknowledges the relationship between the health of the environment and the cultural wellbeing of the Ngunnawal and First Nations people. Traditional Custodian Engagement (TCE) work closely with the Ngunnawal community and organisations in the management of our environment and promotion of cultural heritage to better manage Ngunnawal Country in partnership.

TCE also support the development and coordination of strong and respectful relationships and partnerships with the ACT Aboriginal and Torres Strait Islander community and organisations to support EPSDD in the development and implementation of culturally appropriate programs on EPSDD managed lands to support improved outcomes under the ACT Aboriginal and Torres Strait Islander Agreement 2019 - 2028.

The Projects and Partnership Officer works collegiately as part of the Traditional Custodian Engagement team and with limited supervision will work on a range of office and field-based duties. This role will assist and support the Manager and Coordinator Traditional Custodian Engagement to liaise with and support the various EPSDD business units to achieve positive outcomes in engaging with the Ngunnawal and ACT Aboriginal and Torres Strait Islander people in a culturally appropriate and safe environment.

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

Notes: This is an Identified position for Aboriginal and Torres Strait Islanders People. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please complete the online application via the apply now button below and attach a written response to the Skills, Knowledge and Behaviour outlined in the Position Description (Maximum 350 words per criteria).

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

Contact Officer: Mary Mudford 0434679804 Mary.Mudford@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

ACTCS

Community Corrections

Community Corrections Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 11557, several)

Gazetted: 13 July 2022

Closing Date: 8 August 2022

Details: ACT Corrective Services (ACTCS) is looking for highly motivated, values-driven professionals to join Community Operations as a Community Corrections Officer (CCO) ASO6.

A career as a CCO is unlike any other in the public service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement and monitor case management plans that aim to reduce the potential for reoffending. As a CCO you will be required to provide written and verbal reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention.

In addition, you will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community based offender management programs.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds.

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 working with offenders and relevant tertiary qualifications are highly desirable.

A Certificate IV in Correctional Practice or the ability to achieve this qualification within 12 months of commencing employment is desirable.

Must complete designated ACT Corrective Services Community Operations suite of training programs within 12 months of commencing employment.

Applicants may be required to undertake psychological aptitude testing as part of the assessment process.

Background police checks will be conducted.

Driver's licence is essential.

This position requires 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 \(act.gov.au\)](http://www.act.gov.au/working-with-vulnerable-people)

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

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jocaine Gegg (02) 6207 9905 Jocaine.Gegg@act.gov.au

**Executive Branch Manager, Indigenous Justice, Community Safety
Temporary Vacancy (six months with possibility of extension up to nine months)
Justice and Community Safety Directorate
Indigenous Justice
Position: E1243
(Remuneration equivalent to Executive Level 1.3)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 13 July 2022

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a fair, safe and peaceful community in the ACT where people's rights and interests are respected and protected.

The Executive Branch Manager, Indigenous Justice, Community Safety will be responsible for managing our commitments under the Justice Action Plan and the Justice Policy Partnership to support indigenous justice priorities. In this context, and in partnership with the Aboriginal and Torres Strait Islander Community, the role will oversight the development and delivery of a range of initiatives focusing on addressing over representation of Aboriginal and Torres Strait Islander people in the ACT criminal justice system.

The Executive Branch Manager will lead a dedicated team to provide focus to, and efficient coordination of, this challenging program of work and will be responsible for management of the Indigenous Justice Branch – including staffing, budgeting, reporting and governance.

This role will support the Deputy Director General, Community Safety and work closely with Executives across the JACS Directorate, in:

- providing the Attorney General, Minister for Corrections, and Minister for Police and Emergency Services and Cabinet with high level strategic policy advice to advance this agenda
- supporting existing governance arrangements which oversight this agenda, including Justice Policy Partnership, Justice Action Plan, Justice Advisory Group, and the Justice Caucus
- collaborating with other agencies (government and community) to further the ACT Government's reform agenda

To apply: Interested candidates are requested to submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees to Karen Doran via email, Karen.Doran@act.gov.au by COB Monday 25 July 2022.

Note: Candidates of Aboriginal and/or Torres Strait Islander heritage are encouraged to apply.

Remuneration: The position attracts a remuneration package ranging from \$243,560 - \$254,418 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$217,171.

Contact Officer: Karen Doran (02) 6205 0567 Karen.Doran@act.gov.au

**ACT Human Rights Commission
President and Human Rights Commissioner
Senior Finance Officer
Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 10297)**

Gazetted: 08 July 2022

Closing Date: 22 July 2022

Details: The Human Rights Commission is seeking an experienced, motivated and passionate person to join our Business Unit at the ASO6 level as a Senior Finance Officer.

Duties of the Senior Finance Officer include providing high level support to the Finance and Administration Manager by preparing complex submissions, reports, briefs, reporting analyses, reconciliations and budgeting, managing accounts payable and receivable functions, preparing accounting entries and managing salary approval and reconciliation functions.

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: Registration through the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to:

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804position.

Notes: This is a temporary position available immediately until 6 February 2023

How to Apply: See the attached Position Description for further information about the role. Interested applicants should submit a pitch of no more than two pages, together with your curriculum vitae and contact details of at least two referees. Please ensure your two-page pitch describes how your knowledge, experience and qualifications meet the capabilities of the role.

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

Contact Officer: Kumudini Kulatunga (02) 6205 4300 Kumudini.Kulatunga@act.gov.au

Corporate Services

Capital Works and Infrastructure

Executive Assistant to Executive Branch Manager, Capital Works and Infrastructure

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 17381)

Gazetted: 08 July 2022

Closing Date: 22 July 2022

Details: The Executive Assistant will provide administrative and secretarial support of a high level to the Executive Branch Manager, Capital Works and Infrastructure.

The successful applicant will also provide project support, organising and maintaining associated project and business documentation to a high standard and under pressure.

The Executive Assistant will also maintain effective liaison between offices of the Justice and Community Safety Directorate, other directorates, and external organisations.

The occupant of the role must maintain a high level of confidentiality and discretion and exercise sound judgement in a sensitive working environment.

Notes: This is a temporary position available immediately for 12 months with possibility of permanency. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for Activity-Based Working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the Professional / Technical Skills and Knowledge, and Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Krupka (02) 6207 1504 Peter.Krupka@act.gov.au

ACT Director of Public Prosecutions

Legal

Paralegal Grade 2

Paralegal Grade 2 \$70,403 - \$76,255, Canberra (PN: 38472, several)

Gazetted: 08 July 2022

Closing Date: 22 July 2022

Details: The Office of the Director of Public Prosecutions (ODPP) was established by the Director of *Public Prosecutions Act 1990* (the Act) as the independent prosecution authority of and for the Territory. It comprises the Director of Public Prosecutions (the Director), an independent statutory officer appointed by the Executive under the Act, and staff employed under the *Public Sector Management Act 1994*, to assist the Director.

The successful applicant will be responsible for providing support services to the legal staff in the preparation of matters for prosecution in the Magistrates and Supreme Courts.

This position requires the ability to handle competing priorities, demonstrated attention to detail include adhering to deadlines and being able to prioritise workloads at short notice, be able to adapt to new roles within the paralegal stream and other administrative support services as directed. You may also be required to attend court.

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: It is desirable that the successful candidate hold a Certificate IV in Legal Services and understands the legal process. A willingness to participate in staff rotation would also be an advantage. The successful candidate will be required to undergo a criminal record check. Applicants should be aware that they will from time to time be exposed to difficult materials through a number of mediums in written, verbal or photographic form in the processing of day-to-day business.

Certificate IV in Legal Services Desirable

Willingness to participate in staff rotation.

Understanding of the legal process would be an advantage.

How to Apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria. The combined response to all Selection Criteria should be no more than three pages in length (12 point, single spacing). Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mercy Wilkie (02) 6207 5399 Mercy.Wilkie@act.gov.au

Corporate Services

Capital Works and Infrastructure

Project Director, Capital Works

Infrastructure Officer 5 \$163,315, Canberra (PN: 50626)

Gazetted: 08 July 2022

Closing Date: 21 July 2022

Details: The Program Director will be responsible for delivering capital works project assignments in accordance with relevant capital and procurement frameworks and legislation.

The successful applicant will also be responsible for developing and maintaining all associated business documentation to a high standard and under pressure and for providing high level leadership to the team and a range of support to the Senior Director and Executive Branch Manager

The Program Director will also cultivate, and nurture collaborative working relationships with key internal and external stakeholders, including key government agencies and authorities and represent the branch and the directorate at committee level as required.

Eligibility/Other Requirements:

Recognised qualifications and/or experience in one or more of the following fields:

Hold a relevant professional qualification (architecture, engineering or project management) or accreditation with the relevant professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or infrastructure knowledge and / or project management experience.

2. Driver's licence C class is essential.

3. This position does not require a pre-employment medical

4. This position does not require a Working with Vulnerable People Check.

Notes: This is a temporary position available immediately for 12 months with the possibility of extension and/or permanency. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. 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 provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the Professional / Technical Skills and Knowledge, as well as the Behavioural Capabilities; outlined in the "What you require" section of the Position Description. Specific examples should be provided where appropriate.

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

Contact Officer: Franco Frino (02) 6205 0751 Franco.Frino@act.gov.au

ACT Corrective Services

Corporate Services

Kronos Scheduler

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 47805)

Gazetted: 08 July 2022

Closing Date: 21 July 2022

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated, conscientious and experienced person to fill the role of Kronos Scheduler (ASO6) within the People and Culture Unit.

As the functional subject matter expert for Kronos, the successful applicant will be responsible for the end-to-end scheduling process and maintaining the Kronos Time and Attendance system for ACTCS.

In addition to being the key point-of-contact for the Rosters team, you will have oversight of the team's activities and direct supervision of staff. You will be required to provide advice, respond to queries relating to the rostering process, maintain a working knowledge of relevant industrial agreements and agency specific policies and procedures and resolve Kronos system issues and process flaws to ensure data integrity.

Further to this, in collaboration with business end users, you will develop appropriate training materials and deliver training to the user community and other team members.

The successful applicant will demonstrate strong administrative and technical capabilities and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse 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.

Eligibility/Other Requirements:

- The successful candidate may be required to undergo a criminal record check.
- A high degree of Kronos technical expertise including V7 and V8 will be well regarded.
- This position requires a pre-employment medical.

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

How to Apply: Applicants are required to submit two items: 1) a one-to-two-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 directly via the Apply Now button below.

Contact Officer: Christopher Watkins (02) 6207 1033 Christopher.Watkins@act.gov.au

Legal Aid Commission

Helpdesk Lawyer

Full-time Permanent

Closes: 19 July 2022

Classification: Legal 2

Salary: \$85,112 - \$97,238 plus superannuation

Position No: Legal 2

Directorate: [Legal Aid Commission](#)

Advertised (Gazettal date): 11 July 2022

Contact Officer: Derek Schild on derek.schild@legalaidact.org.au or 6243 3403

Details: Legal Aid ACT is seeking suitably qualified persons to fill a lawyer vacancy in our General Practice as the Helpdesk Lawyer. This position requires you to conduct an effective legal aid service providing high volume and intensive case management to disadvantaged and vulnerable clients.

This role specifically oversees our frontline services, such as:

- Legal Aid's Helpline, including OPALS and TAS lines, and TAWK chatline
- Walk-in and triaging service
- Paralegal supervision
- Staffing for service provision

The Helpline is operational weekdays from 8:30am to 7:00pm (to 5pm Fridays) – the successful applicant will be required to be available for rostering over these times.

How to Apply: Applications should include a recent curriculum vitae, address the Selection Criteria and provide two current referees.

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

Infrastructure Delivery Partners**Social Project Management****Project Officer****Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 36229)**

Gazetted: 13 July 2022

Closing Date: 3 August 2022

Details:

Would you like to make a positive difference to the Canberra community with the work that you do? Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city through the delivery of critically important infrastructure projects in the health, emergency, corrective services and policing sectors? Then this opportunity is for you!

The Social Infrastructure Project Management Branch within Major Projects Canberra's Infrastructure Delivery Partners Division is looking for a high performing team member who will assist as a project manager with the procurement, contract administration, and delivery of critically important infrastructure projects in partnership with ACT Health, Canberra Health Services, and Justice and Community Safety.

To be successful in this role you must be highly motivated and self-driven, with the ability to work as part of a team and individually to manage the delivery of a range of infrastructure projects within time, cost and scoping targets.

Eligibility/Other Requirements:

This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Mandatory:

hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience.

Notes:

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

Selection may be based on application and referee reports only.

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

How to Apply:

If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees. Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now Button below.

Contact Officer: Spencer Wright (02) 6205 8437 Spencer.Wright@act.gov.au

Office of the Legislative Assembly**Office of the Clerk****Manager, Education and Engagement****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 104)**

Gazetted: 11 July 2022

Closing Date: 25 July 2022

Details: The Office of the Legislative Assembly has an exciting opportunity for an enthusiastic, motivated and skilled professional to fill the role of Manager, Education and Engagement.

As Manager you will report to the Senior Director, Office of the Clerk and be responsible for:

Researching, developing, implementing and evaluating the Assembly's education and engagement programs and initiatives.

Developing strategies for, and delivering—in-person and remotely—presentations and seminars to schools, community groups and members of the public sector.

Managing the area's budget and staffing resources.

Developing education and engagement content and publications, including social media posts, feature articles, media releases, speeches and research papers.

Representing the Office in dealings with community groups, educational institutions, government agencies and other parliaments.

Managing the Assembly's vocational education placements program.

Managing the Assembly's art collection and gift store on behalf of the Speaker and the Clerk of the Assembly.

Provision of general assistance to the Senior Director, Office of the Clerk, as required.

Eligibility/Other Requirements:

Working with Vulnerable People registration is a requirement of the position.

How to Apply: Please submit a written application of no more than two pages, responding to the required

Selection Criteria in the 'What we are looking for' section in the position description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager

Applications should be submitted via the Apply Now button below.

Contact Officer: David Skinner 6205 0018 david.skinner@parliament.act.gov.au

Transport Canberra and City Services

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

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

city services

City Presentation

Sports and recreation facilities

Plumber

Building Trade \$76,147 - \$80,536, Canberra (PN: 23252, several)

Gazetted: 12 July 2022

Closing Date: 26 July 2022

Details: Sport and Recreation Facilities (SRF) is a dynamic and responsive business unit which provides sporting and recreation services for the community. The Irrigation Plumber will be responsible for the day-to-day operations and maintenance of irrigation systems and plumbing requirements of the Government Sportsground Facilities.

The person requires a good understanding of the installation and maintenance of irrigation systems hydraulic and electric. A good understanding of clay valves electric and hydraulic, PRV valves, strainers, backflows and pumps.

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:

Sanitary, plumber and drainer licence

Workplace Health and Safety Induction (White Card)

Asbestos awareness card

Preparedness to wear a uniform and to work anywhere in the ACT. This may also involve working alone and operating equipment.

Ability to undertake the physical requirements of the role and ability to lift weight up to 20 to 25kg.

Other desirable certificates: Gas-Fitting, TMV and Backflow Prevention, Excavation License, Restricted Electrical License, RPZ Values (installation and maintenance), Elevated Working Platform License, First Aid Certificate.

Notes: This is a temporary position available for 12 months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill potential future vacancies over the next 12 months. Selection may be based on application and referee reports only. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit an application, not exceeding two pages, addressing the Selection Criteria providing examples demonstrating your suitability and experience for this position. You can find the Selection Criteria in the 'What you require' section of the Position Description. You will also need to provide a current Curriculum Vitae and the names and contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Dave Mann (02) 6207 5143 Dave.Mann@act.gov.au

City Services

City Presentation

sports, recreation and facilities

Assistant Director, Facility Manager

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 22043)

Gazetted: 12 July 2022

Closing Date: 26 July 2022

Details: Sport and Recreation Facilities (SRF) is a dynamic and responsive business unit which provides sporting and recreation services for the community. The Facilities Management position will manage and maintain the sportsground facilities that include pavilions, toilets, lighting, and other hard infrastructure. The role works with contractors for the repair and maintenance of these assets. The role also manages the four Sportsground Rangers and on call programs.

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

Eligibility/Other Requirements:

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Must hold a current driver's licence.

Demonstrated technical knowledge and/or experience in turf management, sports facilities and associated built asset management.

Demonstrated knowledge and/or experience in contract management, and administration.

Demonstrated communication (written and oral) skills/negotiation/representation and capacity to work as a member of a team

Demonstrated resource, time and project management skills, including staff supervision.

Demonstrated capacity to work with sporting and community bodies in accordance with customer service principles.

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

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

How to Apply: Please provide a written application addressing the Selection Criteria in the Position Description (What you require) together with a current curriculum vitae. Please provide referee contact details on the application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dave Mann (02) 6207 5143 Dave.Mann@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

Senior Director, Works

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 58019)

Gazetted: 12 July 2022

Closing Date: 19 July 2022

Details: Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, carpark facilities, traffic signals, streetlights, and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community.

The Works business unit undertakes predominantly in-house work, providing a 24/7 incident response service, street sweeping, lines and signs, roadside furniture, road grading and asphalt.

Roads ACT is seeking a dynamic candidate to be a part of the Roads ACT Senior Management team to lead and provide technical management and strategic direction in the development and provision of diverse services throughout the ACT.

This role is wholly directly engaged in the development, delivery, management, operations, and maintenance of major/significant infrastructure programs. The position is responsible for managing high risk multibillion dollar assets to achieve government policy outcomes.

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

Eligibility/Other Requirements:

Bachelor of Civil Engineering is essential.

Experience in infrastructure related and/or construction industry is desirable (10 years).

Experience in management of field staff is desirable.

White Card and Asbestos Awareness is essential.

Traffic Management Design Certification is essential, though may be achieved within six months of appointment.

Permanent resident of Australia.

Driver's licence (C-Class) is essential.

This position requires a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

Notes: This is a temporary position available immediately up to two months with the possibility of extension up to six months. Selection may be based on application and referee reports only.

How to Apply: Expressions of Interest are being sought from potential candidates and should include:

A supporting statement no more than two pages outlining experience and/or ability addressing Position Description attached.

Contact details of two referees

A current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Shelly Fraser (02) 6207 9020 Shelly.Fraser@act.gov.au

City Services

Roads ACT

Environment and Utilities

Assistant Director, Streetlights and SmartCity

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 23576)

Gazetted: 12 July 2022

Closing Date: 29 July 2022

Details: Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community.

Within Roads ACT, the Environment and Utilities unit undertakes maintenance work on bridges, other structures, dams, streetlighting, stormwater harvesting and the stormwater drainage network.

The Environment and Utilities unit is seeking a high performing individual to fill the position of Assistant Director, Streetlights and SmartCity. This position is responsible for a range of functions relating to the operation and maintenance of the ACT's streetlight network utility. The streetlight utility is regulated under legislation, requiring application of a compliance-based mindset. The work undertaken by contractors and in-house staff is high risk, requiring candidates to have a detailed knowledge of work health safety systems.

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

Eligibility/Other Requirements:

Permanent resident of Australia.

Driver's licence (C-Class) is essential.

Tertiary qualifications in electrical engineering and/or related technical disciplines is highly desirable.

Experience working on construction sites is desirable.

Relevant streetlighting/electrical industry experience is highly desirable.

Procurement, project management/contract management skills are highly desirable.

This position does require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

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

How to Apply: Please submit:

A supporting statement of no more than three pages outlining experience and/or ability and addressing the requirements of "What you Require" section of the attached Position Description.

A current curriculum vitae

Contact details of at least two referees

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

Contact Officer: Jennie Gilles (02) 6207 2141 Jennie.Gilles@act.gov.au

City Services

INFRASTRUCTURE DELIVERY AND WASTE

ACT NoWaste

Business Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 38604)

Gazetted: 11 July 2022

Closing Date: 18 July 2022

Details: Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community!

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.

ACT NoWaste sits within the City Services division in TCCS. ACT NoWaste is unique in recycling and waste management in Australia: we work across both state/territory and local government-level functions, which provides opportunities to deliver sustainable services to the ACT community and influence and contribute efforts to improve waste management outcomes at local, regional and national levels.

The Business Support Officer works within a small team and reports to the Business Analytics Officer. The role is responsible for providing administrative system support for the various NoWaste systems maintained by the Business Analytics and Systems team. The role is also responsible for managing data requests, billing, debt management, reporting and performance management services of ACT NoWaste.

Eligibility/other requirements:

Experience with Microsoft Office suite of programs, including intermediate Excel.

Experience with Salesforce or a similar Customer Relationship Management (CRM) system would be highly regarded.

Qualifications relevant to the duties of the position and/or substantial work experience relevant to the position.

Permanent Resident of Australia.

Note: A Merit Pool may 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: Applications must include:

A written 'pitch style' application of no more than two pages in length responding to the criteria listed in the 'What you require' section of the Position Description

A current curriculum vitae

Details of at least two referees

Applications should be submitted via the apply now button below.

Contact Officer: Samuel McNair (02) 6205 7679 Samuel.McNair@act.gov.au

Chief Operating Officer Group

Legal and Contracts Branch

Legal and Contracts

Assistant Director, Legal and Contracts

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57983)

Gazetted: 11 July 2022

Closing Date: 28 July 2022

Details: Legal and Contracts oversee the commercial and legal operations of the directorate and provides essential services and support to each area within Transport Canberra and City Services (TCCS). The Legal and Contracts team is responsible for providing a range of legal advice and assistance to the Business Units on a wide variety of issues. The branch also has established and maintains a governance framework for the procurement of goods and services across TCCS.

The Director of Legal and Contracts will assist with the provision of advice on a range of legal matters across the directorate including commercial law, administrative law as well as supporting interpretation of some regulatory and legislative legal matters.

This role requires a person who can develop and contribute to commercially sensible as well as legal outcomes for stakeholders. The role is responsible for ensuring the accurate and timely provision of legal assistance and providing appropriate support and guidance to stakeholders in the resolution of legal issues.

This position requires an ability to work with different members of the team to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning and participate in ongoing development.

Eligibility/Other Requirements:

Tertiary qualifications in Law – Bachelor of Laws (LLB) (or equivalent) are highly desirable

Eligibility to hold a restricted Practising Certificate in the ACT

Notes: This is a temporary position available immediately until 31 December 2024 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applicants must submit a curriculum vitae and a written response addressing the Selection Criteria of no more than three pages.

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

Contact Officer: Francesca Leone (02) 6207 3165 Francesca.Leone@act.gov.au

Transport Canberra and Business Services

Transport Canberra Operations

Flexible Transport Office

Special Needs Transport Bus Operator

General Service Officer Level 5 \$59,713 - \$62,860, Canberra (PN: SNDP01, several)

Gazetted: 11 July 2022

Closing Date: 25 July 2022

Details: Do you have an impeccable driving record, take pride in doing a good job and want to make a difference to students with a disability in Canberra? If so, then Transport Canberra and City Services want to hear from you!

About you

You're a genuine people person, who is easy going, understanding, and want to contribute to your local community. A great communicator, you work well in small teams under limited supervision and use your experience to solve problems.

You've got experience driving buses or similar vehicles and are committed to maintaining high safety standards. You might be approaching the end of your current career or have many years work experience under your belt and looking to add value in a role that will be both satisfying and provide you with the LIFE|WORK|BALANCE we all crave.

About the role

Special Needs Transport (SNT) is responsible for providing school transport for students with disability to and from ACT public schools each day. As a bus operator, you play a key role in ensuring these services run safely and on time.

You'll operate a fleet of wheelchair equipped buses which operate to tight deadlines and need to display patience, empathy and understanding, especially in heightened situations.

Driving for SNT will give you an opportunity to make a real difference in the lives of students with a disability across Canberra by providing them with a reliable and safe service.

Eligibility/other requirements: Hold a minimum C Class drivers' licence (or interstate equivalent) Hold an O class drivers licence condition (or the ability to obtain).

**Transport Canberra can upgrade ACT licence holders in-house at no charge with one of our qualified heavy vehicle driving instructors. NSW licence holders will need to personally obtain this prior to any offers of employment*

Note: There is one permanent part time position available and several casual positions available.

How to apply: The Flexible Transport Office is a small team who love what we do. Our ideal candidates will be ready to join the team on either a permanent part-time or casual basis.

If this role sounds like a good fit for you, tell us why you are the best person for the job, answering the criteria in the Position Description. We also need to see a copy of your curriculum vitae and relevant licences / registrations.

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: Keith Forrest (02) 6207 4049 Keith.Forrest@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Planning and Delivery

Zero Emissions Project Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 51149)

Gazetted: 08 July 2022

Closing Date: 28 July 2022

Details: Transport Canberra is seeking an enthusiastic and experienced Project Manager to plan, design scope, procure and execute key projects for Transport Canberra. The Zero Emissions Project Manager is responsible for allocating appropriate resources to deliver quality, timely and value for money outcomes that are fit -for-purpose and compliant with relevant policies, codes, regulations and legislation. The Project Manager will lead the delivery of simple to complex works projects to deliver great services to the Canberra community.

Transport Canberra has a large volume of high-profile programs and projects underway with more to commence in the coming months. The Project Manager will require experience with complex projects and comprehensive knowledge of project management principles.

The Zero Emissions Project Manager will require strong communication skills to facilitate, collaborate and consult with internal and external stakeholders to achieve an integrated and coordinated approach to public transport outcomes. This position requires extensive stakeholder engagement and the successful applicant will be required to identify relevant stakeholders' expectations and concerns to develop a clear understanding of the methodology and practices to achieve outcomes.

Transport Canberra is dynamic and fast changing environment. The successful applicant needs to demonstrate the ability to work flexibly, be innovative and outcome focused.

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for motivating a team and providing appropriate support and guidance throughout the various phases of program and project delivery. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and people focus to successfully deliver and drive a culture of respect and a desire to achieve excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop

capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the most appropriate activities.

Eligibility/Other Requirements:

Permanent Resident of Australia

Drivers Licence (C-class) is desirable

Qualifications or relevant experience in project management or a related discipline is desirable

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

How to Apply: Applicants should submit a current curriculum vitae, and no more than a two-page pitch addressing the 'What You Will Do' and What You Require' sections of the Position Description and details of at least two referees.

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

Contact Officer: Glenn Dougall 0416262309 Glenn.Dougall@act.gov.au

Transport Canberra and Business Services

Transport Canberra Operations

Flexible Transport Office

Special Needs Transport Attendant

Special Needs Transport Attendants (GSOS2) \$56,317 - \$58,541, Canberra (PN: SNAC03)

Gazetted: 07 July 2022

Closing Date: 25 July 2022

Details: Do you want to make a difference to students with a disability in Canberra? Are you energetic, personable, and able to cope in difficult situations? If so, Transport Canberra and City Services want to hear from you.

About you

You're a genuine people person, who can communicate easily with people from all walks of life. Patient and understanding, you work well in small teams under limited supervision and want to contribute to your local community.

You've got experience in working with or caring for people with a disability or the elderly, can stay calm under pressure and respond in an emergency as required. You might be approaching the end of your current career or have many years work experience under your belt and looking to add value in a role that will be both satisfying and provide you with the LIFE|WORK|BALANCE we all crave.

About the role

Special Needs Transport (SNT) is responsible for providing school transport for students with disability to and from ACT public schools each day. SNT Attendants provide support to the driver while the bus is in transit and assists with the loading and unloading of students and other passengers

Working Monday – Friday (no public holidays) on scheduled services, Attendants work split shifts (morning and afternoon) to meet the school delivery and collection schedule. We have various casual positions available.

Eligibility/Other Requirements: Hold a current Senior First Aid Certificate or can obtain one. Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

How to Apply: The Flexible Transport Office is a small team who love what we do. Our ideal candidates will be ready to join the team in casual basis.

If this role sounds like a good fit for you, tell us why you are the best person for the job, answering the criteria in the Position Description. We also need to see a copy of your curriculum vitae and relevant licences / registrations.

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.

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

Contact Officer: Keith Forrest (02) 6207 4049 Keith.Forrest@act.gov.au

City Services

Executive Branch Manager, Roads ACT

Executive Level 1.4 \$258,398 - \$269,925 depending on current superannuation arrangements, Canberra (PN: E276)

Gazetted: 08 July 2022

Closing Date: 22 July 2022

Details: Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager Roads ACT for the period 1 August 2022 – 31 January 2023 with possible extension. This process will also be used to develop an order of merit for the following twelve months to fill any vacancy in this role during this time.

The Executive Branch Manager Roads ACT reports to the Executive Group Manager City Operations and is responsible for providing leadership, analysis, and advice on planning, developing and implementing strategies to drive reform across the branch. Roads ACT is responsible for the management, use and maintenance of the ACT roads, bridges, footpaths, traffic lights, street lighting and the stormwater infrastructure asset base. The role is also responsible for management of Canberra's traffic, line-marking, project management, sign design and manufacture and response to emergency works that is underpinned by a 24 hour service.

The Executive Branch Manager represents the Directorate in public and at Government, industry, community, and national forums on matters that relate to roads infrastructure. The position provides policy advice to the ACT Government on road infrastructure issues in the ACT, the region and nationally.

The position manages a staffing level of around 115 employees and an annual budget of more than \$80 million.

Remuneration: The position attracts a remuneration package ranging from \$258,398 - \$269,925 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$230,539.

Contract: The successful applicant will be placed on a short-term contract until 31 January 2022 with possibility of extension.

How to Apply: Interested candidates are requested to submit an application of no more than two pages, 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: Ken Marshall (02) 6207 6588 ken.marshall@act.gov.au

City Services

City Presentation

Sport and recreational facilities

Assistant Director- Administration Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 36047)

Gazetted: 11 July 2022

Closing Date: 25 July 2022

Details: This position requires a leader with a strong, considered, and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence.

The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development, and develop, engage and the right people to the right roles.

The Administration Manager will assist the manager to ensure the effective and efficient running of the business both administratively and financially and contribute to the development and delivery of processes that support and deliver compliant 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: Permanent Resident of Australia

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 address the Selection Criteria (what you require) and provide an up-to-date curriculum vitae including referee's details.

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: Luke Halpin (02) 6207 9444 Luke.Halpin@act.gov.au

Worksafe ACT

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

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

WorkSafe ACT**Strategy and Occupational Hygiene****Media and Strategic Communications Officer****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58029)**

Gazetted: 12 July 2022

Closing Date: 26 July 2022

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the Work Health and Safety Act 2011 (WHS Act) and associated legislation for dangerous substances, Workers' Compensation and Labour Hire Licensing.

WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

We have a permanent vacancy for a motivated and highly organised person to fill the role of Media and Strategic Communications Officer within our Media and Communications team. We are looking for someone who can show initiative, contribute great ideas, and make the position their own.

The successful applicant will have the ability to communicate effectively with internal and external stakeholders and will be equipped to produce communications products including media releases, talking points and social media posts to support WorkSafe ACT announcements. Working as part of a team, this role also includes media engagement, events planning and dedication to building the WorkSafe ACT brand.

If you have the experience and skills to succeed in this role, we encourage you to apply.

Note: A merit pool will be established to fill identical vacancies at level over the next 12 months. Selection may be based on referee reports and written application 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: Applications are sought from potential candidates and should include a supporting pitch of no more than two pages addressing the Selection Criteria under the 'Ideal Candidate' section of the Position Description.

Please also ensure you demonstrate your ability to meet the essential requirements of the position. Applicants should also provide a curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Sweeney (02) 6207 0056 liz.sweeney@worksafe.act.gov.au

WorkSafe ACT**Strategy and Occupational Hygiene****Strategy and Policy Officer****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53822)**

Gazetted: 07 July 2022

Closing Date: 21 July 2022

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the Work Health and Safety Act 2011 (WHS Act) and associated legislation for dangerous substances, Workers' Compensation and Labour Hire Licensing.

WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

We have a permanent vacancy for a motivated and highly organised professional to fill the role of Strategy and Policy Officer within our Strategy team. The Strategy and Policy Officer will have a keen eye for detail and be comfortable in proactively engaging with stakeholders to increase awareness of the role of WorkSafe ACT.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

Notes: A merit pool will be established to fill identical vacancies at level over the next 12 months. Selection may be based on referee reports and written application only. This position is in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two pages addressing the selection criteria listed under the 'Ideal Candidate' section of the Position Description. Applicants should also provide a curriculum vitae and the names of two referees.

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

Contact Officer: Alysha Stokoe (02) 5124 5887 Alysha.Stokoe@worksafe.act.gov.au

APPOINTMENTS**Canberra Health Services****Registered Nurse Level 1 \$72,698 - \$97,112**

Aiswarya Babu, Section 68(1), 12 July 2022

Registered Nurse Level 2 \$100,957 - \$107,000

Sukhdeep Brar, Section 68(1), 29 June 2022

Senior Officer Grade B \$135,355 - \$152,377

Rebecca Buchannan, Section 68(1), 11 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Melanie Butler, Section 68(1), 7 July 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Deki Choden, Section 68(1), 14 July 2022

Health Professional Level 1 \$66,285 - \$86,842

Kathryn Coen, Section 68(1), 11 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Jessica Davis, Section 68(1), 14 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Prabhsimran Dhanju, Section 68(1), 12 July 2022

Senior Officer Grade B \$135,355 - \$152,377

Deepali Dholepatil, Section 68(1), 11 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Samantha Donahoo, Section 68(1), 4 July 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Renee Duke, Section 68(1), 4 July 2022

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

Leah Epistola, Section 68(1), 11 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Molly Fishpool, Section 68(1), 11 July 2022

Administrative Services Officer Class 2 \$60,620 - \$66,939

Kazi Hasan, Section 68(1), 1 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Grace Jakeman, Section 68(1), 12 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Justin Jose, Section 68(1), 11 July 2022

Health Service Officer Level 4 \$57,149 - \$59,336

Vince Katindoy, Section 68(1), 11 July 2022

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS Only \$57,246-\$61,992)

Anita Krstevski, Section 68(1), 28 June 2022

Assistant in Nursing \$55,927 - \$57,820

James Lukose, Section 68(1), 29 June 2022

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

Olivera Milenkovic, Section 68(1), 11 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Anita Munyeme, Section 68(1), 30 June 2022

Registered Nurse Level 3.1 \$115,743 - \$120,506

Sahil Oberoi, Section 68(1), 27 June 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Aasna Panta, Section 68(1), 11 July 2022

Medical Physics Specialist \$112,579 - \$156,362

Rachel Poldy, Section 68(1), 7 July 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Jordan Reilly, Section 68(1), 12 July 2022

Health Service Officer Level 4 \$57,149 - \$59,336

Mar Sanchez, Section 68(1), 11 July 2022

Registered Midwife Level 1 \$72,698 - \$97,112

Alyce Scott, Section 68(1), 14 July 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Jasmeet Smagh, Section 68(1), 11 July 2022

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS Only \$57,246-\$61,992)

Jie Song, Section 68(1), 11 July 2022

Health Professional Level 2 \$70,679 - \$97,028

Kate Wade, Section 68(1), 11 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Kathleen Yang, Section 68(1), 13 July 2022

Staff Specialist 1-5 / Senior Specialist Band, \$188,151 - \$254,198

Anurag Arora, Section 68(1), 27 June 2022

Chief Minister, Treasury and Economic Development**Senior Officer Grade C \$114,928 - \$123,710**

Hannah Bartlett, Section 68(1), 5 July 2022

Administrative Services Officer Class 2 \$60,620 - \$66,939

Justin Murray, Section 68(1), 14 July 2022

Senior Officer Grade B \$135,355 - \$152,377

Helen Wright, Section 68(1), 11 July 2022

Cultural Facilities Corporation**Technical Director****Full-time Permanent****Classification:** Senior Officer Grade C**Salary:** \$114,928 - \$123,710 plus superannuation**Position No:** 3553B**Directorate:** Cultural Facilities Corporation**Gazette date:** 12 July 2022**Closes:** 28 July 2022Contact Officer: Alex Budd on alex.budd@act.gov.au or 6243 5701

Details: The Canberra Theatre Centre, Australia's first arts centre, seeks a Technical Director at the most exciting time in the Centre's history. We are poised to embark on a major renewal project that includes new and refreshed venues in the midst of an emerging cultural district. If you have experience running technical teams in a fast paced environment encompassing multiple concurrent venue operations and you have the skills and mindset to lead a technical department through a major re-development we would welcome your application.

Eligibility/Other Requirements: Appropriate/relevant tertiary or training qualification in Work Health and Safety is preferred.

How to Apply: Please send us a one page pitch that directly relates to the role ahead of you, as you see it, and your curriculum vitae, and two referees.

Applications should be submitted via the Apply Now button below.

Education**General Service Officer Level 8 \$73,429 - \$77,593**

Christopher Arganese, Section 68(1), 13 July 2022

School Assistant 2 \$51,548 - \$56,919

Esmeralda Braakman, Section 68(1), 18 July 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Lauren Harwin, Section 68(1), 11 July 2022

School Assistant 2/3 \$51,548 - \$62,857

Zoe Nichols, Section 68(1), 12 July 2022

Environment, Planning and Sustainable Development**Senior Officer Grade B \$135,355 - \$152,377**

Benjamin Cohen, Section 68(1), 11 July 2022

Justice and Community Safety**Technical Officer Level 1 \$62,599 - \$65,631**

Macklen Edmon, Section 68(1), 4 July 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Joshua McTackett, Section 68(1), 5 July 2022

Suburban Land Agency**Senior Officer Grade C \$114,928 - \$123,710**

Lai Yee Choi, Section 68(1), 11 July 2022

Transport Canberra and City Services**General Service Officer Level 3/4 \$53,867 - \$58,825**

Keeley Tonna, Section 68(1), 7 July 2022

TRANSFERS**Canberra Health Services****Lauren Hendry**

From: Health Professional Level 1 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 45175) (Gazetted 21 April 2022)

Vivian Kosky Thomas

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 14942) (Gazetted)

Sandra Pope

From: \$130,846

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 20912) (Gazetted)

Sarah Reeves

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 01261) (Gazetted 10 November 2021)

Sheetal Sunwar

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 53927) (Gazetted 1 January 2000)

Jebblue Thomas

From: Registered Nurse Level 2 \$100,957

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 12450) (Gazetted 21 April 2022)

Sandra Pope

From: Registered Nurse Level 3.2

Canberra Health Services

From: Registered Nurse Level 3.2 (PN. 12550) (Gazetted 20 April 2022)

Environment, Planning and Sustainable Development

Laura Marcantonio

From: Senior Officer Grade A \$157,201

Environment, Planning and Sustainable Development

To: Senior Officer Grade A \$157,201

Environment, Planning and Sustainable Development, Canberra (PN. 33922) (Gazetted 11 May 2022)

Kym Birgan: 82748206

From: Technical Officer Level 2 \$67,760 - \$77,593

Environment, Planning and Sustainable Development

To: Senior Park Ranger 3 \$84,749 - \$89,705

Environment and Planning, Canberra (PN:13564) (Gazetted 10/03/2022)

Major Projects Canberra

Bronach Dunne

From: Health Professional Level 4 \$114,928 - \$123,710

Community Services

To: Senior Officer Grade C \$114,928 - \$123,710

Major Projects Canberra, Canberra (PN. 57018) (Gazetted 22 April 2022)

PROMOTIONS

ACT Health

Health Systems, Policy and Research

Preventive and Population Health

Epidemiology Section

Wayne Anderson

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 51095) (Gazetted 28 September 2021)

Digital Solution Division

Data Analytics Branch

Reporting and Analysis Hub

Rajvir Kaur

From: Senior Officer Grade B \$135,355 - \$152,377

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 34187) (Gazetted 26 July 2021)

Population Health

Health Protection Service

Communicable Disease Control

Chelsea Stuckey

From: Health Professional Level 2 \$70,679 - \$97,028

ACT Health

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

ACT Health, Canberra (PN. 57552) (Gazetted 20 May 2022)

Canberra Health Services

Brianne Connor

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Canberra Health Services
To: †Senior Officer Grade C \$114,928 - \$123,710
Canberra Health Services, Canberra (PN. 45230) (Gazetted 3 June 2022)

Mirjana Dojcinovska

From: Sterilising Services Technical Officer Level 2 \$67,760 - \$77,593
Canberra Health Services
To: Technical Officer Level 3 \$79,105 - \$89,398
Canberra Health Services, Canberra (PN. 11741) (Gazetted 6 June 2022)

Canberra Health Services**Steward Fernando**

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. 22542) (Gazetted 11 May 2022)

Clinical Services**Women, Youth and Children****Women, Youth and Children****Karen Forrester**

From: Registered Midwife Level 1 \$72,698 - \$97,112
Canberra Health Services
To: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 22754) (Gazetted 4 May 2022)

Canberra Health Services**Jojo Joseph**

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. 45059) (Gazetted 11 May 2022)

Clinical Services**Rehabilitation, Aged and Community Services****RACS Nursing****Mercy Lukose**

From: Registered Nurse Level 3.2 \$130,846
Canberra Health Services
To: †Registered Nurse Level 4.3 \$149,388
Canberra Health Services, Canberra (PN. 04806) (Gazetted 10 May 2022)

Matthew Martens

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. 22534) (Gazetted 27 April 2022)

Kourtney russell

From: Administrative Services Officer Class 3 \$68,685 - \$73,920
Canberra Health Services
To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Canberra Health Services, Canberra (PN. 17445) (Gazetted 23 June 2022)

Canberra Health Services**Reena Sebastian**

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. 52998) (Gazetted 11 May 2022)

Georgia Ward-Spence

From: Administrative Services Officer Class 4 \$76,255 - \$82,566
Canberra Health Services
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Canberra Health Services, Canberra (PN. 57128) (Gazetted 2 June 2022)

Chiou Wong

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. 19597) (Gazetted 6 July 2021)

Canberra Institute of Technology

Education and Training Services
Health Community and Science
Community Services and Education
Stuart Anderson

From: Teacher Level 1 \$80,673 - \$107,642
Canberra Institute of Technology
To: †Teacher Level 2 \$114,979
Canberra Institute of Technology, Canberra (PN. 52145) (Gazetted 7 June 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Chief Minister, Treasury and Economic Development

Digital, Data and Technology Services
Technology Services Branch
Cloud and Platform Services
Jacob Dachs

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
Chief Minister, Treasury and Economic Development
To: Information Technology Officer Class 2 \$91,315 - \$104,509
Chief Minister, Treasury and Economic Development, Canberra (PN. 14290) (Gazetted 28 March 2022)

Business Services
Strategic Finance and Procurement
Internal Budgets and Reporting
Nadia Garanovich

From: From: Administrative Services Officer Class 5 \$84,749 - \$89,705
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Education, Canberra (PN:03232) Gazetted 20/12/2021)

Community Services

Corporate
People Management

Safety and Wellbeing**Luke Brown**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Community Services

To: †Senior Officer Grade C \$114,928 - \$123,710
Community Services, Canberra (PN. 57492) (Gazetted 17 May 2022)

Education**School Performance and Improvement****Belconnen Network****University of Canberra High School Kaleen****Michelle Coleman**

From: Classroom Teacher \$75,443 - \$112,930
Education

To: †School Leader C \$130,338
Education, Canberra (PN. 02151) (Gazetted 28 April 2022)

Office For Schools**Office for Schools****Mount Stromlo High School****Aisling Murtagh**

From: School Leader C \$132,293
Education

To: †School Leader B \$151,757
Education, Canberra (PN. 39707) (Gazetted 21 April 2022)

Schools**Tuggerangong Network****Lake Tuggeranong College****Darlene Smith**

From: Classroom Teacher \$75,443 - \$112,930
Education

To: †School Leader C \$132,293
Education, Canberra (PN. 12806) (Gazetted 26 May 2022)

Office For Schools**Office for Schools****Mount Stromlo High School****Kim Smith**

From: School Leader C \$132,293
Education

To: †School Leader B \$151,757
Education, Canberra (PN. 04062) (Gazetted 21 April 2022)

School Performance and Improvement**North and Gungahlin Network****Amaroo School****Angela Thomas**

From: Classroom Teacher \$76,575 - \$114,624
Education

To: †School Leader C \$132,293
Education, Canberra (PN. 30434) (Gazetted 23 May 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Justice and Community Safety

Strategic Policy and Programs, Community Safety

Kym Copeman

From: Senior Officer Grade B \$135,355 - \$152,377

Justice and Community Safety

To: †Senior Officer Grade A \$157,201

Justice and Community Safety, Canberra (PN. 51485) (Gazetted 12 August 2021)

Emergency Services Agency

Commissioner's Office

Julian Randall

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 44757) (Gazetted 9 May 2022)