



ACT Government Gazette

Gazetted Notices for the week beginning 01 December 2022

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Executive Branch Manager, Communications and Engagement

Temporary Vacancy (19 December 2022 – 20 January 2023)

ACT Health Directorate

Infrastructure Communication and Engagement

Position: E1176

(Remuneration equivalent to Executive Level 1.2)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 1 December 2022

The ACT Health Directorate is seeking an experienced leader with executive management skills to undertake the role of Executive Branch Manager, Communication and Engagement. The occupant will need an established track record conceptualising, designing, implementing and delivering contemporary and emerging communications and engagement initiatives and services. The successful applicant will have an expertise in strategic communications and engagements including experience providing critical and high level advice to key stakeholders.

The Executive Branch Manager leads the Directorate's professional communications and engagement staff to deliver an efficient and effective internal and external communications and engagement function.

The role leads the Communication and Engagement Branch, and works closely with business and policy teams across the Directorate to:

- Provide advice and leadership in communications and engagement strategy and delivery
- Lead significant campaign activity
- Provide our stakeholders, including non-government organisation (NGO) health service partners information, consultation and engagement channels
- Lead communication and engagement delivery for the benefit of the act community in partnership with business and policy areas, including media, strategic, internal, and online communications, including multimedia and design.
- Work with business units to facilitate clear understanding of the communication needs of Canberrans

The position reports to the Executive Group Manager, Infrastructure, Communication and Engagement, and works collaboratively with the Ministers' offices, Director General, Executives and officers across the ACTP as well as with numerous key external stakeholders.

To apply: Interested candidates are requested to submit an Expression of Interest of no more than one page 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 ACTHDExecutiveRecruitment@act.gov.au by COB Thursday 8 December 2022.

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

Remuneration: The position attracts a remuneration package ranging from \$235,922 - \$245,343 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$209,347.

Contact Officer: Jo Spencer 0417 683 629 Jo.Spencer@act.gov.au

Health System Planning and Evaluation

Operations Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58067)

Gazetted: 07 December 2022

Closing Date: 14 December 2022

Details: Are you a First Nations person who is looking for a role where you can have an immediate, tangible impact in the life of a member of the local First Nations community? Do you enjoy working with people and helping them to build important life skills? Are you interested in working on-country in a beautiful natural environment, in a small, dedicated team?

The Ngunnawal Bush Healing Farm provides a place of healing, where First Nations peoples can feel safe and supported to make ongoing and meaningful changes in their lives. We use a therapeutic community approach, traditional healing concepts, cultural programs and life skills training to tackle underlying social and emotional issues.

The Operations Manager is responsible for managing all aspects of day programs that are run for First Nations people at the Ngunnawal Bush Healing Farm. This includes implementing the assessment process, designing specific activities and the overall program for participants, establishing and maintaining positive relationships with participants, stakeholders and others, ensuring a safe environment for all people in the program and at the Ngunnawal Bush Healing Farm, and managing a small team of committed people who deliver frontline services to program participants.

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

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.

Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

It would be desirable for the successful candidate to also have:

a Certificate IV in Alcohol and Other Drugs

a Senior First Aid certificate

an understanding of rural and/or farm environment

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

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

Selection may be based on application and referee reports only.

How to Apply: Please submit the following:

a two-page pitch (12 pt font, please) that explains your ability to perform the role

a current curriculum vitae which includes details of your work history, qualifications and contact details for two referees.

Your pitch should:

show that you have the capabilities in the "What you Require" section of the Position Description

demonstrate your capacity to perform the duties and responsibilities detailed in the "What You Will Do" section of the Position Description, especially examples of how you have done this in the past

tell the selection committee how your abilities and experience make you the best person for the role.

Applications should be sent to the via the Apply Now button below.

Contact Officer: Jamie Droney (02) 5124 6195 Jamie.I.Droney@act.gov.au

Population Health

Health Protection Service

Environmental Health

Assistant Director, Environmental Health

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 27603, Several)

Gazetted: 06 December 2022

Closing Date: 20 December 2022

Details: The ACT Environmental Health team has a vacancy suitable for an experienced and qualified Environmental Health Officer with management experience. The Assistant Director is responsible for managing a small team of Environmental Health Officer in the delivery of food and environmental health regulatory functions. The position requires management and implementation of quality assurance strategies including but not limited to daily management of all inspections, enforcement documents and audit reports and routine standardisation of inspection programs.

The Assistant Director position is also responsible for the provision of high-level advice to senior management and external stakeholders within areas of Environmental Health responsibilities.

Eligibility/other requirements:

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

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

Highly Desirable: Certification for auditing high risk food processes and activities.

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

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

How to Apply: Applicants must provide a statement of claims detailing experience against the professional/technical skills and knowledge criteria as well as experience against the behavioural capability list on the Position Description.

It is 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.

Application that do not provide a statement of claims will not be considered.

A current curriculum vitae listing two referees and a copy of suitable qualifications must also be provided.

Applications are restricted to three pages.

Applications should be submitted via the Apply Now button below.

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

**Office of the Director-General
Ministerial and Government Services
Government Business**

Director, Government Business

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 45489)

Gazetted: 02 December 2022

Closing Date: 9 December 2022

Details: The Ministerial and Government Services Team within the ACT Health Directorate provides operational and strategic support and advice to Ministerial Offices, the Office of the Director-General and ACT Health Directorate Executives and staff.

The Director of Government Business is a vital role in the team, providing leadership, advice and coordination of government business matters relating to the ACT Legislative Assembly and Committees, Cabinet, Legislation Program, and other government business matters.

You will be responsible for critically examining and actioning and/or supervising completion of matters received by the Government Business Team. You will foster growth and development of members within your small team and report directly to the Senior Director on various complex issues.

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

Eligibility/other requirements:

The successful applicant will have a proven ability to build and maintain collaborative relationships, excellent problem-solving skills and sound judgement. They will have strong communication skills and a demonstrated attention to detail, enabling them to provide advice and guidance on intricate matters to staff and stakeholders. Experience in a government business environment and existing knowledge of Cabinet, Assembly and ministerial process (particularly in ACT Government) will be highly regarded.

Notes: This is a temporary position available immediately until 31 January 2023 with a possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please complete a two page pitch in response to the skills and capabilities included in the Position Description, and provide a copy of your curriculum vitae including two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Ellis 0466 922 505 Catherine.Ellis@act.gov.au

**Infrastructure, Communication and Engagement Division
Strategic Infrastructure Branch**

Strategic Infrastructure Branch

Executive Branch Manager, Strategic Infrastructure Branch

Senior Officer Grade A \$157,201, Canberra (PN: 38834)

Gazetted: 01 December 2022

Closing Date: 8 December 2022

Details: The Strategic Infrastructure Branch within the ACT Health Directorate has a 6-month opportunity for an enthusiastic team player who can work with a range of stakeholders in planning for health infrastructure that meets community needs.

The role leads a small team responsible for providing advice and support in relation to the Branch's infrastructure planning and management responsibilities as well as leading the directorate's sustainable infrastructure reporting and supporting the development of business cases.

The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven. The role is suited to someone with a can-do attitude who contributes to a positive workplace culture and enjoys achieving results. This role is suited to someone who has excellent stakeholder management skills and ability to develop high quality written material.

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

Notes: This is a temporary position available immediately for up to six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: David Jones (02) 6207 6100 David.Jones@act.gov.au

Digital Solutions Division

Application Support

Medications Systems Hub

Director Analyst and Administrator (Pharmacy)

Pharmacist Level 5 \$135,355 - \$152,377, Canberra (PN: 26987, Several)

Gazetted: 01 December 2022

Closing Date: 15 December 2022

Details: Are you a Pharmacist that's up for a challenge? Do you have experience in the management of health ICT systems? Do you want to contribute to the digital transformation of our health system and make a difference to the community? Do you want to lead a team in the ongoing digital transformation of the ACT public health systems' medication management systems?

The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic pharmacist to manage the Medication Systems Hub and provide professional leadership for allied health professionals within the Digital Solutions Division. The Medication Systems Hub is a multidisciplinary team which provides operation support for a range of medication systems used by clinicians throughout Canberra Health Services.

As a division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation.

The Director Analyst & Administrator (Pharmacy) will be responsible for maintaining and guiding new workflow design including as related to pharmacy and medications, configuring workflows in the Digital Health Record and ancillary systems related to medications management, testing the configuration, and supporting end-users.

You will possess high level liaison skills and highly developed problem-solving skills. You will have strong organisational skills and attention to detail, adaptability, and flexibility to accommodate change, and highly developed interpersonal and communication skills.

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:

This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Tertiary qualifications (or equivalent) in Pharmacy are mandatory.

Current Pharmacy registration with the Australian Health Practitioner Regulation Agency is required.

Notes: There are several permanent vacancies. 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 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.

Digital Solutions Division

Application Support

Medications Systems Hub

Analyst and Administrator (Pharmacy)

Pharmacist Level 4 \$121,747 - \$131,067, Canberra (PN: 28257, Several)

Gazetted: 01 December 2022

Closing Date: 15 December 2022

Details: Are you a pharmacist that's up for a challenge? Do you want to contribute to the digital transformation of our health system and make a difference to the community? Do you want to be a part of the ongoing digital transformation of the ACT public health systems' medication management systems?

The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic pharmacist to work in the Medication Systems Hub. The Medication Systems Hub is a multidisciplinary team which provides operation support for a range of medication systems used by clinicians throughout the ACT Public health system. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation.

The Analyst and Administrator (Pharmacy) will be responsible for guiding workflow design including as related to pharmacy and medications, configuring workflows in the Digital Health Record and ancillary medication systems, testing the configuration, and supporting end-users.

You will have strong organisational skills and attention to detail, adaptability, and flexibility to accommodate change, and highly developed interpersonal and communication skills.

Eligibility/other requirements:

This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Tertiary qualifications in Pharmacy are mandatory.

Minimum of one year experience as a Pharmacist in a hospital environment is highly desirable.

Current Pharmacy registration with the Australian Health Practitioner Regulation Agency is required.

Notes: There are several permanent vacancies. 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 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 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.

Digital Solutions Division

Application Support

Medications Systems Hub

Analyst and Administrator (Pharmacy)

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 42671, Several)

Gazetted: 01 December 2022

Closing Date: 15 December 2022

Details: Are you a pharmacist that's up for a challenge? Do you want to contribute to the digital transformation of our health system and make a difference to the community? Do you want to be a part of the ongoing digital transformation of the ACT public health systems' medication management systems?

The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic pharmacist to work in the Medication Systems Hub. The Medication Systems Hub is a multidisciplinary team which provides operation support for a range of medication systems used by clinicians throughout the ACT Public health system. As a division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation.

The Analyst and Administrator (Pharmacy) will be responsible for guiding workflow design including as related to pharmacy and medications, configuring workflows in the Digital Health Record and ancillary medication systems, testing the configuration, and supporting end-users.

You will have strong organisational skills and attention to detail, adaptability, and flexibility to accommodate change, and highly developed interpersonal and communication skills.

Eligibility/other requirements: This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated. Tertiary qualifications in Pharmacy are mandatory.

Minimum of one year experience as a Pharmacist in a hospital environment is highly desirable.

Current Pharmacy registration with the Australian Health Practitioner Regulation Agency is required.

Notes: There are several permanent vacancies available. 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 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 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.

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

Business Management Unit

Project and Secretariat Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 32724)

Gazetted: 01 December 2022

Closing Date: 8 December 2022

Details: ACT Health Directorate is seeking to fill the position of Administrative Services Officer 6 within the Office of Professional Leadership and Education Branch.

The Project and Secretariat Officer be part of a high-functioning team that supports all the profession leads to deliver all the work of the Office of Professional Leadership and Education. Project and Secretariat Officer's role will be to reinforce high quality business operations for OPLE, including delivering all aspects of executive support and providing secretariat support for several internal and external committees for which OPLE is responsible.

For further information please see the Position Description attached.

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

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

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: Please review the Position Description for details about the role and associated responsibilities. To apply you will need to provide your curriculum vitae and submit a two-page pitch incorporating the Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalija Bogojevic (02) 5124 9546 Natalija.Bogojevic@act.gov.au

Office of the Director-General

Ministerial and Government Services

Ministerial and Coordination

Assistant Director, Ministerial and Coordination

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 29643)

Gazetted: 01 December 2022

Closing Date: 8 December 2022

Details: The position of Assistant Director Ministerial and Coordination is part of a small team that provides operational and strategic support to the health Ministers' Offices and the ACT Health Directorate Executives and staff to manage ministerial, Assembly and Cabinet business for the ACT Health Directorate. This officer will be primarily responsible for managing the day-to-day operations of the ministerial and coordination team, maintaining quality control of written material produced by the Directorate for the Director-General and Ministers, and coordinating regular reports on the Directorates' performance against ministerial requests. The successful applicant will have experience in leading high performing teams, strong communication skills with an ability to build and maintain collaborative relationships, and sound attention to detail. This is a great opportunity for a motivated candidate who enjoys a fast-paced environment to make a significant contribution to how ministerial and intergovernmental matters are coordinated for the ACT Health Directorate.

Eligibility/other requirements:

Knowledge of ACT Government's ministerial and government processes will be highly regarded. Knowledge and experience in administering HPE Content Manager and/or Objective will also be highly desirable.

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

Notes: This is a temporary vacancy available immediately for three months with a possibility of extension up to 12 months. Selection may be based on application and referee reports only. A merit pool will be established and used to fill future vacancies over the next 12 months.

How to Apply: Please submit a written two-page pitch addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lachlan Thomas 0401 742 246 Lachlan.Thomas@act.gov.au

ACT Long Service Leave Authority

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

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

Operations Section

Benefits Team

Benefits Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 02109, several)

Gazetted: 05 December 2022

Closing Date: 19 December 2022

Details: The Long Service Leave Authority (the Authority) is a small organisation established to administer portable long service leave benefit schemes under the *Long Service Leave (Portable Schemes) Act 2009*, for workers in the ACT engaged in the Building and Construction, Contract Cleaning, Community Sector and Security Industries. The Benefits Team has the responsibility for the administration and processing of long service leave benefits to workers and reimbursement to employers for each covered industry in accordance with the provisions of the *Long Service Leave (Portable Schemes) Act 2009*.

The Benefits Officer is located within the Benefits Team and reports directly to the Benefits Team Manager and is primarily responsible for assisting with the day-to-day administration of the benefits processing functions of the Authority, ensuring that worker benefits and employer reimbursement claims are processed in accordance with provisions of the portable schemes legislation.

The Benefits Officer is also responsible for assisting to ensure that the teams key objective measures are met and maintained in accordance with the Statement of Intent, along with assisting in the administration of the "National Reciprocal Agreement" between all states and territories in the covered industries of Building and Construction and Contract Cleaning, where long service leave entitlements and continuity of service is maintained for workers between interstate jurisdictions.

The Authority provides staff with flexible workings arrangements, access to a range of varying roles and training that is tailored to their career goals. Staff working within the Authority are expected to demonstrate and deliver quality customer service outcomes and exhibit teamwork skills, be proactive and willing to continuously improve, be outcome focused and accountable for their actions.

Further information relating to the ACT Long Service Leave Authority can be found at

<http://www.actleave.act.gov.au>

Eligibility Other Requirements: Current driver's licence not essential

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 sent to the via the Apply Now button below.

Contact Officer: Onny Ivy (02) 6247 3900 onny.ivy@actleave.act.gov.au

Calvary Public Hospital Bruce

Registered Nurse Level 2

Full-time Permanent

Closes: 13 December 2022

Classification: Registered Nurse Level 2

Position No: 600359

Directorate: [Calvary Health Care ACT \(Public\)](#)

Advertised (Gazettal date): 02 December 2022

Contact Officer: Jennifer Cain on Jennifer.Cain@calvary-act.com.au

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

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

Reference Number: 505253

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

Contact Officer: Jennifer Cain Jennifer.Cain@calvary-act.com.au

Registered Nurse Level 2

Full-time Temporary

Closes: 13 December 2022

Classification: Registered Nurse Level 2

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

Position No: LP7121

Directorate: [Calvary Health Care ACT \(Public\)](#)

Advertised (Gazettal date): 02 December 2022

Contact Officer: Louise Roberts on louise.roberts@calvary-act.com.au

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

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

Reference Number: 505264

Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>
Contact Officer: Louise Roberts louise.roberts@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

Women, Youth and Children

School Services Program

Healthcare Access at School

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 01261 - 027CF)

Gazetted: 06 December 2022

Closing Date: 13 December 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

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

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

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

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

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

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

ABOUT YOU

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

Behavioural Capabilities

Adaptability and flexibility to accommodate change and provide a responsive approach to meet the needs of the stakeholders

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

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

Well-developed communication and interpersonal skills

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of 5 years' experience working professionally in paediatrics is preferred. The successful applicant will need to.

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Hold a current driver's licence
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health

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

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

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary part-time position of 3 days per fortnight. Working hours are 0800-1630 for 25 months with the possibility of extension and/or permanency. There is the possibility for increased hours and the above full-time salary will be pro-rata.

Contact Officer: Mel Taylor 0478 408 859 Mel.R.Taylor@act.gov.au

Cancer Ambulatory Services

Advance Care Planning

Manager, Advance Care Planning ACT

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 32535 - 0272W)

Gazetted: 01 December 2022

Closing Date: 15 December 2022

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

website: www.canberrahealthservices.act.gov.au

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

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

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

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

ABOUT YOU

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

Behavioural Capabilities

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

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

Organised and Motivated.

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

Interpersonal and negotiation.

Be able to work with a high degree of autonomy.

Position Requirements/Qualifications:

Mandatory

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

Desirable

Relevant experience in a health service or a clinical operating environment in Australia.

Knowledge of best practice health service planning processes and practices.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Emma Awizen 51249582 Emma.K.Awizen@act.gov.au

Office of the CEO

Clinical Trials Unit

Clinical Trials Unit

Clinical Trials Coordinator

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 20610-0277X)

Gazetted: 01 December 2022

Closing Date: 15 December 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

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

ABOUT YOU

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

Behavioural Capabilities

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

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

Strong organisational skills with a strong work ethic

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

Position Requirements/Qualifications:

Be registered or be eligible for registration as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Academic knowledge or practical experience of clinical trials coordination is preferred.

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

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

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

Have an understanding of how the National Statement on Ethics Conduct in Human Research aligns with this role.

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

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

Undergo a pre-employment National Police Check.

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

Note: This is a permanent Part-time position at 32 hours per week, the salary noted will be pro rata.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

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

CHS - Chief operating Officer, Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Registered Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 27146 - 027DR)

Gazetted: 02 December 2022

Closing Date: 20 December 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

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

The Registered Nurse position will work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people aged 14-25 experiencing early psychosis or at ultra-high risk of developing psychosis.

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

ABOUT YOU

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

Behavioural Capabilities

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

Commitment to achieving positive outcomes for young people and their families and carers.

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

Position Requirements/Qualifications:

Mandatory

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

Desirable

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Deepa Ambalakunnil (02) 5124 3133 deepa.ambalakunnil@act.gov.au

Nursing Midwifery and Patient Support Services

Occupational Medicine Unit

Clinical Nurse Consultant Occupational Medicine Unit

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 25549 - 02716)

Gazetted: 02 December 2022

Closing Date: 16 December 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

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 Occupational Medicine Unit (OMU) sits within the Division of Nursing, Midwifery and Patient Support Services. The OMU staff support the guiding principles associated with a risk-based immunisation program through occupational assessment, screening, and vaccination of CHS staff, to protect members of the workforce and patients from vaccine-preventable diseases. Additionally, the OMU assesses and manages staff who have had a

work-related blood or body fluid exposure as well as providing a fit testing service for health care workers across the organisation .

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Strong communication skills and a high attention to detail.

Strong leadership and management skills.

Position Requirements/Qualifications:

Mandatory

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

Desirable

- Hold a Certificate of Immunisation attained through an accredited education provider which is based on the National Immunisation Education Framework for Health Professionals.
- Hold a Certificate in Management of Occupational Exposures
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Leanne Muir (02) 5124 3695 Leanne.Muir@act.gov.au

CHS People & Culture

HRM Executive

Senior Director Workforce Strategy Planning and Optimisation

Senior Officer Grade A \$157,201, Canberra (PN: 46906 - 027CR)

Gazetted: 02 December 2022

Closing Date: 16 December 2022

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

website: www.canberrahealthservices.act.gov.au

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Seven community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

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

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

The Senior Director, Workforce Planning and Optimisation will work closely with executive and management teams to deliver operational implementation of human resource strategies relating to a diverse range of human resource, workforce and industrial relation functions across the Canberra Health Services to achieve a sustainable, engaged and high performing workforce.

Working as a member of the People and Culture Executive, the Director, Workforce Planning and Optimisation will lead a team of HR Professionals to deliver strategically aligned workforce solutions in areas including change management, learning and development, industrial and employee relations, pay and benefits, rewards and recruitment.

As a key leader within the People and Culture Branch, Director, Workforce Planning and Optimisation will collaborate with leaders across CHS to drive an agency wide positive workplace culture focused on performance. This position plays a critical role planning and designing clinical and non-clinical workforce needs to provide an integrated and client focused delivery of healthcare. Critical to the success of the workforce planning team is the ability to balance the need for consistency, and the importance of local, responsive and flexible approaches to workforce planning, while considering all internal and external impacts on the workforce and the organisation. The team is also accountable for the governance, oversight and reporting of the effectiveness of recruitment systems and practices across the organisation.

ABOUT YOU

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

Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes: Gaining a position as a 'trusted advisor' to leaders requires good judgment of people and situations, and the ability to understand complex health workforce training pathways, needs, pressures and patient outcomes required to provide sound workforce solutions to varied contexts. To be successful in this position, it is expected that the successful candidate will have the following attributes:

Strong leadership, including high emotional intelligence, self-awareness, and capacity to develop collaborative relationships.

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

The ability to seek out and take constructive feedback to grow your professional practice.

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

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

Position Requirements/Qualifications:

Mandatory:

Permanent Resident of Australia, or relevant visa with entitlements to work.

Desirable:

Tertiary qualifications or equivalent experience in workforce planning and/or Human Resource Management with detailed knowledge of workforce planning methodology and implementation.

Knowledge and/or experience working in complex health workforces

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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 seven months with the possibility of extension and/or permanency.
Contact Officer: Kalena Smitham 0466 438 133 Kalena.Smitham@act.gov.au

Women, Youth and Children Community Health Programs

Enhanced Health Services

Trainer

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 46880, several - 027FM)

Gazetted: 05 December 2022

Closing Date: 21 December 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

This is a rewarding role within the Enhanced Health Services Training Team providing opportunity for a highly motivated and skilled health professional to join a dynamic team responsible for the development and delivery of high quality, evidence-based training on Child Protection and Family Violence. This position also provides exciting opportunity to contribute to research and quality improvement activities.

Multiple part-time positions with the possibility of extension and/or permanency are available. Positions may be filled on the basis of written application alone. Applicants are encouraged to make contact with the contact officer to discuss this opportunity.

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

The Training Team within the ECHS in EHS, comprises of Health Professionals and Registered Nurses. All CHS staff are required to undertake essential education regarding their roles and responsibilities in relation to child protection. This Training Team develops, provides, and evaluates all mandatory child protection and Strengthening Health Responses to Family Violence (SHRFV) training for CHS and other health professionals upon request. This includes information around roles and responsibilities according to legislation and policies.

This team also develops and delivers training packages to consumers, services, and stakeholders on a range of topics including parent education groups regarding child developmental and behavioural concerns, and education sessions and in-services to schools or other stakeholders regarding sexualised behaviours in children. These sessions are delivered by the team's health professionals and registered nurses in collaboration with specialist clinicians from other teams within the Enhanced Health Services with subject matter expertise. A high-level understanding of the impact of violence, abuse and neglect on children is a critical part of this role.

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 communication and interpersonal skills, and a commitment to promote attitudinal and cultural change, and model healthy and respectful relationships to promote gender equality to address the occurrence of family violence, and child abuse and neglect

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

The ability to work respectfully in partnership with staff and stakeholders

Position Requirements/Qualifications:

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note: These are temporary part-time position at (22.05) hours per week for six months with the possibility of extension and/or permanency. The above full-time salary will be pro-rata.

Contact Officer: Anna McLeod (02) 51245223 anna.mcleod@act.gov.au

Women Youth and Children

Women Youth & Children

Neonatology

Neonatology Clinical Coordinator

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 58839 - 026TJ)

Gazetted: 05 December 2022

Closing Date: 19 December 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

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

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN) and the ACT NETS retrieval service. It also includes the clinical support services Newborn and Parent Support Service, and Growth and Development Clinic, Neonatal Care Coordinator, and the Partnering with Parents. NICU and SCN have 28 funded beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Reporting to the Clinical Nurse Manager, the clinical Coordinator will provide nursing leadership and support staff of the NICU and SCN to achieve excellence in clinical practice, working collaboratively with the multidisciplinary team and consumers.

ABOUT YOU

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

Behavioural Capabilities

Strong leadership skills, including capacity to build cohesive high performing teams

Strong organisational skills, including the capacity to simultaneously manage and prioritise multiple issues, demonstrating a high degree of drive.

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

Resilience and adaptability in a dynamic health environment

Position Requirements/Qualifications:

Mandatory

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

The successful applicant will be required to work Monday to Friday and be eligible for 4 weeks annual leave per year. This requirement may become a seven day per week rotating roster of morning and evening shifts as the operational needs increase.

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

Desirable

Post Graduate qualifications in Neonatal Nursing and/or

Post Graduate qualifications in Management and/or Leadership

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Catherine Whitehead 02 51241360 Catherine.whitehead@act.gov.au

Cancer and Ambulatory Support (CAS)

Cancer Nursing Administration

Assistant Director of Nursing – Ambulatory Support

Registered Nurse Level 4.3 \$149,388, Canberra (PN: 18038 - 027D9)

Gazetted: 05 December 2022

Closing Date: 19 December 2022

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

website: www.canberrahealthservices.act.gov.au

The Assistant Director of Nursing (ADON) Ambulatory Support holds a senior nursing leadership position within the Division of Cancer and Ambulatory Support (CAS). This role provides nursing leadership to the nurse-led Walk in Centres, Central Health Intake and Central Outpatients Department. The ADON in consultation with the Director of Nursing provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes within CAS. The ADON reports to the Director of Nursing. You will actively support, guide and collaborate with the Clinical Nurse Consultants within CAS in strategic implementation of evidence based practice, auditing, reporting and compliance to standards, procedure and policies across CHS and the national governing bodies.

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

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

Relevant post graduate management qualifications or equivalent.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for 18 months with the possibility of extension and/or permanency.

Contact Officer: Melissa O'Brien 0478405925 Melissa.O'Brien@act.gov.au

Community Care Program Nursing

Rehabilitation, Aged & Community Services

RN3 Afterhours Community Nurse Coordinator

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 13163 - 027EP)

Gazetted: 07 December 2022

Closing Date: 28 December 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

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

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

The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting.

The Link team is responsible for providing after hours nursing services to patients with a broad range of needs within the ACT community by coordinating the afterhours rapid response service for community nursing including weekends and ACT public holidays.

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 and leadership skills with a commitment to a consultative team approach.

Advanced clinical skills, attention to detail and problem-solving ability

Ability to work under pressure and prioritise competing service needs including those of patients with complex factors.

A positive, collaborative, and effective communicator with well-developed written, oral, and interpersonal skills including negotiation and liaison abilities.

Position Requirements/Qualifications:

Mandatory:

- Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- A current Australian driver's licence.

Desirable:

- Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and /or community health applicable to the position.

- Registered Nurse with a minimum three years full time equivalent.
- The successful applicant will need to be available for occasional extra shifts/relief for the other part time RN3 coordinators in the team.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary part-time position of 21 hours per week for 6 months with the possibility of extension and/or permanency. The salary noted above will be paid pro-rata.

Contact Officer: Tanya Karvelas 02 51242900 tanya.karvelas@act.gov.au

Finance and Business Intelligence

CHS Financial Management

Assistant Finance Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 01764, 02738)

Gazetted: 06 December 2022

Closing Date: 11 December 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

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 CHS Financial Management Unit within the Finance and Business Intelligence Branch, provides business management support and advice to the Divisions of Canberra Health Services. In liaison with key stakeholders, develop and manage the required budgets and contribute to the management and improvement of performance against agreed indicators. The team ensures high quality and consistent business services, including financial management reporting are provided to all aspects of ACT Health and provide financial and business functions on a day to day basis.

Assistant Finance Managers provide operational support to Finance Managers in a range of services such as budget preparation, reporting, analysis and financial support to Divisions within the Canberra Health Services Directorate. As the primary contact for these Divisions for financial support, the Assistant Finance Manager will be flexible in meeting changing priorities and adaptable in working with a variety of different stakeholder groups.

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

Integrity

Kind

Reliable

Position Requirements/Qualifications:

Relevant degree or diploma from an Australian tertiary institution, or a comparable overseas qualification, in Commerce, Accounting, Business, Economics qualifications and a minimum of 1 year experience working professionally in a hospital or health care setting 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.

Reference check

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

Contact Officer: Ash Shah (02) 51249689 Ash.Shah@act.gov.au

Deputy CEO

Strategy and Governance

Director, Policy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 48946 - 0271Q)

Gazetted: 06 December 2022

Closing Date: 20 December 2022

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

website: www.canberrahealthservices.act.gov.au

Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The division includes Policy, Government Relations, Risk, and Insurance and Legal Liaison areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community.

The Director position has the important responsibility of leading and managing our Policy team. This will provide you with a unique opportunity to be involved in both strategic and operational policy, contributing directly to safeguarding the high standards of care at CHS and improving the health of our community. This position reports to the Executive Branch Manager, Strategy and Governance.

ABOUT YOU

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Behavioural Capabilities

Adaptable and flexible to accommodate change.

Communicate effectively to a wide range of audiences.

A sense of humour.

Position Requirements/Qualifications:

Mandatory

Leadership and management skills and experience

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

Desirable

Experience working in a health care 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.

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

Contact Officer: Josephine Smith (02) 51249564 josephine.smith@act.gov.au

Medicine

Nursing

Assistant in Nursing

Assistant in Nursing \$55,927 - \$57,820, Canberra (PN: 41821, several - 027BR)

Gazetted: 06 December 2022

Closing Date: 20 December 2022

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

website: www.canberrahealthservices.act.gov.au

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/>

This position is temporary with the possibility of extension and or permanency, full time and part time hours are available. The Division of Medicine within Canberra Health Service provides overarching staffing support and resources for our patients across various medical wards including the Emergency Department.

This position works a 24/7 roster including night duty. The AIN may work across any area of the CHS campus

The Assistant in Nursing (AIN) works under the direction of the Registered Nurse.

The AIN assists in the delivery of the direct patient care.

ABOUT YOU

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Behavioural Capabilities

Good verbal and written communication

Ability to work as a team

Position Requirements/Qualifications:

Certificate III in Health Services Assistance or recognised equivalent and/or working towards Bachelor of Nursing or recognised equivalent

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: zivai maburuse 51242657 Zivai.Maburuse@act.gov.au

Cancer and Ambulatory Support

Innovation and Service Development

Director, Innovation and Service Development

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 027BG, 18754)

Gazetted: 06 December 2022

Closing Date: 20 December 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

POSITION OVERVIEW

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

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

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

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

Strategic thinking and political awareness

Strong interpersonal skills with ability to work with clinical and no-clinical staff

Adaptability and flexibility to accommodate change and provide responsive services to meet organisational objectives in a dynamic, clinical environment.

Position Requirements/Qualifications:

Mandatory

Relevant tertiary qualifications and a minimum of five years' experience working professionally in project management or policy development

Relevant clinical experience e.g., nursing, allied health, or medicine is highly desirable

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

Desirable

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Toni Ashmore (02) 51248512 Toni.Ashmore@act.gov.au

CHS Financial Management

Assistant Finance Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 01764, several - 027H1)

Gazetted: 07 December 2022

Closing Date: 21 December 2022

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

website: www.canberrahealthservices.act.gov.au

CHS offers free parking and as a Public Benevolent Institution, it also offers staff tax benefits.

The Financial Management Unit within the Division of the Chief Financial Officer provide day-to-day, high quality and consistent financial and business management support functions and advice to the Divisions of Canberra Health Services. In liaison with key stakeholders the Financial Management Unit develop and manage the required

budgets and contribute to the management and improvement of performance against agreed indicators and targets.

Assistant Finance Managers provide operational support to Finance Business Partners in a range of services such as budget preparation, reporting, forecasting, analysis, and financial and business support to Divisions within the Canberra Health Services Directorate.

As the primary contact for these Divisions for financial support, the Assistant Finance Manager will be flexible in meeting changing priorities and adaptable in working with a variety of different stakeholder groups.

Please note this is a 6-month position with the possibility of extension up to 12 months and/or permanency from this recruitment process.

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

Integrity

Kind

Reliable

Position Requirements/Qualifications:

Relevant degree or diploma from an Australian tertiary institution, or a comparable overseas qualification, in Commerce, Accounting, Business, Economics qualifications and a minimum of 1 year experience working professionally in a hospital or health care setting is preferred.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Craig Kellar 0407 010 167 Craig.Kellar@act.gov.au

Allied Health

Allied Health Clinical Education Unit

Clinical Educator, Psychology

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 59783 - 027GO)

Gazetted: 07 December 2022

Closing Date: 30 December 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

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 Allied Health Clinical Education Unit (AHCEU) is in the Division of Allied Health and is based at Canberra Hospital. This position is located in the AHCEU and reports directly to the Allied Health Clinical Education Co-ordinator. The Psychology Clinical Educator position provides clinical education and supervision support for

psychology students and staff and assists with facilitating and promoting interprofessional clinical education activities.

This position is for an experienced clinician who leads with commitment, is able to create solutions, demonstrates agility, communicates effectively, collaborates with purpose and is accountable for quality outcomes. Key areas of practice include:

- The promotion of positive client outcomes through the provision of high quality evidence-based clinical services and contribution to research.
- Providing leadership and making a significant contribution to the training and mentoring of staff and students' in/across designated areas or units as part of a multidisciplinary team.
- Providing a consultative role across allied health and contribute to interprofessional education.

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.

The ability to work collaboratively.

Position Requirements/Qualifications:

Mandatory

- General registration with Psychology Board of Australia (AHPRA)
- Minimum five (5) years' experience since general registration
- Area of Practice Endorsement with Psychology Board of Australia
- Psychology Board-approved supervisor
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Highly desirable

- Tertiary qualification in a relevant education field or Certificate IV Workplace Training and Assessment, or willing to work towards relevant education qualifications.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary part-time position available at (22.05) hours per week for 12 months with the possibility of extension and/or permanency. The above full-time salary will be pro-rata.

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

Medicine

Gastroenterology and Hepatology Unit

Endoscopy Nurse

Enrolled Nurse Level 1 \$65,934 - \$70,443, Canberra (PN: 59975 - 027BQ)

Gazetted: 05 December 2022

Closing Date: 19 December 2022

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

and surrounding region. More information can be found on the CHS website: www.canberrahealthservices.act.gov.au

The Gastroenterology & Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides services for both inpatients and outpatients. The GEHU performs approximately 10,000 occasions of service per year and provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions.

The IBD service nurse's role is supporting patients with IBD conditions with education and counselling of the condition, providing evidence-based practice and adhering to the guidelines for these conditions. They support the consultants when medications are initiated, to provide support and education on medications and their use. The role will facilitate nurse led clinics to provide pre-treatment screening, monitoring after initiation of medication, and train staff and patients in the use of medications used in these conditions. Nurse led clinics will assess patients with acute changes in symptoms and relapses, which will improve access to specialist care. They will refer to the MDT to provide psychological assistance with these chronic health conditions.

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

Organisational ability and time management skills.

Initiative and enthusiasm for the role.

Adaptability and flexibility to accommodate change and provide responsive actions to organisational needs.

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

Position Requirements/Qualifications:

Mandatory

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

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Valerie Davies (02) 5124 3488 Valerie.Davies@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

Library and Learning Services

Liaison Librarian

Professional Officer Class 1 \$64,473 - \$89,398, Canberra (PN: 54897)

Gazetted: 01 December 2022

Closing Date: 29 December 2022

Details: The Canberra Institute of Technology (CIT) is looking for a Liaison Librarian to join our team in delivering dynamic and innovative information services including online reference and specialist research. The successful candidate will be involved in planning and delivering digital and information literacy sessions in consultation with teaching staff, identifying, and assessing learning resources, and undertaking copyright compliance moderation duties.

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

Eligibility/Other Requirements:

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

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

An ability to work one shift per week.

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

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

Previous applicants need not apply.

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

Contact Officer: Vinitha Menon (02) 6207 4804 Vinitha.Menon@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

Deputy Under Treasurer

Temporary Vacancy (3 January 2023 to 22 January 2023)

Chief Minister, Treasury and Economic Development Directorate

Economic, Revenue, Insurance, Property and Shared Services

Position: E1014

(Remuneration equivalent to Executive Level 3.3)

Circulated to: ACTPS Band 2 and Band 3 Executive List

Date circulated: 8 December 2022

The Chief Minister, Treasury and Economic Development Directorate are seeking applications for the short-term filling of the Deputy Under Treasurer, Economic, Revenue, Insurance, Property and Shared Services for the period of 3rd January to 22nd January 2023.

The position is responsible for the provision of economic, revenue and insurance policy advice to government and oversight of service delivery to ACT Government agencies. The successful applicant will have strong policy and numerical skills, an impressive track record of executive leadership and excellent communication skills.

Eligibility/Other Requirements: Appropriate tertiary qualifications, or experience in economics, commerce, law or a related field.

To apply: Please submit an Expression of Interest of no more than one page outlining what you could contribute to this important role, details of two referees and a current curriculum vitae to Stephen Miners via email, stephen.miners@act.gov.au by COB Thursday 15 December 2022.

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

Remuneration: The position attracts a remuneration package ranging from \$396,738 - \$412,649 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$353,577.

Contact Officer: Stephen Miners (02) 6207 5071, 0405 118 676 stephen.miners@act.gov.au

Policy and Cabinet

Executive and Business Support

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59799)

Gazetted: 07 December 2022

Closing Date: 21 December 2022

Details: Are you looking for a role that will develop your skills in government while you work on policies and projects that have a direct impact on improving the wellbeing of the Canberra community? If so, this role is for you.

Policy and Cabinet Division is running a bulk round at the ASO 6 level.

If you are successful, you will be given an opportunity to gain a broad understanding of how government works by first rotating through various branches before being placed in a permanent position aligned with your skills and interests. Further training along with mentoring support will be provided to build your policy skills.

The Division is at the centre of government and the work has plenty of variety. If you have an ambition to work in policy areas such as social, economic, infrastructure planning, wellbeing, climate action, or in public administration of cabinet, assembly support and commonwealth-state relations then we encourage you to make contact.

We are seeking people who can work collaboratively with others, have a curious mind, and are committed to ongoing development.

You will have strong writing skills and past experience in government is helpful but not essential. A undergraduate degree is a minimum requirement, and this position would be ideal if you are finishing a masters degree and looking for a place to start, or alternatively are returning to the workforce after a period away.

The ACT Public Service is an inclusive employer which will make physical or cultural adjustments to support staff achieve their best. As a service we are also focused on outcomes and we want to continue to work flexibly in a way that drives both the business of the government of the day and our growing reputation as a flexible employer of choice.

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

Eligibility/ Other Requirements

Qualification/s in relevant subject area including but not limited to economics, law, public policy, and social sciences are desirable.

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

How to Apply: Interested applicants should submit a two-page pitch with your curriculum vitae and the contact details of at least two referees. The pitch should respond to the selection criteria and outline how your abilities, experience and qualifications make you the best person for the role described in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Callaway (02) 6205 8299 Megan.Callaway@act.gov.au

Communications and Engagement

Strategy and Creative

Campaigns and Creative

Designer and Senior Designer (Creative)

Administrative Services Officer Class 5/6 \$84,749 - \$104,509, Canberra (PN: 60082, Several)

Gazetted: 06 December 2022

Closing Date: 22 January 2023

Details: Are you an experienced creative designer ready for a new challenge?

Do you enjoy working in a team that develops engaging campaigns and creative products?

Are you a conceptual thinker that likes to visually problem solve?

We are seeking to fill the positions of Designer and Senior Designer Administrative Service Officer Five and Six (ASO 5&6) within the Strategy and Creative Branch.

We're looking for creatives who live and breathe visual communications, who can help take our campaigns to a new level as we support Canberra's growth into the world's 'coolest little capital'.

The Designers will work with the Creative Director, creative team and other communications experts to deliver creative projects from initiation through to project completion. The roles are responsible for delivering creative, innovative and engaging design executions, bringing an audience-first lens to the work, informed by research, insights and evaluation.

The successful applicants will have strong creative expertise, with an ability to translate government priorities into creative executions that resonate with the community to drive awareness and action.

Some of the responsibilities of the roles include:

campaign ideation, visual conceptualisation and rollout

high profile document typesetting with accessibility (WCAG 2.1) compliance

storyboarding, illustration, animation, video and photography direction

infographics, illustrations, diagrams and other graphic artwork

creating graphic assets for web, social, eDMs and digital applications

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

Eligibility/other requirements:

Relevant qualifications and industry experience in graphic design are highly desirable.

Additional qualifications in communications, marketing, multimedia, and UX/UI are desirable.

A Driver's (Class C) license is desirable.

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

How to Apply: Please review the relevant Position Description (attached) for the position and submit a maximum two A4 page pitch detailing your relevant skills and experience, along with your curriculum vitae, and creative portfolio and the contact details of two referees.

The pitch should show that you have the skills and capabilities required for the role and demonstrate your capacity to perform the duties and responsibilities consistent with the Position Description.

Please identify within your application which position you are applying for (Designer, ASO5 or Senior Designer, ASO6).

For any enquiries, please contact Renee Murray on renee.murray@act.gov.au 0426 780 202.

Applications should be submitted via the Apply Now button below.

Contact Officer: Renee Murray (02) 6207 7350 Renee.Murray@act.gov.au

Access Canberra

Fair Trading and Compliance

Compliance

Senior Inspector

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55411)

Gazetted: 06 December 2022

Closing Date: 20 December 2022

Details: Do you want to contribute to making Canberra a more liveable City? Do you like variety in your day? The Fair Trading and Compliance branch within Access Canberra is seeking a Senior Inspector to work within the Compliance team.

The Compliance team provides information to business and consumers, conducts proactive compliance programs, responds to complaints and enquiries through conducting investigations. The Compliance regulatory legislative responsibilities include fair trading, liquor, gaming and racing, security, working with vulnerable people and agents.

Sound interesting? Then please read the 'how to apply' section to submit your application.

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

Eligibility/Other Requirements

A full Driver licence - Class C is essential.

A Certificate IV in Government (Investigations) or similar qualification in a regulatory field is highly desirable.

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

How to Apply: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

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

Contact Officer: Narelle Bramwell (02) 6205 3706 Narelle.Bramwell@act.gov.au

Property and Shared Services

ACT Property Group

Integrated facilities Management

Workplan Assistant

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 22099)

Gazetted: 05 December 2022

Closing Date: 12 December 2022

Details: This role assists teams coordinating the maintenance of ACT Government owned buildings. The role involves liaising with ACTPG maintenance, upgrade and building management staff, customers and building occupants and also trade contractors on maintenance activities. The strong administration skills of the person in this position will ensure that ACT Property Group can provide an efficient and effective service, timely payment of invoices and good reporting to building owners. The role requires good organisational skills and the ability to monitor and manage multiple activities.

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

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

Eligibility/ Other Requirements

This position requires:

a current driver's licence (car)

Qualification/s in business, administration or property related areas are desirable.

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

This position is based in an activity-based working (ABW) environment. 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 review the Position Description for details about the role and associated responsibilities.

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

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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: Stuart Finch 0466142369 Stuart.Finch@act.gov.au

Economic Development

Events ACT

Senior Campaign Marketing Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 50205)

Gazetted: 01 December 2022

Closing Date: 6 January 2023

Details: Do you love the buzz of events? Do you want to join a dynamic team of marketing and communications specialists who play a vital role in the success of Canberra's events? As a Senior Campaign Marketing Officer at Events ACT, you will play a leading role in developing and implementing tactical campaigns to promote a suite of events at a local and national level.

You will have endless opportunities to put your creativity, copywriting and organisational skills to the test as you work alongside campaign managers, public relations, web and graphic design teams to execute fully integrated marketing, communications and PR campaigns which are fundamental to the success of our major and community events.

The campaigns will be designed to create and increase awareness locally, regionally and nationally, encourage attendance, contribute to community vibrancy, city pride and connectedness, and grow the ACT economy by encouraging economic activity and visitation from interstate markets.

Your ability to hit the ground running and effectively manage your time will be a key asset in this role as you work closely with creative and media buying agencies, partners, sponsors and internal stakeholders to support the delivery of multiple projects at a time.

You will establish relationships with industry, stakeholders, media and partners to develop a strong understanding of Canberra's events industry needs. The successful candidate will be passionate about Canberra and its events offering and demonstrate a strong ability to bring to life strategic, innovative, targeted and effective marketing campaigns.

You will work with the market research and content teams to evaluate and prepare reports on your campaigns, to help identify and celebrate our wins and guide the development of future marketing activity.

You will be working in a small dynamic team of enthusiastic creative professionals. Events ACT recognises the fundamental role our people play in our success. While this is a fast-paced role you will be supported to thrive and grow your skills as a marketing professional. Our ideal candidate will be passionate about collaboration and feel strongly about building on the supportive high performing culture we have developed here.

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

Notes: This is a temporary position available immediately until 31 October 2023 with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: If this sounds like you, please send your curriculum vitae, details of two referees and your statement of claims clearly addressing the Professional/Technical skills and Behavioural Capabilities as per the Position Description. This should be no longer than two pages telling us why you are the right person for the job. Applications should be submitted via the Apply Now button below.
Contact Officer: Amal Davis 0403 243 642 Amal.Davis@act.gov.au

Access Canberra

Office of the Deputy Director-General

Directorate Liaison Officer (DLO)

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 37935)

Gazetted: 02 December 2022

Closing Date: 9 December 2022

Details: It's the pilot that flies the plane however it's the air traffic controller that makes sure we all fly safely and arrive at our correct destination. We are looking for a Directorate Liaison Officer (DLO) who has the communication and coordination skills, judgement, flexibility and resilience to be the next 'Air Traffic Controller' between Access Canberra and our Minister's Office. When you exit the role, you will have made more connections than an international airline crew, know your way around the ACT Legislative Assembly like a pilot knows their way around an airport, and have developed a deep understanding of the workings of government to support a high flying public service career.

The DLO performs a key role to represent Access Canberra within the Minister's office and to provide a key link between the Head of Access Canberra and executive on ministerial matters by ensuring strong links with our portfolio Minister/s and other Ministerial offices. As part of a high-performing team within the Office of the Deputy Director-General, you will make a strong contribution to ensuring Access Canberra is able to respond to and provide timely support on government priorities. The DLO provides a key link between the organisation and our Minister/s by facilitating the timely flow of information as well as providing timely advice on matters relating to Access Canberra, the ACT's Legislative Assembly and Cabinet. You will be exposed to a wide range of regulatory compliance and service delivery matters so must be able to manage sensitive and confidential information with the utmost discretion.

Your attention to detail, excellent relationship management skills and determination to achieve positive outcomes will set you up for success in this role and beyond.

Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for your next exciting career challenge where no day is the same and you're given the opportunity to develop and grow, then this is the role for you.

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

Notes: This is a possible anticipated temporary vacancy for filling of one week with possibility other short-term periods or extension of up to a period of 12 months. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: To apply, submit your curriculum vitae and a two-page pitch outlining how your Skills, Knowledge and Behaviour make you the best fit for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachael Short (02) 6205 3614 Rachael.Short@act.gov.au

Economic Development

VisitCanberra

Operations Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 11959)

Gazetted: 01 December 2022

Closing Date: 19 December 2022

Details: The Canberra and Region Visitors Centre (CRVC) is looking for a dynamic Operations Manager to deliver exceptional customer service to a local, domestic and international audience.

As the Operations Manager you will

Oversee the management and delivery of retail sales activities in connection with the CRVC, including merchandising and the high quality presentation of the retail offering at the CRVC;
Supervise a team responsible for delivery of high quality, consistent and relevant visitor information services including the preparation of rosters in line with operational requirements and budget;
Ensure accurate financial records and invoicing is undertaken in a timely manner;
As member of the CRVC team, support the Director, Visitor Services, manage a small team and develop staff as appropriate;
Manage reconciliation of counter and reservation sales;
Under the guidance and support of Senior Officers and Executives, work with local and regional tourism industry to meet the goals of the ACT's Tourism 2030 Strategy;
Responsible for pursuing and converting commercial partnerships and activities associated with the role of the CRVC and
This position does involve direct supervision of staff.

We need someone who has excellent customer service, a great organiser, proven team management, demonstrated experience in staff and volunteer management and development, a history of developing productive working relationships with internal and external stakeholders and success in participating in a workplace where people are encouraged to improve business results through enhanced organisational culture. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

Sound knowledge of the Canberra and region tourism Industry

Current Australian drivers' licence

First Aid Certificate

Ability to perform after hours, public holiday or weekend work may be required

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

How to Apply: Please attach a copy of your curriculum vitae with a two page written response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jackie McKeown (02) 6205 0661 Jackie.McKeown@act.gov.au

Shared Services

Financial Services

Salary Packaging

Team Leader - Salary Packaging Marketing, Projects and Customer Services

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 09390)

Gazetted: 01 December 2022

Closing Date: 15 December 2022

Details: If you are looking to further develop or enhance your training and development, marketing, and leadership skills, this could be the perfect opportunity for you!

To be successful, you will need to demonstrate your ability to train and develop staff, arrange and conduct salary packaging consultations as well as the ability to manage the administration of salary packaging benefits based on a sound knowledge of benefits offered to ACT Government employees. You must have excellent customer service and communication skills (both written and verbal), and will also need well-developed problem solving, and scheduling skills.

You will need to prove that you can work well within a fast-paced, high volume work environment, and can work well independently and as part of a team. It's vital that you can juggle vying priorities as initially you will be scheduling and directing the team working towards processing and administrative deadlines each fortnight. In addition to this you will be working on securing marketing and promotional opportunities and ad hoc salary packaging projects.

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

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. An ACT Government CMTEDD Baseline clearance is required for this position.

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

How to Apply: If you have the ability to foster a positive and productive work environment and have the confidence to engage with customers and clients across all levels of Government and internal and external stakeholders alike, then please submit a pitch of no more than two pages that addresses the Professional and Technical Skills, and Knowledge and Behavioural Capabilities sections located in the Position Description. Tell us why you think you would be best suited for this position and provide two referees – where possible, one being a current supervisor or manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Desley Croker 0400 440 065 Desley.Croker@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 Renewal Authority

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

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

Executive Branch Manager, Development Temporary Vacancy (27 January 2023 until 31 March 2023)

City Renewal Authority

Development

Position: E333

(Remuneration equivalent to Executive Level 1.4)

Reshape the National Capital

Applications are invited for the position of Executive Branch Manager, Development, with the City Renewal Authority (CRA), in Canberra, ACT. The CRA is established under section 7 of the City Renewal Authority and Suburban Land Agency Act 2017 (the Act) and regulated by Parts 8 and 9 of the Financial Management Act 1996 (FMA), s. 50 of the Planning and Development Act 2007 and the Public Sector Management Act 1994 (PSMA).

The objectives of the CRA are set out in section 8 of the Act and include:

The encouragement and promotion of a vibrant city through the delivery of design-led, people-focused urban renewal

The encouragement and promotion of social and environmental sustainability, and Operational effectiveness, delivering value for money using sound risk practices

The CRA's 2025 Strategic Plan sets out the key directions and goals for the Authority. A copy of the plan can be accessed via: https://www.act.gov.au/data/assets/pdf_file/0011/1766720/20210518-2025-Strategic-Plan-2021-update-FINAL.pdf

The Executive Branch Manager, Development provides strategic leadership and expert project and technical advice in relation to all aspects of Development to the Authority. Reporting directly to the Chief Operating Officer, the Executive Branch Manager, Development is the senior Subject Matter Expert and accountable for Development issues associated with the delivery of the CRA's Development strategy, and is accountable for planning and delivering the CRA land release program, and delivering urban renewal projects and outcomes.

The role includes consultation with key internal and external stakeholders (within and outside of Government) management, review, and the formulation and implementation of development plans to support implementation of the CRA's renewal program.

The Executive Branch Manager, Development supports the CEO and the Authority Board in anticipating and responding to a broad range of Development needs and demands, to ensure the achievement of the CRA's objectives and programs. The position plays a central role in how the CRA establishes and sustains its reputation and partnerships with other ACT Directorates, industry and the broader community.

The role is also a focus for identifying and communicating innovation and creativity across the different elements of the agency's work. Further information on the City Renewal can be found at:

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

Eligibility/Other Requirements: Formal qualifications in development, construction and/or project management is essential (or demonstrable experience in these fields).

To apply: Interested candidates should submit a one page Expression of Interest, curriculum vitae and contact details for two referees to via email, Craig.Gillman@act.gov.au **By: COB Wednesday 14 December 2022.**

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

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

Contact Officer: Craig Gillman (02) 6207 2478 craig.gillman@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

Children, Youth and Families

Youth Justice

Bimberi Residential Services

Facilities Manager - Bimberi Residential Services

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 03294)

Gazetted: 07 December 2022

Closing Date: 21 December 2022

Details: Bimberi Residential Services is seeking an experienced committed, and innovative individual to permanently fill the role of Facilities Manager. You will be responsible for leading and supervision of a small team in the management and coordination of activities related to the maintenance and servicing of the Bimberi Youth Justice Centre's facilities, stores, equipment, vehicle fleet and grounds.

The Facilities Manager is a hands-on role. You will be responsible for:
coordinating effective solutions for the delivery of daily maintenance requests
managing and maintaining the preventative maintenance schedules
upkeep of equipment and supplies to meet health and safety standards and security measures
general maintenance and repairs across all Bimberi Residential sites
leading a small team

Bimberi is looking for a proactive Facilities Manager with:

high level organisation skills
strong communication and negotiation skills
a keen eye for detail
an ability to balance multiple priorities

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

Eligibility/ Other Requirements

Desirable qualifications and experience:

An industry recognised qualification in trade skills or equivalent work experience.

Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment.

Experience leading and managing a small team

Essential requirements:

Possession of a current driver's licence

Senior First Aid Certificate

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 \(a.ct.gov.au\)](http://www.act.gov.au/wwvp)

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: Applications are sought from potential candidates that must include:

supporting statement addressing each of the criteria should be limited to 400 words per criteria outlining your knowledge, experience, professional/technical skills and behavioural capabilities in carrying out the duties outlined in the Position Description

names and contact details of at least two referees, including your most recent/current supervisor or manager; and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

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

Office of the Director-General

Regulation, Assurance and Quality

Internal Audit & Risk Management

Assurance Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 26033)

Gazetted: 07 December 2022

Closing Date: 21 December 2022

Details: Do you have a passion to contribute to an enhanced governance system, especially in the public sector and develop a rewarding career in corporate governance?

If so, then you may enjoy the constructive challenges that Community Services Directorate (the Directorate) offers which include of working in a fast-paced environment, working to reasonable deadlines all within a supportive and diverse team environment.

As the Assurance Officer, Internal Audit and Risk Management (the IARM), you will work in a high performing team operating with impartiality and integrity to execute the Directorate's internal audit program and provide secretariat support to the Audit & Risk Management Committee (ARMC). You will also assist the team to facilitate the implementation of Governance frameworks across the Directorate.

The IARM, as a value adding business unit, regularly looks for ways to improve business operations. Hence you may be able to work on some exciting new projects on regular basis.

Eligibility/Other Requirements:

Relevant tertiary qualification in accounting or equivalent is desirable.

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

How to Apply: In order to apply for this challenging but rewarding role please provide a two-page written response for the Selection Criteria specified in the job description

and your current curriculum vitae (with two Referee contacts).

Applications should be submitted via the Apply Now button below.

Contact Officer: Sadib Dowla (02) 6205 2725 Sadib.Dowla@act.gov.au

Housing ACT

Client Services Branch

Executive Support

Executive Assistant / Executive Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59800)

Gazetted: 07 December 2022

Closing Date: 28 December 2022

Details: The Client Services Branch of Housing ACT is looking for a dynamic Executive Assistant/Executive Officer to work with the Executive Branch Manager of the Client Services Branch.

Working under limited direction the Executive Assistant/Executive Officer will ensure all incoming and outgoing work across the Branch is managed in a timely manner. The role provides administrative support in preparing meeting agendas, reports, briefs and works closely with the Executive, Government and Engagement Team to coordinate ministerial briefs and correspondence for the Branch. As well as recruitment and secretariat duties for committee meetings, co-ordinate Branch planning and reporting, Branch meetings and activities and Branch requirements under the divisional plan.

The Executive Assistant/Executive Officer is responsible for providing high-level executive and administrative support to the Executive Branch Manager, Client Services and the Senior Leadership Team in the Branch. This includes diary management, arranging and scheduling meetings and appointments, managing telephone calls, and actioning emails and enquiries promptly and efficiently, ensuring the smooth operation of administrative support functions for the Executive Branch Manager.

The role requires a very well-developed ability to prioritise while supporting a diverse leadership team with competing priorities. A high level of independence and initiative is necessary.

More information can be found in the Position Description.

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: Applications should be written addressing the selection criteria, no more than two A4, pages plus curriculum vitae and referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Geoff Aigner (02) 6207 6043 Geoff.Aigner@act.gov.au

Office of the Coordinator-General for Family Safety

Senior Policy/Project Officers

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58331, several)

Gazetted: 07 December 2022

Closing Date: 20 January 2023

Details: The Office of the Coordinator-General for Family Safety is seeking to fill several senior policy officer positions to support the Office in its work to prevent and respond to domestic, family and sexual violence. We are looking for candidates with a keen sense of social justice, a passion for improving the lives of victim/survivors and an ability to deliver quality work in tight timeframes.

To be successful in these roles you will be an effective team player; self-motivated; and able to turn your hand to many different tasks including writing policy, managing stakeholders, delivering project elements, and preparing briefs to the Coordinator-General and the Minister. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Notes: These are temporary positions available immediately for up to 12 months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Part time and job share applications are welcome. This position works from a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please submit a two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Lewis (02) 6207 1783 Emma.Lewis@act.gov.au

Corporate

Business Transformation and Systems

Vulnerable Household Energy Support Scheme

Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59424)

Gazetted: 06 December 2022

Closing Date: 20 December 2022

Details: The Business Transformation and Systems Branch is seeking a highly motivated person to support in the delivery of the Vulnerable Household Energy Support Scheme (VHESS). The VHESS is a commitment under the Parliamentary and Governing Agreement that will improve building efficiency and sustainability for public housing and implement minimum energy efficiency standards. Projects will include coordination of data collection, data analysis, stakeholder communication/engagement and project/contract management to implement energy efficiency upgrades (including ceiling insulation) across the Housing ACT property stock.

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:

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 for 12 months with the possibility of extension for a total period of four years. A Merit List may be established from this selection process and may be used to fill temporary and permanent vacancies over the next 12 months. 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 provide a two-page pitch of your demonstrated experience relevant to the Selection Criteria specified in the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Toby Pearson (02) 6205 7036 Toby.Pearson@act.gov.au

Corporate

People Capability and Culture

Workforce Management and Development

Director, Workforce Management

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59755)

Gazetted: 05 December 2022

Closing Date: 19 December 2022

Details: The Community Services Directorate (CSD) is seeking a Human Resource professional to lead the workforce management functions within the People, Capability and Culture Branch. The Director, Workforce Management will lead a small team within a dynamic environment delivering contemporary and effective workforce management solutions aligned to the strategic direction of CSD.

Key focus areas for the role include effective attraction and retention approaches, efficient recruitment and onboarding procedure/services, proactive and accurate workforce data management, regular workforce reporting, effective workforce planning outcomes, employee engagement, entry and exit surveys and project work on various HR matters including co-ordinating CSD's input to a new Human Resources Information Management System.

Working closely with the Senior Director and Executive Branch Manager, the Director will provide high-level advice and direction on Human Resource matters achieving strong and productive working relationships with all Directorate Executives, employees, external stakeholders and colleagues across the ACT Government.

To be successful in this role you will have a history of achieving successful outcomes which demonstrate exemplary leadership, strong analytical and planning capability, adaptability, flexibility and the capacity to successfully manage multiple business priorities whilst maintaining high work standards and accuracy.

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:

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

How to Apply: If this role is a match with your experience and expertise, please submit a two-page pitch addressing your suitability against the skills, knowledge and behaviours articulated in the Position Description, please include a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cathy Chandler 02 6205 0949 cathy.chandler@act.gov.au

Office of the Coordinator-General for Family Safety

Policy/Project Officers

Administrative Services Officer Class 5/6 \$84,749 - \$104,509, Canberra (PN: 54705, several)

Gazetted: 06 December 2022

Closing Date: 19 January 2023

Details: We are seeking to fill two positions at the ASO5 or ASO6 level to support the Office in its work to prevent and respond to domestic, family and sexual violence with particular focus on culturally appropriate responses in the Aboriginal and Torres Strait Islander community.

We are looking for great team players, self-motivated and with a passion for improving the lives of victim/survivors. If you think you work well with others, enjoy developing new solutions to difficult issues and want to support this important work we look forward to hearing from you.

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: These are temporary positions available immediately for up to 12 months with the possibility of permanency. These positions will be filled at the ASO5 or ASO6 level depending on skills and experience. A Merit Pool may be established from this selection process to be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position works from a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Part time and job share applications are also welcome.

How to Apply: Please submit a two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicki Tafe (02) 6207 1783 Nicki.Tafe@act.gov.au

OCGFS

Assistant Director - Program developer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41284)

Gazetted: 02 December 2022

Closing Date: 13 January 2023

Details: We have an exciting work program for 2023, with a number of new projects to get off the ground. We are seeking a highly capable person to join the team and support this work. A key focus for this position will be to help design and deliver a multi disciplinary centre which will bring together specialist sexual violence response services

in one place to collaborate and provide a victim centred integrated response for victim/survivors of sexual violence. If you have strong program design or project delivery skills and want to contribute to this important work, please apply.

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

Notes: This is temporary position available for eight months with the possibility of extension, up to 12 months and/or permanency.

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

Part-time hours and/or job share will be considered and the full-time salary noted above will be pro-rata.

Selection may be based on application and referee reports only.

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

How to Apply: Please submit a two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Nina Birkel (02) 6207 1783 Nina.Birkel@act.gov.au

Strategic Policy

Office For Aboriginal and Torres Strait Islander Affairs

ATSIB Policy Advisor and Secretariat Support

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 44623)

Gazetted: 02 December 2022

Closing Date: 16 December 2022

Details: The successful applicant will provide high level policy support to the Aboriginal and Torres Strait Islander Elected Body, ensuring that they can meet the requirements under the *Aboriginal and Torres Strait Islander Elected Body Act 2008*, and any matter that the Minister may require the Elected Body to undertake. The position provides support for the interaction between the Minister and the Elected Body.

The position is responsible for liaising between ACT Government agencies on behalf of the Elected Body and supporting the Chair and Deputy Chair of the Elected Body in their function as required by the Act. The successful applicant will demonstrate a sound knowledge of relevant legislation, an understanding of the issues facing the Aboriginal and Torres Strait Islander community of the ACT.

Eligibility/Other Requirements:

This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

How to Apply: Application should be no longer than two pages long and address the Selection Criteria.

Application should be accompanied with your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Turk (02) 6207 2534 Jessica.Turk@act.gov.au

OCGFS

Assistant Director - Legal Policy

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41282)

Gazetted: 01 December 2022

Closing Date: 15 December 2022

Details: We have a significant legislative reform program and are looking for a candidate with strong writing and legal skills, a passion for improving the lives of victim/survivors of domestic, family and sexual violence and a capacity to work collaboratively on multiple projects when necessary. The successful applicant will demonstrate an understanding of the experiences and challenges facing victims of domestic and family violence, and the legal and justice responses available to support them.

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 position is available up to 12 months with the possibility of extension, not exceeding 12 months, and/or permanency.

Part-time and/or job share hours will be considered and the full-time salary noted above will be pro-rata.

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

Selection may be based on application and referee reports only.

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

How to Apply: Please submit a two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Juliette Ford (02) 6207 1783 Juliette.Ford@act.gov.au

Communities

Communications and Engagement

Media and communications officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55227)

Gazetted: 01 December 2022

Closing Date: 15 December 2022

Details: The Community Services Directorate (CSD) is currently seeking a media and communications officer.

Here at CSD, we are passionate about empowering people to meet their full potential by building inclusive and equitable communities where everyone is respected and valued. We have responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing, children, youth and family support services and policy, Child and Family Centres, homelessness, community engagement, Aboriginal and Torres Strait Islander Affairs, and community disaster recovery.

This is a busy job where no two days are the same. You will be responsible for managing media enquiries on a broad range of issues. You will also develop communications for a variety of audiences and channels including newsletters, website, social media, media releases and more.

The right person will be able to juggle multiple priorities, think strategically and have great people management skills not to mention exceptional written and verbal communication skills.

If you want to do work that makes a difference to the community, we want to hear from you.

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

How to Apply: To apply please provide an application of no more than two pages telling us about your experience managing media issues and addressing the Behavioural Capabilities in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Nikolic (02) 6207 9536 Emma.Nikolic@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Associate Producer, Programming and Presenter Services

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 3582)

Gazetted: 06 December 2022

Closing Date: 13 December 2022

Details: The Associate Producer, Programming and Presenter Services position at the Canberra Theatre Centre is a unique and exciting role supporting and delivering excellent live performance events in the ACT.

You will work as an essential part of a close team in the administrative heart of the Canberra Theatre Centre's three busy venues.

The role is a mix of duties which keeps every day different and interesting:

Coordinating venue-hire customer support and relationship management

Providing project support and service delivery for producing companies and creative teams

proactive booking management including system administration of the Canberra Theatre Centre's Venue Ops bookings system

documenting, maintaining, and communication event information to internal and external stakeholders

Other duties as required including managing, booking, and developing Access and Inclusion Services, and the maintenance of document templates and workflows

We are looking for a high-energy and experienced arts administrator who enjoys negotiation and communication, and taking initiative, who is committed to efficiency and accuracy, and who is willing to pitch in and assist on large projects when required.

In return, we can offer you friendly, fun, and inclusive work bringing the best arts and culture to the ACT, surrounded by the creative energy of live performance.

How to Apply: Please provide an application (limit two pages) telling us what you would bring to our team and addressing the outlined Capabilities and Criteria, and a copy of your current curriculum vitae with the contact details of two referees.

Applications should be sent to the via the Apply Now button below.

Contact Officer: Gillian Schwab 6243 5707 gillian.schwab@act.gov.au

Canberra Museum and Gallery

CMAG Visitor Services Officer

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: CASO2)

Gazetted: 06 December 2022

Closing Date: 17 January 2023

Details: We're looking for energetic Visitor Services Officers (Casual) to join our front of house museum team at Canberra Museum and Gallery (CMAG). If you love working with people and sharing stories about Canberra's cultural history and the visual arts through education programs, guided tours and events – this could be the perfect job for you.

CMAG serves a unique role as a place to experience the diverse history, visual arts and contemporary culture of the Canberra region. We aim to connect people with the Canberra region's rich and diverse stories, sense of place, and contemporary identity, through the display of exhibitions of Canberra's social history and visual arts. CMAG also manages The Nolan Collection on behalf of the Australian Government.

As a Visitor Services Officer, you will be central to ensuring that our visitors have the best museum experience through exceptional customer service at our museum front desk and when delivering interpretative experiences. Successful applicants will have experience working with members of the public from different backgrounds and ages, excellent communication skills, and delivering tours and programs.

In return, we can offer you a friendly, creative inclusive workplace, surrounded by beautiful art and cultural collections, the opportunity to contribute to the smooth running of the ACT's most prominent cultural organisations, and close-up exposure to the ACT's visual and performing arts and cultural heritage.

Experience working in ACT Government would be welcome but not essential.

Note: This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

How to Apply: Provide a two-page pitch telling us what you would bring to our team addressing the Selection Criteria in the Position Description, a copy of your current curriculum vitae, and the contact details of two referees (including your current manager).

Applications should be sent to the via the Apply Now button below.

Contact Officer: Danyka van Buuren 6205 0584 Danyka.VanBuuren@act.gov.au

Canberra Theatre Centre

Creative Producer, New Works, Sector Development and Public Programming

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 3580)

Gazetted: 01 December 2022

Closing Date: 21 December 2022

Details: This position leads the development and delivery of New Works, Sector Development and Public Programming initiatives at Canberra Theatre Centre. The role has responsibility for developing and fostering meaningful and impactful engagement between CTC and the local arts sector.

In addition the role explores opportunities between CTC and the national performing arts sector to leverage greater visibility and capacity of ACT performing arts, with a particular focus on the development of independent artists.

In collaboration with the Head of Programming, the role will lead the development of a strategy for New Works and Sector Development at CTC.

With other CTC staff members the role aims to deepen engagement with the local sector, including audience and community engagement, and builds relationships with relevant stakeholders to secure external support for the program including partnerships, philanthropic donations and other government funding.

In consultation with other Programming team members this position develops engaging and relevant public programming initiatives for both the performing arts sector and wider CTC audiences. It is responsible for developing innovative public programming opportunities for works presented by CTC, deepening the sector's and audience's engagement with those works.

This role will also collaborate with other members of the Programming Department, making recommendations to the Head of Programming for inclusion of works by independent artists/companies in the annual program.

Eligibility Other Requirements: You are a great communicator and flexible in your approach to producing live performance and you have presented and produced professional theatre and live performance for 10+ years.

How to Apply: Please provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

Applications should be sent to the via the Apply Now button below.

Contact Officer: Daniel Clarke 6243 5708 daniel.clarke@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

Schools Improvement

Belconnen Network

Melba Copland Secondary School

Administrative Assistant

School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 59763, Several)

Gazetted: 07 December 2022

Closing Date: 14 December 2022

Details: Want an exciting new challenge?

Melba Copland Secondary School is looking for motivated, dynamic, and friendly people to join our administrative team across a range of areas in our school including Hospitality, Arts, Front office, Careers, and the Library.

Melba Copland is a high performing, supportive and vibrant school and we acknowledge and celebrate the rich diversity of this beautiful community. Our school values are Connect-Learn-Thrive and we work to create an environment in which students feel a sense of belonging and connection to self, others and to country; where they value learning and can achieve personal success; and where they are empowered to become creative, critical thinkers.

Our school has two sites; a high school campus for year seven, eight and nine students, and a senior campus for years 10, 11 and 12. Our provision of an education from years seven-12 makes us unique amongst all ACT Public Schools and allows us to provide many extension and enrichment opportunities for our students.

Eligibility/other requirements:

Prior to commencing in this role, the following is required: a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Desirable:

First Aid certificate or the ability to undertake appropriate training.

Test and Tag training or the ability to undertake appropriate certification.

Selection Criteria

Ability to work with and relate to students.

Communication, interpersonal and liaison skills; ability to communicate effectively with staff, students and parents/carers.

Organisational skills including the ability to organise own work, set priorities and meet deadlines.

Administrative and practical skills including keyboard skills and the ability to operate a variety of computer programs, databases and other records management systems.

Ability to handle confidential and sensitive information in accordance with relevant legislation and policy.

Proven capacity to work as part of a team, to use own initiative and to work independently when necessary.

Ability to apply equity and diversity, workplace health and safety, and participative management principles and practices in the workplace.

Notes: This is a temporary position available commencing on 27 January 2023 for 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply:

Please submit the following:

A supporting statement of no more than two-pages outlining experience and/or ability addressing the Selection Criteria

A current curriculum vitae

Two referees responding to the Selection Criteria in the attached Referee Report Template

https://www.jobs.act.gov.au/__data/assets/pdf_file/0019/480061/Referee_Report.pdf

Applications should be submitted via the Apply Now button below.

Contact Officer: Leon Sanft 0261420333 bm.mcass@ed.act.edu.au

System Policy & Reform

Strategic Policy

Legislation Reform

Director, Legislation Reform

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 33898)

Gazetted: 06 December 2022

Closing Date: 20 December 2022

Details: Are you a high performing officer looking for your next challenge? Are you excited by reforming legislative frameworks to ensure the best outcomes for our children and young people? Do you have experience in policy development, exceptional research skills, and high level written and organisational skills? Then this might be the job for you!

The Legislation Reform team is looking for a motivated and conscientious individual with skills and experience in legislative policy development to join us from **February 2023** for **12 months**.

To be successful in this role you must be able to work cooperatively with others as well as individually with minimal supervision, in a fast paced and at times, pressured environment. You will need expertise in policy development, strong strategic thinking skills, excellent written and organisational skills, and a desire to build and

maintain quality relationships with a range of stakeholders. This is a fantastic opportunity for someone who is interested in delivering strategic legislative reform that will benefit children and young people in our community. Please submit a current curriculum vitae and a written response of up to three pages. The response should outline your knowledge, skills and capabilities against the selection criteria listed in the position description. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements

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

Notes: This is a temporary position available from February 2022 for 12 months.

This position will be designed for flexible work arrangements and activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk and work across multiple Education sites. Our branch is currently working in a mixed-mode of at home and at the ACT Whole-Of-Government building at 220 London Circuit. The successful candidate will be expected to work flexibly across sites. Information will be provided on how to work from home safely and effectively. Please note a gradual return to the workplace may be forthcoming.

How to Apply: Please submit a maximum two page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Moore (02) 6205 4999 Nicole.Moore@act.gov.au

Service Design & Delivery

Student Engagement

Clinical Practice

School Psychologist

School Psychologist \$87,447 - \$125,498, Canberra (PN: 13757, Several)

Gazetted: 06 December 2022

Closing Date: 14 February 2023

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 permanent School Psychologist positions. We have positions available now with start dates flexible, up until 24 April 2023, either working full time or part time. School Psychologists enjoy the benefits of teacher-based conditions and strong professional support. Provisional Psychologists who anticipate gaining general registration early in 2023 are encouraged to apply.

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 general registration as a psychologist with the Psychology Board of Australia. Applications will be considered for provisional psychologists who anticipate gaining general registration by March 2023.

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). It is highly desirable applicants hold a current Australian drivers' licence.

Notes: There are multiple positions available with flexible start dates up until 24 April 2023, either working full time or part time. Part-time salaries will be paid pro-rata.

Applications will be assessed fortnightly from early January up until the 14 February 2023 close date.

A merit pool will be established from this selection process and may be used to fill identical vacancies on a temporary or permanent basis over the next 12 months. These positions are under the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022* and as such, a 12-month probation period will apply to applicants who are not existing ACTPS permanent employees. For interstate applicants, who are offered a permanent position, support towards relocation costs will be considered in accordance with the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022*.

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 6986 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.

Service Delivery and Design

Digital Strategy, Services and Transformation

Strategy, Design and Programs

Assistant Director, Digital Transition Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 44260)

Gazetted: 06 December 2022

Closing Date: 20 December 2022

Details: This role will ensure projects are delivered in accordance with the WHoG standards. Ensure the priorities are managed and quality of projects are delivered in an efficient and fit for purpose manner.

You will be able to maintain and communicate the organisation's strategy for managing information, ensuring that the business processes and information required to support the implementation of the transformation projects.

You will support engagement with Directors, corporate senior leaders, service managers and external stakeholders to ensure their complex needs are understood, prioritised, and incorporated into Directorate plans with progress communicated throughout the delivery process.

Our ideal candidate will have the combined skill in project management and business analysis. You take ownership of issues and will demonstrate the ability to have an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact in the education sector. You have high level leadership and financial, staff and project management skills, and a proven ability to provide strategic advice on information management, business applications, information and communication technology and online delivery utilising ITIL fundamentals and Prince2 methodology.

Ideally you will have proven ability to manage planned outcomes within tight timeframes, build relationships, communicate effectively and influence stakeholders in an education context. You will be required to perform a range of business analysis activities to support the implementation of Agile projects aligned to digital design approaches.

You have the ability to 'wear multiple hats' and juggle priorities, are resilient and tactful, passionate about what you do and committed to making a difference.

Eligibility/other requirements:

Bachelor's Degree in Project Management, Information Technology, Accounting, or relevant industry experience is highly desirable.

Proven project management, presentation, and communication skills in a digital transformation environment.

Previous experience in a Solutions/Business Analyst or Project Management role, ideally within the government organisations

Experience in process mapping and business and functional requirements documentation

The ability to make decisions on requirement prioritisation, scope, and assessing the viability of solutions.

Well-developed project and people management skills with projects rollout experience

Exceptional communication skills, both written and verbal.

Permanent resident of Australia.

Degree qualification in related field or equivalent experience

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

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

How to apply: In two pages or less please detail:

why you want the role.

how you meet the selection criteria; and

describe an achievement that you are most proud of.

A current curriculum vitae.

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.

Contact Officer: Lillian Nguyen (02) 6207 9623 Lillian.Nguyen@act.gov.au

System Policy and Reform

Education and Care Regulation and Support

Non-government Education

Assistant Director - Home Education Compliance and support

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59986)

Gazetted: 06 December 2022

Closing Date: 20 December 2022

Details: The Assistant Director Home Education Compliance and Support is a new position with the Non-government Education section.

The ideal candidate will be self-motivated, innovative and creative with high level interpersonal, communication, and IT skills. They will be a critical thinker, with strong problem-solving skills and have a high level of understanding of the legislative requirements relating to Home Education in the ACT. They will require resilience, tact, flexibility and empathy when working with our stakeholders along with the ability to respond to emerging work pressures during peak registration periods.

How to Apply:

Prior to lodging an application, interested applicants are strongly encouraged to email the contact officer to arrange a time to discuss the position.

The written response should be a pitch that addresses the candidate's capability to meet the responsibilities and requirements of the role in no longer than two pages.

The curriculum vitae should be concise - ideally listing recent employment and leadership opportunities that are relevant to the position.

Referees should be professional referees and not persons known to the applicant in a private capacity.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lynda Tooth (02) 6205 8321 Lynda.Tooth@act.gov.au

School Performance and Improvement

Tuggeranong Network

Erindale College

Executive Assistant and Staffing Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 41075)

Gazetted: 02 December 2022

Closing Date: 9 December 2022

Details: Erindale College is located in the heart of the Tuggeranong Valley within the Tuggeranong network of schools and caters for students in Year 10 to 12. The College design provides flexible and modern educational

facilities that support the surrounding community. Students at Erindale College have access to community facilities including the Erindale Theatre, joint use of the public Erindale Library and the Active Leisure Centre.

Erindale College is seeking a dynamic, enthusiastic, flexible and suitably qualified administrator in the role of Executive Assistant to Senior Executive, Manager of Administrative Staff, and Staffing Officer. The successful applicant will actively contribute to building the capacity of the Erindale Education Recreation Complex staff, and the delivery of quality outcomes for all aspects of the business including: the College, the Erindale Theatre, and the Active Leisure Centre.

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

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)

Highly Desirable

Knowledge of school specific software including Timetabling Solutions, Sentral, SSEMS and SIMs
Knowledge of school operations

Desirable

First Aid Certificate or a willingness to undertake appropriate training

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

How to Apply: Please provide a maximum two-page pitch outlining your skills, experience and suitability based on the requirements of the role as set out in the Position Description. Please include a current curriculum vitae identifying two referees who can speak to your suitability for the role, one of which should be your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gary Lawson (02) 6142 2977 Gary.Lawson@ed.act.edu.au

Office for Schools

Tuggeranong Network

Taylor Primary School

Executive Teacher (Early Childhood) - Taylor Primary School

School Leader C \$132,293, Canberra (PN: 15122)

Gazetted: 02 December 2022

Closing Date: 9 December 2022

Details: Taylor Primary School is seeking a collaborative, compassionate and dynamic leader to join the leadership team. This role encompasses leading collaborative teams and managing resources to ensure all students' educational and social outcomes are met within the school's inclusive practices.

The successful applicant will have substantial experience implementing and embedding Professional Learning Communities and whole school evidence-based practices across the school. Deep understanding of the Early Years Learning Framework, National Quality Standards, and the Australian Curriculum, assessment and reporting practices, with a focus on data and formative assessment is essential.

Development of strong positive relationships with staff, students and the community is paramount.

This role requires you to:

Support the Principal and Leadership team in leading the 2019-2023 Taylor PS Strategic Plan and to prepare for 2023 School Review.

Lead the Professional Learning Communities (Early Childhood – Preschool and Kindergarten) with a focus on data driven informed practice using the Spiral of Inquiry with students at the centre of all planning .

Lead the development and implementation of the 10 Essential Literacy Practices across P-6.

Lead, coach, and support teachers to enhance differentiated teaching and learning through Writers' and Readers' Workshop, Structured Word Inquiry, Inquiry learning and targeted assessment.

Support staff in the implementation of the Early Years Learning Framework and the Australian Curriculum.

Support inclusive practices across the school, supporting teachers to make adjustments where appropriate for students with additional needs.

Design, implement, and evaluate systems and processes to enable effective school operations.

Engage with school community to enrich the experiences of our students.

Undertake and appropriate teaching load in preschool and/or as directed by the principal.

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).

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

How to apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

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: Linda Francis (02) 6142 3000 Linda.Francis@ed.act.edu.au

Service Design and Delivery

Digital Strategy, Services & Transformation

Service Management Coordinator

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 32650)

Gazetted: 02 December 2022

Closing Date: 16 December 2022

Details: The person in this role will manage communications involved in Education business services, system changes, incidents and other notifications occurring in ACT Education. The ideal candidate has experience in the support of ICT systems and will be a trusted partner, representing the digital and technology needs within the Education Directorate. The person in the role will lead the administration of the IT Service Management (ITSM) solution used in Education for services around education business systems. The candidate will have strong ICT skills and an understanding of ITIL Service Management.

The person in this role will be adaptable and take ownership of communications, leading to positive outcomes. Through structure and strong change coordination, they will support the Directorate commitment to continuous improvement by controlling change management activities. The ability to juggle priorities, be resilient, tactful and passionate about what you do, committed to making a difference, are key traits for the ideal candidate.

The ideal candidate will have highly developed stakeholder engagement skills and the ability to consistently apply excellent customer service principles and practices. Strong written and verbal communications skills will also be required for this role, as well as a balanced understanding of ICT systems.

Eligibility/other requirements:

Highly Desirable:

Experience administering the Jira ITSM is highly desirable.

Understanding of school operations is highly desirable.

Experience using the ITIL framework is an advantage.

Degree qualifications in a related field is an advantage.

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

How to Apply: Please submit a response to the selection criteria (max three pages), current curriculum vitae and details for 2 referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Taymore Tabbah (02) 6207 5896 Taymore.Tabbah@act.gov.au

System Policy and Reform

Enrolments and Planning Branch

Enrolment Policy

Enrolment Policy Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 04073)

Gazetted: 02 December 2022

Closing Date: 9 December 2022

Details: The Enrolment Policy Officer is a key role within the Enrolment Policy team. The team is responsible for developing and delivering the program of reform for enrolment policy and practice in relation to public schools, to achieve the overarching goals of consolidating the integrity of policy and practice, ensuring its coherence to governing legislation and strategic aims of the Directorate and enhancing its contribution to managing student demand in the context of growth. Developing and delivering the reform program involves extensive collaboration with other areas of the Directorate and with school Principals and Business Managers.

The team is also responsible for delivering the Directorate's enrolment enquiry phone line, developing content for website and other public informational materials concerning enrolment policy, and for providing training and ongoing advice to school staff in regard to implementing enrolment policy and procedures.

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

Notes: This is a temporary position available immediately for six 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: Please submit your response of no more than two pages addressing the Selection Criteria as detailed in the Position Description, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Helen Seebohm (02) 6205 7260 Helen.Seebohm@act.gov.au

School Improvement

South Weston

Mawson Primary School

Business Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40528)

Gazetted: 02 December 2022

Closing Date: 14 December 2022

Details: Mawson Primary School is seeking a highly motivated and organised person to undertake the position of Business Manager Administrative Service Officer Six (ASO6).

This position is an active member of the Mawson Primary School leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe and positive environment where students love to learn. The role provides support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes.

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://www.worksafe.act.gov.au/health_safety)

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.

Business qualifications or experience in a business-related role is desirable

Financial qualifications or relevant experience is desirable

Notes: This is a temporary position commencing on 3 January 2023 until June 2023 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please address the six capabilities from the Selection Criteria outlined in the Professional/Technical Skills and Knowledge and Behavioural Capabilities section in no more than two pages. In your application, please include a current curriculum vitae and provide the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Sparks 02 6142 2700 Sarah.Sparks@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Richardson Primary School

Business Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53552)

Gazetted: 01 December 2022

Closing Date: 8 December 2022

Details: An opportunity exists to join the leadership team at Richardson Primary School. This position is an active member of the leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe and positive environment where students love to learn. The role provides support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes.

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:

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.

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 \(act.gov.au\)](#)

Business qualifications or experience in a business-related role is desirable

Financial qualifications or relevant experience is 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. Selection may be based on application and referee reports only.

How to Apply: Please address the six capabilities from the Selection Criteria outlined in the Professional / Technical Skills and Knowledge and Behavioural Capabilities section in no more than four pages. In your application, please include a current curriculum vitae and provide the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anna Wilson (02) 6142 3630 Anna.Wilson@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Executive Branch Manager, PaGA Commitments

Temporary Vacancy (23 January 2023 to 24 February 2023)

Environment, Planning and Sustainable Development Directorate

Planning and Urban Policy

Position: E1265

(Remuneration equivalent to Executive Level 1.4)

You might have heard about the planning reforms underway - if you are interested in having a role in this important work about the future of Canberra – this might be for you.

As one of the three Executive Branch Managers in the Planning and Urban Policy Division, you will be responsible for Strategic and Territory Planning and coordination of *Parliamentary and Governing Agreement of the 10th Legislative Assembly of the ACT (PaGA)* items for the division. These commitments cover a range of Government priorities in areas of public policy including planning system reform, urban planning, building reform and housing policy.

The role requires a person with experience in a policy context, strong project management, problem solving, communication and leadership skills at a senior level. During this period you will also be required to participate in workforce planning and review for future approaches to work in the division.

This position is available from 18 Jan 2023 – 24 Feb 2023. You must be available to work for this entire period.

To apply: Your pitch /expression of interest to do this role should respond to the requirements of the role, including how you will fulfil these, and be no more than two pages, a copy of a current curriculum vitae, two referees and confirmation of availability. All EOIs should be emailed to Erin.Brady@act.gov.au by **COB Thursday 15 December 2022**.

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

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

Contact Officer: Erin Brady (02) 6205 4522 Erin.Brady@act.gov.au

Executive Branch Manager, Governance, Corporate and Legal Services

Temporary Vacancy (16 January 2023 to 19 May 2023)

Environment, Planning and Sustainable Development Directorate

Suburban Land Agency

Position: E1076

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 8 December 2022

The Executive Branch Manager Governance and Corporate Services leads a diverse portfolio which includes People and Capability, Governance (including Board Secretariat), Project Management Office and Legal team to provide high quality corporate services. The role also plays an important role in supporting the Board and its Committees by overseeing the provision of advice, implementation of good governance practices and assisting to facilitate the flow of information to the Board so that it has the right information required to make informed decisions.

To apply: Interested applicants are requested to submit an EOI of no more than one page addressing the attached selection documents, a current curriculum vitae and contact details for two referees to John Dietz via email, John.Dietz@act.gov.au by COB Thursday 15 December 2022.

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

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

Contact Officer: John Dietz John.Dietz@act.gov.au

Environment

ACT Parks and Conservation Service

Volunteer and Visitor Experience

Casual Visitor Services Officer

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: C10928, several)

Gazetted: 06 December 2022

Closing Date: 20 December 2022

Details: We are looking for motivated and passionate people to provide casual frontline visitor service functions and administrative support to Tidbinbilla Nature Reserve and Namadgi National Park, but predominantly based at Tidbinbilla.

Duties include working as a part of a small team responsible for the day to day operation of the Visitor Centre, providing information about recreation and tourism activities, retail sales, food and coffee preparation and basic administrative and communication tasks related to the operations of the centre. The successful occupant will require excellent communication skills, problem solving capability and the ability to maintain a strong customer focus.

We are seeking applications from suitably experienced people who are interested in casual employment. A merit pool will be created for current and expected vacancies over the next 12 months.

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

Other Requirements:

Current driver's licence

Preparedness to wear a uniform

Preparedness to work a shift roster including weekends and public holidays (penalty rates apply)

Preparedness to work at any Parks and Conservation Service location as directed.

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 \(a.ct.gov.au\)](http://www.act.gov.au/working-with-vulnerable-people)

Desirable

Proven hospitality skills in a fast-paced environment well regarded.

Notes: This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Barton (02) 6207 9445 Melissa.Barton@act.gov.au

Environment Heritage and Water

Conservation and Water Planning and Policy

Biodiversity Policy and Planning

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 05726)

Gazetted: 05 December 2022

Closing Date: 19 December 2022

Details: The Biodiversity Policy and Planning section has key responsibilities for policy and legislation relating to nature conservation, threatened species, fisheries, and implementation of the ACT Nature Conservation Strategy. The Section has a focus on achieving landscape scale biodiversity outcomes across public and private land. This includes taking into account key threatening processes such as climate change and urban development on natural systems. The team also provides secretariat support for the work of the ACT Scientific Committee (a statutory committee established under the Nature Conservation Act 2014). This senior policy position is an opportunity for a highly motivated candidate to help progress policies and plans for biodiversity conservation and good environmental outcomes in the ACT.

We are recruiting to a permanent Assistant Director position that will work to the Director of Biodiversity Planning and Policy to:

Develop and coordinate the implementation of statutory policy, plans and strategies under the *Nature Conservation Act 2014* and/or *Fisheries Act 2000* to improve and enhance the biodiversity of the ACT.

Coordinate and manage staff in the provision of evidence-based biodiversity policy advice and legislation, and the development and drafting of ministerial correspondence and other relevant government documentation.

Undertake high level communication, negotiation, representation and liaison with Commonwealth, state and territory governments and other key stakeholders, including representing the branch and the ACT as required on interagency or interjurisdictional committees and working groups.

Provide secretariat assistance, biodiversity policy advice and analysis to the ACT Scientific Committee as required.

Eligibility/other requirements: Relevant tertiary qualifications and experience in nature conservation planning and policy, biodiversity policy, natural resource ecology or environmental law will be well regarded.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be 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 written application of no more than two pages addressing all the Selection Criteria located in the Position Description, 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: Johannes Botha (02) 6207 1773 Johannes.Botha@act.gov.au

**Planning and Urban Policy
Strategic Planning and Policy
Planning Policy Officer**

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 34845)

Gazetted: 05 December 2022

Closing Date: 5 January 2023

Details: If you are a strategic thinker, analytical, have an interest in playing a role in how Canberra grows and develops – this might be a role for you.

The Planning and Urban Policy Division within the Environment, Planning and Sustainable Development Directorate is seeking a highly motivated, experienced and suitably qualified person to fill the Planning Policy Officer position with the Strategic Planning and Policy team.

We have a full work pipeline of greenfields broadacre future land studies to provide for the sustainable growth of housing and employment land in Canberra; cross-border strategic planning with NSW; strategic infrastructure planning for waste, social and community facilities; and implementing our new proposed outcomes based planning system, just to name a few. Being in Canberra, you will have the added considerations of working closely with the National Capital Authority on many strategic issues for Canberra's role as the National Capital.

The role will require you to work in a multi-disciplinary environment to deliver short, medium and long term strategic planning and policy projects, to facilitate integrated land use and built form that is well planned, sustainable, and responsive to the strategic directions set by the ACT Government. The ACT Government is highly progressive in regard to sustainable development, innovation in urban design and urban policy, and always keen to consider new ideas that will help shape Canberra into a world-class city and make it a great place to live, work and play. The work will have a lot of variety and you will work with senior planners to deliver your projects to time and budget. We are looking for someone who wants to broaden their experience in planning and take on new challenges.

We work in a hybrid, flexible arrangement, with any proposals for flexible workplace arrangements able to be considered.

Experience in urban planning, urban policy, or similar is highly desirable, people with skills in project and program management, experience and enthusiasm are also encouraged to apply.

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

Eligibility/ Other Requirements

Highly Desirable

Relevant tertiary qualifications and/or demonstrated equivalent industry/professional experience in urban planning, urban policy, urban and environmental management or a related field.

Work experience in urban planning, planning policy, or a related field.

Project management skills and experience on complex projects.

Notes: Selection may be based on application and referee reports only. This position is located in a new workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. But we have a fabulous new building located on the light rail line, that facilitates cooperation and sharing of information and ideas. You won't feel like you are hot desking!

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.

The ACT Government offers flexible working arrangements including working from home. The positions may be filled at a part-time role for the right candidate.

How to Apply: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: KarenJ Wright (02) 6207 6316 KarenJ.Wright@act.gov.au

**Planning and Urban Policy
Strategic Planning and Policy
Assistant Director, Strategic Planning and Policy
Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 15394)**

Gazetted: 05 December 2022

Closing Date: 5 January 2023

Details: If you are a strategic thinker, analytical, have an interest in playing a role in how Canberra grows and develops – this might be a role for you.

The Planning and Urban Policy Division within the Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking a highly motivated, experienced and suitably qualified person to become our new Assistant Director, Strategic Planning and Policy.

We have a full work pipeline of greenfields broadacre future land studies to provide for the sustainable growth of housing and employment land in Canberra; cross-border strategic planning with NSW; strategic infrastructure planning for waste, social and community facilities; and implementing our new proposed outcomes based planning system, just to name a few. Being in Canberra, you will have the added considerations of working closely with the National Capital Authority on many strategic issues for Canberra's role as the National Capital.

The role will require you to work in a multi-disciplinary environment to deliver short, medium and long term strategic planning and policy projects, to facilitate integrated planning and land use and built form that is well planned, sustainable, and responsive to the strategic directions set by the ACT Government. The ACT Government is highly progressive in regard to sustainable development, innovation in urban design and urban policy, and always keen to consider new ideas that will help shape Canberra into a world-class city and make it a great place to live, work and play. The work will have a lot of variety and you will have responsibility for delivery of your projects to time and budget. We are looking for a person who can work collegially across EPSDD and the ACT Government, work confidently with stakeholders and the community, source and contract manage expert technical inputs from consultants and bring this together in crisp strategic planning and urban policy advice.

We work in a hybrid, flexible arrangement, with any proposals for flexible workplace arrangements able to be considered.

Experience in urban planning, urban policy, or similar is highly desirable, people with skills in project and program management, experience and enthusiasm are also encouraged to apply.

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

Eligibility/ Other Requirements

Highly Desirable

Relevant tertiary qualifications and/or demonstrated equivalent industry/professional experience in urban planning, urban policy, urban and environmental management or a related field.

Work experience in urban planning, planning policy, or a related field.

Project management skills and experience on complex projects.

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

This position is located in a new workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. But we have a fabulous new building located on the light rail line, that facilitates cooperation and sharing of information and ideas. You won't feel like you are hot desking!

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.

The ACT Government offers flexible working arrangements including working from home.

The position may be filled at a part-time role for the right candidate.

How to Apply: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: KarenJ Wright (02) 6207 6316 KarenJ.Wright@act.gov.au

Climate Change and Energy

Climate Change Policy

Director, Emissions Reduction Policy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 45704)

Gazetted: 01 December 2022

Closing Date: 15 December 2022

Details: The Climate Change and Energy Division is looking for a proven leader to drive policy outcomes relating to the continued implementation of the ACT Government's *Climate Change Strategy* and analysis relating to the ACT's emissions inventory and projected emissions on the pathway to achieving net zero by 2045.

The successful applicant will work in partnership with a wide range of internal and external stakeholders to deliver policy outputs and outcomes and play a key role in shaping the ACT's nation leading climate change agenda.

The Climate Change and Energy Division delivers a comprehensive set of policies, programs, and community engagement activities to reach net zero emissions by 2045. This work is done in collaboration with all sectors including government, non-government, business, community, and households. This is an exciting opportunity to be part of Canberra's climate action and have a direct positive impact for the local community.

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

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

How to Apply: Applications are sought from potential candidates and should include:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Carolyn Goonrey (02) 6207 6858 Carolyn.Goonrey@act.gov.au

Strategic Finance

Assistant Director, Finance Business Partners

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 03048)

Gazetted: 02 December 2022

Closing Date: 16 December 2022

Details: Strategic Finance supports the Directorate through the provision of a financial framework supported by financial reporting, accounting operations, and coordination and or input into the annual budget and estimates functions. The Finance, Information and Assets team undertake, but not limited to, the following:

Provision of strategic and operational financial support and advice

Development and allocation of internal and external budgets (including coordination of the Directorate's input into development of the ACT Government's annual budget papers)

Preparation of financial performance reports for management and other key stakeholders

Accounting for the Directorate's assets including coordination of the annual asset revaluation program

Accounts receivable and accounts payable processing

Development and maintenance of financial management information systems and processes; and

Preparation of the Directorate's annual financial statements.

Strategic Finance, Finance Business Partners, provide Directorate managers and executive members with accurate and timely financial analysis, forecasting, reporting and budgeting information through quality financial management advice and support. This position will be responsible for the successful delivery of financial outcomes and compliant financial operations. This will include budget, resource and stakeholder management as well as overall strategic financial planning across sections of Environmental Planning and Sustainable Development Directorate (EPSDD).

To be successful in this role you will have a high level of attention to detail, including proficient spreadsheet and analysis skills, sound communication skills, including the ability to resolve problems by enlisting resources, policies and technical financial support and the ability to manage deadlines and coordinate a variety of tasks.

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

Eligibility/other requirements:

Tertiary qualifications in Accounting or related field and CA/CPA qualification or progress toward same is highly desirable.

Experience working with TM1 and Oracle financial management information systems is also highly desirable.

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

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position may combine working from home and working in an office. The office is 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 two 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. Selection may be based on written application and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mei Lin Lam 0421674343 MeiLin.Lam@act.gov.au

Office of the Director General

Communications, Engagement and Media

Assistant Director - Communications & Engagement Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 33016)

Gazetted: 02 December 2022

Closing Date: 23 December 2022

Details: Are you an experienced communications and engagement specialist passionate about working in the dynamic Climate Change & Energy space?

Are you looking for a unique part-time senior communications role which provides flexibility to support better work/life balance?

The Communications, Engagement and Media team has a rare part-time opportunity to join our team with a specific focus on Climate Change & Energy priority projects.

Collaborating within and across teams to develop and distribute high quality content, the successful applicant will:

Work collaboratively with the Climate Change & Energy team, to ensure communication and engagement strategies are embedded in program development and implementation to effectively inform target audiences and engage stakeholders.

Develop and implement in collaboration with the Campaigns Manager, communication education campaigns and community engagement activities

Plan and oversee the development of supporting digital communication materials such as videos, web content and social media content in line with Directorate and whole of government policies and expectations.

Ensure all communications and engagement is purposeful and driven by the Directorate's strategic objectives and vision of Shaping Canberra's Future.

Support media liaison, communications and issues management services and advice to senior executives and staff, and support whole of government media liaison including proactive media opportunities to enhance the Directorate brand and key projects.

Support and prioritise positive team culture, growth, and development, drive a strong client-led focus and relationship management (including internal and external clients).

Eligibility/other requirements:

Relevant tertiary education qualifications and a minimum of five years' experience working professionally in the fields of 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: This is a part-time temporary position available from January 2023 until 30 September 2026 with the possibility of extension up to 12 months and/or permanency. The above full-time salary will be pro-rata. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: If you're interested in this opportunity, please submit a two-page (maximum) pitch addressing the Position Description and how you could make a positive contribution to the Communications, Engagement and Media team in the Environment, Planning and Sustainable Development Directorate.

Please include an up-to-date curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: ErinS Chancellor 0411048474 ErinS.Chancellor@act.gov.au

Corporate Services and Operations
Governance, Compliance and Legal Policy
Legal Policy and Information Management
Senior Director Legal Policy and Information Management
Senior Officer Grade A \$157,201, Canberra (PN: 47793)

Gazetted: 01 December 2022

Closing Date: 8 December 2022

Details: The Governance, Compliance and Legal Policy Branch at EPSDD is seeking to fill a permanent position of Senior Director of Legal Policy and Information Governance. This role leads two small teams responsible for the Directorate's legal policy and information governance.

The teams you will lead are filled with specialists in legislation, legal policy, records and archival management, information access, privacy and EDRMS management. As Senior Director, you need to be able to display excellent organisation and communication skills, demonstrate flexibility in your management approach, and be able to lead a team effectively in an Activity Based Working environment (including remote working).

If you have relevant experience to take on this role or believe your experience will translate well into the position then please see the position description for more detail, we want to hear from you!

The Environment, Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, veterans, and those who identify as LGBTIQ+ are encouraged to apply.

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

Eligibility/ Other Requirements

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. If you do not wish to be placed in the merit pool, please indicate this with the contact officer.

Please note, this position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Work may also be subject to a working from home conditions under the COVID-19 health response.

How to Apply: The online application form requires a written response addressing the Selection Criteria (max two pages) and a curriculum vitae be provided as a minimum.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chantel Potter (02) 6207 4780 Chantel.Potter@act.gov.au

Climate Change and Energy
Climate Change Policy
Senior Director, Climate Change Policy
Senior Officer Grade A \$157,201, Canberra (PN: 40964)

Gazetted: 01 December 2022

Closing Date: 15 December 2022

Details: The Climate Change and Energy Division is looking for a proven leader drive policy outcomes relating to climate change adaptation and analysis of climate change and emissions reduction policies.

The successful applicant will work in partnership with a wide range of internal and external stakeholders to deliver policy outputs and outcomes. As part of the senior leadership team for the Division, the successful candidate will play a key role in shaping the ACT's nation leading climate change agenda.

The Climate Change and Energy Division delivers a comprehensive set of policies, programs, and community engagement activities to reach net zero emissions by 2045. This work is done in collaboration with all sectors including government, non-government, business, community, and households. This is an exciting opportunity to be part of Canberra's climate action and have a direct positive impact for the local community.

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

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

How to Apply: Applications are sought from potential candidates and should include:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Tolson (02) 6205 8651 Joanne.Tolson@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

Emergency Services Agency

ESA Operations

Public Information & Engagement

Senior digital Communications Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 41643)

Gazetted: 05 December 2022

Closing Date: 21 December 2022

Details: Are you a dynamic and resourceful creative? Would you like to work in a fast-paced environment with critical information that informs and enhances the safety of the ACT Community?

The ACT Emergency Services Agency is seeking a Senior Digital Communications Officer to work in partnership with Canberra's emergency services including ACT Fire & Rescue, ACT Ambulance, ACT Rural Fire Service, and the ACT State Emergency Service. You will create meaningful communications that influence behaviour change, showcase and celebrate organisational achievements, and warn the community in times of crisis.

The role encompasses all things digital, with opportunities to demonstrate skillsets in graphic design, videography, photography, and copywriting. Working in a dynamic and fast-paced environment you'll contribute to the digital identity of the ACT Emergency Services Agency on channels including Facebook, Twitter, & Linked In. Individuals with an interest in emergency management and community safety are strongly encouraged to apply.

Note: The occupant of this position may be required to undertake duties outside normal business hours and/or weekends in response to emergencies, with access to applicable flex and/or overtime remuneration as per the Enterprise Agreement.

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

Eligibility/Other Requirements:

Tertiary qualifications in the field of digital communications and/or a related discipline area is highly desirable.

Experience working in a high pressure, fast-paced and sensitive environment such as emergency services is highly desirable.

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

Driver's licence "Class C" is essential.

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

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: Applicants should submit a response of no more than two-pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities of the role, as described in the position description, together with your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jordan Wallace (02) 6207 6386 Jordan.Wallace@act.gov.au

ACT Corrective Services

Custodial Operations

Facilities Management Unit

Facilities Support Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 49875)

Gazetted: 01 December 2022

Closing Date: 15 December 2022

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Facilities Support Officer (ASO3), within the Facilities Management Unit.

The Facilities Management Unit is part of the Custodial Operations branch of ACT Corrective Services. The team is responsible for facilities maintenance, capital upgrade works, infrastructure projects and insurance repair projects. The successful applicant will be the first point of contact and process any general enquiries. You will also assist unit staff, suppliers and contractors navigate government and site-specific administrative processes including purchase order approvals, site access and payment systems.

Further to this, you will undertake audits and stocktakes, take notes and write minutes. You will also assist in the preparation of reports, presentations and briefs, devise and maintain the office filing systems and undertake data entry.

To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication and information technology skills and have a demonstrated ability to manage personal work priorities.

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

Eligibility/Other Requirements:

Background, criminal history and security clearance checks will be conducted.

The occupant of this position will be required to:

Hold an unrestricted drivers licence (minimum class C).

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 \(a ct.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Pass a pre-employment medical.

Work across all ACT Corrective Services sites.

Qualifications in one or more of the following sectors is highly desirable:

Business Administration

Microsoft Office

Experience working within a custodial or secure environment is highly desirable.

How to Apply: Applicants are required to submit three items: 1) a one-to-three-page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of their driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Batten (02) 6207 6770 Craig.Batten@act.gov.au

Public Trustee & Guardian

Guardianship Unit

Team leader, Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 20341)

Gazetted: 01 December 2022

Closing Date: 19 December 2022

Details: Are you interested in protection of Human Rights? At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing financial services, by acting as a Guardian, as a Trustee and by making Wills and administering deceased estates.

We are a happy and diverse staff of 60 people and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion the vulnerable members of our community. A career at PTG provides you with an opportunity to make a positive difference in someone's life.

The Guardianship Unit (GU) have a permanent vacancy for a motivated and well organised professional to fill the role of Team Leader, Assistant Director. PTG GU aim to support each person to participate as fully as possible in

decisions about their own lives. GU provide guardianship services to adults in our community who have diminished ability to manage their affairs due to a physical, mental, psychological or intellectual condition. Guardianship services are provided under authority of an order of ACAT or Enduring Power of Attorney.

The successful candidate will have leadership responsibilities in the day-to-day administration of a busy multi-disciplinary team involved in the provision of guardianship services. This includes a sound understanding of Human Rights principles and their application, the ability to administer, apply and interpret legislation and work in a team. We are seeking a skilled and confident communicator with strong client service and management skills.

Be part of the change in enabling rights for persons with disability, come join the Guardians team at PTG.

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:

Due to the nature of their work, The Team leader, Assistant Director will regularly visit high risk settings, i.e. healthcare and aged care facilities. The Team Leader, Assistant Director will need to comply with current COVID restrictions prior to entering a high risk setting.

Tertiary qualifications in a relevant discipline (e.g. nursing, social work, psychology, law) is highly desirable.

Prior to commencing this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

How to Apply: Applicants should submit a two-page statement of claims, outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge components 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: Helen Connolly (02) 6207 9800 helen.connolly@act.gov.au

Emergency Services Agency

ACT State Emergency Service

ACT SES Business Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 07762)

Gazetted: 02 December 2022

Closing Date: 16 December 2022

Details: Do you strive to improve administrative process? Are you detail orientated and like to schedule tasks with authority? Are you willing to coordinate and prioritise competing requests? The ESA is looking for three people to fill the role of Business Support Officer for the Chief, ACT State Emergency Service.

The Business Support Officer (BSO) will be an individual who is willing to provide high level administrative support to ensure Service/Branch objectives are coordinated, tracked and reported to the executive team while ensuring adherence to governance, delegations and strict timeframes.

Additionally, this role liaises with stakeholders across the ACT Government to ensure business needs are met. You will also undertake a representative role when drafting written and verbal correspondence; therefore, your ability to communicate effectively and engage with staff, stakeholders and the public will be excellent.

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

Driver's license C class is not essential but desirable.

This position *does not* require a Working with Vulnerable People Check.

This position *does not* require a pre-employment medical

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

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

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: Anthony Draheim (02) 6207 8400 Anthony.Draheim@act.gov.au

ACT Ambulance Service

Clinical Governance Unit

Consumer Liaison Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 49121)

Gazetted: 02 December 2022

Closing Date: 16 December 2022

Details: The ACT Ambulance Service (ACTAS) Clinical Governance Unit (CGU) has a vacancy for a Consumer Liaison Officer. This dynamic and challenging role leads the management of liaison and external feedback with patients who have complex and specific medical needs. As a subject matter expert, you will work collaboratively with a small team of energetic professionals to meet our commitment to patient centred, best-practice care and service delivery to the community.

The Consumer Liaison Officer will take a lead role in the response to ACTAS major community education initiatives such as Re-Start a Heart Day, the ACT Emergency Services Agency Open Day in addition to providing advice to the ACTAS Chief Officer on complex billing inquiries.

If you have experience in liaising with patients and their representatives and managing patient feedback we would love to hear from you. Experience working in acute care or a pre-hospital setting will be highly regarded.

Salary and leave entitlements for the Senior Officer Grade C (SOC) classification are provided for in the ACT Public Sector, Administrative and Related Classifications Enterprise Agreement 2021-2022 at [ACT-Public-Sector-Administrative-and-Related-Classifications-Enterprise-Agreement-2021-2022-FINAL.pdf](#)

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

Eligibility/ Other Requirements

Tertiary qualifications in a health care or a health-related field are highly desirable.

Current Australian Health Practitioner Regulation Agency (Ahpra) registration is highly desirable.

Driver's licence "Class C" without restrictions is essential.

This position does not require a pre-employment medical.

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

Notes: This is a temporary position available from early January 2023 for 12 months.

A merit pool will be established from this selection process and used to fill the role on a rotational basis for the next twelve months.

Successful candidates will be offered placement for a minimum period of three months.

Selection may be based on application and referee reports only.

Shortlisted applicants will be required to undertake a written assessment test as part of this selection process.

How to Apply: To apply for this role, please provide a pitch (of no more than 2 pages) addressing the capabilities listed under 'What you require' heading in the Position Description. A current Curriculum Vitae that clearly details your skills and experience relevant to this role and the contact details of at least two referees should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Groves (04) 2517 5911 Anthony.Groves@act.gov.au

Legislation, Policy and Programs

Justice Reform Branch

Crime Prevention & Policing; Justice Policy Futures Taskforce

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 00734, several)

Gazetted: 02 December 2022

Closing Date: 13 January 2023

Details: We are seeking to fill three senior roles at the Director level within the Justice Reform Branch which drives the ACT Government's justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending. The Branch develops and administers policy and program initiatives related to reducing recidivism, crime prevention, restorative practices and victims of crime. It is also responsible for publishing criminal justice statistics and manages the ACT Government's arrangements for ACT Policing.

There is an opportunity to join the team on permanent basis as the Director Crime Prevention and Policing and support the Senior Director and Executive Branch Manager in managing a small team to deliver outcomes related to the administration of the ACT Policing Arrangement and Purchase Agreement, crime prevention initiatives, program development, procurement, contract management, criminology research, evaluation and data analysis projects.

There are two further opportunities to join the Branch as, Director, Justice Policy Futures Taskforce. We have one position available on a permanent basis and a second temporary position available to 30 June 2023. Both positions will support the Senior Director and Executive Branch Manager in managing a small team developing policy and programs to deliver outcomes in a range of areas including justice reinvestment, reducing recidivism, victims of crime, and the Canberra as a Restorative City initiative.

As a senior member of the Justice Reform Branch, you will provide high-level support to drive strategic priorities in a fast-paced environment, working with justice portfolio agencies and collaborating across business units responsible for the delivery of justice outcomes and actions.

This is an opportunity to join a dynamic team and deliver policy and programs that make a significant contribution with a tangible impact on the community.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications or experience in similar justice policy or program roles is highly desirable but not essential.

Notes: There are two permanent positions and one temporary position available until 30 June 2023. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Interested applicants should submit a supporting statement (no more than two pages) outlining practical experience and examples related to the role with reference to the professional and behavioural capabilities, a current curriculum vitae and the name and contact details of two referees.

Please address the Professional/Technical Skills and Knowledge and the Behavioural Capabilities from the Position Description.

Contact Officer: Andrew McIntosh (02) 6207 0550 Andrew.McIntosh@act.gov.au

Security and Emergency Management

Executive Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 07944)

Gazetted: 01 December 2022

Closing Date: 15 December 2022

Details: The Security and Emergency Management Division (SEMD) is a dynamic, fast-paced and interesting area where no two days are the same! We are seeking an Executive Assistant to provide high-quality, professional administrative support to two Executive Branch Managers. Responsibilities of the position include managing Executive diaries and emails, assisting Executive meeting preparation, and providing secretarial support.

Eligibility/other requirements: The position requires experience providing high-level administrative and executive assistance, effective communication and problem-solving skills, the ability to exercise sound judgement, excellent multi-tasking skills, and an ability to manage complex and sensitive issues.

A current NV1 national security clearance or ability to obtain and hold an NV1 national security clearance is a qualification for this position.

Previous experience in Executive Assistant or similar role will be highly regarded.

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

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

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

How to Apply: Please provide a two page written response which addresses the Selection Criteria located in the Position Description, and provide a current curriculum vitae and names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nadia Osman (02) 6207 2552 Nadia.Osman@act.gov.au

Corporate

Strategic Finance

Finance Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 10265)

Gazetted: 05 December 2022

Closing Date: 12 December 2022

Details: Applications are sought for an ASO 6 Finance Officer role within the JACS Strategic Finance commencing immediately until the 31 October 2023 with a possibility of extension up to 12 months

Strategic Finance is seeking a motivated, well organised person who possesses the following skills to effectively perform the role and functions of a Finance Officer:

demonstrated understanding and experience in public sector financial management processes and financial frameworks;

demonstrated understanding of reconciliations, experience in financial systems e.g. Oracle and TM1 and the ability to analyse relevant financial information;

strong communication skills with the ability to develop positive relationships with stakeholders; and contribute to the goals and business improvements of the Strategic Finance team.

Eligibility/Other Requirements:

Accounting and finance qualifications are highly desirable.

Notes: This is a temporary position available immediately until 31 October 2023 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Please note, this position will be working in the activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Interested applicants should provide a two-page pitch addressing the capabilities in the position description. A current resume with referees should also be provided. All enquiries regarding the role can be directed to Sharon Wong via email at sharon.wong@act.gov.au or on 6205 8217.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sharon Wong (02) 6205 8217 Sharon.Wong@act.gov.au

Corporate

Strategic Finance

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 38015)

Gazetted: 07 December 2022

Closing Date: 14 December 2022

Details: Applications are sought for an ASO5 Executive Assistant to the Chief Finance Officer role within JACS Strategic Finance commencing 03/01/2023.

Strategic Finance is seeking a motivated, well organised person who possesses the following skills to effectively perform the role and functions of an Executive Assistant and who will provide administrative support across the Strategic Finance team. The successful applicant will possess:

demonstrated experience in providing high-level administrative support to a senior executive;

demonstrated experience in providing quality administrative and secretariat functions including preparation of meeting agendas, minute taking and administrative support for a team;

strong verbal and written communication skills with an ability to build good rapport with internal and external stakeholders;

demonstrated ability in prioritising, problem solving and working in an organised manner; and

demonstrated experience using Microsoft Office Suite and Records Management System (such as TRIM).

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

Previous experience in providing high-level support to a senior executive is highly desirable.

Notes: This is a temporary position available from January 2023 for 12 months.

Please note, this position will be working in the activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Interested applicants should provide a two-page pitch addressing the capabilities in the Position Description. A current curriculum vitae with referees should also be provided.

All enquiries regarding the role can be directed to Suzana Stanojevic at Suzana.stanojevic@act.gov.au or 6207 4004.

Applications should be submitted via the Apply Now button below.

ACT Corrective Services

Corporate Services

Finance and Business Services

Assistant Director, Assets, Capital Works and Infrastructure

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59739)

Gazetted: 05 December 2022

Closing Date: 19 December 2022

Details: ACT Corrective Services (ACTCS) is looking for highly motivated, experienced and suitable individuals to fill the position of Assistant Director, Assets, Capital Works and Infrastructure (SOGC), within Finance and Business Services.

The successful applicant will assist in the financial management of assets, capital works programs and infrastructure. You will also require a practical understanding of finance and accounting practices and assist in the delivery of accurate monthly financial reporting. In addition, you will conduct regular meetings with project management/supervisors for the contracts, assess services performance against contract key performance indicators (KPIs), service level agreements (SLAs) and milestones, providing regular updates and reports to the manager and executive.

You will also be responsible for reviewing, monitoring and overseeing maintenance contract deliverables and assessing contractor claims for services, including any that may fall outside contract provisions.

Further to this, you will develop the business area through the establishment, and continuous improvement, of working practices related to asset management, including large infrastructure projects, and capital works upgrades, including contributing to policy and procedure development; collection and management of information; and budget management.

To be successful, will have demonstrated skills in developing and delivering organisational financial management services, in addition to demonstrated project management skills. You will also possess exceptional interpersonal, organisational and communication skills necessary to build rapport and work collaboratively and respectfully 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:

A Bachelor of Commerce, Business Management or financial qualifications and/or five plus years of experience working for a major organisation are highly desirable.

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

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, behavioural capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shafali Jain (02) 6207 4765 Shafali.Jain@act.gov.au

ACT Corrective Services

Corporate Services

Finance and Business Services Unit

Senior Finance Administrative Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 44667)

Gazetted: 06 December 2022

Closing Date: 20 December 2022

Details: ACT Corrective Services (ACTCS) is seeking an experienced, motivated and conscientious person to fill the position of Senior Finance Officer Administrative Service Officer Five (ASO5), within the Finance & Business Services Unit.

The successful applicant will be responsible for undertaking a range of accounting and financial activities, including assisting in the preparation, operation and management of various financial reporting, compliance and business services for ACTCS.

In addition, you will supervise and manage the accounts payable process of ACTCS, within the Accounts Payable Invoice Automation Solution (APIAS), Oracle Cloud, TM1 reporting and accounts receivables.

Further to this, you will be required to assist in the preparation of accrual based financial management reports, prepare financial and non-financial information such as monthly accrual accounting. You will also assist in the management of fixed assets, ICT assets and portable and attractive assets.

To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities.

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

Eligibility/other requirements:

Relevant tertiary qualifications in accounting are desirable.

The successful candidate may be required to undergo a criminal record check.

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

Notes: This is a temporary position available immediately for six months with the possibility of extension up to 12 months 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, behavioural capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shaylee Li (02) 6205 9014 Shaylee.Li@act.gov.au

ACT Corrective Services

Office of the Commissioner

Office of the Commissioner

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57757)

Gazetted: 06 December 2022

Closing Date: 13 December 2022

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the vacancy of Executive Assistant (ASO5) within the Office of the Commissioner.

As the Executive Assistant to the Commissioner, ACTCS, you will provide high level organisational and practical support to assist the Commissioner to exercise their functions. This will include maintaining the Commissioner's schedule and diary, efficient and effective office systems and demonstrating high quality customer service.

The successful candidate will be the first point of contact for enquiries to the Commissioner and will maintain effective liaison between ACTCS and JACS Executive Officers, other directorates and external organisations.

Further to this, the successful candidate will provide secretariat and minute-taking support in meetings as required, general office management activities and arranging travel and accommodation bookings.

To be successful, you will have the ability to work in a demanding environment, possess excellent communication and interpersonal skills, in addition to having a high attention to detail and strong organisational and coordination skills.

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

Eligibility/ Other Requirements

The successful candidate will be required to undergo a criminal record check.

Relevant experience and/or qualifications in executive support/office management is desirable.

Driver's Licence is desirable.

How to Apply: To apply, applicants are required to submit two items: (1) A one to three page written response addressing the Professional/Technical skills and Knowledge and Behavioural capabilities, having regard for the job requirements; and (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Vincent (02) 6205 1754 Megan.Vincent@act.gov.au

ACT Corrective Services

Community Operations

Community Corrections Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 12036, Several)

Gazetted: 07 December 2022

Closing Date: 21 December 2022

Details: ACT Corrective Services (ACTCS) is looking for highly motivated, values-driven professionals to join Community Operations as a Community Corrections Officer (CCO) Administrative Service Office Six (AS06).

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 \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, 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: Shannon Bradbury (02) 6207 9433 Shannon.Bradbury@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Emergency Services Agency

ACT Ambulance Service

Clinical Governance Unit

Project Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59062)

Gazetted: 07 December 2022

Closing Date: 31 December 2022

Details: The ACT Ambulance Service (ACTAS) Clinical Governance Unit (CGU) is seeking an appropriately experienced person to fill the position of Project Manager. The new role will prepare for, lead, and manage three new key initiatives, with a view to enhancing the provision of out-of-hospital care to the community. As the Project Manager, you will liaise closely with a variety of stakeholders including health care professionals, to drive and lead the procurement, project management, and ongoing management of:

A public notification system for community response to cardiac arrest.

An expanded regional approach to cardiac arrest and stroke ambulance services.

A pilot program for the introduction of external cardiac compression devices.

If you have experience in the management and procurement of complex projects, using your well-developed communication skills, we would love to hear from you! Previous experience working in a health care setting managing similar projects will be highly regarded.

Eligibility/other requirements:

Procurement and project management experience is highly desirable.

Tertiary qualifications in a health care or health-related field would be highly desirable.

A current 'C' class drivers licence is essential.

How to Apply: To apply for this role please provide a response of no more than two pages addressing the Professional/ Technical Skills and Knowledge and the Behavioural Capabilities within the Position Description, and how these make you the best fit for the role. Please also provide a copy of your curriculum vitae with contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Samuel Perillo (02) 6207 7301 Samuel.Perillo@act.gov.au

Corporate Services

People & Workplace Strategy

KRONOS Administration and Projects Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 08007)

Gazetted: 07 December 2022

Closing Date: 14 December 2022

Details: The KRONOS Administration and Projects Officer will assist with the JACS KRONOS Enhancement Project within Business Units and provide support to the EBM and Director.

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

Eligibility/ Other Requirements

A degree of KRONOS technical expertise, including version 8, is highly desirable.

Notes: This is a temporary position available immediately for up to six months.

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

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

How to Apply: Applicants should email their applications to the contact officer Louise Smith via: louise.smith@act.gov.au

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 (1) Professional / Technical Skills and Knowledge, and (2) 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: Louise Smith (02) 6207 8166 Louise.Smith@act.gov.au

ACT Courts and Tribunal REGISTRAR'S OFFICE (S.C) REGISTRY OPERATIONS

Indigenous Community Engagement Officers (ICEO)

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 58911, Several)

Gazetted: 05 December 2022

Closing Date: 19 December 2022

Details:

Branch Overview

The Supreme and Magistrates Courts have a joint Registry. Under the leadership of the respective Registrars, the Registry and its staff provide high-level administrative support to the judiciary in the performance of their roles, and to the parties and legal representatives who appear in the Courts. This includes exercising statutory and quasi-judicial powers and providing legal, administrative, policy and procedural advice and assistance.

The Registry is the first point of contact for anyone wishing to engage with the Courts. This means that the key function is to provide client service to members of the public, parties and legal representatives. In that context, the Registry is responsible for accepting documents for filing, arranging and scheduling of hearings and conferences, maintaining court files, issuing subpoenas, collecting and processing court fees, entering data in the case management system, generating court documents and orders, and providing general advice about court rules, practices and procedures.

Registry services are available to all Court clients across all jurisdictions, including civil, criminal, children's, Circle Sentencing Courts (for Aboriginal and Torres Strait Islander offenders) and therapeutic diversion programs (drug and alcohol, and care and protection).

To ensure accessibility to various Courts and Tribunal, the Registry also provides support services and facilities for users who have a disability or vulnerability or require additional or culturally centred support when accessing, dealing with or attending the Courts and Tribunal. These include, for example, remote and vulnerable witness rooms, family rooms and culturally safe spaces and support from liaison/engagement officers.

Position Overview

The Indigenous Community Engagement Officers (ICEO) work across the entire organisation – the ACT Courts and Tribunal – to identify and respond to the specific needs of the Aboriginal and Torres Strait Islander clients and their families to enhance justice services delivery and achieve greater access to justice. Through their work, ICEOs ensure that the Courts and Tribunal deliver cultural safety to those experiencing cumulative intergenerational trauma.

In this context, ICEOs provide culturally appropriate support services to clients to access and deal with the Courts and Tribunal, including advising on and implementing any reasonable adjustments needed to deliver those services. For the judicial officers, ICEOs provide a liaison point for information and relevant service providers when making orders.

In their work, ICEOs will link up with relevant areas, agencies and service providers to ensure service provision is comprehensive, connected and addresses the actual needs of the client. Internally, these include therapeutic and diversion programs and services for vulnerable clients (for example Circle Sentencing, Drug and Alcohol, Care and Protection, Disability Liaison Officer, Mental Health and Guardianship, Remote Witness Suites, Family Liaison Officers (Coroner's Court) and Sheriff's Officers). Externally, relevant support services include Victim Support ACT,

Legal Aid, Domestic Violence Crisis Service, Rape Crisis Centre, Winnunga Nimmityjah Aboriginal Health and Community Services and mental health.

It is expected that ICEOs will also be part of the broader network of ICEOs across the justice system (e.g., ACT Police, Legal Aid, Director of Public Prosecutions and ACT Corrective Services) and other ACT Government agencies to form a community of practice to address systemic barriers impacting access to justice for Aboriginal and Torres Strait Islander people.

This position will work with staff and clients across the Supreme Court, Magistrates Court and the ACT Civil and Administrative Tribunal. The position is currently reporting Registry Operations, however, this is likely to change with a structural review underway.

NOTE: The nature of the organisation is such that staff may be exposed to sensitive material or information that may be confronting and culturally sensitive. The occupant will require discretion as well as self-management against potential vicarious trauma. ACT Courts and Tribunal provides support services and training to assist staff in being culturally aware, resilient, and safe in the workplace.

Eligibility/other requirements:

Compliance Requirements/Qualifications

Aboriginal or Torres Strait Islander ancestry is considered an occupational requirement of this role under section 42 of the Discrimination Act 1991 (ACT). As such, a person occupying this position will need to provide relevant documentation – for example, a Confirmation of Aboriginality Certificate

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/wwvp)

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This is an Identified position for Aboriginal and Torres Strait Islanders.

How to Apply: Applicants are asked to provide a one-to-three-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description. Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Everest (02) 6205 9225 Rebecca.Everest@Courts.act.gov.au

Major Projects Canberra

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

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

Project Development and Support

Project Development

Assistant Director, Infrastructure Policy

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58623)

Gazetted: 07 December 2022

Closing Date: 21 December 2022

Details: Do you like a challenge and want to be a key part of a high performing team, who are committed to the development of our growing and vibrant city?

The Project Development team has responsibility for supporting the commercial and financial development of the Territories' largest capital works projects. With a focus on the future designated projects in the Territory, the Director will manage key stakeholder relationships, resolve issues and deliver quality outcomes consistent with the strategic direction of Major Projects Canberra.

The Assistant Director, Infrastructure Policy will have responsibility for the development of reviews and analysis on key infrastructure related policies and projects, to brief MPC Executive and Ministers on the key issues Infrastructure Planning and the construction industry, alongside supporting business case development and infrastructure policy analysis.

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

Eligibility/Other Requirements:

Desirable

Relevant tertiary qualifications complimentary to the role: for example, Communications, Business, Economics and/or from other related fields.

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: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than three pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeff Hart (02) 6207 9373 Jeff.Hart@act.gov.au

Project Development and Support

Project Development

Senior Director, Project Development

Senior Officer Grade A \$157,201, Canberra (PN: 45792)

Gazetted: 05 December 2022

Closing Date: 21 December 2022

Details: Do you enjoy working with the development and assessment of infrastructure and capital works projects?

Are you experienced at high level policy and commercial analysis?

Do like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Project Development and Support provides leadership and contributes to the strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance.

The Division is responsible for business case development and planning of major projects, business management, governance, risk management, financial control, Ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government.

The Senior Director, Project Development will work under the broad direction of the Executive Group Manager Project Development and Support, and will be required to exercise a reasonable amount of self-leadership and management. The Senior Director has responsibility for supporting and co-ordinating the commercial and financial development of the ACT Government's largest capital works projects. In addition to that, the Senior Director will manage key stakeholder relationships across the Territory, resolve issues and deliver quality outcomes consistent with the strategic direction of Major Projects Canberra.

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:

Highly Desirable

Relevant tertiary qualifications complimentary to the role, for example financial, economics, business or other relevant field. A basic knowledge of project finance in the context of public-private partnership (PPP) projects and transactions. An understanding of ACT Government capital works business case development and procurement processes.

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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Damon Hall (02) 6207 0058 Damon.Hall@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

Roads ACT

Road and Path Network

General Services Officer Eight

General Service Officer Level 8 \$73,429 - \$77,593, Canberra (PN: 03137)

Gazetted: 06 December 2022

Closing Date: 20 December 2022

Details: This position will deliver a range of infrastructure maintenance activities, primarily asset inspection. This role will be required to comply with administration systems, quality standards, Work Health Safety and environmental requirements for the assigned maintenance activities. The position is responsible for delivering reasonable productivity and efficiency.

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:

Associate diploma in a relevant technical field and/or technical experience desirable

Relevant Industry Induction Certificate

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.

Notes: This is a temporary position available from 30 January 2023 until 30 January 2024 with the possibility of extension up to two years. 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: Candidates should provide a maximum three page response to the Selection Criteria (what you require); a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shium Reza (02) 6205 9305 Shium.Reza@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.

Chief Operating Officer Group

People and Capability

Organisational Development

Director Culture and Learning

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 39224)

Gazetted: 05 December 2022

Closing Date: 6 January 2023

Details: About the opportunity:

We have an exciting opportunity for a Culture and Learning professional to join our team. You will lead a small team and manage the design and delivery of a range of HR projects and policies to build and strengthen organisational capability to foster a safe and inclusive culture across the Directorate. You will play a key role in building the capability of staff across the directorate by providing advice, implementing projects and designing or reviewing policies and information materials that provide the foundation for a positive culture across the organisation.

About you:

Creativity and innovative thinking is a strength that you possess and utilise.

Collaborating and consulting on projects and activities gives you work fulfillment.

Strong initiative; you are proactive and a go getter.

Strong on execution; you ensure that projects are started and finished within assigned timeframes.

Leadership; strong, considered and engaging people focus, you are a leader through inspiring and mentoring

Employee experience is important to you; you understand and thrive on providing employees with a supportive and consistent experience

HR Experience and knowledge; you have a minimum of 3 years' senior level experience in HR or similar role, and tertiary qualifications in HR, Adult Education, Organisational Development or related discipline are highly regarded.

What we can offer you:

A role with purpose: you will see how you are making a difference in our employees lives everyday.

Benefits and perks: permanent full-time position with an annual salary of \$135,355 PLUS 10.5% superannuation.

We also offer various employee health and wellbeing programs including discounted memberships to over 100 gyms and locations.

Opportunity to grow: we provide up-skilling opportunities, training and networking to ensure you are constantly able to grow within your career.

Balance: you will have a fantastic work life balance and a hybrid working style with a blended Office/Home work profile.

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: Applicants should address the numbered selection criteria in a two page 'pitch style' response and submit along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natasha Jamieson (02) 6207 4934 Natasha.Jamieson@act.gov.au

Chief Operating Officer

Governance and Ministerial

Sustainability, Facilities and Fleet

Building Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57614)

Gazetted: 01 December 2022

Closing Date: 15 December 2022

Details: The Building Management Service (BMS) Team at 480 Northbourne Avenue, Dickson is seeking a motivated team player to fulfil the position of Building Manager. The BMS is responsible for providing accommodation services for 480 NBA and developing, maintaining and implementing related facilities management policies, contracts and programs.

The Building Manager is responsible for providing onsite assistance for all building related matters as well as administrative duties for the building. The successful applicant will have sound customer experience and will work collaboratively with all occupants of 480 NBA to assist in the delivery of high-quality service from the BMS team. This position requires the successful applicant to work from the building and act as Chief Warden in the event of an emergency. (Training will be provided).

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

Eligibility/ Other Requirements

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Essential

Ability to write to a high standard

Proficiency in the use of the Microsoft Suite

Hold a current driver's license.

Desirable

Experience in building management, procurement, contract and contractor management

Notes: Please note, this position will be moving to a new workplace designed for activity-based working (ABW).

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

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

How to Apply: A two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role.

The pitch should:

Show that you have the capabilities in “What you Require” section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in “What You Will Do” at the specified classification including examples of how you have done this in the past.

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

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

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Justin Thompson (02) 6205 0936 Justin.Thompson@act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 5 \$84,749 - \$89,705

Cvetko Despotovski, Section 68(1), 28 November 2022

ACT Long Service Leave Authority

Administrative Services Officer Class 4 \$76,255 - \$82,566

Sonam Zangmo, Section 68(1), 8 December 2022

Canberra Health Services

Assistant in Nursing \$55,927 - \$57,820

Traza Brag, Section 68(1), 23 November 2022

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

Jennifer Connolly, Section 68(1), 8 November 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Janelle Cumberland, Section 68(1), 30 November 2022

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Karsang Deki, Section 68(1), 30 November 2022

Health Service Officer Level 7 \$67,760 - \$71,554

Michael Feltham, Section 68(1), 8 December 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Nardia Germain, Section 68(1), 5 December 2022

Registered Nurse Level 3.1 \$115,743 - \$120,506

Susan Kulic, Section 68(1), 1 December 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Abirami Mohan, Section 68(1), 29 November 2022

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Rie Spiker, Section 68(1), 30 November 2022

Assistant in Nursing \$55,927 - \$57,820

Rhianna Stewart, Section 68(1), 1 December 2022

Health Professional Level 2 \$70,679 - \$97,028

Lauren Wheatstone, Section 68(1), 7 December 2022

Specialist 1-5 / Senior Specialist, \$188,151 - \$254,198

Nadine Fox, Section 68(1), 05 December 2022

Chief Minister, Treasury and Economic Development

General Service Officer Level 8 \$73,429 - \$77,593

Joseph Gugel-Partridge, Section 68(1), 2 December 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Patrick Gunn, Section 68(1), 5 December 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Mandeep Kaur, Section 68(1), 8 December 2022

Senior Officer Grade B \$135,355 - \$152,377

Julieigh Langenberg, Section 68(1), 5 December 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Lauren Neale, Section 68(1), 7 December 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Ashleigh Wetzell, Section 68(1), 5 December 2022

Community Services

Senior Officer Grade A \$157,201

Lisa Brown, Section 68(1), 5 December 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Ahmed Farooq, Section 68(1), 5 December 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Pallage Suresh Ranga Gunathilaka, Section 68(1), 5 December 2022

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Susan Pellegrino, Section 68(1), 5 December 2022

Cultural Facilities Corporation

Administrative Services Officer Class 6 - \$91,315 - \$104,509

Kristy Griffin, Section 68(1), 5th December 2022

Education

School Assistant 4 \$70,028 - \$75,827

Darby Medlyn, Section 68(1), 5 December 2022

Classroom Teacher \$76,575 - \$114,624

Abigail Howells, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Afton Bell, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Alison Chesson, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Amanda Bruhn, Section 68 (1), 19 December 2022

Classroom Teacher \$76,575 - \$114,624

Anne Mclean, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Anthony Kennedy, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Belinda Smith, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Calene Merritt, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Callum Vaughan-Floyd, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Casey Hill, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Charlotte Murphy, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Craig Patterson, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

David Cruise, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Dean Smith, Section 68 (1), 19 December 2022

Classroom Teacher \$76,575 - \$114,624

Diem Naing, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Douglas Amarfio, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Elizabeth Lozberis, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Emma Schremmer, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Ercole Buonopane, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Fei He, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Grace Jasinski, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Heather Simandl, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Helen Scott, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Hyi-Syim Tee, Section 68 (1), 19 December 2022

Classroom Teacher \$76,575 - \$114,624

Jacqueline Kaio, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Jane Plenty, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Jessica Yeo, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Joanne Liu, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Kate Wishart, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Katherine De Mey, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Kim Le, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Kris Obergfell, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Kylie Birch, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Lachlan Dean, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Laura Wilson, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Leeza Cottingham, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Lisa Parsonage, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Lizy Mejias Delgado, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Lynette Glover, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Mandeep Mann, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Mary-Eve Holmes, Section 68 (1), 19 December 2022

Classroom Teacher \$76,575 - \$114,624

Mathew Lachlan Bailey, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Michael McGinness, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Muniza Abbas, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Mustapha Omari, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Ngoc Thuy Nguyen, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Peter Mitchell, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Philip Howe, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Pooja Syal, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Rachel Mcgrath-Kerr, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Richard Saberton, Section 68 (1), 19 December 2022

Classroom Teacher \$76,575 - \$114,624

Ronica Evans, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Rubina Naeem, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Sam Higginson-Collits, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Samantha Slocomb, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Sargam Malhotra, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Shane Fajardo Cuartas, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Stenelee Taminaya, Section 68 (1), 19 December 2022

Classroom Teacher \$76,575 - \$114,624

Tajpreet Gill, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Tashfia Pasha, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Teegan Bonner, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Veena Kumari, Section 68 (1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Vineeta Rebello, Section 68 (1), 24 November 2022

Environment, Planning and Sustainable Development

Senior Professional Officer Grade C \$114,928 - \$123,710

Bruno De Oliveira Ferronato, Section 68(1), 15 January 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Lea Edwards, Section 68(1), 1 December 2022

Justice and Community Safety

Correctional Officer Class 1 \$69,433 - \$82,797

Terence Davis, Section 68(1), 7 December 2022

Senior Officer Grade A \$157,201

Simone Georg, Section 68(1), 9 January 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Androniki Kontis, Section 68(1), 7 December 2022

Senior Officer Grade C \$114,928 - \$123,710

Jessica Wolski, Section 68 (1), 08 December 2022

Transport Canberra and City Services

General Service Officer Level 5/6 \$59,713 - \$65,718

Tiberiu Benedek, Section 68(1), 5 December 2022

General Service Officer Level 8 \$73,429 - \$77,593

Henry Botha, Section 68(1), 7 December 2022

Technical Officer Level 4 \$91,315 - \$104,509

Andrew O'Hara, Section 68(1), 7 December 2022

Bus Operator - Training \$74,582

Adam Richards, Section 68(1), 10 December 2022

Infrastructure Officer 3 \$115,193 - \$126,450

Ibtihaj Subeih, Section 68(1), 7 December 2022

TRANSFERS

Community Services

Olivia Afiabo

From: Senior Officer Grade C \$114,928

Community Services

To: Senior Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 37714) (Gazetted 29 September 2022)

Transport Canberra and City Services

Rohan Samara

From: Senior Officer Grade C \$114,928

Canberra Health Services

To: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. 50074) (Gazetted 7 November 2022)

PROMOTIONS

ACT Health

Digital Solutions Division

Future Capability and Governance

Hithamillage Edirisinghe

From: Information Technology Officer Class 2 \$91,315 - \$104,509

ACT Health

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 49138) (Gazetted 13 April 2022)

Digital Solutions Division

Future Capability and Governance

Birong Tang

From: Infrastructure Officer 2 \$91,428 - \$105,186

ACT Health

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 51640) (Gazetted 25 March 2022)

Canberra Health Services

Canberra Health Services

Infrastructure & Health Support Services

Roary Beggs

From: Health Service Officer Level 4 \$57,149 - \$59,336

Canberra Health Services

To: Building Trade Assistant \$67,011 - \$76,147

Canberra Health Services, Canberra (PN. 25231) (Gazetted 2 November 2022)

Meryl Crane

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 37142) (Gazetted 6 October 2022)

Audra Hooge

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. 28289) (Gazetted 10 January 2022)

Stephanie Houghton

From: Enrolled Nurse Level 2 \$71,574

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 17290) (Gazetted)

CHS Chief Operating Officer Clinical Services

Duc Le

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services, Canberra (PN. 20007) (Gazetted 20 October 2022)

CHS Chief Operating Officer Clinical Services

Chelsea Lisson

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 14190) (Gazetted)

CHS Pathology

Suzanna Lueck

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services, Canberra (PN. 27056) (Gazetted 5 September 2022)

Jessica-Anne MacDonald

From: Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Canberra Health Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services, Canberra (PN:56054) (Gazetted 14 June 2022)

Rachael Naumovski

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. 16299) (Gazetted 7 November 2022)

Chief Minister, Treasury and Economic Development

Policy Cabinet

Cabinet, Assembly and Government Business

Maddison Barrera

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

ACT Health

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 33711) (Gazetted 16 February 2022)

Workforce Capability and Governance

Public Sector Employment

Teneisha Bhalla

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 36752) (Gazetted 16 September 2022)

Corporate

Workforce and Information Services

Ministerial, Executive Support and Budget

Tracey Henry

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 58954) (Gazetted 23 September 2022)

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Portfolio Management

Mitchell Lovelock-Fay

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 43863) (Gazetted 12 September 2022)

Digital, Data and Technology Solutions

Customer Engagement Services

TCCS ICT and EPSDD ICT

Marissa Prieto

From: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 02690) (Gazetted 7 October 2022)

Digital, Data & Technology Solutions

Strategic Business Branch

Portfolio Delivery Office

Shasha Zhou

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 38291) (Gazetted 22 March 2022)

Community Services

Housing ACT

Infrastructure and Contracts

Infrastructure and Delivery

Olivia Pawlukowski

From: Senior Officer Grade C \$114,928 - \$123,710

Community Services

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Community Services, Canberra (PN. 56859) (Gazetted 16 March 2022)

Housing ACT

Infrastructure and Contracts

Infrastructure Delivery

Kristen Wilson

From: Senior Officer Grade C \$114,928 - \$123,710

Community Services

To: †Infrastructure Officer 4 \$136,524 - \$155,109

Community Services, Canberra (PN. 58045) (Gazetted 18 July 2022)

Housing ACT

Infrastructure and Contracts

Infrastructure Delivery

Jennifer Yong

From: Infrastructure Officer 3 \$115,193 - \$126,450

Environment, Planning and Sustainable Development

To: †Infrastructure Officer 4 \$136,524 - \$155,109

Community Services, Canberra (PN. 58046) (Gazetted 18 July 2022)

Education

Service Design & Delivery

Student Engagement

Clinical Practice - Allied Health Service

Hannah Millard

From: Health Professional Level 2 \$70,679 - \$97,028

Education

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

Education, Canberra (PN. 54458) (Gazetted 13 October 2022)

Office for Schools

Tuggeranong Network

Charles Conder Primary School

Lauren Wood

From: School Assistant 3 \$58,404 - \$62,857

Education

To: †Administrative Services Officer Class 4 \$76,255 - \$82,566

Education, Canberra (PN. 38237) (Gazetted 1 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Environment, Planning and Sustainable Development

Corporate Services and Operations

Governance, Compliance and Legal Policy

Governance, Assurance and Performance

Nghi Dung Nguyen Phuoc

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

Environment, Planning and Sustainable Development, Canberra (PN. 49178) (Gazetted 1 June 2022)

Business, Governance and Accountability

Finance, Information and Assets

Strategic Finance

Danny Warburton

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Environment, Planning and Sustainable Development, Canberra (PN. 44877) (Gazetted 2 September 2022)

Justice and Community Safety

Emergency Services

ACT Fire and Rescue

Operations

Kaye Bradtke

From: FB5 (Senior Fire Fighter) \$102,067

Justice and Community Safety

To: †FB6 (Station Officer) \$115,910

Justice and Community Safety, Canberra (PN. 49032)

ACT Corrective Services

Office of the Commissioner

Office of the Commissioner

Claire Buxton

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. 32237) (Gazetted 29 September 2022)

Emergency Services Agency

Assistant commissioner Operations

Communications Centre

Wayne Dalton

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Technical Officer Level 4 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 59410) (Gazetted 26 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Emergency Services

ACT Fire and Rescue

Training and Development

Samuel Evans

From: FB7 (Commander) \$138,075

Justice and Community Safety

To: †FB8 (Superintendent) \$159,751

Justice and Community Safety, Canberra (PN. 49047)

Emergency Services

ACT Fire and Rescue

Operations

Paul Foster

From: FB5 (Senior Fire Fighter) \$102,067

Justice and Community Safety

To: †FB6 (Station Officer) \$115,910
Justice and Community Safety, Canberra (PN. 00836)

Emergency Services
ACT Fire and Rescue
Operations

James Hourigan

From: FB5 (Senior Fire Fighter) \$102,067
Justice and Community Safety
To: †FB6 (Station Officer) \$115,910
Justice and Community Safety, Canberra (PN. 49056)

Emergency Services
ACT Fire and Rescue
Operations

Craig Jones

From: FB5 (Senior Fire Fighter) \$102,067
Justice and Community Safety
To: †FB6 (Station Officer) \$115,910
Justice and Community Safety, Canberra (PN. 47019)

Emergency Services
ACT Fire and Rescue
Operations

Brian Mexon

From: FB5 (Senior Fire Fighter) \$102,067
Justice and Community Safety
To: †FB6 (Station Officer) \$115,910
Justice and Community Safety, Canberra (PN. 45941)

Emergency Services
ACT Fire and Rescue
Operations

Daniel Reimitz

From: FB5 (Senior Fire Fighter) \$102,067
Justice and Community Safety
To: †FB6 (Station Officer) \$115,910
Justice and Community Safety, Canberra (PN. 45968)

Emergency Services
ACT Fire and Rescue
Operations

Timothy Rhodes

From: FB5 (Senior Fire Fighter) \$102,067
Justice and Community Safety
To: †FB6 (Station Officer) \$115,910
Justice and Community Safety, Canberra (PN. 46151)

Emergency Services
ACT Fire and Rescue
Operations

Rodney Tarlinton

From: FB5 (Senior Fire Fighter) \$102,067
Justice and Community Safety
To: †FB6 (Station Officer) \$115,910
Justice and Community Safety, Canberra (PN. 46227)

Emergency Services

ACT Fire and Rescue

Operations

Christopher Wood

From: FB5 (Senior Fire Fighter) \$102,067

Justice and Community Safety

To: †FB6 (Station Officer) \$115,910

Justice and Community Safety, Canberra (PN. 45943)

Transport Canberra and City Services

Transport Canberra and Business Services

Transport Canberra

Bus Operations Training

Rodney Chancellor

From: Bus Operator \$82,733

Transport Canberra and City Services

To: †Transport Officer Grade 2 \$97,911

Transport Canberra and City Services, Canberra (PN. A20105) (Gazetted 4 October 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Services

Jacqueline Gardner

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. 43849) (Gazetted 7 November 2022)

Transport Canberra and Business Services

Transport Canberra

Light Rail Operations

Rebecca Gaukroger

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Transport Canberra and City Services, Canberra (PN. A02412) (Gazetted 21 October 2022)

Chief Operating Officer

People and Capability

Peta Harding

From: Senior Officer Grade B \$135,355 - \$152,377

Transport Canberra and City Services

To: †Senior Officer Grade A \$157,201

Transport Canberra and City Services, Canberra (PN. 35984) (Gazetted 25 October 2022)

Transport Canberra and Business Services

Transport Canberra

Bus Operations Training

Jason Hays

From: Bus Operator \$82,733

Transport Canberra and City Services

To: †Transport Officer Grade 2 \$73,918

Transport Canberra and City Services, Canberra (PN. A20109) (Gazetted 4 October 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Transport Canberra and Business Services

Transport Canberra

Bus Operations Training

Ryan Hutchinson

From: Bus Operator \$82,733

Transport Canberra and City Services

To: †Transport Officer Grade 2 \$97,911

Transport Canberra and City Services, Canberra (PN. P42570) (Gazetted 4 October 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

City Presentation

Licensing and Compliance

Paul Miro

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services

To: †Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 21704) (Gazetted 29 July 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.

Chief Operating Office

Governance and Ministerial Services

Boards and Committees

Jillian Slaven

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 57969) (Gazetted 13 October 2022)

City Services

City Presentation

Licensing and Compliance

Shannon Young

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services

To: †Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 16951) (Gazetted 29 July 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.

Worksafe ACT

WorkSafe ACT

Major Investigations

Narelle Bowden

From: Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Worksafe ACT

To: †Senior Officer Grade C \$114,928 - \$123,710

Worksafe ACT, Canberra (PN. 05771) (Gazetted 31 October 2022)

CORRIGENDA

Canberra Health Services

Promotion for Meghan Lang AGS 83613899 gazetted 17 November 2022. The date of effect should be 12 January 2023. Processed in gazette dated 05 January 2023.

Education

Lisa Greig

Declined promotion notified in Gazette 15 November 2022