



**ACT Government Gazette**  
**Gazetted Notices for the week beginning 12 October 2023**

**VACANCIES****ACT Health**

Selection documentation for the following positions may be downloaded from

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

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

**Population Health****Health Protection Service****Immunisation Unit****Vaccine Management Officer****Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 49530)**

Gazetted: 18 October 2023

Closing Date: 1 November 2023

Details: The Immunisation Units is seeking an Vaccine Management Officer who's responsible for the distribution and management of Government funded vaccines to immunisation providers in the ACT, including GP practices, pharmacies, ACT Government immunisation clinics and hospitals. Officers are also responsible for entering data onto the inventory management system and answering calls on the Immunisation Information Line

Eligibility/Other requirements:

A current driver licence.

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

The position will require periods of time within a cool room environment.

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

How to Apply :

Your current curriculum vitae

A written response (of no more than two pages) addressing the selection criteria of the Position Description, and outlining your relevant Skills, Knowledge and Behavioural Capabilities.

Contact details of two referees (one must be a current or recent supervisor).

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

Contact Officer: Sarah Mead (02) 5124 9076 [Sarah.Mead@act.gov.au](mailto:Sarah.Mead@act.gov.au)

**Policy, Partnerships and Programs****Health Policy and Strategy Branch****End of Life Policy - Voluntary Assisted Dying & Palliative Care****Assistant Director****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63187)**

Gazetted: 18 October 2023

Closing Date: 1 November 2023

Details: Are you driven by doing work that really matters? Do you thrive on working in an interesting, dynamic, and fast-paced working environment? Do you value a good work culture and working as part of a team? If your answers so far are yes, then read on.

The ACT Government is currently in the process of strengthening end of life healthcare and options for Canberrans. Sitting within the Policy, Partnerships and Programs Division, the End-of-Life Policy team is seeking a suitably qualified Assistant Director to support the implementation planning of the Voluntary Assisted Dying model for the ACT.

The successful applicant will have a key role in supporting implementation governance arrangements and undertake procurement planning and scoping of services related to the implementation of Voluntary Assisted Dying within the ACT.

If you're driven by teamwork, interested in innovative policy development and planning, have great analytical and communication skills this position might just be for you!

Eligibility/Other Requirements: Qualification in either health, social science, laws (or related discipline) is highly desirable.

Note: This is a temporary position available from December 2023 for 12 months with a possibility of extension to 2026. A Merit Pool will be established from this selection process and will be used to fill 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.

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

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

Contact Officer: Chadia Rad (02) 5124 6216 [Chadia.Rad@act.gov.au](mailto:Chadia.Rad@act.gov.au)

## **ACT Health**

### **Digital Solutions Division**

#### **Future Capability**

#### **Senior Project Manager**

#### **Senior Information Technology Officer Grade B \$135,355 - \$152,377 , Canberra (PN: 63132, several)**

Gazetted: 18 October 2023

Closing Date: 01 November 2023

Details: Are you an experienced project manager with effective communication skills to lead a dynamic project team and liaise with diverse stakeholders to successfully implement digital initiatives?

The Digital Solutions Division within ACT Health is seeking to recruit a motivated and experienced project manager who can make a significant contribution to the digital transformational changes underway in our 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 North Canberra Hospital.

The Senior Project Manager is responsible for the provision of high level project management advice and the delivery of successful projects in line with the Digital Solutions Division Delivery Frameworks and processes.

To be successful, the Senior Project Manager must have experience:

- Leading and motivating a project team;
- Effectively communicating with diverse stakeholders to ensure customer satisfaction;
- Cost estimating and developing detailed budgets;
- Accurate resource planning to develop detailed schedules and timelines;
- Analysing and managing project risks and issues and
- Monitoring and reporting project progress.

Notes: This is a temporary position available from 06 November 2023 until 11 November 2024 with the possibility of extension and/or permanency. A Merit pool will also be established from this process and may be used for subsequent vacancies.

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: Sandra Millett (02) 5124 9409 [Sandra.Millett@act.gov.au](mailto:Sandra.Millett@act.gov.au)

## **Population Health**

### **Health Protection Service**

#### **Environmental Health**

#### **Assistant Director, Environmental Health**

#### **Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 59229)**

Gazetted: 17 October 2023

Closing Date: 31 October 2023

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 Officers 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. \(eh.org.au\)](https://www.eh.org.au)

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

Highly Desirable

Certification for auditing high risk food processes and activities

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 resume/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](mailto:Lyndell.Hudson@act.gov.au)

## **Population Health**

### **Health Protection Service**

#### **Health Risk Facilities and Radiation Safety**

#### **Compliance Officer**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 62677)**

Gazetted: 17 October 2023

Closing Date: 31 October 2023

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

As the Compliance Officer within the Health Care Facilities unit you will carry out regulatory education, licencing, monitoring and surveillance and enforcement activities for Health Care Facilities under the Public Health Act 1997 and the related Health Care Facilities codes of practice.

Eligibility/Other requirements:

Tertiary qualifications and/or experience in Regulation, Public Health, Science, Legal, Health Care or Nursing are desirable.

A valid driver's licence (Class C) is essential.

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.

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

This role will be filled as either an Administrative Services Officer Class 6 (ASO6) or Health Professional Officer Level 3 (HPO3) depending on qualifications.

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

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

**Population Health****Health Protection Service****Health Risk Facilities and Radiation Safety****Assistant Director - Health Care Facilities****Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 62676)**

Gazetted: 17 October 2023

Closing Date: 31 October 2023

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

As the Assistant Director in the Health Care Facilities unit you will be responsible for managing a small team of regulatory healthcare officers/professionals and regulatory activities such as licencing, monitoring and surveillance and enforcement for Health Care Facilities under the *Public Health Act 1997* and the related Health Care Facilities codes of practice

Eligibility/Other requirements:

Tertiary qualifications and/or experience in Regulation, Public Health, Science, Legal, Health Care or Nursing are desirable.

A valid driver's licence (Class C) is essential.

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

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

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

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

This role will be filled as either a Senior Officer Grade C (SOGC) or Health Professional Officer Level 4 (HPO4) depending on qualifications.

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

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

**Digital Solutions Division****Application Support****Inpatient Orders****Assistant Director, Application Support****Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 00003)**

Gazetted: 17 October 2023

Closing Date: 31 October 2023

Details: Are you looking for a challenging and rewarding career in the ACT Health Directorate? We are looking for a motivated individual with an interest in healthcare to join our Digital Health Record Team in the Digital Services Division of ACT Health Directorate. The Information Technology Officer, Level 2 (ITO2) who is successful will join our innovative Digital Health Record (DHR) team as a DHR Application Analyst.

The DHR team is responsible for the development of workflows used by clinicians and services across ACT Health Services. A primary part of the role is to investigate and resolve support tickets raised by internal and external stakeholders.

You will be responsible for guiding and configuring workflow design in the Digital Health Record (DHR), testing the configuration, and supporting end users. You will be provided with extensive training and support to be able to deliver this service.

The team you will be working with is comprised of people with diverse backgrounds including clinicians, systems support, administration, and application support staff who work together to maintain and advance the DHR. You will be well supported by the team to thrive and succeed in this role and foster a culture of support, care, innovation, and collaboration within our team.

The successful candidate will be passionate about making a difference and thrive in a challenging fast-paced environment. They will have demonstrated analytical thinking and technical problem-solving skills. They will be a

strong communicator and have excellent stakeholder management skills. They have a keen eye for detail, act with integrity and show care for the people they work with and have an understanding and knowledge of clinical and administrative workflows in the healthcare setting.

Eligibility/Other Requirements:

Compliance Requirements/Qualifications

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

This role will have a requirement to be on call to support the 24 x 7 DHR and ancillary systems.

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.

Aptitude to perform the role, as measured by the Epic aptitude test or achieved Epic certification (no written response necessary – a list of Epic certifications should be provided or an aptitude test will be undertaken by shortlisted applicants that are not Epic certified as part of the selection process).

It is a requirement that this position obtain a vendor accreditation with Epic. Costs for the vendor accreditation including training and testing to achieve such accreditation will be supported by ACT Health.

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

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

Contact Officer: Beelah Bleakley (02) 5124 6408 beelah.bleakley@act.gov.au

## **Corporate and Governance**

### **Strategic Finance**

#### **Financial and Management Reporting**

##### **Senior Director – Financial Reporting and Governance**

##### **Senior Officer Grade A \$160,541, Canberra (PN: 07824)**

Gazetted: 16 October 2023

Closing Date: 30 October 2023

Details: We are seeking a leader with a strong focus on people and customer experience to lead the financial and management reporting teams. The ideal candidate will be able to draw on the right skills, align team performance and develop capacity to achieve organisational objectives.

As the Senior Director – Financial Reporting and Governance you will work closely with the Chief Finance Officer to provide strategic and day-to-day operational leadership to both financial reporting and internal financial management functions within the Strategic Finance Branch and the Directorate. This role will be responsible for ensuring that the Directorate's accounting records are maintained accurately and delivering financial statements in compliance with relevant statutory requirements and standards. The Senior Director plays a vital role in building strategic partnerships with internal and external stakeholders and enabling the achievement of positive budget management outcomes and improving financial literacy across the Directorate.

Eligibility/Other requirements: A relevant tertiary qualification in a 'Finance and Accounting' related discipline is preferred. Membership of a professional body such as CPA, ICA, CIMA is highly desirable.

Note: This is a temporary position available from 01 December 2023 until 16 August 2024. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a two-page written response in the form of a 'pitch' addressing the position requirements, along with your curriculum vitae and the contact details of two referees.

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

Contact Officer: Sasith Wickramasinghe (02) 5124 9645 Sasith.Wickramasinghe@act.gov.au

## **Academic Unit of General Practice**

### **General Practice Policy Advisor**

#### **Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 49543)**

Gazetted: 13 October 2023

Closing Date: 20 October 2023

Details: This is an important position to have filled by a clinically active GP to assist ACT Health and Canberra Health Service interface optimally with general practice. This position works closely with the Director Academic Unit of General Practice to provide effective, timely advice and briefings to the Director General, Deputy Directors General, Executive and management on matters related to primary health care services.

The role will focus on the development and review of policy that effects or interfaces with primary care and is a key link between ACT Health and Capital Health Network, the broader primary health care and GP 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:

Undergo a pre-employment National Police Check

Be registered with AHPRA without conditions as a Medical Practitioner in Australia and hold current Vocational Registration as a General Practitioner. Applicants must have current and ongoing experience in General Practice.

Note: This is a temporary part-time position available from 6 December 2023 until 5 December 2024 at 0.5 FTE (20 hours per week), with a possibility of extension. The full-time salary noted above will be paid pro rata.

How to Apply: Application will be by Expression of Interest (maximum two pages) and curriculum vitae to Professor Kirsty Douglas, Director, Academic Unit of General Practice. [Kirsty.a.douglas@anu.edu.au](mailto:Kirsty.a.douglas@anu.edu.au) or [Kirsty.douglas@act.gov.au](mailto:Kirsty.douglas@act.gov.au) Enquiries to (02) 5124 4947.

Appointment may be made on suitability of Expression of Interest and curriculum vitae only.

*Applications should be submitted to the Contact Officer.*

Contact Officer: Professor Kirsty Douglas (02) 5124 4947 [Kirsty.douglas@act.gov.au](mailto:Kirsty.douglas@act.gov.au)

#### **Population Health**

#### **Health Protection Service**

#### **Immunisation Unit**

#### **Vaccine Management Team Leader**

#### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 24288)**

Gazetted: 13 October 2023

Closing Date: 27 October 2023

Details: The Immunisation, Vaccine Management Unit is seeking a highly motivated Team Leader to oversee the delivery of vaccines and associated resources to ACT immunisation providers, prepare delivery schedules, determine optimal runs, and allocate duties to staff as required. The Team Leader will coordinate the receipt and storage of vaccines, monitor vaccine supplies, oversee weekly inventory counts and associated production of reports. Assist the Vaccine Management Coordinator in ensuring safe and viable distribution of vaccines for the National Immunisation Program and ACT government funded programs to immunisation providers in the ACT.

Eligibility/Other requirements:

A current driver licence.

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

Note: This is a temporary position available immediately until 30 June 2024 with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. The position may require periods of time within a cool room environment

How to Apply:

Your current curriculum vitae

A written response (of no more than two pages) addressing the selection criteria of the Position Description, and outlining your relevant Skills, Knowledge and Behavioural Capabilities.

Contact details of two referees (one must be a current or recent supervisor).

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

Contact Officer: Sarah Mead (02) 5124 9076 [Sarah.Mead@act.gov.au](mailto:Sarah.Mead@act.gov.au)

#### **Population Health**

#### **Health Protection Service**

#### **Immunisation Unit**

#### **Vaccine Management Unit Coordinator**

#### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 41507)**

Gazetted: 13 October 2023



Closing Date: 20 October 2023

Details: The Immunisation Unit is looking for a highly motivated person to work towards common goals in providing the ACT community with protection against vaccine preventable diseases through the: Implementation of the National Immunisation Program and ACT Government funded immunisation programs in the ACT.

To assist the Programs and Projects teams in implementation of initiatives to improve immunisation rates and quality service delivery.

Co-ordinate distribution of vaccines for the National Immunisation Program and ACT government funded programs to immunisation providers in the ACT.

Manage the vaccine cool room / vaccine hub, including purchasing, service schedule and develop and maintain operating procedures and stock control.

The Vaccine Management Unit Coordinator is responsible for the Vaccine Management Unit, including the management and administration of the Vaccine Inventory Management System (VIMS) database.

Eligibility/Other requirements:

A current driver licence.

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

Note: This is a temporary position available from 1 November 2023 until 30 June 2024. 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:

No more than a three-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the position description; and

Your curriculum vitae

The names and contact details of two referees

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

Contact Officer: Sarah Mead (02) 5124 9076 Sarah.Mead@act.gov.au

### **ACT Integrity Commission**

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

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

### **Assessments**

#### **Senior Assessments Officer**

**Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 62104)**

Gazetted: 17 October 2023

Closing Date: 7 November 2023

Details: This position is being advertised for fixed term non-ongoing employment. Depending on the preferences of the selected candidate, secondment arrangements may also be considered for employees currently employed in Federal public service agencies.

#### **Agency overview**

The ACT Integrity Commission ('Commission') is an independent body and law enforcement agency with powers under the *Integrity Commission Act 2018* ('Act') to investigate, expose and prevent corruption and foster public confidence in the integrity of government.

Under the *Public Interest Disclosure Act 2012*, the Commission is also responsible for receiving, assessing, referring, and investigating reports of disclosable conduct and deciding which reports are to be treated as Public Interest Disclosures ('PIDs'), and performing an oversight role of ACT public sector agencies and their management of PIDs.

#### **Our values**

##### *Independence*

Our actions are lawful, ethical, evidence based, and free from political direction or influence and bias.

##### *Professionalism*

We demonstrate excellence, respect, courtesy, and dedication in all that we do.

##### *Accountability*

We accept responsibility for our actions and decisions; transparency and consistency are fundamental to our business.

##### *Fairness*



We will exercise the Commissioner's powers fairly, paying due respect to civil and human rights.

Our functions

The Commission's functions are to:

- Investigate conduct that is alleged to be corrupt conduct;
- Refer suspected instances of criminality or wrongdoing to the appropriate authorities;
- Prevent corruption through research and mitigation efforts;
- Publish information about investigations, including lessons learned;
- Provide education programs;
- Foster public confidence in the Legislative Assembly and ACT public sector;
- Receive, assess, refer, and investigate reports of disclosable conduct; and
- Oversee ACT public sector agency management of public interest disclosures.

Business unit overview

This position sits in the Commission's Assessments Team.

The role of the Assessment team is to record, triage and assess corruption reports and PIDs received by the Commission and propose appropriate recommendations to the Assessment Panel in accordance with s70 of the Act.

Position overview

The Senior Assessments Officer will communicate with members of the public who are making a corruption report or PID and is responsible for keeping complainants, reporters and disclosers updated.

The position also undertakes the assessment of PIDs and corruption reports received by the Commission and necessary follow-up inquiries and propose appropriate recommendations and actions in accordance with the Act and the Commission's objectives.

What you will do

Conduct assessments into PIDs and corruption reports received by the Commission ensuring:

- Assessment standards are promoted, and consistently applied, and operational practices will withstand internal and external scrutiny; and

- Records of assessments, activities and results are appropriately kept, maintained, and updated within the case management system so that information about the progress of assessments and outcomes are readily available to Commission staff;

- Communicate within and external to the Commission in a professional, timely, clear, and relevant way ensuring; assessment reports are of a consistent high quality, are accurate, clearly articulated, and records are meticulously maintained so that information and operational progress, decision making, and reasoning is readily available to team members and the Director, Assessments; and
- communication with complainants, reporters and disclosers is clear, concise and includes clearly explained rationale for Commission decisions.

- Promote a culture of continuous personal and organisational improvement through positive personal behaviours and recognition of the role the Commission plays in ensuring human rights are upheld and supported.

- Promote ethical practice, Work Health and safety (WHS), Equal Employment Opportunity (EEO), diversity and employee well-being.

What you require (Selection Criteria)

*Essential criteria*

- Excellent written and verbal communication skills

- A proven ability to achieve results

- Demonstrated analytical skills and sound judgement

- Demonstrated personal drive and integrity

- A proven track record developing productive working relationships

Eligibility/Other requirements:

Section 50 of the *Integrity Commission Act 2018* provides that the Commissioner must not appoint a person as a member of staff of the Commission if the person is or has, in the 5 years immediately before the day of the proposed appointment, been an ACT public servant.

The successful applicant will be required to obtain and maintain a Commonwealth security clearance at the Negative Vetting Level 1 (NV1) classification.

It is a condition of employment with the Commission that staff be fully vaccinated against COVID-19.

A full driver's licence is preferred but not essential.

The position may involve some domestic travel.

Notes: This is a temporary position available from 06 November 2023 until 06 November 2024.

How to apply: Applications must include:

A current curriculum vitae, and

A written response (a pitch) of no more than 750 words which:

demonstrates how your skills, knowledge and experience address the criteria outlined in the 'What you require' section of the position description, and

outlines why you want the job and why you believe you are the best person for the position.

If you are unable to submit your application online, please contact the Director, Assessments on 0418173464 or at [jeff.smith@integrity.act.gov.au](mailto:jeff.smith@integrity.act.gov.au).

If you are shortlisted for further assessment, you may be asked to undertake a written task to further demonstrate your capabilities.

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

Contact Officer: Jeff Smith (02) 6205 9551 [Jeff.Smith@integrity.act.gov.au](mailto:Jeff.Smith@integrity.act.gov.au)

### **Canberra Health Services**

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

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

#### **Access Mental Health Team Registered Nurse (**

**Job Number:**

**02E10)**

**Employment Type:** Full Time, Temporary 11 Month contract with possibility of extension and/or permanency

**Classification:** Registered Nurse Level 2 (PN 40849)

**Salary:** \$100,957 - \$107,000 (Plus 11.5% Super)

**Location:** Canberra Hospital, Garran

**Section:** Access Mental Health Team

**Closing Date:** 3 November 2023

**Gazette Date:** 13 October 2023

What can we offer you:

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

About the Role:

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

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

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

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people residing in the Australian Capital Territory. This is facilitated by providing access to high quality and integrated mental health care and intervention. The Access Mental Health Team has a dual function inclusive of Access Triage and Access Comprehensive. Access Triage provides a centralised referral point for all referrals for mental health support, this can include crisis and non-urgent assessments. The Access Triage service is available 24/7 and will provide a brief

needs assessment to determine the health needs of the consumer and will complete any referrals as appropriate. Access Comprehensive provides specialist mental health assessment by a multidisciplinary team that could include Medical Officers, Registered Nurses, Social Workers, Occupational Therapists and Psychologists.

AMHT aims to provide care with the underlying principles:

- *Person Centred*: Working collaboratively with the person - taking an approach that is respectful, supportive and which displays compassion and understanding towards the person and considers the person's cultural needs.
- *Responsive*: Providing timely and accessible services.
- *Strengths Focused*: Building on a person's strengths and resilience, with the aim of supporting people to achieve their goals.
- *Recovery Focused*: Instilling hope and empowering people to live a meaningful life.
- *Trauma Informed*: Acknowledging the role that life experiences, in particular traumatic events, play in shaping a person's emotions, thoughts, and behaviour.
- *Collaborative*: Working collaboratively with GP's, carers, and other people and organisations involved in a person's care.

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

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

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

To Apply:

Please submit a copy of your CV along with a 2x page responds to the Selection Criteria listed in the position description. Only applications submitted online will be accepted.

Contact Officer Tracy-Jayne Fletcher at (02) 6207 - 2570 or at [tracy-jayne.fletcher@act.gov.au](mailto:tracy-jayne.fletcher@act.gov.au).

### **Practice Support Midwife - Registered Midwife Level 2 (**

**Job Number: 02DXQ)**

**Employment Type:** Full-Time, Part-Time; Permanent

**Classification:** Registered Midwife Level 2 (P61418, Several)

**Salary:** \$100,957 - \$107,000 (Plus 11.5% Super)

**Location:** Centenary Hospital for Women & Children

**Section:** Maternity

**Closing Date:** 9 November 2023

**Gazette Date:** 12 October 2023

What can we offer you:

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

About the Role:

Are you an experienced Registered Midwife looking for your next challenge? Are you ready to jump into a clinical education and leadership role? Then we are looking for you!

Canberra Health Services is seeking enthusiastic and motivated Registered Midwives to join our Practice Support Midwifery team. You will provide educational and clinical support to student midwives across antenatal, intrapartum and postnatal care services, as well as continuity of care models. You will be working in partnership with the University of Canberra to support their midwifery students as they grow and develop.

Centenary Hospital for Women and Children (CHWC) in partnership with the University of Canberra, is seeking enthusiastic, motivated and suitably qualified Registered Midwives Level 2 with an interest in providing clinical education leadership to support students to grow and develop in their midwifery and nursing careers. As a Practice Support Midwife (PSM) you are a skilled midwifery practitioner across the full midwifery scope of practice.

Centenary Hospital for Women and Children: CHWC is a level 6 tertiary centre providing specialised maternity, neonatology and paediatric services for the ACT and surrounding regional areas to approximately 3800 women per year.

The CHWC offers antenatal, birthing, and postnatal services under various models of care aimed at providing woman and family centred care. CHWC staff are committed to providing a women centred approach where we

focus on the woman's unique needs, expectations, and aspirations; recognise her right to self-determination in terms of choice, control, and continuity of care; and address her social, emotional, physical, psychological, spiritual, and cultural needs and expectations. The maternity department at CHWC is dynamic with a strong culture of finding innovative modern solutions to the demands and challenges facing contemporary midwifery. Maternity care options include midwifery led continuity of care models, midwifery led care, and maternity team care, working collaboratively with the multidisciplinary team as required. The CHWC is the tertiary referral service for the ACT and Southern NSW region. The Maternity services are supported by a tertiary neonatal service including Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).

University of Canberra:

The University of Canberra is a young University anchored in the national capital. UC works with government, business and industry to serve our communities and nation. UC challenges the status quo always pursuing better ways to teach, learn, research and add value – locally and internationally. Distinctive by Design, UC is the University for the Professions.

Its purpose is to provide education which offers high quality transformative experiences to everyone suitably qualified; to engage in research which makes an early and important difference to the world around us; and to contribute to the building of just, prosperous, healthy and sustainable communities.

Discipline of Midwifery at University of Canberra:

The Discipline of Midwifery is a key part of the Faculty of Health which has a long history of delivering midwifery education. The Discipline is experiencing an exciting period of growth and change and is committed to producing safe, work-ready midwives. Midwifery at the University of Canberra is implementing innovative undergraduate and postgraduate courses that utilise evidence-based best practice. It is an exciting time to join us and contribute your unique approach to midwifery academia within this dynamic team.

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

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

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

To Apply:

To apply for this position please submit a CV, the names of 2 referees (preferably one to be your current supervisor) and a maximum 2-page application addressing Selection Criteria.

Where possible include specific relevant examples of your work.

Contact Officer Wendy Alder at (02) 5124 7392.

Child and Adolescent Mental Health Services - Registered Nurse Level 1 (

**Job Number:02E87)**

**Employment Type:** Full-Time; Permanent, Temporary & Casual

**Classification:** Registered Nurse Level 1 (P61532, Several)

**Salary:** \$72,698 - \$97,112 (Plus 11.5% Super)

**Location:** The Canberra Hospital, Garran ACT

**Section:** Child and Adolescent Mental Health Services

**Closing Date:** 3 November 2023

**Gazette Date:** 13 October 2023

What can we offer you:

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

About the Role:

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

This exciting initiative will see a six-bed Adolescent Mental Health Unit open under the Child and Adolescent Mental Health Services. This is a low dependency mental health unit for young persons aged 12 to 18. It provides patient centred, holistic care and advocacy for adolescents in the ACT and surrounding regions. Successful candidates will be provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for adolescent patients with a wide range of Mental Health conditions.

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

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

- Undergo a pre-employment National Police Check.
  - Prior to commencing this role, a current registration issued under the [Working with Vulnerable People \(Background Checking\) Act 2011](#) is required.
  - Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Contact Officer Poonam Pokhrel **(02) 5124-0814** or [poonam.pokhrel@act.gov.au](mailto:poonam.pokhrel@act.gov.au).

Registered Nurse CDN - Emergency Department Nursing (

**Job Number:02E7K)**

**Employment Type:** Full-Time Permanent, Full-Time Temporary

**Classification:** Registered Nurse Level 2 (P36261, Several)

**Salary:** \$100,957 - \$107,000 (Plus 11.5% Super)

**Location:** The Canberra Hospital, Garran ACT

**Section:** Emergency Department

**Closing Date:** 3 November 2023

**Gazette Date:** 13 October 2023

What can we offer you:

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

About the Role:

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

Permanent and temporary positions are available for dynamic, highly motivated, and experienced nurses to work in the education team at CHS Emergency Department. Clinical development nurses (CDNs) require expert knowledge, and excellent interpersonal skills to teach and mentor nursing staff and nursing students in the department. Approachability, excellent communication, and a passion for education are core, sought after attributes.

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

Potential requirement for night duty and weekend work pending finalisation of Education program requirements.

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

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

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

To Apply:

To apply for this position please submit a CV, the names of 2 referees (preferably one to be your current supervisor) and a maximum 2-page application addressing Selection Criteria.

Appointment to the position may be based on written application and referee reports only.

Contact Officer: Miriam Attard at **0421 186 304** or [miriam.attard@act.gov.au](mailto:miriam.attard@act.gov.au).

Paediatric Clinical Care Coordinator - Registered Nurse 3.1 (

**Job Number: 02EAP)**

**Employment Type: Full-Time, Permanent**

**Classification:** Registered Nurse Level 3 Grade 1 (P61418, Several)

**Salary:** \$115,743 - **\$120,506 (Plus 11.5% Super)**

**Location:** Centenary Hospital for Women and Children

**Section: Paediatrics**

**Closing Date:** 3 November 2023

**Gazette Date:** 13 October 2023

What can we offer you:

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

About the Role:

The Paediatric Units in the Centenary Hospital for Women, Youth and Children is under Canberra Health Services. It provides family centred, holistic care and advocacy for children and adolescents in the ACT and surrounding regions. You will work in a growing tertiary hospital that cares for children with acute and chronic health needs. Our newly refurbished wards incorporate state of the art clinical features with improved indoor and outdoor facilities for patients and their families to enjoy.

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

The Department of Paediatrics at the Centenary Hospital for Women and Children provides holistic, evidence-based quality health care and advocacy for all children and young people up to their 16th birthday in the ACT and surrounding areas. The service is child and family centred, as we understand that the family is central to the successful delivery of health care. There are 32 funded inpatient beds as well as 12 day stay beds and a multidisciplinary outpatient area.

Reporting to the Clinical Nurse Managers, the Paediatric Clinical Care Coordinator will provide high level nursing leadership, planning, operational and clinical support to the Paediatric nursing teams to achieve excellence in clinical practice. The Paediatric Clinical Care Coordinator will work collaboratively with the multidisciplinary team and provide high level support in coordinating and managing patient flow and staffing within the Paediatric service to facilitate timely access to and comprehensive care for consumers. They will also support discharge planning of those children and young people who have been hospitalised for long periods in collaboration with the CNM's and where necessary, the PLaNS and Chronic Care Nurse.

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

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

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

To Apply:

To apply for this position please submit a CV, the names of 2 referees (preferably one to be your current supervisor) and a maximum 2-page application addressing Selection Criteria.

Where Possible include specific relevant examples of your work.

Contact Officer Shannon Reakes at **(02) 5124 7575** or [Shannon.reakes@act.gov.au](mailto:Shannon.reakes@act.gov.au).

NDIS Support Unit Lead - Client Support Services (

**Job Number:02EGS)**

**Employment Type:** Full Time, Temporary 6 months with possibility of extension or permanency

**Classification:** Health Professional Officer Level 5 (PN 29701)

**Salary:** \$135,355.00 - \$152,377.00 (Plus 11.5% Super)



**Location:** Village Creek Centre, Kambah

**Section:** Rehabilitation Aged and Community Services (RACS), Client Support Services

**Closing Date:** 2nd November, 2023

**Gazette Date:** 19 October 2023

What can we offer you:

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

About the Role:

An opportunity exists for an experienced Allied Health professional with extensive knowledge and experience of health service provision and strategically addressing service provision consideration for clients with disabilities, specifically in relation to National Disability Insurance Scheme (NDIS) funding. The CHS NDIS Support Unit Lead position is available from November 2023 for a period of 6 months with the possibility of extension or permanency. The CHS National Disability Insurance Scheme (NDIS) Support Unit Lead is based predominantly at Village Creek Centre Kambah with requirement to coordinate with services teams across CHS community and inpatient sites. The position provides strategic advice and coordination for Canberra Health Services in relation to NDIS / health interface issues across divisions. The successful applicant will provide advice to the RACS Executive Director and be required to represent CHS in a range of forums including to other ACT and Federal Government departments, the National Disability and Insurance Agency (NDIA), Non-Government Organisations, and Ministers as required. The position is responsible for the direction and management of the CHS NDIS Support Unit which incorporates NDIS / health interface project officers and the administrative support for RACS NDIS Fee for Service areas.

Under limited direction of the Executive Director of RACS and Director of Client Support Services you will lead the NDIS Support Unit with a focus of improved coordination of care for clients who are NDIS participants, or potentially eligible for NDIS funding.

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

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

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

To Apply:

Please apply online by submitting a copy of your CV along with a 2-page cover letter or pitch, responding to the Selection Criteria, listed in the Position Description.

Appointment may be made based on written application only.

Contact Officer: Barbara Bolton at **02-5124 0017** or at [Barb.Bolton@act.gov.au](mailto:Barb.Bolton@act.gov.au).

## Clinical Services

### Medicine

#### Respiratory and Sleep

#### Respiratory Outpatient Nurse - Registered Nurse Level 2

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 46744 - 02E6H)**

Gazetted: 13 October 2023

Closing Date: 27 October 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:



The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. An exciting opportunity exists for an enthusiastic and suitable qualified Registered Nurse within the Department of Respiratory and Sleep Medicine (DRSM). Our service delivery operates from the Canberra Hospital and Health Services campus and provides nursing services to both inpatient and outpatients for Tuberculosis (TB) case management, TB employment screening, asthma education, adult Cystic Fibrosis, supports the Medical Officers (MO) clinics and provides nursing care and support to Respiratory and Sleep Medicine outpatient clients.

Under limited direction of the Clinical Nurse Consultant you will provide nursing care in both an inpatient and outpatient setting as well as support to the Medical Officer's clinics, co-ordinating bronchoscopy bookings, provide asthma education to both inpatients and outpatients and coordinate the multidisciplinary severe asthma clinic. As a nurse in the The Department of Respiratory and Sleep Medicine you will also be involved in other nursing services including but not limited to Tuberculosis (TB) case management, TB employment screening, Cystic Fibrosis, bronchiectasis, smoking cessation, Chronic Obstructive Pulmonary Disease (COPD) and other advanced airway diseases. Training and support will be provided to you.

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

successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Kim Bailey (02) 5124 2066 kim.bailey@act.gov.au

## Paediatric Nursing

### Registered Nurse Level 1 - Paediatric Hospital In The Home

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 48874 - 02E7F)**

Gazetted: 16 October 2023

Closing Date: 30 October 2023

Details: What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

Are you looking for an exciting and rewarding opportunity to begin your career with Team CHS?

The Paediatric Child and Adolescent Short Stay Unit is a combined hybrid model of care encompassing a 12 bed Day Stay unit and The Paediatric Hospital In The Home Service (P-HITH). This position is for the P-HITH Inpatient service of the Canberra Health Service, Division of Women, Youth and Children. P-HITH provides access to acute healthcare for patients, generally in their own home.

The P-HITH operates 7 days a week morning and evening shifts. Patients admitted to P-HITH are classified as inpatients of CHS and would otherwise be receiving their medical treatment in a hospital ward. The service requires driving to the patient's home to deliver clinical care.

The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

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

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

Undergo a pre-employment National Police Check.

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

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

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](#).

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

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

*Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.*

*North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.*

Contact Officer: Kara Allen (02) 5124 7613 [kara.allen@act.gov.au](mailto:kara.allen@act.gov.au)

## **Palliative Care**

### **North Canberra Hospital - Staff Specialist / Senior Specialist in Palliative Care**

#### **Specialist Band 1 - 5 \$188,151 - \$232,185, Canberra (PN: LP7012 - 02E02)**

Gazetted: 13 October 2023

Closing Date: 3 November 2023

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions within a tertiary hospital

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

Flexible working conditions

11.5% Superannuation

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

About the Role:

This Palliative Care Staff specialist position will be responsible for providing high quality patient clinical care and leadership, working within the various arms of this service, in collaboration with the multidisciplinary team at Clare Holland House.

The Palliative staff specialist also plays a pivotal role in providing advice, support and education to the family and carers and of people referred for support, and is required to provide on-call support after-hours to ensure clients and their family are supported during end-of-life care.

Under limited direction of the clinical director, you will

Provide high quality patient focused clinical care to NCH patients and leadership within the palliative medicine department.

Conduct appropriate medical assessments and treatments in liaison with other palliative care professionals as required ensuring adequate documentation is entered in the patients' medical records and referrals are made to other health professionals and organisations

Preparedness to participate in any on-call service including on-call rosters.

Provides clinical support and supervision for Nurse Practitioner(s) at Clare Holland House and the Aged Care Clinical Nurse Consultant including supporting and supervising junior medical staff at Clare Holland House as required.

Engage in education to internal and external bodies as required, this includes formal and informal education as well as the in-service Palliative Care education program

Ensure systems are in place for the day-to-day running of the palliative care service including the recording and maintenance of statistics, continuity of patient care, and communication with external providers  
Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require:

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

Demonstrated current clinical practice of a high standard and the ability to provide specialist palliative clinical care to patients within a specialist inpatient unit, community and hospital consultancy services.

CHH has the expectation of a 0.4 FTE staff specialist to meet the following minimal clinical requirements;

Clinic requirements -4 clinics per month

Ward Rounds = Twice weekly, with attendance at MDT

On call

Demonstrated ability to provide high-quality compassionate medical care as evidenced by recent practice experience in working congenially and collaboratively as both a leader and member of a multidisciplinary team and as a provider of services that engender high levels of patient satisfaction and experience

Demonstrate a commitment to quality improvement and clinical risk management, actively seek out improvements to service delivery, initiate change and consult those affected by the change, allocate resources and proactively manage potential conflicts

Demonstrated commitment to clinical governance relevant to the practice of palliative medicine including but not limited to audits, research, education and training.

Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience.

Demonstrate participation in ongoing professional development and a commitment to education and research

Consistently demonstrates behaviours that reinforce CHS's values of reliable, progressive, respectful and kind; including collaboration, openness, respect and empowerment while demonstrating these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those who care for them

Position Requirements / Qualifications

#### Mandatory

Registered or eligible for unconditional registration as a medical practitioner with the Australian Health Practitioner Regulation Agency.

Fellowship of the Australasian Chapter of Palliative Medicine (FACHPM) of The Royal Australasian College of Physicians and is registered as a specialist with the Medical Board of Australia

Applicants who have completed the fellowship exam and are in the last 3 months or pending successful completion by January 2024 are also invited to apply.

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

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

#### Desirable

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

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

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

Undergo a pre-employment National Police Check.

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

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

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.

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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*Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.*

*North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.*

Contact Officer: Kim McNeilly (02) 6201 6436 Kim.McNeilly@calvary-act.com.au

### **Assistant In Nursing - Nursing & Midwifery Resource Office**

**Assistant in Nursing \$55,927 - \$57,820, Canberra (PN: 60487, Several – 02E9S)**

What can we offer you:

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

About the Role:

Are you looking for a new challenge?

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

We are looking for Assistant in Nurses in the following areas:

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

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

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

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

- Undergo a pre-employment National Police Check.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Contact Officer: Cate Makings at (02) 5124-0996 or at [catherine.makings@act.gov.au](mailto:catherine.makings@act.gov.au).

**Medical Imaging****North Canberra Hospital - Specialist - Radiology****Specialist Band 1 - 5 \$188,151 - \$232,185, Canberra (PN: 602512 - 02E48)**

Gazetted: 13 October 2023

Closing Date: 3 November 2023

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions within a tertiary hospital

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

Flexible working conditions

11.5% Superannuation

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

About the Role:

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

Duties include provision of clinical services, participation in the on call roster, and teaching of undergraduate and postgraduate students. A commitment to teaching, research, clinical review and quality assurance is required. The NCH Medical Imaging Department is a fully integrated facility including, General X-ray, Fluoroscopy, CT and Ultrasound.

The successful candidate may also be required to work across other CHS health facilities including The Canberra Hospital, University of Canberra Hospital and Weston Creek Walk-In Centre but will primarily be based at North Canberra Hospital.

The preference would be for a full time appointment, however fractional appointments may be considered. The preference would be for a radiologist with sub-speciality skills with Interventional Radiology Tier B capability.

Under broad direction of the Executive Director of Allied Health, providing exceptional diagnostic and procedural services for a wide range of imaging studies. You will:

Provide high quality clinical services in General radiology and Interventional radiology to meet the demonstrated needs of the North Canberra Hospital

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

Contribute to the on call/after hour's roster, in conjunction with other specialists, at a frequency required to cover the roster throughout the year.

Promote research in medical imaging and participate in development of research programs and participate in quality improvement initiatives

Work in a multidisciplinary team to promote a high-quality patient focused care.

Under the direction of the radiology team, provide high level leadership in the Medical Imaging Department, ensuring that strategies are patient centred and meet the changing needs of the community.

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

What you require:

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

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

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

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

Strong proficiency in a variety of imaging modalities including General X-ray, Fluoroscopy, CT, Ultrasound

Excellent diagnostic skills and the ability to interpret and report on a wide range of imaging studies

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

Demonstrate understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Display behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

Position Requirements / Qualifications

**Mandatory**

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency.

Fellowship of the Royal Australian and New Zealand College of Radiologists / Physicians or equivalent specialist qualifications or equivalent specialist qualifications.

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

Hold a current driver's license

Strong proficiency in a variety of imaging modalities including

General X-ray, Fluoroscopy, CT, Ultrasound

Excellent diagnostic skills and the ability to interpret and report on a wide range of imaging studies

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, Our People Framework, all other related frameworks.

#### Desirable

Experience and qualifications in General Diagnostic Radiology with a subspecialty interest or Interventional Radiology would be desirable to meet the current and future demands of our community and department.

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

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

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

Undergo a pre-employment National Police Check.

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*North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.*

Contact Officer: Kristine Lindner (02) 6201 6141 kristine.lindner@calvary-act.com.au

#### **North Canberra Hospital**

##### **Allied Health & Palliative Care**

##### **North Canberra Hospital - Staff Specialist in Palliative Care**

##### **Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: LP7012 - 02E02)**

Gazetted: 12 October 2023

Closing Date: 3 November 2023

Details: What can we offer you:

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

About the Hospital:



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

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

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

About the Role:

This Palliative Care Staff specialist position will be responsible for providing high quality patient clinical care and leadership, working within the various arms of this service, in collaboration with the multidisciplinary team at Clare Holland House.

The Palliative staff specialist also plays a pivotal role in providing advice, support and education to the family and carers and of people referred for support, and is required to provide on-call support after-hours to ensure clients and their family are supported during end-of-life care.

Under limited direction of the clinical director, you will

Provide high quality patient focused clinical care to NCH patients and leadership within the palliative medicine department.

Conduct appropriate medical assessments and treatments in liaison with other palliative care professionals as required ensuring adequate documentation is entered in the patients' medical records and referrals are made to other health professionals and organisations

Preparedness to participate in any on-call service including on-call rosters.

Provides clinical support and supervision for Nurse Practitioner(s) at Clare Holland House and the Aged Care Clinical Nurse Consultant including supporting and supervising junior medical staff at Clare Holland House as required.

Engage in education to internal and external bodies as required, this includes formal and informal education as well as the in-service Palliative Care education program

Ensure systems are in place for the day-to-day running of the palliative care service including the recording and maintenance of statistics, continuity of patient care, and communication with external providers

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

What you require:

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

Demonstrated current clinical practice of a high standard and the ability to provide specialist palliative clinical care to patients within a specialist inpatient unit, community and hospital consultancy services.

CHH has the expectation of a 0.4 FTE staff specialist to meet the following minimal clinical requirements;

Clinic requirements -4 clinics per month

Ward Rounds = Twice weekly, with attendance at MDT

On call

Demonstrated ability to provide high-quality compassionate medical care as evidenced by recent practice experience in working congenially and collaboratively as both a leader and member of a multidisciplinary team and as a provider of services that engender high levels of patient satisfaction and experience

Demonstrate a commitment to quality improvement and clinical risk management, actively seek out improvements to service delivery, initiate change and consult those affected by the change, allocate resources and proactively manage potential conflicts

Demonstrated commitment to clinical governance relevant to the practice of palliative medicine including but not limited to audits, research, education and training.

Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience.

Demonstrate participation in ongoing professional development and a commitment to education and research

Consistently demonstrates behaviours that reinforce CHS's values of reliable, progressive, respectful and kind; including collaboration, openness, respect and empowerment while demonstrating these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those who care for them

Position Requirements / Qualifications

Mandatory

Registered or eligible for unconditional registration as a medical practitioner with the Australian Health Practitioner Regulation Agency.



Fellowship of the Australasian Chapter of Palliative Medicine (FACHPM) of The Royal Australasian College of Physicians and is registered as a specialist with the Medical Board of Australia

Applicants who have completed the fellowship exam and are in the last 3 months or pending successful completion by January 2024 are also invited to apply.

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

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

#### Desirable

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Kim McNeilly N/A Kim.McNeilly@calvary-act.com.au

### **Women and Children Division**

#### **Paediatrician / Neonatologist Visiting Medical Officer**

#### **Visiting Medical Officer Sessional and Fee for Service VMO Contract, Canberra (PN: VMO - 02E09)**

Gazetted: 13 October 2023

Closing Date: 27 October 2023

Details: About the Role:

The Consultant Paediatrician/ Neonatologist will provide paediatric clinical support to the Maternity Unit and Special Care Nursery at North Canberra Hospital Bruce. This will entail participation in an on-call roster, care of neonates admitted to the Special Care Nursery, attendance and coordination of care of a compromised neonate after birth and review of neonates on the ward as required. The consultant will be working as part of a multidisciplinary team.

Under limited direction of the Clinical Director – Women and Children Division you will provide paediatric clinical support to the Maternity Unit and Special Care Nursery at North Canberra Hospital Bruce

Undertake clinical responsibilities including providing patient care, SCN ward rounds, liaison with other units and referring hospitals, and maintaining appropriate records and confidentiality, including obtaining and documenting consent.

Provide ethical decision making and effective issues management and communication in the achievement of organisational goals, ensuring issues are resolved effectively and in a timely manner.

Actively contribute to the hospital and health service and professional community.

Actively participate in the delivery of contemporary, evidence-based, multidisciplinary models of care

Supervise medical staff regarding significant patient care issues, such as accurate diagnosis, selection of treatment options, discharge planning, patient and family discussion and education.

Provide neonatal consultation to inpatients including service on the Paediatric on-call roster.

Provide expert neonatal knowledge and skills to treat compromised neonates in consultation with the Newborn Emergency Transport Team as required.

Involvement in undergraduate and postgraduate teaching programs in Paediatric Medicine.

Contribute to the clinical governance of the Service by undertaking clinical audit, morbidity and mortality review and practicing evidence-based medicine

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

What you require:

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

Demonstrated recent clinical experience in General Paediatrics and Neonatal Medicine

Proven track record in evidence based practice and evidence of sound judgement in clinical diagnosis, investigation and treatment of patients.

Demonstrated high-level communication and interpersonal skills, including an ability to provide mentorship and work as a team member in a multidisciplinary environment.

An active commitment to undergraduate and postgraduate teaching of medical, nursing and allied health professionals.

Demonstrated knowledge of, and ability to deliver quality assurance measures, research and best practice models of operation, within accreditation and organisational requirements

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

Position Requirements / Qualifications

#### Mandatory

Relevant Tertiary qualifications.

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

Have a current driver's license.

The successful applicant will need to be available for weekend, public holiday 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.

#### Highly Desirable

A minimum of three years' experience working professionally in Physiotherapy.

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

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. This position is part-time and the full-time salary will be pro-rata.

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Contact Officer: Kim McNeilly (02) 6201 6436 Kim.McNeilly@calvary-act.com.au

#### **Cancer and Ambulatory Support**

##### **Executive Director, Cancer and Ambulatory Support**

**Executive Level 2.2 \$313,721 - \$326,282 depending on current superannuation arrangements, Canberra (PN: E627)**

Gazetted: 13 October 2023

Closing Date: 27 October 2023

Details: Experienced health service leaders are sought for the position of Executive Director, Cancer and Ambulatory Services at Canberra Hospital.

Reporting to the Group Director, Clinical Operations (GDCO), the Executive Director is a critical executive leadership role within Canberra Health Services and is expected to play a key role in planning and continuous improvement for the Division and the organisation. The Executive Director will have responsibility for ensuring divisional management and compliance for human resources management, contract management, activity-based management and government business.

This role will consult and engage with the GDCO and the Chief Executive Officer on high-level operational issues and change initiatives. The role will consult and liaise with other executive to ensure a collaborative approach to the delivery of exceptional health care.

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

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

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

How to Apply: Interested candidates are requested to submit an application outlining relevant skills and experience against the executive capabilities, of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Grant Howard 0251245804 Grant.howard@act.gov.au

## **General Medicine**

### **North Canberra Hospital - Medical Services Stream Director - Staff Specialist / Senior Specialist Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: LP7602 - 02E3L)**

Gazetted: 13 October 2023

Closing Date: 27 October 2023

Details: About the Role:

The Medical Stream Services Director will have advanced clinical expertise, provide leadership and senior medical input in safety and quality activities, actively participate in relevant specialist college accreditation, actively participate in education and training, undertake specialty specific research and provide input to the development of policies and procedures.

Strategic and growth opportunity recognition are a key focus. Collaboration and collegial interaction and support the entire Australian Capital Territory and the surrounding catchment areas of New South Wales will be essential to success in this position.

Under limited direction of the Executive Director Medical & Mental Health, you will provide high quality and effective professional leadership.

The Medical Stream Services Director will be involved in all aspects of management including but not limited to recruitment, rostering, complaints management, policy & procedure management, research, education and all the varied aspects of the day to day management of a large medical department.

NCH has the expectation of the MSSD to meet the following minimal professional requirements;

Management of all medical streams within the division as part of the senior leadership team performance and including oversight of rosters and junior doctor management

Attend clinical governance and performance meetings at the divisional and executive level

Ensure professional development oversight for each clinical director

Monthly meetings with each clinical director including actioning any clinical or professional issues unable to be managed within the unit

Involvement in Accreditation processes

Contribute to and participate in management, clinical audit procedures, quality improvement, utilisation reviews and educational activities within the Medical Services Stream at NCH.

Assist in and/or supervise the educational and professional development of clinical directors, undergraduate and postgraduate students, resident medical staff and registrars.

Develop and maintain liaison with other centres, providers and professionals within and without the department and provide high standards of professional advice/opinions to create new and effective solutions  
Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

Demonstrate commitment to evidence based medicine, best practice and professional standards;

Set direction and provide support to achieve agreed targets, improved efficiency and patient experiences;

Demonstrate leadership that reflects the strategic goals and values of the organisation and ensure alignment of services with the Strategic Plan;

Ensure the timely and effective management of information and communication;

Represent NCH, medicine and relevant programs/services on internal and external committees;

Maintain a strong working relationship with the management and senior leadership groups to ensure that service provision is timely, relevant and responsive to clinical demands and emerging priorities;

Effectively implement and manage organisational change;

Provide key advice, support and input into the achievement of short, medium and long-term outcomes in relation to the NCH Strategic Directions and business plans;

Explore new opportunities, innovations and strategic directions to improve client care into the future and implement systems to improve patient outcomes by effective use of medical sensitive indicators and risk minimisation strategies;

Provide leadership to the clinical streams and direct reports within the portfolio and represent these services as a member of the Management Team

Workforce management for the future that includes effective recruitment, retention strategies, fostering diversity, and strategies promoting recognition and development;

Actively participate in the development and enacting of strategic workforce planning;

Participation and commitment to succession planning;

Ensure there are effective consultation and communication processes in place to facilitate effective flow of information;

Maintenance of constructive industrial relations and compliance with relevant industrial agreements including VMO Contracts;

Promote a culture of learning and professional development across health specialties;

Effectively manage staff leave liability including strategies to reduce rates of sick leave and excess accumulated annual leave;

Work within, and support staff compliance with, legislation, regulatory and CHS policies and procedures relating to appropriate workplace behaviour;

Lead, participate and provide direction in collaboration with HR within the context of employee related HR issues;

Develop and implement workforce plans for medical services including contributing to the development of new and emerging roles and scope of practice for existing roles

What you require:

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

Skills in supervision, teaching and professional development at all levels with the ability to engage and build effective working relationships with a range of key stakeholders as required

Excellent interpersonal skills including effective negotiation and conflict resolution, interacting as part of a diverse multidisciplinary team - Including professional performance issues

Demonstrated high level management skills with clear ability to deliver delegated tasks and ability to meet according to discrete deadlines

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

Position Requirements / Qualifications

#### Mandatory

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

Hold a Fellowship of the Royal Australian and New Zealand College of Physicians (FRACP) or an equivalent higher specialist qualification

Excellent interpersonal skills including effective negotiation and conflict resolution, interacting as part of a diverse multidisciplinary team - Including professional performance issues

Exceptional organisational and leadership skills to effectively manage, mentor, motivate & supervise the team

Demonstrate the ability to use business technologies, analyse rosters and information effectively

#### Desirable

Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators for Accreditation purposes

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

Note: This position is part-time at (20) hours per week and the full-time salary noted above will be pro-rata.

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Contact Officer: Kim McNeilly (02) 6201 6436 Kim.McNeilly@calvary-act.com.au

## **North Canberra Hospital**

### **Medical and Mental Health**

#### **Mental Health Consultation Liaison - Health Professional Level 3**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 602510 - 02E5A)**

Gazetted: 16 October 2023

Closing Date: 10 November 2023

What can we offer you:

City living without the traffic – Click here to see why you should live in Canberra

Competitive pay rates and excellent working conditions within a tertiary hospital

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

Flexible working conditions

11.5% Superannuation

About the Hospital:

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

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

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

About the Role:

The Mental Health Consultation Liaison Nurse (MHCLN) works as part of a small but dynamic multidisciplinary team, providing acute mental health services to the Emergency Department, Critical Care, Maternity, Medical and Surgical wards at North Canberra Hospital (NCH). The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are

based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs.

The team is currently expanding to incorporate increased hospital cover outside of business hours. Therefore, this position will be required to participate in a rotating seven-day, extended hour's roster which is anticipated to cover 24 hours /7 days a week into the future.

The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers, and other agencies.

All team members are required to undertake professional development and professional supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

Under limited direction of the Mental Health ADON you will perform the role of Mental Health Consultation Clinician. You will:

Provide a client centred, recovery focused approach to complex clinical assessment for people experiencing mental health crisis or acute psychological distress within the Emergency Department and General & Medical Wards of the North Canberra Hospital.

Adopt proactive and assertive consultation liaison practices with the extended care teams and appropriate community and government agencies and support the inclusion of Carers and families in a person's immediate treatment planning.

Provide advanced clinical expertise within the treating multidisciplinary team by working collaboratively with the people requiring assessment, their Carers and Community Agencies to support proactive care co-ordination.

Provide clinical leadership and utilise expertise and advanced skills to work with the extended care teams and external stakeholders to build capacity within the ED and general/medical environments to support the safe treatment and care of people experiencing mental health issues through formal and informal training and education.

Participate in the monitoring, research, and evaluation of service provision within the North Canberra Hospital Mental Health Consultation Liaison Team.

Undertake and provide clinical supervision, participate in ongoing professional development activities, and be actively involved in clinical governance systems and processes through quality activities, program and process evaluation, outcomes measurement and membership of committees and working parties.

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

What you require:

These are the key selection criteria for how you will be assessed in conjunction with your CV and experience  
Proven expert clinical knowledge of mental health practice including a demonstrated ability to undertake complex mental health and to provide high-quality, recovery based mental health interventions.

Demonstrated ability to lead and work within a multi-disciplinary team and an ability to build and maintain effective working relationships.

Proven ability to work with and lead diverse teams and external parties in a consultative, collaborative, and influential manner.

Proven excellent interpersonal and communication skills, including the ability to consult, negotiate and liaise effectively with a diverse range of people.

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

Position Requirements / Qualifications

#### Mandatory

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

Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention.

Minimum of 3 years' experience (ideal 5 years) working professionally in related/relevant organisation/service is preferred.

The successful applicant will need to be available to cover a 24/7 roster including weekends, evening's, public holidays and Night shifts



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

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

Contact Officer: Leigh Thompson (02) 6201 6806 leigh.thompson@calvary-act.com.au

### **North Canberra Hospital**

#### **Medical & Mental Health**

#### **Nurse Level 4 Grade 3 - Registered**

#### **Registered Nurse Level 4.3 \$149,388, Canberra (PN: LP7592 - 02E00)**

Gazetted: 12 October 2023

Closing Date: 26 October 2023

Details:

What can we offer you:

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

About the Hospital

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

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

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

About the Role:

Under limited direction, the ADON for Medical Specialities is responsible for providing high level nursing leadership to support the day-to-day operations of the general medical wards and MAPU.

This role provides:

- High level nursing leadership which enables the effective coordination and provision of safe patient centred care.
- Clinical expertise through the application of evidence-based practices in collaboration with the multi-disciplinary team (MDT) and in compliance with NSQHS standards.
- Efficient resource management across Medical Inpatient teams ensuring patient care and safety is maximised and inpatient KPI's are achieved.
- Delivery against the endorsed business plan objectives and operational targets that are aligned with the intended Medical Stream Model of Care.
- High level written, verbal and interpersonal communication skills and utilise effective team building techniques to mentor, support and promote harmonious staff relationships within Medical Services.
- Active involvement in clinical governance systems and processes through quality activities, program and process evaluation, outcomes measurement and membership of committees and working parties.
- Facilitates the implementation of Workforce Diversity, Workplace Health and Safety, Industrial Democracy principles and practices and demonstrates a commitment to the values of North Canberra Hospital.
- Undertake other duties appropriate to this level of classification which contribute to the operation of North Canberra Hospital.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

About you:

Requirements/Qualifications:

Mandatory



- Relevant Registered Nurse qualifications and a minimum of 5 plus years' experience working in Mental Health.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- 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.
- Hold or be working towards Post Graduate qualifications in nursing, health management, or a related field.
- Current driver's licence.

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: Deborah Plant 02 6201 6094 [Deborah.plant@calvary-act.com.au](mailto:Deborah.plant@calvary-act.com.au)

### **CHS Clinical Services**

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

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

#### **Registered Nurse Level 4 Grade 3 - ADON Professional Governance and Capability**

#### **Registered Nurse Level 4.3 \$149,388, Canberra (PN: 10736 - 02DYM)**

Gazetted: 12 October 2023

Closing Date: 27 October 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

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

About the Role:

The Assistant Director of Nursing (ADON) - Professional Governance and Capability is a senior leadership position within the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS). Working closely with the Director of Nursing, the ADON will provide strategic direction, oversight, in the areas of professional governance, safety and quality improvement, and clinical capability. The ADON will play a key role in ensuring the delivery of high-quality nursing services and promoting a culture of excellence, innovation, and improvement.

Excellent interpersonal skills are essential to this position for stakeholder engagement and partnerships.

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Sonny Ward (02) 5124 1623 [Sonny.ward@act.gov.au](mailto:Sonny.ward@act.gov.au)

### **CHS Finance and Business Intelligence**

#### **FBI Operations**

#### **Clinical Costing Director - Senior Officer Grade B - Chief Finance Office**

#### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 51272 - 02DYU)**

Gazetted: 12 October 2023

Closing Date: 26 October 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

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

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

Flexible working conditions.

11.5% Superannuation.

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

About the Role:

This is an exciting opportunity for an experienced health costing expert to evaluate the current status of clinical costing and knowledge at Canberra Health Services and design the structure for clinical costing into the future.

The Chief Finance Officer (CFO) Division is led by the Chief Finance Officer (CFO) who reports to the Chief Executive Officer of Canberra Health Services. The CFO Division is responsible for the development and maintenance of budgets, financial management, revenue tracking, cost allocations, procurement, health information services and activity benchmarking. The Division provides strong operational finance and performance reporting analysis across CHS.

As CHS, the ACT Health Directorate and the ACT Local Health Network move toward an activity-based funding and management environment there will be an increased focus on:

Costing – timely, quality clinical costing data and improved supporting systems

Pricing – shaping funding policy and pricing models

Insights – taking knowledge to the health system to inform decision making and to grow capability.

The role of the Assistant Director of Clinical Costing is an integral part of the effective and accurate delivery of information to our staff and stakeholders, primarily relating to the cost of providing health services to the population of the ACT and surrounding region. The role will interact seamlessly with members of the CFO Team as CHS moves toward an activity-based management environment.

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Lesley Dickens (02) 5124 9360 lesley.dickens@act.gov.au

## **CHS Chief Executive Officer**

### **CHS Allied Health**

#### **Acute Allied Health Services**

#### **Allied Health Assistant Level 3 - Move It - Physiotherapy**

**Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 21110 - 02E5E)**

Gazetted: 12 October 2023

Closing Date: 26 October 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. The AAHS Move It position sits within the AAHS Physiotherapy service in oncology. The Allied Health Assistant will contribute to the cross disciplinary care of patients by implementing the “Move It” Program in the acute care setting under the supervision of an allied health professional. The program will contribute to patient care by providing tasks that support mobility and functional independence and will require daily interaction with members of the multidisciplinary team including nursing, physiotherapy, exercise physiology, and occupational therapy.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal professional

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

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

Undergo a pre-employment National Police Check.

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

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

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

Note: This is a temporary position available for a period of 11.5 month with the possibility of extension up to less than 12 months and/or permanency.

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

Contact Officer: Jane Hermolin (02) 5124 2154 [Jane.Hermolin@act.gov.au](mailto:Jane.Hermolin@act.gov.au)

### **Clinical Supports & Projects**

#### **Registered Nurse 3 - Paediatric Clinical Support Nurse**

#### **Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 63096 - 02DV4)**

Gazetted: 12 October 2023

Closing Date: 26 October 2023

Details: What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

The Division of 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), maternity and neonatology services for the ACT and surrounding regions. Paediatric services include general medical and surgical paediatric inpatient and outpatient services, including limited subspecialty.

Inpatient services include a general paediatric unit, a designated adolescent unit and a high care unit for the care of high acuity patients. Outpatient services include a medical day procedure unit, day surgical unit and outpatient services.

The Women, Youth and Children Clinical Support and Projects team leads education, research, clinical guidance and data monitoring for the division.

The Clinical Support Nurse, in collaboration with the Clinical Development Nurses and Clinical Nurse Managers, leads the planning, development, implementation and evaluation of learning programs with the Paediatric Department, with a view to ensuring that professional development programs meet the learning needs of clinical nursing staff.

As the Clinical Support Nurse, you will also function as part of the NSW Children's Healthcare Network, as the nursing representative for Canberra Health Services in supporting provision of the highest quality healthcare for children across NSW and the ACT. The aim of the CHN is to ensure that all children, no matter where they live, have access to high quality health care as close to home as possible.

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

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

Undergo a pre-employment National Police Check.

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

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

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](#).

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

Our Values: Reliable, Progressive, Respectful and Kind

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

*Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.*

*North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.*

Contact Officer: Libby Coonan 0481 053 411 libby.coonan@act.gov.au

### **Gastroenterology & Hepatology**

#### **Registered Nurse Level 1 - Gastroenterology & Hepatology Nursing**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 14992 - 02DWM)**

Gazetted: 13 October 2023

Closing Date: 25 October 2023

Details: What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

The Gastroenterology & Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides the following endoscopic services for both inpatients and outpatients including, gastroscopy, colonoscopy, bronchoscopy, and endoscopic ultrasound.

The GEHU provides an endoscopy procedural service for outpatients and inpatients as well as outpatient clinical services for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions.

The Registered Nurse role reports to the Gastroenterology and Hepatology Clinical Nurse Consultant and is responsible for facilitating, contributing, and assisting with managing patients on the wait list in collaboration with the RN level 2, in providing education, pre procedural information and data collection.

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

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

Undergo a pre-employment National Police Check.

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

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

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

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**CHS Infrastructure Management and Maintenance  
Infrastructure and Health Support Services Recurrent  
Facilities Management**

**Offsite Maintenance Supervisor - Health Service Officer Level 10 - Facilities Management  
Health Service Officer Level 10 \$91,315 - \$104,509, Canberra (PN: 44437 - 02DJA)**

Gazetted: 12 October 2023

Closing Date: 26 October 2023

Details:

What can we offer you:

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

About the Role:

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

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

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

The Off-Site Maintenance Supervisor reports to the Director of Minor Works & Off-site Facilities Management and will undertake activities to support the delivery of planned and reactive maintenance, and repairs, of satellite Health facilities located across the Territory. The satellite facilities include, but not limited to:

- Community Health Centres
- Mental Health Facilities
- Office Administration Buildings
- Child Health Clinics
- Student Accommodation Facilities
- Rehabilitation, Aged and Community Care Facilities

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

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

- Undergo a pre-employment National Police Check.

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

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

Contact Officer: Scott Harding (02) 5124 5382 [scott.harding@act.gov.au](mailto:scott.harding@act.gov.au)

**CHS Clinical Services****Mental Health, Justice Health and Alcohol and Drug Services****Adult Community mental Health Services****Assertive Community Outreach Service****Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 40712 - 02E7R)**

Gazetted: 16 October 2023

Closing Date: 7 November 2023

Details:

What can we offer you:

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

About the Role:

The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. ACMHS is a part of the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) division.

ACMHS teams operate across the Australian Capital Territory, adhering to either the Adult Community Mental Health Model of Care or the Older Persons Community Mental Health Model of Care depending on area of practice. ACMHS program area services the community's mental health needs in the areas of intake, recovery, supported and therapeutic accommodation, therapy, older persons, neuropsychology, assertive community outreach, homeless outreach and intensive home treatment.

This position is with the Assertive Community Outreach Service (ACOS) and will be required to work shift-work on a 7 day roster that includes weekends, morning and evening shifts.

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Amanda Chase (02) 5124 7830 amanda.chase@act.gov.au

**CHS Clinical Services****Medicine****Cardiology****Senior Cardiac physiologist****Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 30685 - 02E79)**

Gazetted: 18 October 2023

Closing Date: 16 November 2023

Details: What can we offer you:

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

About the Role:

The cardiology department at Canberra Hospital provides both inpatient and outpatient services to the ACT and surrounding region. The coronary care unit manages approximately 2,000 acute admissions annually. The



department also provides approximately 7,000 occasions of service per year to outpatients, including medical clinics, nursing clinics and cardiac diagnostic investigations and therapeutic interventions (including electrophysiology and cardiac CT). The department provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region.

The department is supported by dedicated heart function and pulmonary hypertension clinics designed to provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care. Planning is underway for state-of-the-art expanded acute cardiac care unit and cardiac catheterisation laboratories in the Canberra Hospital Expansion Project (scheduled for completion in 2024).

This position requires a high level of subject matter expertise and the ability to work autonomously to provide complex and critical EPS service delivery. The role includes the development and provision of education and training for staff and students and requires participation in and contribution to continual professional development of the Cardiac physiology group.

An exciting opportunity exists for an experienced cardiac scientist to become a part of the allied health team. This position requires a high level of subject matter expertise and the ability to work autonomously to provide complex and critical electrophysiology service (EPS) delivery, and the provision of complex cardiac physiology diagnostic investigations and therapeutic interventions according to procedures and published standards. The role will involve participation in an on-call roster. The role is part of the cardiology allied health's leadership team and includes supporting the management of the cardiac physiology service and allied health staff, the development and provision of education and training for staff and students and requires participation in and contribution to continual professional development of the allied health group. Within CHS, the cardiac physiology profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision *Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence*.

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Leah Giles (02) 5124 2692 [Leah.Giles@act.gov.au](mailto:Leah.Giles@act.gov.au)

## Supply

### Store Person - Health Support Officer 4

#### Health Service Officer Level 4 \$57,149 - \$59,336, Canberra (PN: LP7436 - 02EBA)

Gazetted: 18 October 2023

Closing Date: 1 November 2023

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

About the Role:

This role will be responsible for providing efficient support to the Supply Manager, Procurement Officers and Senior Storeman. The Store person receives, handle and dispatches goods. The Store Person will input data and assist in stocktakes and ensure general stores areas throughout the Hospital are fully maintained.

Under limited direction of the Supply and Procurement Manager you will:

Order Supplies

Receive Supplies

Receipt Supplies

Distribute Supplies

Data Entry

Assist in stocktakes



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

About you:

Behavioural Capabilities

High level of organisation skills will be required to assist the Supply Manager in managing store rooms as well as the distribution of supplies.

Requirements/Qualifications:

**Mandatory**

Current Drivers Licence

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

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

**Desirable**

Have a valid Forklift License (High Risk Licence)

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.

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.

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**Ward Clerks**

**Clinical Support Services Manager**

**Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: LP7101 - 02E5S)**

Gazetted: 17 October 2023

Closing Date: 27 October 2023

Details: What can we offer you:

City living without the traffic – Click here to see why you should live in Canberra

Competitive pay rates and excellent working conditions within a tertiary hospital

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

Flexible working conditions

11.5% Superannuation

About the Role:

The Clinical support services manager is responsible for the day to day supervision, process development, leave and roster management for the ward clerk and communications teams, ensuring the teams follow policy, process and procedures.

The Administration team leader will be able to demonstrate initiative, a commitment to excellence, strong problem solving capabilities, the capacity to communicate effectively with stakeholders and a strong team focus to assist in the delivery of day to day operations.

Under limited direction of the Assistant Director of Patient Services you will supervise and coordinate the day to day running of the North Canberra Hospital ward clerk and communication teams. In undertaking the role of the Patient Services Manager:

Supervise and coordinate the daily running of an administrative team;

Set and monitor tasks and goals and provide training, guidance and support;

Ensure the efficiency and effectiveness of service delivery, including the input and provision of accurate data reflecting activity and service;

Complete and maintain rosters, leave management and staffing levels

Problem solve to maintain and improve service efficiency; risk manage and identify areas for process improvement;

Maintain effective working relationships with clinical staff and the ward, outpatient and support administrative staff.

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

What you require:

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

Demonstrated ability to manage and lead a team delivering a high quality customer service;

Demonstrated strong organisational and time management skills;

Proven ability to manage competing priorities and problem solve to achieve a high quality customer service and team oriented work environment.

Demonstrated ability to build and sustain positive relationships with team members,

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

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

Certificate IV/Diploma in Office / Management or related discipline (or currently working towards) with demonstrated sound experience in managing clerical staff in a Public Service context in a health care setting.

Previous experience working within a health setting.

Demonstrated experience in the ACT Digital Health Record (DHR) or Epic.

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

Undergo a pre-employment National Police Check.

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

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*Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health*

*Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.*

*North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities. Contact Officer: Alana Cash (02) 6264 7100 Alana.Cash@calvary-act.com.au*

#### **CHS Chief Executive Officer**

#### **CHS Allied Health**

#### **Acute Allied Health Services**

#### **Acute Occupational Therapy -**

**Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level), Canberra (PN: 51116, several - 02DZC)**

Gazetted: 16 October 2023

Closing Date: 7 November 2023

Details:

What can we offer you:

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

Multiple permanent full-time AHA2 positions available. Will consider part-time applications.

Occupational Therapy staff in Canberra Health Services work collaboratively with individuals, families, carers, and internal and external providers to maximise the health, wellbeing and occupational engagement of Canberrans.

CHS Occupational Therapy staff provide exceptional care through the delivery of high-quality Occupational Therapy assessment and a range of therapeutic interventions including harm prevention and minimisation strategies, therapy to promote recovery, rehabilitation and reablement, supporting safe and sustainable discharge to the community, and long-term occupational engagement and the maintenance of wellbeing.

As an Allied Health Assistant, you play a key role in providing support to therapists, and service delivery under direction within a designated caseload area. Through your work you will also assist in meeting the caseload requirements of the broader Occupational Therapy team. Clinical supervision provided will be at a level suitable to your development needs and commensurate with experience. Working with us you will have the support of an experienced team of clinicians and provided with direct clinical supervision from an Occupational Therapist.

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

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

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

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

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

Contact Officer: Melinda Symon 0401080052 Melinda.Symon@act.gov.au

#### **Social Worker - Acute Allied Health Services (**

**Job Number:**

**02EA4)**

**Employment Type:** Full Time, Permanent

**Classification:** Health Professional Level 3 (PN 28714)

**Salary:** \$99,819 - \$110,398 (Plus 11.5% Super)

**Location:** Canberra Hospital, Garran  
**Section:** Acute Allied Health Services  
**Closing Date:** 16 November 2023  
**Gazette Date:** 18 October 2023

**What can we offer you:**

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

**About the Role:**

Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings. The Acute Allied Health Services Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care, and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post-acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted to inpatient wards. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation, and ageing.

The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

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

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

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

Contact Officer: Patrice Higgins on [patrice.higgins@act.gov.au](mailto:patrice.higgins@act.gov.au) or (02) 5124-2316 at

**Paediatrics**

**Staff Specialist / Senior Specialist in General Paediatrics and Respiratory and Sleep Medicine**  
**Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 62597 - 02E60)**

Gazetted: 16 October 2023

Closing Date: 6 November 2023

Details: What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

The Division of Women, Youth and Children (WYC) provides a broad range of primary, secondary and tertiary healthcare services. Service provision is based on a family-centred, interdisciplinary approach to care, in partnership with consumers and other service providers.

Women, Youth and Children Community Health Programs delivers a range of health care community-based services to women, children, young people and families. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. We are seeking a Staff Specialist to join the Paediatric Forensic Medical Service to provide medical services for children and young people.

#### Paediatric Respiratory and Sleep Medicine

The Paediatric Respiratory and Sleep Medicine provides care, diagnosis and treatment for babies, children and teenagers with problems affecting the lungs, breathing and sleeping.

This service specialises in assessing and managing: Asthma, Cystic Fibrosis, Chronic lung disease of prematurity, Bronchiectasis, Home oxygen use, Recurrent wheezing, Recurrent respiratory tract infections, Interstitial lung disease (stiff lungs), Abnormal lung structure, for example lung cysts.

The Paediatric Sleep clinic provides care and treatment for babies, children and teenagers with problems affecting their sleep specialising in assessing conditions such as: sleep apnoea, narcolepsy, periodic leg movement disorder and insomnia.

WYC are undergoing a program of continuous business improvements to inform best practices in the models of care as well as ensuring that the workforce and services are safe and sustainable. WYC are committed to rebuilding a positive workplace culture and are confident that we can deliver excellent health care to the community if we work together.

Duties:

Manage inpatients and outpatients referred to the Paediatric Service with Respiratory and Sleep disorders and in doing so, promote a commitment to high quality, customer service principles, practices and attributes.

Manage in patient and outpatients as required in the department of General paediatrics and participate in the inpatient general paediatrics roster.

Contribute to patient consults in Paediatric Respiratory and Sleep Medicine in inpatient, outpatient settings as well as to the special care nursery (especially on those infants with chronic lung disease).

Work collaboratively with stakeholders including Paediatric Cystic Fibrosis and bronchoscopy services to infants and children.

Initiate and manage clinical governance systems within the Paediatric Department by practicing evidence-based medicine, participating in clinical audit and morbidity and mortality review and contributing to the review and maintenance of policies and guidelines.

Contribute to the education and training of students attending ANU Medical School, junior medical staff, postgraduate trainees and other members of the clinical team during the provision of clinical care and contribute to research in areas of medical interest related to the clinical practice or science of Paediatrics and Paediatric Sleep and Respiratory Medicine.

Undertake other duties appropriate to this level of classification which contribute to the operation of the department with the delivery of high-quality child and family centred, safe and high-quality patient care.

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

For more information please click here to see the full [Position Description](#)

Contact Officer: Dr Blessy Charles 5154 7607 [Blessy.charles@act.gov.au](mailto:Blessy.charles@act.gov.au)

#### **Paediatric Forensic Medical Service**

##### **Paediatric Forensic Medical Staff Specialist / Senior Specialist**

**Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 57223 - 02E6Q)**

Gazetted: 16 October 2023

Closing Date: 6 November 2023

Details: What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

The Division of Women, Youth and Children (WYC) provides a broad range of primary, secondary and tertiary healthcare services. Service provision is based on a family-centred, interdisciplinary approach to care, in partnership with consumers and other service providers.

Women, Youth and Children Community Health Programs delivers a range of health care community-based services to women, children, young people and families. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. We are seeking a Staff Specialist to join the Paediatric Forensic Medical Service to provide medical services for children and young people.

#### Paediatric Forensic Medical Service (PFMS)

This service receives referrals from ACT and NSW child protection services and police, NSW Southern Tablelands Network Violence Abuse and Neglect, and from other health professionals within CHS for children and young people who have experienced or are suspected of experiencing physical abuse, sexual abuse, or neglect. The service provides forensic and medical assessment for these children and young people including urgent medical assessments outside normal business hours.

WYC are undergoing a program of continuous business improvements to inform best practices in the models of care as well as ensuring that the workforce and services are safe and sustainable. WYC are committed to rebuilding a positive workplace culture and are confident that we can deliver excellent health care to the community if we work together.

Duties:

Undertake medical and forensic assessments of children and young people, referred from statutory authorities, including when there are concerns about physical, sexual and emotional abuse or neglect.

Undertake medical and forensic assessments of children and young people including assessing children in the Emergency Department and wards/clinics at CHS when there are concerns about non-accidental injury or abuse/neglect.

Work in conjunction with the PFMS Medical Lead to manage the Paediatric Forensic Medical Services on a day-to-day basis. This includes contributing to the provision of backfill and being accountable for all service provisions for the medical director's position when they are on leave.

Work cooperatively as a member of the team including participating in the afterhours paediatric forensic roster including, at the request of police, and other statutory agencies including requests from the coroner to provide expert opinions and attend court to give evidence as an expert witness, as required.

Write medical reports and actively participate in clinical consultations, collaborative multi-disciplinary assessments, and team meetings to ensure the provision of safe, holistic care.

Provide leadership, in the supervision of Community and General Paediatric Registrars, in the delivery of training and education for stakeholders on child protection medical assessments. Take a leadership role as an expert in medical student teaching and contribute to teaching and research within the PFMS department.

Contribute to a positive workplace culture by building collegial professional relationships and demonstrating a commitment to proactively seeking solutions when issues arise.

Model an exemplary level of professional and ethical standards in clinical interventions and provide leadership to uphold the National Quality and Safety Health Care Standards and promote a commitment to high quality customer service principles, practices, and attributes, including through participation in evaluation and quality improvement programs.

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

For more information, please click here to see the full [Position Description](#)

Note: This position is a permanent part-time Specialist/Senior Specialist to be filled up to 0.6 Full Time Equivalent. The full time salary noted above will be paid pro rata.

Contact Officer: Suzanne Pilkington 51247431 [Suzanne.Pilkington@act.gov.au](mailto:Suzanne.Pilkington@act.gov.au)

#### **Occupational Therapy**

#### **Occupational Therapist - Health Professional Level 3 - Pain Management Unit**



**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 42721 - 02DZE)**

Gazetted: 16 October 2023

Closing Date: 27 October 2023

Details: What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

Occupational Therapists working in Canberra Health Services work collaboratively with individuals, families, carers and internal and external service providers to maximise the health, wellbeing and occupational engagement of Canberrans.

Exciting opportunities exist for an experienced Pain Management Occupational Therapist to work within CHS Pain Management Unit based at the University of Canberra Hospital. This individual will be required to work collaboratively with our multi-disciplinary Pain Management team to provide exceptional care through the delivery of high-quality Occupational Therapy assessment and a range of therapeutic interventions and group activities. The successful applicant will be welcomed as a member of the acute Occupational Therapy team with additional support provided by the RACS Occupational Therapy service. The successful applicant will be employed as a Health Professional level 3. They will provide high levels of clinical supervision and support to other Occupational Therapists within our team. They will contribute to the knowledge of an experienced team of supervisors, clinical educators and Occupational Therapy leaders.

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

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

Undergo a pre-employment National Police Check.

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

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

Note: This position is part-time at (19) hours per week and the full-time salary noted above will be pro-rata.

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](#).

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

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

*Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.*

*North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.*

Contact Officer: Melinda Symon 0401080052 [Melinda.Symon@act.gov.au](mailto:Melinda.Symon@act.gov.au)**CHS Clinical Services****Women, Youth and Children's Health****Women, Youth and Children Community Health Programs****Clinical Lead - Family Violence**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 47663 - 02DX1)**

Gazetted: 16 October 2023

Closing Date: 7 November 2023

Details:

What can we offer you:

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

About the Role:

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

**Training Team, Enhanced Child Health Service**

The Training Team are responsible for the development and delivery of training for CHS staff, stakeholders, and consumers. All CHS staff are required to undertake essential education regarding their roles and responsibilities in relation to child protection and family violence. This team develops, provides, and evaluates all mandatory child protection and Strengthening Health Responses to Family Violence (SHRFV) training for CHS. This includes information around roles and responsibilities according to legislation and policies. Working within the Training Team, the Clinical Lead – Family Violence is responsible for the development and delivery of evidenced based learning to CHS staff to strengthen the capacity of the workforce to identify and safely respond to disclosures of family violence, sexual violence, child abuse and neglect.

The position provides an opportunity to enhance skills in the translation of practice knowledge through the delivery of quality training to a broad range of health professionals.

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

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

- Undergo a pre-employment National Police Check.

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

- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: This is a temporary position available until June 2025 with the possibility of extension and/or permanency.

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

Contact Officer: Anna McLeod (02) 5124 5223 [Anna.McLeod@act.gov.au](mailto:Anna.McLeod@act.gov.au)

**Acute Allied Health Service****Occupational Therapist - Health Professional Level 3 - Acute Allied Health Services****Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 20512, several - 02DZD)**

Gazetted: 16 October 2023

Closing Date: 27 October 2023

Details: What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

**About the Role:**

Exciting opportunities exist for Occupational Therapists to join the Acute Occupational Therapy team within the Acute Allied Health Services at the Canberra Hospital. These positions include full-time/part-time permanent and temporary full-time maternity backfill positions. Positions are available across our Critical Services team (ED, EDSU, EMU, ICU), Oncology, Orthopaedics, Neurology and Care Optimisation and Transition Unit (COTU) wards.

The successful applicant(s) will be employed as a Health Professional Level 3. These positions are senior roles and are based within specific caseloads across the Acute Hospital areas to focus and enhance learning, experience and professional development. They provide high levels of clinical supervision and support to other Occupational Therapists within our team. They will contribute to the knowledge of an experienced team of supervisors, clinical educators and Occupational Therapy leaders.

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

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

Undergo a pre-employment National Police Check.

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

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

Note: Full Time, Part Time Permanent and Temporary positions available.

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](#).

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

Our Values: Reliable, Progressive, Respectful and Kind

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

*Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.*

*North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.*

Contact Officer: Melinda Symon 0401080052 [Melinda.Symon@act.gov.au](mailto:Melinda.Symon@act.gov.au)

**Mental Health Service for People with Intellectual Disability****Psychologist, Occupational Therapist or Social Worker (HPO 2) - MH Service for People with Intellectual Disabilities**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 45312 - 02DWN)**

Gazetted: 16 October 2023

Closing Date: 1 November 2023

Details: What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

**About the Role:**

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided a range from prevention and treatment to recovery, maintenance, and harm minimisation. Consumer and carer participation is encouraged in all aspects of

service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

These services include:

Adult Community and Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

CAMHS provides assessment and treatment for children and young people up to the age of 18 years who are experiencing moderate to severe mental health issues and mental health care for young people aged 14-25 experiencing first onset psychosis. CAMHS also provides lifespan services, including Perinatal and Infant Mental Health Services, the Eating Disorder Program and Mental Health Service for People with Intellectual Disability (MHS-ID). The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

Mental Health Service for People with Intellectual Disability (MHS-ID) is a specialist team within MHJHADS that provides comprehensive assessment and psychiatric services to consumers with an intellectual disability and a mental illness. The team provides collaborative care involving the person, their families/carers and community support services. Under the direction of the Team Manager, the HPO2 will provide expertise in consultation, liaison, support, education and training to agencies, carers and families. 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.

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

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

Undergo a pre-employment Police check.

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

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

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

Note: This is a part-time permanent position available at 22.10 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Brianan Jones 02 5124 1148 [Brianan.jones@act.gov.au](mailto:Brianan.jones@act.gov.au)

## Procurement and Supply

### Supply Operations Officer - Health Service Officer Level 6 - Hospital Workflow

**Health Service Officer Level 6 \$63,169 - \$65,888, Canberra (PN: 60572 - 02E86)**

Gazetted: 16 October 2023

Closing Date: 30 October 2023

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

About the Role:

The Chief Financial Officer Division is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The CFO Division is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The six sub-units within the CFO Division include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Health Information Unit and Procurement and Supply. The positions report to the Assistant Director of Supply Operations, in the Procurement and Supply unit of Canberra Health Services.

The positions are primarily located at the Canberra Hospital and may be required to work periodically at the CHS Distribution Centre.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Rita Wood 512 42979 Rita.Wood@act.gov.au

## **Psychology**

### **Psychology Manager and Profession Lead**

**Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 43979 - 02E7D)**

Gazetted: 16 October 2023

Closing Date: 20 October 2023

Details: Did you know that Canberra is ranked one of the most liveable cities in the world? There are stunning natural surrounds, amazing quality restaurants, world-class education facilities and so much more. And recent research confirms that Canberrans are the happiest people in Australia – no wonder – there really is something for everyone in Canberra.

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

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

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

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

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

About the Role:

Are you an experienced Psychologist with team and professional leadership experience? If so, then this is a great opportunity for an experienced Psychologist to provide management and professional leadership to psychologists working at Canberra Health Services. For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Felicity Martin 5124 0081 Felicity.Martin@act.gov.au

## **CHS Chief Executive Officer**

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

#### **Ward Services**

#### **Mental Health Wardsperson**

**Health Service Officer Level 5 \$60,182 - \$63,169, Canberra (PN: 63271, several - 02E89)**

Gazetted: 16 October 2023

Closing Date: 30 October 2023

Details: What can we offer you:

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

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

About the Role: The Mental Health Wards Person position is a support to the clinical staff and aids with patient care. The Canberra Hospital is a 24-hour service that operates daily including weekends and Public Holidays. These positions are to assist with patient manual handling and transport throughout the hospital campus, and to assist in code response. The above Advertised position is fulltime permanent position working 38 hours per week & involves working 10.85-hour shifts on a rotating roster.

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

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

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

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

For more information on this position and how to apply "click here"<sup>3</sup>

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

### CHS Chief Executive Officer

#### CHS Allied Health

#### Acute Allied Health Services

#### Nutrition Allied Health Assistant Level 2 - Acute Allied Health Services Nutrition

**Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level), Canberra (PN: 08672 - 02E2R)**

Gazetted: 16 October 2023

Closing Date: 27 October 2023

Details:

What can we offer you:

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

About the Role:

The Canberra Hospital Nutrition Department is looking for casual Allied Health Assistants to support the dietitians in the provision of Nutrition Support to patients within the hospital. Duties include supporting the operation of the special diet service and infant feeding service, preparation and distribution of adult and infant formulas, computer data entry, patient visits, including documentation, reception and other administrative duties. This role requires availability to work after-hour shifts, including weekend and public holiday work.

The Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services.

Services include:

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

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

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

Undergo a pre-employment National Police Check.

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

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



Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.  
 For more information on this position and how to apply [“click here”](#)

Contact Officer: Sam Thompson (02) 5124 2544 [Samj.thompson@act.gov.au](mailto:Samj.thompson@act.gov.au)

### **Clinical Services**

#### **Rehabilitation, Aged and Community Services**

#### **Community Care Program**

#### **Podiatrist - Community Care Program**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 21615 - 02E6M)**

Gazetted: 18 October 2023

Closing Date: 8 November 2023

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

Rehabilitation, Aged and Community Services (RACS)/Community Care Podiatry services are offered from community health centres within the ACT, and the University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research. The hospital is located on the grounds of the University of Canberra, and it is the ACT's first sub-acute rehabilitation hospital. UCH is part of Canberra Health Service's network of health facilities designed to meet the needs of our ageing and growing population.

Community Care Podiatrists have strong peer support where we work collaboratively with other professionals and participate in regular clinical supervision. We pride ourselves on our continual drive to deliver exceptional care and maintain a positive workplace culture. Our team is committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind. The Community Care Podiatry team mission is to provide high quality foot health services to maintain quality of life and minimise foot related hospital admissions in partnership with vulnerable and at-risk people of the ACT. In this position, you will be part of a friendly and engaged interprofessional program that provides care to residents of the ACT in both a community clinic setting and a sub-acute inpatient setting. Community Care Podiatrists work to their strengths and share knowledge to facilitate an environment of curiosity, innovation, and excellence to assist each other to achieve positive patient outcomes through the provision of exceptional clinical services. We are a high performing team that is engaged in continuous quality improvement and research.

Staff wellbeing is high priority, and the Community Care Podiatry team is an inclusive team that cares and takes the time to listen, show empathy and understanding towards each other, and our consumers. Community Care Podiatrists maintain a wide scope of clinical practice including high risk, wound care, biomechanics/orthotic therapy, nail surgery etc. We provide services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

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

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

Undergo a pre-employment National Police Check.

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

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

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

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

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

### **Paediatrics**

#### **Staff Specialist / Senior Specialist in Community Paediatrics**

**Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 62958 - 02DWG)**

Gazetted: 16 October 2023

Closing Date: 6 November 2023

Details: What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

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

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

The Division of Women, Youth and Children (WYC) provides a broad range of primary, secondary and tertiary healthcare services. Service provision is based on a family-centred, interdisciplinary approach to care, in partnership with consumers and other service providers.

Women, Youth and Children Community Health Programs delivers a range of health care community-based services to women, children, young people and families. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. We are seeking a Staff Specialist to join the Paediatric Forensic Medical Service to provide medical services for children and young people.

Developmental Paediatric and Child Protection Medical Service

The Enhanced Health Services (EHS) includes 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).

Specialist medical services for children and young people within the EHS are provided through the Developmental Paediatric and Child Protection Medical Service (DPCPMS). The teamwork with an understanding of the impact of Adverse Childhood Experiences (ACEs) on the physical, emotional, and social development of children and young people and collaborate with others across the Enhanced Health Services to provide holistic care.

This team provides medical services for children and adolescents requiring assessment, treatment or review relating to suspected or established developmental delay or disability, and behavioural or emotional disturbance.

They also receive referrals from ACT and NSW child protection services and police, NSW Southern Tablelands Network Violence Abuse and Neglect, and from other health professionals within CHS for children and young people who have experienced or are suspected of experiencing physical abuse, sexual abuse, or neglect. The team provide forensic and medical assessment for these children and young people including urgent medical assessments outside normal business hours.

WYC are undergoing a program of continuous business improvements to inform best practices in the models of care as well as ensuring that the workforce and services are safe and sustainable. WYC are committed to rebuilding a positive workplace culture and are confident that we can deliver excellent health care to the community if we work together.

Duties:

Work collaboratively as a member of the Developmental Paediatric and Child Protection Medical Service, collaborate with Nursing, Medical and Allied Health professionals across the Enhanced Health Services, and with external agencies and health care professionals, to facilitate comprehensive care and interventions for children and young people with a background of trauma and complex health needs.

Prepare medical reports and actively participate in clinical consultations, collaborative multi-disciplinary assessments, and team meetings to ensure the provision of safe, holistic care.

Provide leadership, in the supervision of Community Paediatric Registrars, in the delivery of training and education for stakeholders on child protection medical assessments and in the DPCPMS teaching and research programs, including taking a leadership role as an expert in student teaching in the Canberra Medical School.

Contribute to a positive workplace culture by building collegial professional relationships and demonstrating a commitment to proactively seeking solutions when issues arise.

Model an exemplary level of professional and ethical standards in clinical interventions and provide leadership to uphold the National Quality and Safety Health Care Standards and promote a commitment to high quality customer service principles, practices, and attributes, including through participation in evaluation and quality improvement programs.

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

For more information please click here to see the full [Position Description](#)

Contact Officer: Blessy Charles 51247607 Blessy.Charles@act.gov.au

### **Canberra Institute of Technology**

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

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

#### **Education Futures and Students**

##### **Education Services**

##### **Awards and Programs**

##### **Project Officer - Program development**

##### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 55776)**

Gazetted: 18 October 2023

Closing Date: 1 November 2023

Details: Canberra Institute of Technology (CIT) is seeking an experienced Project Officer with an understanding of the Vocational Education and Training (VET) landscape and experience working within complex ICT systems to join the CIT Education Services team for an initial period of six months with the possibility of extension up to 12 months.

#### **WHAT DO WE WANT?**

CIT is seeking a systems minded administrative professional, preferably with experience within the VET sector, to fill the position of Project Officer within the CIT Education Services. As a member of the Awards and Programs teams the Project Officer's key focus is to implement and maintain the course information on CIT's information management systems.

#### **WHATS THE POSITION?**

Reporting to the Awards and Program Manager, this role requires the ability to integrate large amounts of data from various systems to improve the usability and visibility of CIT information for our teaching staff.

Ensuring the information in CIT's systems relating to course information, completion requirements and other associated data are compliant with our academic governance policies and legislation are a key function of this role. The Project Officer will also be responsible for coordinating and prioritising the flow of work for the team and as such an understanding of project management and streamlining processes is essential.

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

Selection may be based on application and referee reports only.

How to Apply: Please provide a one page pitch, outlining your suitability for role and claims against the Selection Criteria, along with a current curriculum vitae and contact details of two referees.

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

Contact Officer: MatthewC Ryan (02) 6207 4870 MatthewC.Ryan@cit.edu.au

#### **Corporate Services**

##### **Data and Digitalisation Branch**

##### **Business/Functional Analyst**

##### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 34231)**

Gazetted: 17 October 2023

Closing Date: 31 October 2023

Details: There is an opportunity for a suitably experienced Business/Functional Analyst in the Student Management Systems Team at the Canberra Institute of Technology (CIT). In this role, you will be required to identify and analyse issues arising with the functionality and use of CIT's Student Information Management System (the Banner System), liaise with stakeholders to design and document specifications for solutions. You will be responsible for designing and implementing both manual and automated testing procedures and then working with users, Banner technical team and vendors to ensure the accuracy of changes made to the Banner System. You will also be

required to design and produce standard and ad-hoc reports to internal and external clients using Structured Query Language (SQL) tools such as SQL developer and the Argos reporting tool. You will have a strong client service focus and the ability to implement change management processes related to the Banner system, including preparation and implementation of system upgrades and development of Banner documentation.

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

Eligibility/Other Requirements: Experience with Student Information Management Systems such as Banner, the Argos reporting tool, Java, Python, Git and Jenkins will be highly regarded. Shortlisted applicants will be required to undertake an SQL test.

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

How to Apply: Applicants are required to address the Selection Criteria in the Position Description (maximum four pages) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

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

Contact Officer: Pabs Balbarosa (02) 6207 5598 Pabs.Balbarosa@cit.edu.au

## **Strategic Finance and Transformation**

### **Financial Services**

#### **Financial Services Manager**

#### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 61868)**

Gazetted: 17 October 2023

Closing Date: 31 October 2023

Details: The Financial Services team in CIT Strategic Finance and Transformation is seeking an individual with management accounting experience in a client focused role.

The Financial Services Manager reports to the Manager, Financial Reporting, Policy and Assurance.

The primary focus of the position is to supervise the Financial Services Team and provide high level financial services support. Financial Services is a customer focused area that works collaboratively with staff and external clients. The Financial Services Team is responsible for the delivery of high-quality financial services and responsive customer service to our staff and external clients. A key part of this role is to lead the Financial Services team to provide and deliver finance services and administration that supports the activities of CIT Colleges and Divisions. Working collaboratively and reporting to CIT Corporate Services, this position is tasked with accounts payable, accounts receivable, purchasing, and other administrative activities being key functions of the team. The team delivers finance service operations to both internal and external stakeholders, with a focus on high levels of customer service.

Essential requirements for this role include:

Prior experience with management accounting experience in a client focused role.

This position requires strong MS Excel skills, a client focused outlook, flexibility, and willingness to take on additional tasks as required to support the team.

The ability to work autonomously and in a team environment and being able to communicate clearly and concisely in all forms with internal and external stakeholders.

In meeting deadlines, the ability to reset priorities and tasks in accordance with known and ad-hoc requirements.

Demonstrable competency in utilising financial systems and the Microsoft Office suite, in particular Excel.

Eligibility/Other requirements:

Demonstrated experience in the management of staff in functions of a financial nature is highly desirable.

Certificate or Diploma in a relevant field would be an advantage.

Experience in the use of Financial Management Information Systems is highly desirable.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This process will undergo at least two forms of assessment. This could be in the form of an application and referee reports, or application and interview, or application, interview and referee reports.

How to Apply Please ensure that your response to the Selection Criteria clearly outlines your skills and experience against each criterion. Please limit your response to three pages.

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

Contact Officer: KeithR Amos (02) 6207 1250 KeithR.Amos@cit.edu.au

**Education and Training Services****Pathways College****Student Support****Student Support/Fee Assistance Officer****Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 17318)**

Gazetted: 17 October 2023

Closing Date: 31 October 2023

Details: The Canberra Institute of Technology welcomes your two-page pitch on why you are the right person to join a highly motivated team of staff in the Student Support team who provide support services to assist students to achieve their education goals.

The primary focus of the position is ensuring effective administration of the Fee Assistance program and providing administrative assistance and reception duties across Student Support/College.

To be successful in this role you'll need to have excellent communication skills and be able to work with people from a range of backgrounds. It's important that you can listen empathetically to their needs and work with them to achieve a positive interaction with CIT. Successful applicants should be highly organised and be able to solve problems quickly. You'll need to be good at multitasking and be able to work both individually and as part of a larger team.

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

**Eligibility/Other Requirements:**

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.accesscanberra.act.gov.au/s/article/working-with-vulnerable-people-wwvp-registration-taboverview>)

**DESIRABLE**

Current driver's licence

Experience in Vocational Education

Diploma or Certificate IV in Business/Business Administration or equivalent

Relevant skills and experience in an associated field

Experience using Word, Excel, PowerPoint, Outlook, Trim, CRM, Banner, Teams, and Webex would be desirable.

Note: This is a temporary position available immediately until 28 June 2024 with the possibility of extension up to 12 months.

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

Selection may be based on application and referee reports only.

How to Apply: If you think you have the skills and possess a desire to assist students, please submit:

a pitch of no more than two pages in length outlining your experience, skills and knowledge you will bring to the role using the Position Profile Selection Criteria and Duties/Responsibilities as a guide  
a current curriculum vitae

two referee reports using the attached referee report template.

There is a limit of 10MB and 10 documents per application in the online application.

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

Contact Officer: Lisa Clarke (02) 6207 3138 [lisa.clarke@cit.edu.au](mailto:lisa.clarke@cit.edu.au)

**Corporate Services****Executive Branch Manager, Campus Renewal****Executive Level 1.4 \$274,784 - \$285,773 depending on current superannuation arrangements, Canberra (PN: E1288)**

Gazetted: 17 October 2023

Closing Date: 24 October 2023

Are you an experienced Change Manager with a passion for future focused solutions?

Does playing a pivotal role in unlocking the future of VET Education in Canberra excite you?

CIT is seeking a motivated Executive Branch, Manager Campus Renewal to deliver our ambitious campus renewal agenda.

Details: The Executive Branch Manager Campus Renewal is responsible for leading a dedicated project team deliver a significant change program across CIT. This team is responsible for the oversight of all aspects of CIT's relocation from the Reid to Woden campus, as well as the relocation of CIT Yurauna from Reid to Bruce campus.

Centring on Future Focussed Teaching and Learning practices, this position will be pivotal in supporting our teaching, support staff and students to move to a vertical, digitally enabled Cloud Campus, as part of the relocation and transition from traditional teaching spaces to the new teaching and learning facilities. As such strong consultation, communication and collaboration skills are a must as this role will work closely across all aspects of the CIT community, various ACT Government departments including Major Projects Canberra, the Aboriginal and Torres Strait Islander Community and other stakeholders. A key part of this position is the ability to develop and maintain relationships with the Aboriginal and Torres Strait Islander community and the Yurauna Director ensuring culturally safe and appropriate outcomes for all elements of the projects.

Working to the Executive Director, Corporate Services, the Executive Branch Manager will deliver a Strategic Asset Management Framework (SAMF) and a Strategic Asset Management Plan (SAMP) across all campus's as well as ensuring robust risk management practices are in place. This position is required to providing high-quality advice and reporting to the CIT Board, Executive team, Project Board/s and ACT Government Ministers, and others as required, including interpretation of legislative requirements, design standards and relevant guidelines.

Eligibility/Other Requirements: We are looking for an ambitious, collaborative leader with a demonstrated background in large scale change and project management programs. The successful applicant requires a commitment to of the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety, the ACT Public Service Values and Signature Behaviours and CIT Cultural Traits. Applicants require relevant tertiary qualifications and should have experience in a senior change or project management leadership role. An understanding of the vocational education sector and public sector policy and governance would be highly advantageous.

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

Contract: The successful applicant will be placed on a short-term contract for three months with the possibility of extension up to nine months.

To apply: Applicants should familiarise themselves with the Executive Capabilities and submit an application of no more than two pages addressing the leadership capabilities and the requirements of the specific role. Applications should include a current curriculum vitae and details of two referees. For further information.

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

Contact Officer: Meghan Oldfield (02) 62071270 [meghank.oldfield@cit.edu.au](mailto:meghank.oldfield@cit.edu.au)

#### **CIT Education and Training Services**

#### **CIT Education and Training Services**

#### **CIT Library and Learning Services**

#### **Library Officer**

#### **Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 54254, several)**

Gazetted: 13 October 2023

Closing Date: 20 October 2023

Details: CIT Library and Learning Services is looking for two temporary fulltime Library Officers to provide library services to staff and students. The successful candidates will need to be customer focused; able to communicate effectively with staff, students and members of the public; be comfortable using a range of systems; and be able to work as part of a team.

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

Eligibility/Other requirements: Certificate III, or Diploma relevant to the position are highly desirable.

Note: This is a temporary position available immediately until 31 December 2023. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Australian Defence Force: Current and former ADF members are encouraged to apply.

How to Apply: Your application should include your curriculum vitae, responses to the Selection Criteria outlining relevant work experience, and the names and contact details of two referees. Your response to the Selection Criteria should be no more than two pages.

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

Contact Officer: Laura Kent (02) 6207 8945 [Laura.Kent@cit.edu.au](mailto:Laura.Kent@cit.edu.au)



**Education and Training Services****Building Management Teacher****Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 58011)**

Gazetted: 13 October 2023

Closing Date: 27 October 2023

Details: Are you a qualified builder seeking a change of pace? Are you looking for a better work life balance? Do you like to share the years of wisdom you have learnt from being on the tools to the next generation? Or maybe you are just a little curious....

**WHATS THE POSITION?**

CIT is seeking building management professionals to join us in shaping the industry for the future. As a teacher with us you have the power to directly impact the future of Building Management within the ACT and surrounds by passing on your extensive experience and industry knowledge to a classroom full of students waiting to learn from you.

We are seeking someone who is a strong, confident communicator, with excellent technical skills and a passion for learning. You will be flexible in your approach to passing on your knowledge and be able to work with a diverse range of people. Your work as a teacher will require digital skills as we use a range of programs to deliver our training and email to correspond with our students and colleagues.

**PLEASE**

NOTE: applicants do not have to possess direct teaching experience, as we can train you on how to become a great VET Teacher. We place more value on people with the relevant trade qualifications, industry experience and right attitude.

**\*\* CIT can assist in you gaining the full qualification, further information available in CIT's Enterprise Agreements.**

**WHAT DO I NEED?**

To be successful in this position you must have the following:

- possession of relevant formal vocational qualifications
- demonstrate a broad range of current industry skills and experience.

**Eligibility/other Requirements:****QUALIFICATIONS AND EXPERIENCE****MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING**

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

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

- o hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);
- o where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer - Presenting Skill Set and/or Enterprise Trainer - Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and
- o complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

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

**Mandatory Licensing**

Possess the following ACT Construction Occupation Licence or Jurisdictional equivalent.

- Certificate IV in Building and Construction or equivalent

or

- Diploma of Building and Construction or equivalent

or

- These qualifications and or others in construction must be current and relevant to the courses being taught
- Industry Experience

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

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

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

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

How to Apply: How to apply: Please provide a two page pitch, outlining your suitability for role and claims against the Selection Criteria, along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

If you are interested in applying for a casual teacher position, please register your interest now at <http://em12loY.mentregister.cit.edu.au/casualTeacher.xhtml> or contact Tony Cowlshaw on 6205 9840.

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

Contact Officer: Anthony Cowlshaw (02) 6205 9840 [Anthony.Cowlshaw@cit.edu.au](mailto:Anthony.Cowlshaw@cit.edu.au)

**Canberra Institute of Technology Education and Training Services  
CIT Trade Skills Construction Senior Teacher Construction - High Risk  
Teacher Level 2 \$114,979 , Canberra (PN: 56820, several)**

Gazetted: 12 October 2023

Closing Date: 26 October 2023

Details: CIT is seeking someone who is a strong, confident communicator, with excellent technical skills and a passion for learning. You will be flexible in your approach to passing on your knowledge and be able to work with a diverse range of people. Your work as a senior teacher will require digital skills as we use a range of programs to deliver our training.

In these roles your key focus will be providing leadership to a team of teachers in the development of course content, program delivery, assessment and continuous improvement in accordance with the VET Quality Framework, and Standards for Registered Training Organisations (RTOs).

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 QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING**

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

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

**Industry Experience**

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

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

**DESIRABLE**

Prior leadership experience in a Vocational education teaching environment.

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

How to apply: Please provide a response to the Selection Criteria of no more than two pages, including a current curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

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

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

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**Chief Minister, Treasury and Economic Development**

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

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

**Executive Branch Manager, Office for Climate Action**

**Temporary Vacancy (18 December 2023 to 1 February 2024, with the possibility of extension)**

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

**Policy and Cabinet Division**

**Position: E1125**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA, MPC Infrastructure Managers.

Date circulated: 18 October 2023

The Office for Climate Action is seeking an appropriately qualified person to fill the position of Executive Branch Manager.

Policy and Cabinet is looking for an individual who can bring people and ideas together.

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

This position will commence 18 December 2023 until 1 February 2024, with a possibility of extension.

The position is currently undertaken on a 0.6 FTE basis however applicants wishing to undertake the role on a full-time basis or other flexible work arrangements are encouraged to apply.

For further information please see the position description attached.

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

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicants. This includes a cash component of \$244,201.

To apply: Interested candidates should submit a short Expression of Interest, of no more than two pages addressing the Executive Capabilities, details of two referees and a current curriculum vitae to Sam Engele via email, [sam.engele@act.gov.au](mailto:sam.engele@act.gov.au) by COB Thursday 7 November 2023.

Contact Officer: Sam Engele (02) 6205 0230 [sam.engele@act.gov.au](mailto:sam.engele@act.gov.au)

**Environment, Heritage & Water**

**Office of Water**

**Senior Director – Office of Water**

**Senior Officer Grade A \$160,541, Canberra (PN: 59096)**

Gazetted: 16 October 2023

Closing Date: 30 October 2023

Details: The Environment, Heritage & Water Group (EHW) delivers the following functions for the ACT government:

Nature conservation policy, planning and delivery;

Heritage conservation policy and regulation;

Environment protection policy;

Catchment management, water policy delivery and water regulation;

Conservation research and evaluation;

Management of parks and reserves;

Fire and forest management;

Agricultural policy and delivery,

Biodiversity policy and delivery and

Biosecurity policy and delivery.

The EHW Group also supports ACT Natural Resource Management (ACT NRM) and ACT Heritage.

The EHW Group is looking for an experienced professional to join our team to lead our recently formed Office of Water (OoW). We operate in a fast paced and dynamic environment to deliver on key Government priorities for the management of the ACT's water resources.

Our ideal candidate is someone who has exceptional policy and project managements skills with the ability to lead a team working with competing priorities and tight deadlines. The role requires a strong leader who can collaborate with colleagues across government, industry, and the community to develop the water policy and operational programs to deliver secure and high-quality water resources to meet the future needs of the Canberra

community. We require a positive person with well-developed communication skills and with experience preparing formal written documentation and representing the Government in internal and external forums. Formal qualifications in natural resource management, environmental management or other relevant discipline will be highly regarded.

In return, we will offer you a supportive and professional team environment that allows you the opportunity to participate in a key policy and program delivery initiative for the ACT Government, that makes a direct and positive impact on the Canberra Region community.

If joining a team delivering on a key environmental policy for government and the community has been on your to-do list, what are you waiting for? Speak to the Contact Officer to find out more, or for tips and advice on how to apply visit the [How we Hire](#) page on Jobs ACT. If you're ready to go, then submit your application and get started on the next exciting chapter in your career!

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:

Highly Desirable: Tertiary qualifications in natural resource management, environmental management or other relevant discipline is highly desirable for this position.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application of no more than four pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Should you have any question about this opportunity please contact Bren Burkevics (Executive Group Manager – Environment, Heritage & Water Group) via [Bren.Burkevics@act.gov.au](mailto:Bren.Burkevics@act.gov.au) or on +61 (02) 6207 8628.

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

Contact Officer: Bren Burkevics (02) 6207 8628 [Bren.Burkevics@act.gov.au](mailto:Bren.Burkevics@act.gov.au)

## **Office of Industrial Relations and Workforce Strategy**

### **Secure Local Jobs Code**

#### **Senior Regulatory & Compliance Officer**

#### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 42362)**

Gazetted: 12 October 2023

Closing Date: 2 November 2023

Details: The Secure Local Jobs Code Branch is looking for a Senior Regulatory & Compliance Officer to join our team. Working in a small and collaborative team environment, the occupant of this role will perform a range of duties to support the Registrar in administering the Secure Local Jobs Code and the Ethical Treatment of Workers Evaluation. The occupant needs to be a strategic thinker who can interpret legislation and communicate effectively with a range of stakeholders to promote compliance with Code obligations.

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 does not require a pre-employment medical check.

Certificate IV in Government Investigations or equivalent will be highly regarded.

Driver's licence C Class is desirable but not essential.

White Card and Asbestos Awareness Card will be highly regarded.

This position does not require a Working with Vulnerable People Check.

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

Selection may be based on application and referee reports only.

How to Apply: Interested applicants should submit a one-page pitch addressing the Selection Criteria and their curriculum vitae with contact details of two referees.

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

Contact Officer: Julijana Desa (02) 6207 0342 Julijana.Desa@act.gov.au

#### **Office of Industrial Relations and Workforce Strategy (OIRWS)**

##### **ACT Property Group**

##### **Executive**

##### **Executive Assistant**

##### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 25303)**

Gazetted: 13 October 2023

Closing Date: 27 October 2023

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

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Government's delivery of its services through flexible, efficient, 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: Experience in providing administrative support to a government executive or senior leader is highly desirable along with relevant qualifications. A valid car drivers license is desirable.

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

How to apply: Please 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 (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

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

Contact Officer: Mikayla Thomas (02) 6207 9887 ACTPGCORPORATE@act.gov.au

#### **Access Canberra**

##### **Construction Utilities Environment Protection Division**

##### **Strategic Business Coordination Unit**

##### **Operational Policy Officer**

##### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 37912)**

Gazetted: 13 October 2023

Closing Date: 27 October 2023

Details: Do you consider yourself a good team player? A juggler of priorities? Are you a good communicator? Has Construction, Electrical, Plumbing or Environment Protection interested you? This job could be for you.

The Construction, Utilities and Environment Protection (CUEP) Branch within Access Canberra is looking for a new team player to join the Strategic Business Coordination team. The team works collaboratively as a coordination point between the operational teams across the branch, ACT Government directorates and the Executive Branch Manager to deliver high quality written material and advice. You will work closely on fascinating subject matters, assisting officers in disseminating information on construction and planning complaints, electrical and plumbing inspectorate matters and environment protection issues.

A big part of your role includes drafting many briefs, Ministerial and Government business responses, often at short notice and with a quick turnaround. If you are efficient, succinct and have excellent writing skills, we want to hear from you. Our customers are mostly our colleagues and executives, so solid customer skills would be advantageous. You will also be required to provide administrative support and secretariat services to committees and boards.

This position will place the successful candidate in a unique position to learn the machinery of Government and cover content from a wide variety of teams across CUEP and Access Canberra. The successful candidate will learn far-reaching skills and experience in this realm.

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 1 November 2023 with the possibility of extension up to 12 months and/or permanency.

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

How to apply: Applications will be assessed against the Selection Criteria of the Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. To apply please send us a two-page pitch detailing your experience and qualifications and how they make you the best person for this role, your current curriculum vitae and contact details of at least two referees. If you wish to find out more about the position, please call the Contact Officer.

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

Contact Officer: Radmila Andric (02) 6207 4988 Radmila.Andric@act.gov.au

## **Digital, Data and Technology Solutions**

### **Design and Strategy**

#### **Digital Policy**

#### **Director, Digital Policy**

**Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 00050)**

Gazetted: 13 October 2023

Closing Date: 27 October 2023

Details: Digital, Data and Technology Solutions (DDTS) is looking for a Director, Digital Policy to join our team in developing and providing high quality, evidence-based strategic policy advice relating to ICT and digital matters that support the delivery of ACT Government priorities and outcomes.

You will work within the dedicated and collaborative Design and Strategy Branch (DSB) team, which provides strategic guidance on whole-of-government ICT and digital investment and delivery, incorporating design practice, enterprise architecture, investment governance, and digital policy functions. As part of the small Digital Policy team, you will work in partnership with the Branch, all areas of DDTS, and with colleagues across directorates to ensure earlier visibility and understanding of the ICT and digital implications of initiatives across government and nationally, influencing and supporting strategic decision-making.

Our ideal candidate is someone with high level expertise in preparing written documentation (both strategic and routine) in a government setting, strong liaison and stakeholder relationship skills, and the ability to exercise initiative, sound judgement, and critical thinking and analysis to current and future policy challenges.

If you've been looking for an opportunity to use your strategic policy skills and expertise to help shape how government priorities are delivered to the ACT community, and you're keen to join a collaborative and supportive team while doing so, don't hesitate to apply! Speak to the Contact Officer to find out more, or for tips and advice on how to apply visit the [How we Hire](#) page on Jobs ACT.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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: An ACT Government CMTEDD-issued Personnel Vetting Program certificate is required for this position, and will form part of the pre-employment process prior to commencement.

Notes: A merit pool will be established from this selection process and may be used to fill vacancies over the next 12 months. This position will be performed under the ACT Government's hybrid working arrangements, including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a maximum of a two (2) page expression of interest addressing the Selection Criteria within the Position Description, a current curriculum vitae, and contact details of two referees.

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

Contact Officer: Peita Bonato (02) 5124 9364 Peita.Bonato@act.gov.au

## **Economic Development**

### **Events ACT**

#### **Senior Campaign Marketing Officer**

#### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 15643)**

Gazetted: 13 October 2023

Closing Date: 31 October 2023

Details: 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 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, 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 team 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 enthusiastic 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.

Note: This is a temporary position available immediately until 30 May 2024 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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: If this sounds like you, please send your curriculum vitae and an application. Applications should clearly address the Selection Criteria and 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: Sarah Marks (02) 6205 9728 Sarah.Marks@act.gov.au

**Treasury****Budget, Procurement, Investments and Finance****Program Manager****Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 39101)**

Gazetted: 16 October 2023

Closing Date: 30 October 2023

Details: Do you have experience in Program Management and solving complex problems? Are you looking for a once in a generation career opportunity to be part of the team who are implementing the ACT Government Procurement Reform Program?

Procurement ACT are looking for you to support the government to deliver the Procurement Reform Program for your community through the application of your excellent program management skills and deep understanding and appreciation of procurement.

Who we are:

Procurement ACT develops and administers whole of government procurement policy, works with Directorates to drive best practice procurement and provides coordinated whole of government purchasing arrangements for categories such as travel, electricity, stationery and fleet.

Procurement ACT comprises two branches – the Procurement Policy and Capability Branch, and Goods and Services Procurement Branch – and whole of division support is provided through the Executive Support Team.

Procurement ACT are undertaking a reform of Procurement across the whole of ACT Government. The Procurement Reform Program (the Program) will transform ACT Government procurement to ensure the delivery of transparent, supported and streamlined outcomes. The Program provides more transparent opportunities for industry and local businesses to work with the ACT Government. It supports the capability of our workforce through enhanced training and development programs so that the ACT Government remains an employer of choice for procurement professionals. And it also streamlines processes to foster innovation and timely procurement outcomes.

What you will do:

The Program Manager will be responsible for planning, delivering and coordinating with the PACT Executives and stream leads for the implementation of the whole of ACT Public Service procurement reform through the Program. You will work with a great team of experienced and passionate procurement professionals who are already working to modernise procurement policies and service delivery within the ACT Government.

What we require:

To be successful in the role you will need to have experience in program management and delivery, ideally within a procurement environment. You will require exceptional organisational skills, self-motivation skills and attention to detail along with highly developed communication and engagement skills with experience in managing highly complex programs with diverse stakeholders.

For more information on the key capabilities for the role, please review the attached Position Description.

What we offer:

Our attractive remuneration package is competitive, we also offer excellent employment conditions and benefits set out in our Enterprise Agreement, including:

Salary Packaging

Annual Leave Loading

Generous Superannuation

Access to professional development programs

Flexible work arrangements

This position operates in a Hybrid and Flexible Working environment. Under Hybrid and Flexible arrangements, officers do not have a designated workstation/desk. Under current settings, most staff are working from a blend of office and home settings.

Additionally, the ACT Public Service is committed to providing flexible work options, including when and how many hours are worked per 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 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:

Minimum of three years' experience in delivering complex projects/Programs.

Experience in government procurement services including procurement regulation, governance and processes preferred but not essential.

Certification in Project Management and/or equivalent to a Cert IV or Diploma in program and project management preferred.

This position does not require a pre-employment medical.

Driver's license class C is not essential.

This position does not require a Working with Vulnerable People Check.

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

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two page written response to support your application. Please provide evidence of your suitability for the role by including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

Applicants should also provide a current curriculum vitae and details of two referees as part of their application.

Applications should be submitted via the Apply Now button.

Contact Officer: Sanaz Mirzabegian (02) 6207 2934 Sanaz.Mirzabegian@act.gov.au

### **Digital, Data and Technology Solutions**

#### **Tech Services Branch**

#### **End User Services**

#### **Senior Test Analyst**

#### **Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 32003)**

Gazetted: 13 October 2023

Closing Date: 27 October 2023

Details: End User Services (EUS) is seeking a motivated person to take on the role of a Senior Test Analyst. This role executes tasks within the testing phases of operational and development activities including managed software deployments, large-scale upgrades of Standard Operating Environments (SOE) and coordination/facilitation of User Acceptance Testing (UAT) within expected timeframes.

The successful occupant will take ownership and coordinate the resolution of defects identified and coordinate the user acceptance testing & post verification testing activities for the ServiceNow platform upgrades.

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: The successful applicant will need to hold or be able to rapidly obtain an ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline security clearance equivalent).

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

How to Apply: After reviewing the Position Description, please provide a written response to each of the individual six capabilities listed in the "What You Require" based on the 'What You Will Do' section. Describing experience, examples, and claims of suitability for each capability separately. Applications should be limited to cover sheets, applicant's curriculum vitae, and no more than two pages of response that addresses the required capabilities.

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

Contact Officer: Larissa Wurzer (02) 6207 5929 Larissa.Wurzer@act.gov.au

### **Access Canberra**

#### **Service Delivery and Engagement**

#### **Land Titles**

#### **Client Service Officer**

#### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 18050, several)**

Gazetted: 12 October 2023

Closing Date: 9 November 2023

Details: The Land Titles Office is seeking an innovative and committed person to join us to support the provision of high quality services to all Canberrans.

The role involves dealing professionally with legal practitioners to ensure compliance with the ACT's laws, including through industry engagement and education as well as compliance investigations and enforcement.

Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team.

The Land Titles Office currently works under a hybrid working model, with the working week split between time in the Dickson Office and working from home.

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

Note: This is a temporary position available immediately for three 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 review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge, and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages. Outline your ability, ingenuity, experience, and qualifications and how they make you the best person for this role. Please include contact details of at least two referees and current curriculum vitae.

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

Contact Officer: Jack Shaw (02) 6205 4803 Jack.Shaw@act.gov.au

## **Economic Development**

### **Policy and Strategy**

#### **Strategic Policy**

#### **Senior Director**

#### **Senior Officer Grade A \$160,541, Canberra (PN: 50031)**

Gazetted: 16 October 2023

Closing Date: 30 October 2023

Details: Economic Development is seeking an experienced Senior Director to lead the Strategic Policy team. The successful applicant will be responsible for providing advice, research and analysis for the Executive Group Manager, Policy and Strategy, and coordinate strategic policy advice across Economic Development. The successful applicant will need a strong record of improving business results through innovative approaches and history of developing productive working relationships with internal and external stakeholders as well as Ministerial Offices. The ability to meet tight deadlines and manage multiple tasks simultaneously is a must.

Strategic Policy's role is to develop an integrated, whole of government approach to major economic policy initiatives; provide strategic direction and advice on initiatives to diversify the ACT economy; and to work to create a vibrant community that attracts and retains talented people.

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.

How to Apply: Please submit a pitch of no more than two pages addressing the capabilities, a current curriculum vitae, and the details of two referees.

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

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

## **DDTS**

### **Customer Data and Technology**

#### **Cyber Security Centre**

#### **Assistant Director, Incident Response, Cyber Security Centre**

#### **Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14669)**

Gazetted: 18 October 2023

Closing Date: 1 November 2023

Details: The ACT Cyber Security Centre is recruiting for an Assistant Director (SITOC), Incident Response. This position is to lead the team at the Security Operations Centre that focusses on Incident Response. The Incident Response team administers a range of systems including Security Incident and Event Management (SIEM), Web proxy and content filtering, spam filter, Mobile Device Management, and cloud security platforms. The team conducts scheduled and standalone audits, vulnerability assessments, security incident response, investigations and contributes to development of policies, processes and security awareness training. In this role, you will be the primary contact point for incident response matters including supporting staff to address incidents and investigations, managing major security incidents, and developing playbooks. You will provide security related advice to projects and staff, including key stakeholders across all ACT Government Directorates and review audit logs and complete associated reports to ensure the integrity of the ACT Government Network. This role involves direct supervision of 5 staff.

Who are we looking for?

To be successful you would be someone with:

Advanced incident response skills, including the ability to prioritise and diagnose alerts, conduct prevention activities, determine a pathway to remediation and action.

Ability to monitor the environment, assess risk and compliance, respond to potential threats.

Maintain documentation on processes and procedures, develop playbooks and contribute to Whole of Government security policies.

Industry awareness including an understanding of current and emerging technologies and the threat landscape.

Ability to consistently display commitment to high quality customer service principles and practices.

Well-developed influencing and negotiation skills, including developing and maintaining productive and collaborative working relationships with customers, team members, suppliers and other stakeholders.

Advanced analytical skills, particularly the ability to understand how ICT technologies and security controls integrate and to make risk-based judgements from available information.

Sound organisational skills, including the ability to meet strict deadlines and effectively manage multiple tasks, and plan and action tasks according to 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 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: You are required to gain and maintain a Negative Vetting Level 1 (NV1) National Security Clearance. All applicants must be fluent in English.

Note: This is a temporary position available immediately until 30 June 2024 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection method: 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.

Australian Defence Force: Current and former ADF members are encouraged to apply.

How to Apply: Please submit your curriculum vitae (including the contact details for two referees) and a two-page pitch, outlining why you're the best person for the job.

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

Contact Officer: Andrew Campbell (02) 6205 4201 [Andrew.Campbell@act.gov.au](mailto:Andrew.Campbell@act.gov.au)

## **Economic and Financial Group, Treasury**

### **Insurance Branch**

#### **Assistant Director - Corporate**

**Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 54871)**

Gazetted: 17 October 2023

Closing Date: 31 October 2023

Details: Are you a numbers person? Are you ready for the next step in your career as a finance professional? The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is currently looking to recruit a finance professional as an Assistant Director in the Insurance Branch. The successful applicant will play an important role in the efficient and effective delivery of the financial management and corporate functions of the reporting entities for which the Insurance Branch has responsibility: the Motor Accident Injuries Commission and the Lifetime Care and Support Fund.

The role would suit someone who enjoys variety in their work and would like exposure to a range of different accounting, budgeting, reporting and corporate tasks. We have a highly collegiate and supportive culture, always making the time to connect, catch up and have fun too.

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

Note: 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 is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: To apply for this position please provide a short pitch of no more than two pages addressing the Professional / Technical Skills and Behavioural Capabilities listed in the Position Description.

You are also required to provide a copy of your current curriculum vitae and the contact details of two referees when completing your application. Please let us know if you wish to be contacted prior to going out for referee report.

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

Contact Officer: Anne Anand (02) 6207 0299 Anne.Anand@act.gov.au

### **Access Canberra**

#### **Fair Trading and Compliance**

#### **Infringement Review**

#### **Assistant Court Officer**

#### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 52871)**

Gazetted: 17 October 2023

Closing Date: 31 October 2023

Details: Are you interested in a role in a fast-paced regulatory environment? Are you able to adapt quickly to changing work priorities? Are you resilient, confident and have a high level of emotional intelligence? If this sounds like you, then the Access Canberra Infringement Review Office is where you need to be.

As a part of the Infringement team, you will work on a range of parking and traffic related matters with a focus on supporting successful court outcomes. Your responsibilities will include the compilation of evidentiary documents, maintenance of court records and liaising with several stakeholders including the Office of the Director of Public Prosecutions. This role will require you manage a high-volume workload while adhering to tight deadlines. You will also be responsible for managing a small team and have a direct impact on the development of team members. 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: The successful applicant must be an Australian citizen or a permanent resident of Australia to be appointed as an Authorised Person under the *Road Transport (General) Act 1999* to perform the duties of the position.

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

How to Apply: Please review the duties and responsibilities outlined in the Position Description under the "What You Will Do" and "What You Require" sections and submit a response of no more than two pages, a current curriculum vitae, and details of two referees. The response should be written in the form of a pitch and demonstrate your experience against the Professional and Technical Skills and the Behavioural Capabilities.

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

Contact Officer: Valerie Kitson (02) 6205 9429 Valerie.Kitson@act.gov.au

### **Finance and Budget Group**

#### **Various**

#### **Various**

#### **Senior Director**

#### **Senior Officer Grade A \$160,541, Canberra (PN: 34516)**

Gazetted: 18 October 2023

Closing Date: 1 November 2023



Details: Are you looking for an exciting opportunity to work on a wide breadth of issues in the ACT Government? Do you want to help develop and manage budgets, develop financially-related policy advice for Government or work with a range of statutory related financial reporting issues?

The ACT Treasury's Finance and Budget Group, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for a Senior Director to join the team.

The position provides a great opportunity to be part of the inside workings of ACT Treasury, and to contribute to delivering the Government's key policy priorities, including planning and oversight of investment in infrastructure and government services in the ACT.

The successful applicants will lead a dedicated team undertaking a variety of work, such as: reviewing business cases and reports; developing financial models and other policy development guidance material; assisting in the development of annual budget papers; providing advice on fiscal strategy and service delivery issues in the context of legislative, policy, community and operational drivers; collaborating on research and analysis projects; and liaising with people in the directorate and in other parts of the ACT Government.

We are looking for applicants who have a keen eye for detail, excellent communication and coordination skills, and a passion for driving innovation and improving how we get things done. The role involves using Microsoft Excel and Word and we will help you in learning to use our information management and budget and reporting systems.

Above all, we are looking for leaders who can inspire a sense of common purpose, are solutions-focussed, and value working in and developing strong and diverse teams. Due to the dynamic nature of work in ACT Treasury, the position is suited to applicants who can capably work to tight deadlines and are enthusiastic, pragmatic, adaptable and resilient.

We're especially keen to hear from people who have demonstrable experience in areas including managing projects with diverse stakeholder groups, coordinating, drafting and editing public-facing documents, developing financial models, and providing clear and practicable advice on governance, fiscal strategy, financial management or project management matters. If this role sounds like a challenge you are interested in, we want to hear from you.

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

Eligibility/Other requirements:

Tertiary or post graduate qualifications in relevant areas such as accounting, economics, commerce, finance, business administration, public policy or communications are highly desirable.

Public policy or business administration skills would also be highly 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 has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. ACT Treasury supports flexible working arrangements and notes that during peak operational periods applicants may be required to work in the office.

How to apply: Please review the Position Description and apply by providing the following documents: a written response addressing all the Selection Criteria demonstrating why you are the right person and your current curriculum vitae including details of two current referees. Responses should be limited to two pages.

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

Contact Officer: Elizabeth Hall (02) 6207 3998 [Elizabeth.Hall@act.gov.au](mailto:Elizabeth.Hall@act.gov.au)

## **Access Canberra**

### **Transport licensing**

### **Business Engagement and Training**

### **Training Officer**

### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 01870)**

Gazetted: 18 October 2023

Closing Date: 25 October 2023

Details: Do you enjoy teaching others? Are you highly organised with a high attention to detail?

The training team is a high-performing area focused on quality outcomes and service delivery in a fast-paced environment, providing operational support to Access Canberra teams and external users of the rego.act business system.

We are looking for a hardworking team player with excellent interpersonal skills to fill the Training Officer role within the Training team.

The position is responsible for developing training and facilitating training courses for the Road Transport Authority (RTA) and the rego.act computer system, along with the preparation of training schedules, databases, materials, and assessments – to name a few!

Eligibility/Other Requirements: Experience with rego.act or a Certificate IV in Training and Assessment are highly desirable.

Note: This is a temporary position available until 30 June 2024, with the possibility of an extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 supporting statement of no more than two pages outlining experience and abilities against the Skills, Knowledge and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae.

Applications should be submitted to via the Apply Now button.

Contact Officer: Joshua Brown 62070403 Joshua.Brown@act.gov.au

### **Corporate**

#### **Workforce Strategy, Business Support and Information Governance**

#### **Freedom of Information (FOI) Coordinator**

#### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 58979)**

Gazetted: 18 October 2023

Closing Date: 1 November 2023

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Freedom of Information (FOI) team is looking for an enthusiastic individual who is committed to achieving results and thrives on being busy. You will excel in this team if you are resilient, willing to learn and able to adapt to changing circumstances while managing multiple priorities and demands.

Well-developed administration skills and the ability to liaise with stakeholders to achieve appropriate outcomes are key to this role. Attention to detail is vital. You will have the ability to interpret legislation, and whilst previous experience in performing Freedom of Information processing is an advantage, on the job training will be provided. Other relevant experience that is transferable will be well regarded and this could be the ideal opportunity to develop expertise in field of FOI.

CMTEDD offers a supportive, collaborative environment that enables you to work flexibly from home or in modern activity-based offices. Our team is committed to being a valued business partner in information management and governance.

We value and encourage the contribution of people from diverse backgrounds, experiences and perspectives. To learn more about the ACTPS and what we offer, please go to [work with us](#).

Note: It is a temporary role for a period of 14 months with possible extension. An order of merit 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. This position will be in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: After reviewing the “What you will do” and “What you require” sections in the Position Description, please provide a two-page written response to support your application. Please ensure your response provides evidence of your suitability for the role, including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

You will be asked to attach a current curriculum vitae and provide details for two referees.

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

Contact Officer: Aaron Neeves (02) 6207 8293 Aaron.Neeves@act.gov.au

### **Finance and Budget Group**

#### **Senior Analyst**

#### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 42031, several)**

Gazetted: 18 October 2023

Closing Date: 1 November 2023

Details: Are you looking for an exciting opportunity to work on a wide breadth of issues in the ACT Government?

Do you want to provide strategic policy advice to senior executives and Government, help develop and manage budgets, develop financial related policy advice for Government or work with a range of statutory related financial reporting issues?

The ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for a Senior Analyst to join the team.

The position provides a great opportunity to gain a sophisticated understanding of the Machinery of Government and the Budget process, and to contribute to delivering the Government's key policy priorities including planning and oversight of investments in infrastructure and government services in the ACT.

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

We need people who are strong communicators and team players and/or leaders who are enthusiastic and can work to tight deadlines. We are also looking for applicants who are able to use Microsoft Excel and Word when analysing and reporting on financial, economic, policy and administrative issues. We will help you in learning to use our in-house budget and reporting systems, including TM1.

If this role sounds like a challenge you are interested in, we want to hear from you.

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

**Eligibility/Other Requirements:**

Tertiary or post graduate qualifications in relevant areas such as Accounting, Economics, Commerce or Finance are highly desirable.

Public policy or business administration skills would also be highly regarded.

Note: There are temporary and permanent positions available. Temporary positions are available for up to 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description and apply by providing the following documents: a written response addressing all the Selection Criteria demonstrating why you are the right person: your current curriculum vitae including details of two current referees.

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

Contact Officer: Thomas Callaghan (02) 6207 7029 Thomas.Callaghan@act.gov.au

## **Access Canberra**

### **Transport licensing**

### **Business Engagement and Training**

#### **Training Assistant**

#### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 58664)**

Gazetted: 18 October 2023

Closing Date: 25 October 2023

Details: Do you enjoy the training environment? Would you enjoy editing video content for upcoming training programs?

The training team is a high-performing area focused on quality outcomes and service delivery in a fast-paced environment, providing operational support to Access Canberra teams and external users of the rego.act business system.

We are looking for a hardworking team player with excellent interpersonal skills to fill the Training Assistant role within the Business Support team.

The position is responsible for assisting with developing training and facilitating training courses for the Road Transport Authority (RTA) and the rego.act computer system, along with the preparation of training schedules, databases, materials, and assessments – to name a few!

Eligibility/Other requirements: Experience with rego.act or a Certificate IV in Training and Assessment are highly desirable.

Note: This is a temporary vacancy available until 30 June 2024, with a possibility of an extension up to 12 months.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 supporting statement of no more than two pages outlining experience and abilities against the Skills, Knowledge and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae.

Applications should be submitted to via the Apply Now button.

Contact Officer: Hayley Eastman (02) 6207 0403 Hayley.Eastman@act.gov.au

### **Economic and Financial Group**

#### **Macroeconomics, Modelling and Federal Financial Relations**

#### **Federal Financial Relations**

#### **Senior Policy Analyst**

#### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 63282)**

Gazetted: 18 October 2023

Closing Date: 1 November 2023

Details: Do you enjoy challenging yourself, working in a high impact environment, consulting with stakeholders across government and contributing to complex policy matters? Federal Financial Relations team in the Economic and Financial Group is looking for an enthusiastic candidate to join the team and contribute to the team's pivotal role in the ACT Government's intergovernmental relationships with the Commonwealth and other state and territory governments.

As a key member of the team, you will be able to prepare briefings on intergovernmental matters in tight timeframes, organise meetings and communicate effectively with stakeholders. An important aspect of the role will involve establishing and maintaining collaborative working relationships with stakeholders across the ACT government and externally.

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 Economics, Public Policy or similar are highly desirable.

Demonstrated strong conceptual and analytical skills to provide advice on a range of economic and policy matters.

Note: Selection may be based on application and referee reports only. This position is located in a workplace designated 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 may be used to fill future vacancies over the next 12 months. The ACT Government offers flexible working arrangements including working from home where appropriate.

How to Apply:

Applications are sought from potential candidates and should include a:

Maximum 750 words pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

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

Contact Officer: Michael Anderson (02) 6207 0243 Michael.Anderson@act.gov.au

### **DDTS**

#### **ACT Digital**

#### **Director Platform Support**

#### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 62261)**

Gazetted: 16 October 2023

Closing Date: 30 October 2023

Details: Through the ACT Digital Strategy, ACT Government has articulated its intent to support a more connected Canberra, taking advantage of advances in technology and data to make life better for Canberrans and the businesses that employ them. The Strategy challenges government to innovate, make the most of opportunities arising from the evolution of technology, and further improve the quality of life for all Canberrans. It sets out a plan of action and makes a range of commitments to the ACT community based on the following timeless principles: People in our community are at the centre of everything we do, from policy making to city planning and service delivery

The data we collect and protect is used and shared transparently, to make better decisions and enhance the wellbeing of people

Design and co-design is how we manage change and ensure results are achieved

Strategic, open relationships with a wide range of industry groups creates greater value for the community.

ACT Digital, an agency of the Digital, Data and Technology Solutions Division of the Chief Minister, Treasury and Economic Development Directorate, functions at the cutting edge in applying these principles, engaging the community in co-design processes to establish convenient, user-friendly, and intuitive digital service experiences. As we break new (digital) ground, we are meeting the challenge associated with ensuring the digital tools and platforms we are applying are appropriately designed, secure and fit for purpose. Which is why we are looking for someone to join the ACT Digital team and work with business areas from across government to develop and provide high-quality platform management and support.

If you are experienced in managing enterprise grade platforms, understand the importance of an appropriate cyber security strategy and are passionate about the ways in which technology contributes to improving wellbeing and quality of life for our community, then we would encourage you to submit an application for this opportunity.

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: As a Position of Trust this role requires you to obtain and maintain a current ACT Government CMTEDD issued Personnel Vetting Program certificate (similar to a Baseline security clearance).

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

How to apply: Suitability for this position will be assessed based on the skills, knowledge and behaviour required to successfully deliver against the duties and responsibilities of the role and will be assessed against the selection criteria identified in the position description.

If you believe you have the required skills, drive, and know 'what it takes' to be successful in role supporting transformative change, please take the time to send us a copy of your curriculum vitae, including contact details of two referees, along with a 'pitch' of no more than two pages responding to the selection criteria outlined in the attached position description.

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

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

Contact Officer: Adam MacLeod (02) 6205 9802 Adam.MacLeod@act.gov.au

### **Community Services**

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

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

#### **Corporate**

#### **Business Transformation and Systems**

#### **Project and Change Delivery**

#### **Change Manager**

**Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 57085)**

Gazetted: 18 October 2023

Closing Date: 1 November 2023

Details: We are a team driving change across the Community Services Directorate (CSD). We enable business process improvement, project management, data governance, technical solutions and more.

We partner with teams across the directorate to deliver community outcomes. We work with subject-matter experts in complex areas such as social housing, child protection and domestic and family violence.

Our Change Manager will be our go-to person for advice about sustaining changes through improving business processes and delivering projects – everything from supporting project managers to managing projects directly.

They will be an experienced leader, ready to support the team to deliver a range of projects while actively shaping the broader culture of the team.

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.

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

How to Apply: Please provide a one to two page pitch outlining your professional experience and why you are the right person for the role. You don't need to address each Selection Criteria individually but please provide examples of when you have demonstrated the skills, knowledge and behaviours needed to perform the role.

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

Contact Officer: Shantha Siva (02) 6205 4020 Shantha.Siva@act.gov.au

## Communities

### Women, Youth and Multicultural Affairs

#### National Multicultural Festival

##### Event Officer

#### Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 43842)

Gazetted: 18 October 2023

Closing Date: 25 October 2023

Details: The National Multicultural Festival has an opportunity for enthusiastic and motivated people to contribute to one of Canberra's most popular major events! Working as part of a small, collaborative, and high performing team, you will be a key part of the event planning, operations, and delivery of the festival. The successful applicant will have excellent organisation and communication skills and thrive in a fast-paced environment. You will be responsible for administrative coordination including secretariat support and invoice processing, assisting with event supplier research and procurement, and daily stakeholder communication as you manage the festival's general phone line and inbox.

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.

Note: This is a temporary position available immediately until 29 March 2024 with a possibility of extension (not exceeding 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.

How to Apply : Please submit no more than a two-page response addressing the Capabilities and Job Specific criteria, a curriculum vitae and contact details of two referees to the contact officer.

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

Contact Officer: Lavanna Neal (02) 6207 2702 Lavanna.Neal@act.gov.au

## Corporate

### Business Transformation and Systems

#### Business Transformation

##### Software Developer

#### Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 49418)

Gazetted: 18 October 2023

Closing Date: 25 October 2023

Details: Community Services Directorate is seeking a software developer. The role will design, test and deploy software solutions to support business processes, making the directorate an even better place to work, and enabling better delivery of services for the ACT Government and the Canberra community.

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: Certification in developing Microsoft products and/or developing Customer Relationship Management (CRM) platforms will be highly regarded. This position does not require a Working with Vulnerable People Check.

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



How to Apply : Please provide a 1-2 page pitch outlining your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Qualifications that are required to perform the duties and responsibilities of the position.

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

Contact Officer: Shantha Siva (02) 6205 4020 [Shantha.Siva@act.gov.au](mailto:Shantha.Siva@act.gov.au)

## **Communities**

### **Women, Youth and Multicultural Affairs**

#### **National Multicultural Festival**

#### **Senior Event Officer / Assistant Director National Multicultural Festival**

#### **Administrative Services Officer Class 6/Senior Officer Grade C \$93,996 - \$126,715, Canberra (PN: 52357)**

Gazetted: 18 October 2023

Closing Date: 25 October 2023

Details: The National Multicultural Festival has an opportunity for enthusiastic and motivated people to contribute to one of Canberra's most popular major events!

We have an immediate vacancy for a Senior Event Officer/ Assistant Director to join the team. The position is available at either the Administrative Services Officer Grade 6 (ASO 6) or Senior Officer Grade C (SOG C) level depending on the skills and experience of the successful candidate. The successful applicant will have excellent planning, organisation, and communication skills and thrive in a fast-paced environment.

Working as part of a small, collaborative, and high performing team, you will be a key part of the event planning, operations, and delivery of the festival, including daily coordination and communication with community, business, government, and diplomatic stakeholders.

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.

Note: This is a temporary position available immediately until 29 March 2024 with the possibility of extension up to 12 months and/or permanency. This position will be filled at either the ASO6 or SOGC level, dependant on the skills and experience of the successful applicant. 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.

How to Apply: Please submit no more than a two-page response addressing the Capabilities and Job Specific criteria, a curriculum vitae and contact details of two referees to the contact officer.

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

Contact Officer: Lavanna Neal (02) 6207 2702 [Lavanna.Neal@act.gov.au](mailto:Lavanna.Neal@act.gov.au)

## **Children, Youth and Families**

### **Practice and Performance**

#### **Relationship Management Team**

#### **Assistant Director, Relationship Management Team**

#### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 33653)**

Gazetted: 17 October 2023

Closing Date: 7 November 2023

Details: Do you want to grow your career in an organisation that makes a meaningful contribution to people's lives?

Working with Community Services Directorate (CSD) in the ACT Government provides you the opportunity to help achieve our vision of empowering people to meet their full potential and develop inclusive and strong communities.

Our Children, Youth, and Families division has an Immediate vacancy for an Assistant Director to join the Relationship Management team. The Assistant Director assists the Director in leading the Relationship Management team and is responsible for establishing and fostering a partnership relationship with CSD funded community partners.

The team carries a significant workload which can change rapidly in response to the needs of the community sector, and team members must be able to effectively manage multiple issues at once. Consequently, it is important the Assistant Director can identify and manage risk, identify and prioritise issues and implement practical solutions.

The Assistant Director role is also focussed on strategies to ensure Child and Youth Protection Services (CYPS) has the capability to meet statutory obligations and deliver on our strategy of creating a continuum of care for our clients. The Assistant Director has a significant role in managing community relationships through contract management and promoting continuous improvement of service delivery.

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: Compliance Requirements / Qualifications

- Experience working in a human service field.
- Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.
- A driver's license is essential.

Desirable qualifications and experience:

- Experience in the management of government contracts.
- Experience in preparing ministerial briefs and related correspondence.
- Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Science, or Procurement/ Contract Management

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

How to Apply: Applicants should submit a statement of no more than three pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the 'What You Require' capabilities listed on the Position Description. Please also 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: Alison Lawrence (02) 6205 0733 [Alison.Lawrence@act.gov.au](mailto:Alison.Lawrence@act.gov.au)

## Communities

### Support Services for Children

#### Child Development service

#### Senior Director, Child Development Service

#### Senior Officer Grade A \$160,541, Canberra (PN: 36086)

Gazetted: 17 October 2023

Closing Date: 31 October 2023

Details: Are you an enthusiastic and experienced leader interested in managing a dynamic team of professionals to deliver quality, culturally safe, and inclusive services to families of children with, or at risk of, developmental delays? If so, an exciting opportunity exists to join the Child Development Service as the Senior Director.

The Senior Director is responsible for providing strategic leadership, management and direction to the Child Development Service. The Senior Director represents the Child Development Service where necessary within the directorate, as well as locally and nationally. The position reports to the Executive Branch Manager, Support Services for Children and is supported by a management team including an operations manager, and several clinical leaders.

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: Essential qualifications and experience

- Demonstrated experience providing strategic leadership and supervision to staff.
- Demonstrated experience in a broad range of clinical service delivery areas.
- Current Australian Driver's Licence.

Highly Desirable

- Relevant tertiary qualification or equivalent in a relevant allied health or health profession 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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

Note: This is a temporary position available from 30 October for 12 months with the possibility of permanency. Selection may be based on application and referee reports only. A merit pool will be established from this selection process to fill vacancies over the next 12 months.

How to Apply: Applicants are required to respond to the Selection Criteria under "What You Require" (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

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

Contact Officer: Jessica Summerrell (02) 6207 5718 Jessica.Summerrell@act.gov.au

### **Family Safety**

#### **Domestic, Family and Sexual Violence Office**

##### **Executive Support Unit**

##### **Executive and Administrative Support Officer**

##### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 37261)**

Gazetted: 17 October 2023

Closing Date: 27 October 2023

Details: Do you want to grow your career in an organisation that makes a meaningful contribution to people's lives? Working with Community Services Directorate (CSD) in the ACT Government provides you the opportunity to contribute to our vision of empowering people to meet their full potential and developing inclusive and strong communities.

The Domestic, Family and Sexual Violence Office (the Office) is seeking an Executive and Administrative Support Officer to help keep the Office on track with a range of administrative tasks. Reporting directly to the Director, Executive Support, this position provides professional, reliable and high-quality administrative support to the Executive Branch Manager and administrative support to the Office more broadly. The successful candidate will be a confident communicator, be reliable and able to organise and prioritise their own workload, and most importantly be able to work in a team environment.

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.

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

How to Apply: Please submit a two-page pitch that tells the selection committee about your ability to perform the role 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

demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" 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 also provide a current curriculum vitae including the details of two referees.

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

Contact Officer: Emma Higginson (02) 6207 4307 Emma.Higginson@act.gov.au

### **Children, Youth and Families**

#### **Child Youth and Protections Services - Practice and Performance**

##### **Child and Youth Record Information System (CYRIS)**

##### **CYRIS Administration Support Officer**

##### **Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 01905)**

Gazetted: 13 October 2023

Closing Date: 27 October 2023

Details: Details Working with Community Services Directorate (CSD) offers you the opportunity to directly contribute to supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT.

Child and Youth Protection Services (CYPS) within CSD have the responsibility of supporting children, young people and families requiring a care or justice response. CYPS currently have a vacancy for an Administration Support Officer to join the Child and Youth Record Information System (CYRIS) Administration Support team.

The CYRIS Administration Support team provides support for the effective functioning of CYRIS, both from the system and business implementation perspective. The CYRIS Administration Support Officer will work as part of the team, and with both internal CYPs stakeholders and external community partners to input data into CYRIS. This data will be in regard to placements, case management compliance documentation, and assessment documentation relating to suitability of carers, volunteers, and community partner employees.

Our ideal candidate will have an enthusiasm for learning and willingness to take on new challenges, to support the continual improvements of data quality in a fast-paced, supportive and professional team. Please see the position description for further details of the position.

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:

Experience and/or desire to work in a community services environment.

Australian class C driver's license C is essential.

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

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

How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the 'What You Require' criteria listed on 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: Kyle Waight (02) 6207 9021 [Kyle.Waight@act.gov.au](mailto:Kyle.Waight@act.gov.au)

## Communities

### Support Services for Children

#### Child Development service

#### Psychologist

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 36150)**

Gazetted: 12 October 2023

Closing Date: 26 October 2023

Details: The Child Development Service has a vacancy available for a Health Professional (HP) Level 3 Psychologist within the Autism Assessment Service. This is a permanent position. Full-time and part-time applicants will be considered.

The Child Development Service focuses on identifying developmental delays for children 0-6 years and completing autism assessments for children aged up to 12 years.

This position provides services within a community based, multidisciplinary team in the Child Development Service. The position will provide differential assessments for children referred to the Child Development Service with concerns regarding autism spectrum disorder. This is inclusive of developmental assessments, cognitive assessments, and ASD diagnostic assessments.

The HP3 role is focussed on providing a positive and skilled contribution to the multidisciplinary team that supports effective service delivery. The Child Development Service is committed to providing a best practice framework in early intervention services for children at risk of a developmental delay and supports staff in professional development to achieve this.

Individuals will ensure a child centred and family focussed approach is at centre of the work they do and will provide services that are culturally informed, safe and inclusive. They will also facilitate efficient, seamless clinical management by working closely with the multidisciplinary team within the Child Development Service and other areas within the service system. With disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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:

Qualification and practice endorsement in clinical psychology, educational/developmental psychology or neuropsychology, including full registration with AHPRA.

At least 3 years recent experience working with children and their carers or families as a registered Psychologist. Current Driver's Licence.

Highly Desirable:

Demonstrated experience in a broad range of early intervention clinical service delivery areas within a multidisciplinary team, including recent experience in Autism Spectrum Disorder Assessment.

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

How to Apply: Applicants are required to address the 'What You Require' section of the Position Description.

(maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees.

Applicants may be requested to provide Referee Reports at a later date.

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

Contact Officer: Katherine Parker (02) 6205 1595 Katherine.Parker@act.gov.au

## Corporate

### Business Transformation and Systems

#### Project and Change Delivery

#### Senior Digital and Development Officer

#### Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 57083)

Gazetted: 12 October 2023

Closing Date: 26 October 2023

**Details:** The Project and Change Delivery team are responsible for driving change across the Community Services Directorate (CSD). We enable business process improvement, project management, data governance, technical solutions and more. We partner with teams across the directorate to deliver community outcomes. We work with subject-matter experts in complex areas such as social housing, child protection and domestic and family violence. We currently have a permanent vacancy for a Senior Digital and Development Officer to join our team. The Senior Digital and Development Officer will be our go-to person for advice about data and analytics – everything from improving governance to reporting and visualisation. They will be a creative problem solver, ready to lead a range of projects while contributing to the broader work of the team.

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.

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 provide a one to two page pitch outlining your professional experience and why you are the right person for the role. You don't need to address each selection criteria individually but please provide examples of when you have demonstrated the Skills, Knowledge and Behaviours needed to perform the role.

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

Contact Officer: Helen Copley (02) 6207 2399 Helen.Copley@act.gov.au

## Communities

### Support Services for Children

#### Child Development Service

#### Psychologist

#### Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 58362)

Gazetted: 12 October 2023

Closing Date: 31 October 2023

Details: Working with Community Services Directorate (CSD) in the ACT Government provides you the opportunity to help achieve our vision of empowering people to meet their full potential and develop inclusive and strong communities.

The Child Development Service has a vacancy available for a Health Professional (HP) level 5 Psychologist within the Autism Assessment Service. This is a permanent position. Full-time and part-time applicants will be considered.

The Child Development Service focuses on identifying developmental delays for children 0-6 years and completes autism assessments for children aged up to 12 years.

This position provides services within a community based, multidisciplinary team in the Child Development Service. The position will provide differential assessments for children referred to the Child Development Service with concerns regarding autism spectrum disorder. This is inclusive of developmental assessments, cognitive assessments, and ASD diagnostic assessments.

The HP5 role is focussed on providing strong leadership to build an integrated multidisciplinary team that supports effective service delivery. The position will provide leadership to HP3 and HP4 Psychologists within the multidisciplinary team of health professionals and be an integral member of the Child Development Service leadership team. This role will have a key focus on strengthening and embedding psychology into multidisciplinary practice across the Child Development Service including opportunities for innovative responses to community need.

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: Essential qualifications and experience.

AHPRA Board Approved Supervisor with demonstrated experience in providing leadership to a multidisciplinary team or psychology team.

Qualification and practice endorsement in clinical psychology, educational/developmental psychology, or neuropsychology, including full registration with AHPRA.

At least 5 years recent experience working with children and their carers or families as a registered Psychologist.

Demonstrated experience in a broad range of early intervention clinical service delivery areas within a multidisciplinary team, including recent experience in Autism Spectrum Disorder Assessment.

Current Driver's Licence.

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

How to Apply: Applicants are required to address the Professional / Technical skills/Knowledge, and Behavioural Capabilities sections of the Position Description. (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

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

Contact Officer: Katherine Parker (02) 6205 1595 Katherine.Parker@act.gov.au

### **Cultural Facilities Corporation**

#### **Canberra Theatre**

##### **Producer, Programming and Presenter Services**

##### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 3593)**

Gazetted: 13 October 2023

Closing Date: 3 November 2023

Details: This is a great opportunity to join the Canberra Theatre Centre team to support the development and execute the delivery of performances, events, projects and programs across the CTC Programming team.

The role would suit someone who has an extensive understanding of the local, national and international performing arts industry, strong commercial acumen, a love of budgets and contracts and a desire to realise creative projects. You will also need to be a clear communicator with the ability to influence both internal and external stakeholders and enjoy working as part of a dynamic team. Strong administration skills are a must and an understanding of multiple performance genres.

The role includes.

Producing and project managing a broad range of artistic programs including planning, budgeting and resourcing Liaising with artists, arts organisations, producers, presenters and staff to assist in developing and delivering performing arts events, including ancillary events (foyer activations, workshops, Q&A's).

Negotiating deals, agreements and contracts with relevant artists, presenters, co-presenters' promoters and agents to ensure projects are delivered according to requirements; whilst ensuring strong positive relationships with relevant internal and external stakeholders with a focus on maximising opportunities for engagement with Canberra Theatre Centre



Managing all contract and administrative requirements of projects (including but not limited to contracting, artist payments, royalties, visa requirements, arranging artist flights and accommodation, raising purchase orders and processing invoices appropriately).

Managing event-based budgets, including monitoring and updating of budgets and alerting the relevant stakeholders of any significant changes.

Developing ticket builds and marketing briefs and monitoring marketing and sales campaigns, contribute and drive promotional strategies as required.

We are looking for someone who can step into this role and feel confident to work immediately across a range of exciting projects. You will need to have initiative and be excited about working as part of a high achieving and inclusive team who are passionately dedicated to making sure that ACT audiences experience the best local, national and international performances.

Note: This is a 12 month temporary role.

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

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

Contact Officer: Daniel Clarke 02 6243 5708 daniel.clarke@act.gov.au

### **Canberra Theatre**

#### **Marketing Campaign Officer**

#### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 3584)**

Gazetted: 17 October 2023

Closing Date: 27 October 2023

Details: Calling all music, theatre and comedy lovers! Canberra Theatre Centre is looking for a passionate Marketing Campaign Officer to join our team. You will be responsible for the planning, delivery, and evaluation of integrated marketing campaigns for theatre, musical, and dance performances.

You will work closely with the Programming and Box Office teams and will liaise directly with some of Australia's biggest touring companies. In addition to sound project management and communication skills, you will have the ability to think creatively and develop written and visual content that benefits the campaign.

Note: This is a temporary 12 month position. This position is full-time at 36.75 hours per week and reports to the Marketing Campaign Manager, Canberra Theatre Centre.

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

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

Contact Officer: Jennifer Morris 0431 113 908 jennifer.morris@act.gov.au

### **Education**

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

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

#### **Service Design and Delivery**

#### **Digital Strategy, Services and Transformation**

#### **Director - School Digital Service Management**

#### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 42892)**

Gazetted: 18 October 2023

Closing Date: 1 November 2023

Details: We are seeking an experienced ICT professional to lead and direct a team of approximately eight staff. Our ideal candidate has experience in the management of Education business applications and will be a trusted partner in representing the internal customer's digital and technology needs within the Directorate. You are amazing at prioritising your time, able to think outside the box and have experience in the management of third-party vendors.

You will be confident in a digital transformation space and ideally familiar with education settings to make a positive impact on the business through the reduction of costs arising from service issues, increased efficiency, and improved communication, developing a better understanding of users' needs and championing Directorate commitments to continual improvement.

Our ideal candidate takes 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.

Eligibility/Other Requirements

#### MANDATORY REQUIREMENTS

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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

#### HIGHLY DESIRABLE

Experience coordinating human resources and financial responsibilities.

Qualifications in IT, education, or a related field.

Experience in managing ICT and business applications in an education setting will be highly regarded.

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

How to Apply: Please submit a response to the Selection Criteria (maximum two pages), a current curriculum vitae and contact details for two referees.

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

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

### School Performance and Improvement

#### Tuggeranong

#### Lanyon High School

#### Finance Officer

#### Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 44754)

Gazetted: 18 October 2023

Closing Date: 25 October 2023

Details: Lanyon High School caters to students from years 7 – 10 in the southern suburbs of Tuggeranong with around 475 students in 2023. We are a growing school with a diverse range of students, we have strong relationships with the community and our feeder primary schools.

Lanyon High School is looking for an enthusiastic and dedicated person, with exceptional customer service skills to join our administrative team as Finance Officer. Working closely with the Business Manager, the position provides high level support in all aspects of the financial procedures and processes within the school. The role sits within the front office team to provide administrative, finance and business services to support the needs of the school community. The role requires excellent organisation and administration skills with proficiency with a variety of computer applications, databases and spreadsheets, and a focus on best practice business processes.

This position is an active member of the Administration Team assisting with the operations of the school business and is accountable to the ACT Education Directorate. The Finance and Administration Officer will work under general direction in relation to established priorities, task methodology and work practices to provide support to the Business Manager in the day-to-day administration of the school in line with school requirements and Directorate priorities.

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](http://act.gov.au))

#### DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Financial qualifications or relevant experience

Knowledge of school specific software including Sentral and Xero

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

How to apply: Please submit your response of up to three pages in length addressing the six (6) selection criteria's as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date.

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

Contact Officer: Ashley Howes (02) 6142 1800 Ashley.Howes@ed.act.edu.au

## **School Cleaning Service**

### **Business Services**

#### **Network Coordinator**

#### **Cleaning Services Officer 4 \$62,078 - \$65,256, Canberra (PN: 56398, several)**

Gazetted: 18 October 2023

Closing Date: 1 November 2023

Details: The Education Directorate School Cleaning Service is looking for enthusiastic and dedicated Network Coordinators to join the ACT Government Public Schools' cleaning workforce. The Network Coordinator position works at ACT Public Schools within an ACT School network. Network Coordinators will typically be required to work full time shifts between the hours of 8:00am and 5:00pm on weekdays, but work outside of these hours and weekend work may also be required.

If you are interested in joining a dynamic team with the important task of keeping our schools clean, safe and hygiene then we'd love to hear from you.

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

Eligibility/Other requirements: Prior to commencing employment evidence of the following will be required:

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

Completion of NAT10830 Course in Crystalline Silica Exposure Prevention.

A current Australian driver's licence.

Notes: There are a combination of full-time permanent and full-time temporary positions. Temporary roles are available for a period of 6 months with the possibility of extension or permanency. Offers of temporary employment contracts for visa holders with full-time work rights are issued to the extent of the current visas with the possibility of extension up to a maximum of 5 years.

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

Australian visa holders with work rights are also encouraged to apply. Offers of temporary employment contracts for visa holders with full-time work rights are issued to the extent of the current visas with the possibility of extension up to a maximum of 5 years.

This recruitment activity will be used to establish an Order of Merit to fill any future vacancies (both permanent and temporary) over the next 12 months. For further information on the ACTPS selection process refer to <https://www.jobs.act.gov.au/how-we-hire/selection-processes>

How to apply: The attached position description provides further details of the position and should be read before you submit your application.

To apply, please provide a written response no longer than three pages, to the selection criteria (relevant knowledge and relevant skills and abilities) provided in the position description. Your response should outline your previous work and other experience and how this experience relates to the knowledge, skills and abilities required for the job.

You will also need to provide a copy of your curriculum vitae along with the names and contact numbers of two referees as part of your application.

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

Contact Officer: Andrea Diaz (02) 6207 2316 Andrea.Diaz@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.

## **School Performance & Improvement**

### **School Improvement Group**

**School Operations****Senior Director, School Management and Operations****Senior Officer Grade A \$160,541, Canberra (PN: 40895)**

Gazetted: 18 October 2023

Closing Date: 25 October 2023

Details: Reporting to the Executive Leader-School Operations, the Senior Director is responsible for the delivery of School Operations functions across governance and strategic (operational) management.

The Senior Director is expected to manage critical incident management and reporting, direct and support the management of schools at Levels 2 and 3 of the Schools Management and Sustainability Model, ensure that operational data is managed and monitored appropriately, support the management and response to COVID-19 in schools as required, guarantee ongoing compliance with legislative and other obligations across the branch's portfolio of responsibilities, and meeting the expectations of Government in informing whole of government policies and procedures, amongst other responsibilities.

Eligibility/Other Requirements:

Highly Desirable: Qualifications in Public Administration or related discipline.

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/wwvp)

Note: The committee will use the standard selection techniques in accordance with merit principles and include short listing, interviewing, and refereeing, not necessarily in this order, to determine a list of suitable applicants. These may be supplemented by other assessment techniques that the selection committee considers necessary including assessment on application and referee reports only. Selection may be based on application and referee reports only.

How to Apply: Please submit a response (no more than two pages) outlining your relevant skills, knowledge, and experience in relation to the Position Description, along with your current curriculum vitae and contact details of two referees.

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

Contact Officer: Kris Willis (02) 6205 3988 [EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)

**Business Services****Ministerial and Corporate Reporting****Assembly Liaison Officer****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 35230)**

Gazetted: 18 October 2023

Closing Date: 1 November 2023

Details: The Ministerial and Corporate Reporting team provide the critical connection between the Directorate and Government. The Education Directorate is seeking a highly motivated and skilled person to fill the Assembly Liaison Officer (ALO) role.

The Assembly Liaison Officer is responsible for overseeing and ensuring all Directorate matters in relation to the ACT Legislative Assembly, are coordinated and actioned in a timely manner with a high degree of rigour.

The ideal candidate will have excellent interpersonal and communication skills, with the ability to work under pressure and achieve deadlines in an environment of competing priorities. The position requires a high level of attention to detail and the ability to operate as an effective team member, working collaboratively to foster effective relations with a range of stakeholders.

Notes: This is a temporary position available immediately for a period of 12 months.

Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. 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), what skills and attributes you will bring to the role and why you are the best person for this role.

Current curriculum vitae

Contact details of at least two referees.

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

Contact Officer: Emma Burn (02) 6205 6869 [Emma.Burn@act.gov.au](mailto:Emma.Burn@act.gov.au)

**Business Services****Communications, Engagement and Government Support****Directorate Liaison Officer****Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 37786)**

Gazetted: 17 October 2023

Closing Date: 31 October 2023

Details: The Directorate Liaison Officer is the key conduit between the Education Directorate and the office of the Minister for Education and Youth Affairs and Minister for Early Childhood Development. The Education Directorate is seeking a highly motivated and skilled person to fill the Directorate Liaison Officer (DLO) role.

As DLO you are required to facilitate and support direct communications and policy advice between the Directorate and Ministers Office. You will provide specialist assistance in matters relating to Cabinet and the Legislative Assembly, ministerial correspondence, stakeholder meetings and ministerial events.

The position works under limited supervision of the Senior Director, Ministerial and Corporate Reporting. To be successful, you will be a consummate professional, be confidence operating in a face paced work environment, be adaptable and responsive, be able to quickly acquire knowledge and understanding of situations and subject matter and cultivate productive working relationships with a variety of stakeholders.

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

The position is based at the ACT Legislative Assembly.

How to Apply: A maximum two page pitch that outlines your experience and abilities against the Professional/Technical Skills and knowledge and Behavioural Capabilities including what you will bring to the role. A current curriculum vitae and the contact details of at least one referee.

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

Contact Officer: Emma Burn N/A Emma.Burn@act.gov.au

**Safe at Schools****Administration and Coordination Officers****Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 57594, several)**

Gazetted: 17 October 2023

Closing Date: 31 October 2023

Details: We are seeking high performing administration and support officers to support various sections across the group at the ASO5 level. These roles may be placed in the branches of Student Engagement, Universal School Support, Learning Wellbeing Policy & Service Design or Digital Strategy, Services and Transformation. Roles are also available in the Safe at Schools Taskforce.

The roles that may be filled via this merit pool include, but are not limited to:

Administration & Coordination Officers

Executive Assistants/Executive Support Officers

Incident Reporting Officers

Project/Program Support Officers

The established merit pool may also be utilised by other areas across the Education Directorate that are outside of Service Design and Delivery Group.

Eligibility/Other requirements:

HIGHLY DESIRABLE

Highly developed proficiency in the Microsoft Suite of applications.

Notes: This is a temporary position available immediately until 2 January 2024 with the possibility of extension up to 12 months and/or permanency.

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

How to apply: Please provide a structured response to the selection criteria (maximum 3 pages) that lists the criteria heading and then the response. Pitch or expression of interest style applications should not be submitted.

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

Contact Officer: Amie Corrigan (02) 6205 1310 Amie.Corrigan@act.gov.au

**School Performance and Improvement****North and Gungahlin Network****Harrison School**

**Executive Principal, Harrison School****School Leader A 3 \$206,934, Canberra (PN: 11098)**

Gazetted: 13 October 2023

Closing Date: 29 October 2023

Details: Harrison School is a large preschool to year 10 (P-10) school in the Gungahlin area of northern Canberra. The school opened in 2008 and has enrolments of more than 1600 students. A strength of the school is its diverse population with many students coming from language backgrounds other than English and a considerable number coming from Australian Defence Force families.

Harrison School is inclusive for all students, offering a variety of learning spaces and accessible buildings. The school provides a positive, inclusive, and engaging environment which inspires learners to achieve their potential as productive members of the wider community. There is a strong focus on student centred approaches and flexible pathways for student learning.

Harrison School has adopted the Positive Behaviours for Learning framework which embeds the values of Respect, Responsibility and Learning. These values continue to shape actions and interactions across the P-10 school. The preschool curriculum aligns with the National Early Years Learning Framework through a collaborative and play-based program, while the Australian Curriculum underpins all learning from Kindergarten to Year 10.

Eligibility/Other requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

How to Apply: Please provide a Statement of Claims based on the School Leader Leadership Capabilities outlined in the application package (maximum six pages). A current curriculum vitae (two pages) and contact information for two referees.

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

Contact Officer: Stephen Gwilliam (02) 6205 8219 [EDU.DSIOffice@act.gov.au](mailto:EDU.DSIOffice@act.gov.au)

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

**Environment, Planning and Sustainable Development**

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

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

**Planning and Urban Policy****Planning System Review and Reform Project****Director, Legal Policy****Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 58365)**

Gazetted: 17 October 2023

Closing Date: 31 October 2023

Details: The Planning and Urban Policy Division within the Environment, Planning and Sustainable Development Directorate is seeking highly motivated, experienced and suitably qualified people to fill the role of Director, Legal Policy within the Planning System Review and Reform Project (PSRRP) team.

The PSRRP team is a small team are working on the changes required to deliver a reformed planning system, including a new Planning Act, a new Territory plan, new District Strategies, and system improvements. The role will require you to operate with a high degree of independence and play a key advisory role within the Directorate. Providing robust, effective and sound legal policy, legislative and legal advice relating to the planning systems review.

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**

Qualifications in environmental law, planning regulation and public sector administration or extensive legal policy experience is highly desirable.



Note: This is a temporary position available immediately until 30 June 2024. 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.

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

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.*

Contact Officer: Matthew Kamarul (02) 6207 9703 Matthew.Kamarul@act.gov.au

### **Justice and Community Safety**

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

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

#### **ACT Corrective Services**

##### **Offender Reintegration**

##### **Director, Clinical Practice**

**Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 59990)**

Gazetted: 13 October 2023

Closing Date: 27 October 2023

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated, suitably qualified and experienced candidate to fill the position of Director, Clinical Practice (HP5), within Offender Reintegration Team.

The Director, Clinical Practice, will support clinical best practice, operational governance and defensible decision making across all operational areas of Offender Reintegration, which aims to promote positive outcomes for individuals and the community, and to reduce recidivism.

This successful applicant will shape service provision for people with high and complex needs, working collaboratively with government, the community services sector, and people with lived experience, to make a tangible difference in the Canberra community.

In addition, you will provide expert advice and analysis in respect of complex matters, undertake clinical data collation, evaluation and reporting and contribute to strategic, cross-directorate, operational policy direction and implementation.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating strong, ethical, collaborative, and highly visible leadership.

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

Eligibility/Other Requirements:

Compliance Requirements/Qualifications

Graduate qualification in Social Work, Occupational Therapy, Psychology, or Nursing is mandatory.

Relevant postgraduate qualifications are highly desirable.

Registration, or eligibility for registration with the appropriate professional body (e.g AHPRA, AASW etc.) is mandatory.

Demonstrated experience and/or willingness to work with offenders in custody and the community is essential.

Applicants must have a minimum of five years paid work employment, post qualification, providing clinical services to vulnerable and/or disadvantaged people in a relevant role.

The successful candidate will be required to undergo criminal record and background checks.

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

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 resume, including the names and contact details of two referees (one of which should be your current Supervisor/Manager); and (3) a copy of your relevant graduate qualification (such as Social Work, Occupational Therapy, Psychology, or Nursing). Please ensure you submit all required items.

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

Contact Officer: Lizzie Spulak (02) 6205 5431 [Lizzie.Spulak@act.gov.au](mailto:Lizzie.Spulak@act.gov.au)

### **ACT Corrective Services**

#### **Office of the Commissioner**

#### **Director, Office of the Commissioner**

#### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 37993)**

Gazetted: 13 October 2023

Closing Date: 27 October 2023

Details: ACT Corrective Services (ACTCS) is seeking an experienced, highly motivated and conscientious person to fill the position of Director, Office of the Commissioner (SOGB).

The successful applicant will provide high level support across a broad range of functions to the ACTCS Executive and is pivotal in managing the executive support and governance functions of the organisation, providing high level, timely and accurate advice to the Minister, Commissioner and Executive.

In addition, you will have significant responsibility for managing stakeholder engagement, including internal communications, and developing external communication strategies to promote the work of ACTCS.

Further to this, you will coordinate and provide organisational responses to internal and external reviews and provide oversight to the implementation and management of associated recommendations.

To be successful, you will be required to demonstrate exceptional communication and interpersonal skills in addition to strong leadership and management skills and an ability to develop and compose complex workplace documents.

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

Eligibility/Other requirements:

Compliance Requirements/Qualifications

A working knowledge and understanding of Cabinet, Ministerial, Parliamentary and machinery of Government processes is desirable.

Relevant tertiary qualifications in a relevant field is desirable.

The successful candidate will be required to undergo a criminal record check.

Driver's license is essential.

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 their current driver's licence. Please ensure you submit all three items.

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

Contact Officer: ClaireL Buxton (02) 6205 3824 [ClaireL.Buxton@act.gov.au](mailto:ClaireL.Buxton@act.gov.au)

### **Legislation, Policy and Programs**

#### **Criminal Law**

#### **Senior Policy Officer**

#### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 42651)**

Gazetted: 12 October 2023

Closing Date: 26 October 2023

Details: Legislation, Policy and Programs is seeking applications from an experienced Senior Policy Officer, at the SOG C level, to support the delivery of complex and technical legal policy work arising from the recent Report by the Board of Inquiry into the ACT's criminal justice system. The successful applicant will support the Senior Officer Grade B (SOG B) progress an extensive work program and prepare high quality reports, briefs, submissions and correspondence for Ministers. The successful applicant will develop and promote positive relationships with key stakeholders, manage secretariat functions for high level meetings and will work closely with JACS Executive members. To be successful, the applicant will require excellent legal research and analytical skills, a detailed understanding of government processes and high order communication, stakeholder engagement, organisational and collaboration skills. An understanding of or experience working in the criminal justice system is desirable.

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 a period of up to 12 months. A merit pool will be established from this selection process and may be used to fill temporary vacancies arising across the Branch over the next 12 months.

How to apply: Applications are sought from potential candidates and should include a supporting statement of no more than two (2) pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description; and a current curriculum vitae including the details of two referees.

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

Contact Officer: Kate Daly (02) 6207 5285 Kate.Daly@act.gov.au

## **Legislation, Policy and Programs**

### **Criminal Law**

#### **Senior Policy Officer**

#### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 60329)**

Gazetted: 12 October 2023

Closing Date: 26 October 2023

Details: Legislation, Policy and Programs is seeking applications from an experienced Senior Policy Officer, at the SOG B level, to deliver complex and technical legal policy work arising from the recent Report by the Board of Inquiry into the ACT's criminal justice system. The successful applicant will provide leadership, autonomously manage an extensive work program and prepare high quality reports, briefs, submissions and correspondence for the Ministers. The successful applicant will develop and promote positive relationships with key stakeholders and support JACS Executive at high level meetings. To be successful, the applicant will require excellent legal research and analytical skills, a detailed understanding of government processes and high order communication, stakeholder engagement, organisational and collaboration skills. An understanding of or experience working in the criminal justice system is desirable.

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 a period of up to 12 months. A merit pool will be established from this selection process and may be used to fill temporary vacancies arising across the Branch over the next 12 months.

How to apply: Applications are sought from potential candidates and should include a supporting statement of no more than two (2) pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description; and a current curriculum vitae including the details of two referees.

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

Contact Officer: Angela Lauman (02) 6207 7364 Angela.Lauman@act.gov.au

## **ACT Emergency Services Agency**

### **Corporate Services**

#### **ESA Training**

#### **Assistant Director, Instructional Design and Program Development**

#### **Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45453)**

Gazetted: 12 October 2023

Closing Date: 26 October 2023

**Details:** The Emergency Services Agency Training (ESAT) team provide strategic advice on the whole of agency learning and development needs. ESAT is responsible for development, provision and maintenance of learning and development initiatives to support and enable staff and volunteers to carry out their duties safely, efficiently, and effectively.

The Assistant Director, Instructional Design and Program Development reports to the Senior Director, ESA Training. This role is responsible for leading the design and development of online learning resources and the management of the ESA Learning Management system.

To be successful in this role, you will require experience designing and developing online learning resources using eLearning authoring tools, have an understanding of adult vocational educational and have strong experience building and maintaining stakeholder relationships.

We value and encourage the contribution of people from diverse backgrounds, experiences and perspectives. To learn more about the ACTPS and what we offer, please go to [work with us](#).

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:

Certificate IV in Training and Assessment is Mandatory

Diploma of Training Design and Development is highly desirable.

Drivers 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://act.gov.au))

Notes: This is a temporary position available from 27 November 2023 until 26 November 2024 with the possibility of an extension. Selection may be based on application and referee reports only.

How to apply: Please provide a two-page written response addressing how you meet the 'Professional/Technical Skills and Knowledge' and 'Behavioural Capabilities'. Please ensure your response provides evidence of your suitability for the role, including specific examples that clearly demonstrate your relevant skills, knowledge, and behavioural capabilities.

A current curriculum vitae outlining previous relevant experience, training and qualifications and details of two referees is required to be submitted with your application.

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

Contact Officer: Ellena Lockwood (02) 6207 5689 [Ellena.Lockwood@act.gov.au](mailto:Ellena.Lockwood@act.gov.au)

### **Suburban Land Agency**

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

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

#### **Suburban Land Agency**

##### **Program Solutions**

##### **Sales and Client Services**

##### **Director, Commercial Sales**

##### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 49551)**

Gazetted: 12 October 2023

Closing Date: 19 October 2023

Details: The Suburban Land Agency is established under section 37 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), section 50 of the *Planning and Development Act 2007* and the *Public Sector Management Act 1994* (PSMA).

The objectives of the Suburban Land Agency are set out in section 38 of the Act and include:

The encouragement and promotion of inclusive communities through the delivery of people-focussed neighbourhoods;

The encouragement and promotion of suburban development that supports affordable living, a safe and healthy population, social inclusion, housing choice, environmental sustainability, urban renewal, growth and diversification of the Territory economy and social and environmental sustainability; and

Operational effectiveness, delivering value for money using sound risk practices.

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

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than 2 A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

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

Contact Officer: Jason Netting (02) 6205 9547 [Jason.Netting@act.gov.au](mailto:Jason.Netting@act.gov.au)

#### **Suburban Land Agency**

##### **Program Solutions**

##### **Sustainability and Release Coordination**

**Sustainability Officer****Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 36632)**

Gazetted: 12 October 2023

Closing Date: 26 October 2023

Details: Are you passionate about sustainability and creating great places for people?

Applications are sought from potential candidates for the position of Sustainability Officer in the Sustainability and Release Coordination Team at the Suburban Land Agency (SLA).

We are looking for a Sustainability Officer who can contribute to projects and deliver sustainability outcomes for SLA in line with our Sustainability Strategy 2021-25.

Drawing on your knowledge of sustainability, you will work on a range of interesting projects which aim to improve environmental and social sustainability in our urban and greenfield developments. Your ability to be highly organised and work to deadlines on several competing tasks will contribute to the success of these projects.

Bringing your strong written and interpersonal communication skills, you will be joining a passionate and innovative inter-disciplinary team. We work with colleagues in several teams across SLA to influence for sustainable development – including to help residents build and live in more sustainable homes and for developers to consider sustainability in construction and development.

Working on sustainability and placemaking projects – on topics including renewable energy, living infrastructure, sustainable home and garden design, and climate adaptation and resilience – you'll contribute to ensuring SLA is creating great sustainable places where communities thrive.

The Sustainability &amp; Release Coordination team works collaboratively with other teams in SLA and across the ACT Government to implement innovative and socially and environmentally sustainable land development practices.

About our Agency

Our vision is to create great places where communities thrive in the ACT.

We deliver sustainable urban environments that bring people and businesses together and help our community and natural environments thrive.

Our developments aim to balance social, economic and environmental benefits for all Canberrans through:

Affordable living

A safe and healthy population

Social inclusion and diversity

Housing choices

Environmental sustainability

Notes: This is a temporary position available immediately until 31 August 2024 with the possibility of extension up to 12 months and/or permanency.

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

How to apply: Applicants should submit a supporting statement of not more than two A4 pages, addressing the Professional/Technical Skills and the Behavioural Capabilities in the Position Description, outlining your skills and experience relevant to the role.

A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

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

Contact Officer: Eshan Ahuja (02) 6207 4167 Eshan.Ahuja@act.gov.au

**Transport Canberra and City Services****Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>****Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)****City Services****Development Coordination Branch****Development Planning****Assistant Director, Development Assessment****Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 34282)**

Gazetted: 18 October 2023

Closing Date: 1 November 2023

Details: The Development Coordination Branch is responsible for multiple planning, development and infrastructure related functions including coordinating TCCS advice on development proposals and major public

infrastructure projects, transport impact assessment and custodianship of base reference transport models, parking planning and coordination, detailed design assessment and inspection and acceptance of public infrastructure assets as part of ACT Government major projects, infill and greenfield development.

The Assistant Director, Development Assessment is responsible for the technical review of pre-DA, planning and design submissions to ensure they meet relevant policies, design standards, specifications and codes so that they are safe and fit for purpose.

The primary responsibilities for this position are to:

Undertake assessments for a wide range of pre DA, planning and design submissions and provide technical responses against design standards, codes, guideline and policies within given timeframes. Design elements encompass all TCCS asset categories and may include geometric road design, traffic control devices, road pavements, stormwater systems, street lighting, active travel, traffic and transport, open space, waste and recycling.

Identify non-conforming design submissions and liaise with asset owners and consultants to negotiate appropriate outcomes. This will include undertaking technical assessments, reviewing concept planning reports / plans, and making decisions on design suitability and delivery requirements for integration with other land use planning and capital works infrastructure.

Draft ministerial correspondence, project reports, presentations, briefing notes, submissions and other general correspondence. This will include providing input into the development/enhancement of Engineering Advisory Notes, design standards and technical specifications.

Build relationships and work successfully with stakeholders, both internal and external to ensure land development proposals achieve good outcomes for customers. This also requires communicating technical advice to non-technical audiences and ensuring that project outcomes align with program strategic priorities, objectives, and benefits.

Please note that this position may involve direct supervision of staff.

Please see Position Description for details of the duties to be undertaken

Eligibility/Other Requirements:

Tertiary qualifications in transport planning/civil engineering/traffic engineering and/or related disciplines.

Chartered Professional Engineer (CPEng) Membership of Engineers Australia or equivalent professional body is highly desirable.

Driver's licence, C-Class, is essential.

Note: This is a temporary position available immediately until 31 March 2024 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applicants must provide a response (maximum of three pages) addressing the 'What You Require' criteria as per the attached Position Description, highlighting how your skills and experience are relevant to the responsibilities within the role. Applications should also include a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Tim Wyatt (02) 6205 4200 Tim.Wyatt@act.gov.au

## **Chief Operating Officer**

### **Chief Operating Office**

#### **Executive Assistant to Chief Operating Officer**

#### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 38138)**

Gazetted: 18 October 2023

Closing Date: 1 November 2023

Details: You'll get to manage a busy, meeting-heavy calendar full of exciting activities. Juggling the incoming requests, walking the tightrope between competing requests from across the directorate, broader ACT Government and externals will be your daily challenge.

Preparing travel arrangements, coordinating speaking engagements, tracking tasks, conducting research, electronic records management, coordinate and consolidate feedback from multiple stakeholders, managing meetings (agenda, minutes, actions, decisions) and support in preparing presentations, reports, briefs – primary duties that are all part of this great administrative position.



If you need more reasons - you also get to work closely with the Divisional Business Manager, the Executive leadership team across the directorate, plus colleagues across Transport Canberra and City Services and the ACT Public Service.

Ideal for an experienced Executive Assistant with ability to understand stakeholders, ability to prioritise multiple activities in a fast-paced environment, has a proactive approach to their workload and initiative to track and complete tasks to a high standard.

Eligibility/Other requirements:

Proficiency in the use of Microsoft Office suite package.

Minimum 2 years' experience working as an Executive Assistant.

Notes: 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. This position is located in an Activity Based Work (ABW) environment where officers do not have a designated workstation/desk.

How to Apply: Please address the selection criteria in no more than two pages and include a resume and details of two referees.

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

Contact Officer: Christina Rose (02) 6205 9401 Christina.Rose@act.gov.au

## City Services

### Development Coordination Branch

#### Development Planning

#### Assessment Officer

#### Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 23548)

Gazetted: 18 October 2023

Closing Date: 1 November 2023

Details: The position is responsible for assisting the technical review and approval of planning and design submissions, acceptance, and commissioning of constructed assets to be handed over to Roads and/or City Presentation for ongoing maintenance.

The position assists in ensuring all civil infrastructure assets that are designed, constructed, and handed over to TCCS, meet relevant design standards, specifications and codes so that they are safe, fit for purpose. In consultation with subject matter experts provide coordinated technical responses on behalf of the asset owner/s as well as confirm acceptance of assets once constructed.

Eligibility/Other Requirements: The successful applicant will:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

Note: This is a temporary position available immediately until 30 June 2024 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applicants must provide a response (maximum of two pages) addressing the 'What you Require' criteria as per the attached Position Description, highlighting how your skills and experience are relevant to the responsibilities within the role. Applications should also include a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Alexander Soper (02) 6205 2180 Alexander.Soper@act.gov.au

## Territory and Business Services

### Domestic Animal Services

#### Kennel Hand - Domestic Animal Services

#### Administrative Services Officer Class 2 \$62,994 - \$69,376, Canberra (PN: 43910, several)

Gazetted: 18 October 2023

Closing Date: 8 November 2023

Details: Based at the Domestic Animal Services facility in Symonston, Kennel Hands are responsible for the day-to-day welfare and health of the animals held within the facility. With a passion for animal welfare, Kennel Hands are

responsible for cleaning the facility, conducting health checks, feeding, and administering medication, attending to minor wounds and abrasions, exercise and preparing enrichment activities for residents.

As an important member of the team, Kennel Hands work collaboratively with other staff to support the overall management of the facility, with a focus on animal welfare and ensuring the safety of visitors to the facility. You will contribute to the development, achievement and continuous improvement of team objectives and plans to ensure the service meets community standards and expectations.

Note: This is a temporary position available from December 2023 for six months with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants must address each Selection Criteria (up to 350 words per criteria). Please take into consideration the "What You Require" section when addressing how you have demonstrated the Selection Criteria. Applicants must also supply a current curriculum vitae and contact details of two references.

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

Contact Officer: Jacqueline Gardner (02) 6207 5396 [Jacqueline.Gardner@act.gov.au](mailto:Jacqueline.Gardner@act.gov.au)

## City Services

### City Presentation

#### Licensing and Compliance

##### Senior Investigator

#### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 13679)**

Gazetted: 18 October 2023

Closing Date: 1 November 2023

Details: Do you want the opportunity to work with great people in a rewarding career that shapes our city's future? Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe, and easy to move around. Licensing and Compliance is seeking a highly motivated person to join its incredible, dynamic team. Licensing and Compliance (L&C) works within TCCS' City Presentation and is primarily responsible for regulating and licensing public unleased land. The position provides investigative support to authorised officers and to other City Presentation units including Urban Treescapes and Place Management. You will work with numerous pieces of legislation including but not limited to the *Public Unleased Land Act 2013*, *Litter Act 2004*, *Tree Protection Act 2005*, and the *Trespass on Territory Lands Act 1932*.

The Investigations Team plays a primary role in preparing briefs of evidence for issues referred to the ACT Director of Public Prosecutions and may be required to attend associated Magistrates Court and ACAT proceedings. The team also works to develop the skills of authorised officers to ensure investigations undertaken are done so in accordance with legislative requirements and demonstrated best practice. The incumbent will provide outstanding leadership, communicate professionally, and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

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

Eligibility/Other requirements

The successful applicants must have:

Driver's licence Class 'C' or higher.

Certificate IV in Government Investigation or equivalent or a willingness to complete within 12 months of employment.

Relevant experience within a law enforcement or regulatory agency.

High level Government writing skills.

The willingness to undertake field operations that may be protracted, be prepared to attend the Magistrates Court and the ACAT, and present evidence if required.

Desirable:

Current First Aid Certificate.

Diploma in Government Investigations.

Demonstrated experience in criminal investigations and in a regulatory environment.

Experience in developing / delivering training programs.

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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

([https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).)

Successful applicants must meet suitability requirements (experience, qualifications, and personal character) to be appointed as Authorised Persons under several Acts. These requirements include demonstrated experience, relevant qualifications (outlined under the eligibility requirements listed below), and being of good character, demonstrated through recent criminal history check (undertaken as part of standard ACT Government recruitment procedures for the successful candidate), and character references.

Note: This is a temporary position immediately for six months with the possibility for permanency. Selection may be based on application and referee reports only. Interviews may be conducted via video link. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Written applications are to be no more than two pages, addressing the selection criteria. Please also provide a curriculum vitae and the names and contact details of at least two referees who can attest to your work performance, ability, and attitude (at least one of whom is a current or very recent supervisor). See the attached Position Description for further information about the role.

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

Contact Officer: Tim Hutchens (02) 6205 8618 [Tim.Hutchens@act.gov.au](mailto:Tim.Hutchens@act.gov.au)

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

## City Services

### ROADS ACT

#### Road and Path Network

#### Traffic Engineer

#### Infrastructure Officer 1 \$75,792 - \$89,551, Canberra (PN: 23574)

Gazetted: 17 October 2023

Closing Date: 7 November 2023

Details: This role assesses customer enquiries in relation to traffic control devices (road signs and lines), identifies solutions and drafts designs and contract documents for the Minor New Works (MNW) program to implement safety and signage improvements across the road network.

This includes using Computer Aided Drafting (CAD) to create new or modify existing Traffic Control Devices (TCD) and provide technical input to modify and update design standards. These processes include investigating the enquiry, preparing technical advice, undertaking internal and external consultation and recommending corrective action in line with National and Local Standards.

Receive customer enquiries regarding traffic control devices (road signs and lines) and investigate the enquiry, prepare advice, undertake necessary consultation and recommend corrective action in line with National and Local Standards.

Design, review and deliver contract documents and drawings to implement new and/or changes to TCD's.

Provide technical advice regarding traffic control devices (road signs and lines) to Government and internal and external customers.

Maintaining computer-based records.

Provide technical input or advice on into the management of relevant Local and National Standards and Specifications

Liaise with internal and external stakeholders; Senior Engineer Traffic Management on compliance with standards and guidelines and advice provided to Government.

This position does not involve direct supervision of staff.

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

Eligibility/Other requirements:

Professional / Technical Skills

In relation to this position description:

hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

have significant building or infrastructure knowledge and/or project management experience.

Behavioural Skills

Service Delivery – provide high quality service in accordance with standards and procedures, program outcomes, and community/stakeholder needs.

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice.

Compliance Requirements / Qualifications

Traffic Engineering related qualifications or experience – highly desirable

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Individuals on visas with Australian working rights are eligible to apply for temporary non-ongoing roles.

Driver's licence class C is essential.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Applications addressing the attached selection criteria within the Position Description should be limited two to three pages, and a curriculum vitae must also be included in the Application.

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

Contact Officer: Neil Pincombe (02) 6205 7067 Neil.Pincombe@act.gov.au

### **City Services**

#### **Roads ACT**

#### **ROADS ACT / Works**

#### **Road Worker**

#### **General Service Officer Level 5/6 \$62,078 - \$68,143, Canberra (PN: 01882, several)**

Gazetted: 17 October 2023

Closing Date: 14 November 2023

Details: As a team member of the road maintenance crew, this position will participate in daily road maintenance activities ensuring that they work safely adhering to all standard operating procedures.

The position will rotate across all road maintenance road crews and carry out other related duties depending on operational requirements where you will learn (or teach) new skills within the team to ensure competency.

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

Eligibility/Other requirements:

Permanent resident of Australia.

Driver's licence MR-Class is essential.

Construction Induction (white card) essential.

Asbestos Awareness essential.

First Aid and/or Traffic Control Certificate desirable.

This position does require a pre-employment medical.

This position does not require a Working with Vulnerable People 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: Maximum of two pages addressing the Selection Criteria in the Position Description and a curriculum vitae with 2 referees.

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

Contact Officer: Matthew Handley (02) 6207 3861 Matthew.Handley@act.gov.au

### **City Services**

#### **City Presentation**

#### **Urban Treescapes**

#### **Technical Officer, Tree Protection**

#### **Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 62833, several)**

Gazetted: 16 October 2023

Closing Date: 13 November 2023

Details: Do you have a growing ambition to work with trees and nurture a greener future for the ACT?

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our

urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 823,500 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Tree Protection Act 2005*; the assessment of tree related claims; and the provision of technical advice on tree related matters. Applications are invited to fill multiple full-time vacancies for the role of Technical Officer, Tree Protection available from 01 January 2024.

The Tree Protection Officer role will primarily be responsible for administration of the *Urban Forest Act 2023* including administration of tree damage claims, procedures, and providing technical advice to the community and stakeholders on tree related matters.

Successful applicants will have demonstrated experience and qualifications to undertake the role of a Tree Protection Officer.

Please see the position description for further information about the role.

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: There are multiple permanent, full-time positions available.

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

How to apply: Applications should include:

A statement of no more than four pages addressing the 'Selection Criteria' section of the position description

A current curriculum vitae (resume)

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

Contact Officer: Samantha Ning (02) 6207 5878 [Samantha.Ning@act.gov.au](mailto:Samantha.Ning@act.gov.au)

## **Transport Canberra and Business Services**

### **Libraries ACT**

#### **Communications and Engagement**

##### **Family Literacy Coordinator**

##### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 36206)**

Gazetted: 12 October 2023

Closing Date: 2 November 2023

Details: As a branch within Transport Canberra City Services, Libraries ACT offers you more than a job – the work we do supporting the people of Canberra is work nobody else does. Canberra is a growing, vibrant and ever-changing city and our genuine commitment to reflect the diverse community of Canberra means our people are exposed to a diversity of perspectives and experiences.

Libraries ACT mirrors the vibrancy of the community it serves, constantly re-inventing itself to meet community needs and expectations. We are now on the search for an early childhood professional to join the team and lead the delivery of targeted early literacy programs to children and families in the ACT.

The ideal candidate is passionate and dedicated about creating and delivering innovative, high-quality learning programs that will cater for the diverse needs and interests of young children. You will be engaging, resourceful and take initiative to create spaces and places to nurture their curiosity and creativity. As a Family Literacy Coordinator, you will:

Develop relationships across community to provide the best experience.

Demonstrate an ability to work effectively and collaboratively in a team environment.

Have strong early childhood literacy skills enabling a supportive learning environment.

If you want to build on your early childhood experience and leadership skills and undertake work that impacts the people of Canberra, we want to hear from you!

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

Eligibility/Other requirements:

Tertiary qualifications in early childhood, speech pathology or related industries will be well regarded.

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

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The opportunity to work from home exists as/when operational needs allow.

How to Apply: Let us know why you are the best person for this role. To do so, please provide:

A pitch of no more than 750 words addressing the Selection Criteria

An outline (no more than one A4 page) of an early childhood program that you believe could be run in a public library to engage with young children and their families.

A curriculum vitae including the contact details of two (2) referees.

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

Contact Officer: Marissa Beard (02) 6205 8971 [MarissaA.B Beard@act.gov.au](mailto:MarissaA.B Beard@act.gov.au)

### **Chief Operating Officer Group**

#### **Governance and Ministerial Services Branch**

#### **Sustainability, Facilities and Fleet Unit**

#### **Director of Fleet**

#### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 19748)**

Gazetted: 12 October 2023

Closing Date: 19 October 2023

Details: This role is responsible for managing the Directorate's diverse and complex fleet, including the acquisition, renewal and disposal of fleet and heavy commercial plant and equipment (HP&E). As part of the overall management position, you will play a key role in ensuring the TCCS fleet complies with relevant safety, compliance, legislation and procurement requirements. The ideal candidate will possess a technical background in HP&E, fleet management and leasing to meet the operational requirements of the Directorate and ongoing contract and performance management.

The Director, Fleet Services will lead a small team responsible for the delivery of effective fleet services for TCCS and demonstrate a collaborative approach with building strong relationships across both internal and external stakeholders. This position requires a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence, and meet strategic Government objectives.

The role will undertake high-level research, analysis and project work to expand the number of zero emission vehicles (ZEVs) in the ACT Government, particularly with the adoption of ZEV vehicles in the non-passenger fleet, and implement the Zero Emissions Transition Plan for TCCS as well as lead a change management progress to progress TCCS to ZEV.

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

Under broad direction, manage and lead staff and resources of the Fleet Services team to ensure fleet procurement, contract management, operational and legislative requirements are achieved; ACT Government sustainability objectives are pursued; and fleet management policies, contracts and programs are developed, maintained and implemented.

Represent the directorate at meetings, conferences and working groups and provide policy, financial and/or technical related advice to managers, executive, Union and staff as required on fleet related matters.

Oversee high level fleet related project work including the transition to zero emission vehicles (ZEV); industry engagement; business proposals; fleet trials and evaluation; technical advice; operational and safety standards; risk assessments; development, implementation and review of policy instructions and staff training.

Ensure an effective change management approach to deliver ZEV across TCCS operational sites, and ensure the TCS Zero Emission Transition plan is delivered in respect of TCCS fleet.

This position does involve direct supervision and leadership of staff.

Eligibility/Other requirements:

Driver's licence class medium rigid (MR) is essential, or willingness to obtain.

How to apply: Please submit a written application of no more than two pages addressing the criteria under the 'What you require' section of the Position Description, 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: Trish Campbell (02) 6205 1574 [Trish.Campbell@act.gov.au](mailto:Trish.Campbell@act.gov.au)



**Worksafe ACT**

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

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

**WorkSafe ACT****WorkSafe ACT****Media and Communications****Assistant Director Media and Communications****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 54445)**

Gazetted: 16 October 2023

Closing Date: 30 October 2023

Details: WorkSafe ACT is a fully independent office headed by the Work Health and Safety Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation.

WorkSafe ACT has an exciting permanent vacancy for a dynamic and highly organised communications professional to fill the role of Assistant Director, Media and Communications.

You will lead an enthusiastic team driving WorkSafe ACT's communications, media and events. The Assistant Director will:

Manage the day-to-day functions of a team to deliver engaging communications and events

Deliver communications and awareness campaigns including National Safe Work Month

Collaborate across the inspectorate and ACT Government to deliver on strategic projects, and

Develop, implement and evaluate best practice, effective communications initiatives.

The successful candidate will demonstrate excellent communication skills, the ability to connect with a range of stakeholder and highly developed leadership abilities. If this sounds like you, we encourage you to apply.

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

How to apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two (2) pages demonstrating your skills and experience relevant to the selection criteria listed under 'Ideal Candidate' in the Position Description. Please address all the points under 'Ideal Candidate' and provide examples. Please ensure you address the criteria which are highly desirable, as detailed in the position description. Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

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

Contact Officer: Gemma Godwin (02) 6207 0416 [Gemma.Godwin@worksafe.act.gov.au](mailto:Gemma.Godwin@worksafe.act.gov.au)

**APPOINTMENTS****ACT Health****Administrative Services Officer Class 6 \$93,996 - \$107,322**

Emma Booth, Section 68(1), 13 October 2023

**Office of the Legislative Assembly****Senior Officer Grade C \$117,845 - \$126,715**

James Bunce, Section 68(1), 6 November 2023

**Senior Officer Grade C \$117,845 - \$126,715**

Kathryn Langham, Section 68(1), 6 November 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Alicia Coupland, Section 68(1), 23 October 2023

**Canberra Health Services****Registered Nurse Level 1 \$72,698 - \$97,112**

Olive Aguada, Section 68(1), 6 October 2023

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Liam Ayres, Section 68(1), 4 October 2023

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

Shannon Bird, Section 68(1), 28 September 2023

**Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)**

John Chu, Section 68(1), 12 October 2023

**Administrative Services Officer Class 2 \$62,994 - \$69,376**

Jeneya Cross, Section 68(1), 17 October 2023

**Health Professional Level 2 \$70,679 - \$97,028**

Jacob Filiatrault, Section 68(1), 11 October 2023

**Administrative Services Officer Class 2 \$62,994 - \$69,376**

Olivia Gillett, Section 68(1), 17 October 2023

**Technical Officer Level 1 \$62,599 - \$65,631**

Peter Gomez, Section 68(1), 13 October 2023

**Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)**

Lalitha Jayawerra, Section 68(1), 16 October 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Stephanie Kauter, Section 68(1), 12 October 2023

**Health Professional Level 2 \$70,679 - \$97,028**

Kerrie Keun, Section 68(1), 15 October 2023

**Technical Officer Level 1 \$62,599 - \$65,631**

Lilli Liang, Section 68(1), 11 October 2023

**Technical Officer Level 1 \$62,599 - \$65,631**

Marmar Nangialay, Section 68(1), 11 October 2023

**Technical Officer Level 1 \$62,599 - \$65,631**

Gian Nisperos, Section 68(1), 6 October 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Luniva Prajapati, Section 68(1), 9 October 2023

**Senior Officer Grade C \$117,845 - \$126,715**

Janine Rath, Section 68(1), 16 October 2023

**Health Service Officer Level 3/4 \$55,350 - \$59,336**

Russell Rhodes, Section 68(1), 28 September 2023

**Technical Officer Level 1 \$62,599 - \$65,631**

James Risbey, Section 68(1), 13 October 2023

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Abbey Ruspandini, Section 68(1), 6 October 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Natalie Russell, Section 68(1), 19 October 2023

**Technical Officer Level 1 \$62,599 - \$65,631**

Sarada Shahi, Section 68(1), 12 October 2023

**Assistant in Nursing \$55,927 - \$57,820**

Rubina Sharma, Section 68(1), 11 October 2023

**Health Service Officer Level 2/3 \$51,823 - \$57,149 (Retention Point CHS only \$57,246 - 61,992)**

Ruby Shrestha, Section 68(1), 12 October 2023

**Health Professional Level 2 \$70,679 - \$97,028**

Elisabeth Wale, Section 68(1), 16 October 2023

**Senior Officer Grade B \$135,355 - \$152,377**

Genevieve Whitlam, Section 68(1), 16 October 2023

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Ella Wilson, Section 68(1), 27 September 2023

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

**Senior Officer Grade A \$160,541**

Robert Brew, Section 68(1), 16 October 2023

**Teacher Level 1 \$80,673 - \$107,642**

Kirsten Cross, Section 68(1), 10 October 2023

**Teacher Level 1 \$80,673 - \$107,642**

Vanessa Tuckfield, Section 68(1), 9 October 2023

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

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Cristy Clucas, Section 68(1), 12 October 2023

**Administrative Services Officer Class 4 \$78,785 - \$85,159**

Thomas Evans, Section 68(1), 16 October 2023

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Roleen Flauta, Section 68(1), 11 October 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Jessica Gysen, Section 68(1), 11 October 2023

**Senior Officer Grade C \$117,845 - \$126,715**

Emma Kelly, Section 68(1), 17 October 2023

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Kaleb Keppell, Section 68(1), 30 September 2023

**Building Trade Inspector \$103,883 - \$117,845**

Peter O'Halloran, Section 68(1), 4 October 2023

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Takako Onodera, Section 68(1), 12 October 2023

**Infrastructure Officer 2 \$91,428 - \$105,186**

Emil Thomas, Section 68(1), 11 October 2023

**Community Services**

**Administrative Services Officer Class 5 \$87,364 - \$92,370**

Shweta Shivananda, Section 68(1), 19 October 2023

**Education**

**Teacher Level 1 \$80,673 - \$107,642**

Kirsten Cross, Section 68(1), 17 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Brooke Astle, Section 68(1), 17 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Sridevi Banda, Section 68(1), 17 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Rachel Brice, Section 68(1), 11 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Julie Browne, Section 68(1), 11 October 2023

**Health Professional Level 4 \$114,928 - \$123,710**

Melissa Bruno, Section 68(1), 16 October 2023

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Kallara Bryant, Section 68(1), 17 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Fiona Buchanan, Section 68(1), 12 October 2023

**School Assistant 4 \$72,353 - \$78,207**

Jacob Church, Section 68(1), 17 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Joanne Cooper, Section 68(1), 11 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Nathan De Gier, Section 68(1), 17 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Harry Deane, Section 68(1), 17 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Christopher Evans, Section 68(1), 17 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Andrea Fernandez Sanmiguel, Section 68(1), 11 October 2023

**School Assistant 4 \$72,353 - \$78,207**

Fiona Green, Section 68(1), 11 October 2023

**School Assistant 3 \$60,493 - \$64,989**

Breah Hart, Section 68(1), 11 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Christy Holton, Section 68(1), 11 October 2023

**School Assistant 3 \$60,493 - \$64,989**

Cherie Jackson, Section 68(1), 17 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Hayley Jacobs, Section 68(1), 11 October 2023

**School Assistant 3 \$60,493 - \$64,989**

Shelley Kent, Section 68(1), 17 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

David Kidd, Section 68(1), 16 October 2023

**Administrative Services Officer Class 5 \$87,364 - \$92,370**

Natasha Lorkovic, Section 68(1), 11 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Junior Luteru, Section 68(1), 11 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Patrick Malaibe, Section 68(1), 16 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Nagapushpa Manjunath, Section 68(1), 12 October 2023

**School Assistant 3 \$60,493 - \$64,989**

Michelle Markezic, Section 68(1), 11 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Shashika Medawela, Section 68(1), 11 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Nathanael Mooney, Section 68(1), 11 October 2023

**School Assistant 4 \$72,353 - \$78,207**

Hayley Mossop, Section 68(1), 12 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Sonia Nair, Section 68(1), 17 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Sathya Naveen Kumar, Section 68(1), 12 October 2023

**Building Service Officer 3 \$75,931 - \$80,136**

Rowena Padilla, Section 68(1), 11 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Ilaria Pino, Section 68(1), 13 October 2023

**Information Technology Officer Class 1 \$73,920 - \$84,144**

Ruchika Singh, Section 68(1), 11 October 2023

**School Assistant 3 \$60,493 - \$64,989**

Miho South, Section 68(1), 11 October 2023

**School Assistant 3 \$60,493 - \$64,989**

Emily Southwell, Section 68(1), 11 October 2023

**School Assistant 3 \$60,493 - \$64,989**

Susan Sullivan, Section 68(1), 17 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Madison Summerfield, Section 68(1), 11 October 2023

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Nadia Swanepoel, Section 68(1), 11 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Daniel Tokley, Section 68(1), 12 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Sara Usman, Section 68(1), 11 October 2023

**Administrative Services Officer Class 5 \$87,364 - \$92,370**

Amanda Weston, Section 68(1), 12 October 2023

**Justice and Community Safety****Administrative Services Officer Class 6 \$93,996 - \$107,322**

Jess Rodgers, Section 68(1), 16 October 2023

**Administrative Services Officer Class 4 \$78,785 - \$85,159**

Robert Standen, Section 68(1), 16 October 2023

**Administrative Services Officer Class 4 \$78,785 - \$85,159**

Samantha Williams, Section 68(1), 6 October 2023



**Suburban Land Agency****Senior Officer Grade C \$117,845 - \$126,715**

Courtney Keogh, Section 68(1), 15 October 2023

**Transport Canberra and City Services****Bus Operator - Training \$74,582**

Loka Chanmi, Section 68(1), 14 October 2023

**General Service Officer Level 3/4 \$56,173 - \$61,181**

Ben Davies, Section 68(1), 16 October 2023

**Bus Operator - Training \$74,582**

Kosta Giannakakis, Section 68(1), 14 October 2023

**General Service Officer Level 3/4 \$56,173 - \$61,181**

Russell Greentree, Section 68(1), 17 October 2023

**Administrative Services Officer Class 4 \$78,785 - \$85,159**

Sharmeen Hossain, Section 68(1), 16 October 2023

**General Service Officer Level 3/4 \$56,173 - \$61,181**

Mark Hush, Section 68(1), 17 October 2023

**Bus Operator - Training \$74,582**

Clinton Johnson, Section 68(1), 14 October 2023

**Bus Operator - Training \$74,582**

Grant Martin, Section 68(1), 14 October 2023

**Bus Operator - Training \$74,582**

Biju Mathews, Section 68(1), 5 October 2023

**General Service Officer Level 3/4 \$56,173 - \$61,181**

Ross Matthews, Section 68(1), 12 October 2023

**General Service Officer Level 3/4 \$56,173 - \$61,181**

Philip Pile, Section 68(1), 13 October 2023

**TRANSFERS****Chief Minister, Treasury and Economic Development****Elizabeth Sweeney**

From: Senior Officer Grade C \$117,845 - \$126,715

Worksafe ACT

To: Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN:36428) (Gazetted 17 August 2023)

**ACT Health****Aysegul Rucinski**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

ACT Health

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

ACT Health, Canberra (PN. 59339) (Gazetted 10 March 2023)

**Canberra Health Services****Melissa Creck**

From: Senior Officer Grade C \$117,845 - \$126,715

Canberra Health Services

To: Senior Officer Grade C \$117,845 - \$126,715

Canberra Health Services, Canberra (PN. 23879) (Gazetted 18 August 2023)

**Georgia Gotts**

From: Registered Nurse Level 3.2 \$130,846

Canberra Health Services

To: Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 37391) (Gazetted 24 March 2023)

**Jessica Grove**

From: Health Professional Level 3 \$99,819

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 61641) (Gazetted 17 August 2023)

**Kristen MacGregor**

From: Administrative Services Officer Class 2/3 74,604

Canberra Health Services

To: Administrative Services Officer Class 3 \$71,139 - \$76,427

Canberra Health Services, Canberra (PN. 21214) (Gazetted 18 September 2023)

**Hannah Ryan**

From: Registered Nurse Level 2 \$102,973

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 62867) (Gazetted 3 August 2023)

**Community Services****Elise Davies**

From: Administrative Services Officer Class 4 85,159

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Community Services, Canberra (PN. 09184) (Gazetted 31 July 2023)

**Education**

**Teresa Thomas**

From: Senior Officer Grade C \$126,715

Education

To: Senior Officer Grade C \$117,845 - \$126,715

Education, Canberra (PN. 62751) (Gazetted 30 August 2023)

**Randika Ekanayake: 87237245**

Digital, Data & Technology Solutions

Strategic Business Branch

DDTS Finance Partners

From: Senior Officer Grade C \$117,845 - \$126,715 Worksafe ACT

To: Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN:23691) (Gazetted 25/08/2023)

**PROMOTIONS****ACT Health**

**Office of the Deputy Director-General  
Office of Professional Leadership and Education  
Office of the Chief Nursing and Midwifery Officer  
Christine Keys**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

ACT Health

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

ACT Health, Canberra (PN. 61675) (Gazetted 27 July 2023)

**Office of the Legislative Assembly**

**Parliamentary Support Branch  
Committee Support  
Erin Dinneen**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Office of the Legislative Assembly

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Office of the Legislative Assembly, Canberra (PN. 267) (Gazette 2 August 2023)

**Canberra Health Services**

**North Canberra Hospital  
People and Culture  
Human Resources  
Mariee Forrester: 1613916**

From: Administrative Service Officer 5 \$87,364 - \$92,370

North Canberra Hospital

To: Administrative Service Officer 6 \$93,996 - \$107,322

North Canberra Hospital Canberra (PN. 601113) (Gazette 12 October 2023)

**North Canberra Hospital  
Women and Children  
Maternity  
Hanako Sayers**

From: Registered Midwife Level 2 \$100,957 – \$107,000

North Canberra Hospital

To: Registered Midwife Level 3 \$115,743 - \$130,846

North Canberra Hospital, Canberra LP9644, 3 August 2023

**North Canberra Hospital  
People & Culture  
Payroll  
Andrew Stafford**

From: Senior Officer Grade C, \$117,845 - \$126,715

Canberra Health Services

To: Senior Officer Grade B, \$138,476 - \$ 155668

North Canberra Hospital, Canberra, LP9055, 7 August 2023

**Finance & Business Intelligence  
Warshahennadige De Soyza**  
From: Health Service Officer Level 4/5 \$57,149 - \$63,169  
Canberra Health Services

To: Health Service Officer Level 6 \$63,169 - \$65,888  
 Canberra Health Services, Canberra (PN. 60573) (Gazetted 23 June 2023)

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

**Alcohol & Drug Program**

**Kyla Holland**

From: Registered Nurse Level 2 \$100,957 - \$107,000  
 Canberra Health Services  
 To: †Registered Nurse Level 3.1 \$115,743 - \$120,506  
 Canberra Health Services, Canberra (PN. 28469) (Gazetted)

**Clinical Services**

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

**Primeej John**

From: Administrative Services Officer Class 2/3 \$62,994 - \$76,427  
 Canberra Health Services  
 To: Health Professional Level 2 \$70,679 - \$97,028  
 Canberra Health Services, Canberra (PN. 19711) (Gazetted )  
 This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

**Clinical Services**

**Medicine**

**Emergency**

**Magdalen Maher**

From: Registered Nurse Level 1 \$72,698 - \$97,112  
 Canberra Health Services  
 To: Registered Nurse Level 2 \$100,957 - \$107,000  
 Canberra Health Services, Canberra (PN. 22884) (Gazetted 30 May 2023)

**Clinical Services**

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

**Alcohol & Drug Program**

**Tambudzai Manzou**

From: Registered Nurse Level 1 \$72,698 - \$97,112  
 Canberra Health Services  
 To: Registered Nurse Level 2 \$100,957 - \$107,000  
 Canberra Health Services, Canberra (PN. 48711) (Gazetted 15 August 2023)

**Clinical Services**

**Cancer and Ambulatory Services**

**Mwanangwa Mpasu**

From: Registered Nurse Level 2 \$100,957 - \$107,000  
 Canberra Health Services  
 To: †Registered Nurse Level 3.1 \$115,743 - \$120,506  
 Canberra Health Services, Canberra (PN. 43223) (Gazetted 25 November 2022)

**CHS Allied Health**

**Acute Allied Health Services**

**Anthony Rusden**

From: Health Professional Level 2 \$70,679 - \$97,028  
 Canberra Health Services  
 To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)  
 Canberra Health Services, Canberra (PN. 27522) (Gazetted 4 August 2023)

**Clinical Services**

**Acute Allied Health Services**

**Medicine****Emergency****Ashley Young**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Health Services

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Canberra Health Services, Canberra (PN. 19309) (Gazetted 28 September 2023)

**Chief Minister, Treasury and Economic Development****Corporate****Workforce and Information Services****Culture and Employee Experience****Jasie Amghar**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

ACT Health

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development, Canberra (PN. 51441) (Gazetted 19 July 2023)

**Communications and Engagement****Jacquie Bunt**

From: Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$138,476 - \$155,668

Chief Minister, Treasury and Economic Development, Canberra (PN. 41355) (Gazetted 4 October 2022)

**Strategic Finance****Budget Policy and Capital Works****Zhaocong Chen**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Chief Minister, Treasury and Economic Development, Canberra (PN. 35813) (Gazetted 4 August 2023)

**Finance and Budget Group****Sarah Christian**

From: Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$138,476 - \$155,668

Chief Minister, Treasury and Economic Development, Canberra (PN. 34373) (Gazetted 18 August 2023)

**Treasury****Shared Services Finance****Finance Operations - Accounts Payable****Sanjeev Moktan**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Chief Minister, Treasury and Economic Development, Canberra (PN. 07192) (Gazetted 11 January 2023)

**Finance and Budget Group****Hui Lin Ong**

From: Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$138,476 - \$155,668

Chief Minister, Treasury and Economic Development, Canberra (PN. 04503) (Gazetted 18 August 2023)



**Payroll & HR Systems****Payroll Services****Sharyn Perrett**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN. 09361) (Gazetted 28 August 2023)

**Payroll & HR Systems****Payroll Services****Cathy Ponzo**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN. 09689) (Gazetted 28 August 2023)

**Access Canberra****Licensing and Registration****Ellen Whyte**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN. 54203) (Gazetted 25 August 2023)

**Office of Industrial Relations and Workforce Strategy****Finance and Process Improvement****Finance****Ke Wu**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development, Canberra (PN. 01578) (Gazetted 6 July 2023)

**Education****Business Services****Infrastructure and Capital Works****School Infrastructure Management / Repairs and Maintenance****Ben Mosely**

From: Building Service Officer 3 \$75,931 - \$80,136

Education

To: Infrastructure Officer 2 \$91,428 - \$105,186 Education, Canberra (PN:51908) (Gazetted 14/09/2022)

**System Policy and Reform****Education and Care, Regulation and Support****Kylie Berry**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Education

To: †Senior Officer Grade C \$117,845 - \$126,715

Education, Canberra (PN. 40803) (Gazetted 16 August 2023)

**Service Design & Delivery****Digital, Strategy, Services & Transformation****Mehak Chanana**

From: Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$138,476 - \$155,668

Education, Canberra (PN. 35525) (Gazetted 28 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.

### **School Performance and Improvement**

#### **North and Gungahlin Network**

##### **Amaroo School**

##### **Nicole Curtis**

From: \$79,108 - \$117,538

Education

To: †School Leader C \$135,383

Education, Canberra (PN. 02236) (Gazetted 26 July 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

### **Service Design & Delivery**

#### **DSST**

##### **NA**

##### **Tracy Frost**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Education

To: †Senior Officer Grade C \$117,845 - \$126,715

Education, Canberra (PN. 43103) (Gazetted 14 September 2023)

### **School Improvement**

#### **South & Weston Network**

##### **Telopea Park School**

##### **Kylie Louis**

From: \$135,383

Education

To: †School Leader B \$157,341

Education, Canberra (PN. 04035) (Gazetted 14 July 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

### **System Policy and Reform**

#### **Enrolments and Planning Branch**

##### **Enrolment Policy**

##### **Aliki Lunardello**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Education

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Education, Canberra (PN. 04073) (Gazetted 21 September 2023)

### **South Weston**

#### **Charles Weston School Coombs**

##### **Katrina Maciver**

From: \$79,108 - \$117,538

Education

To: †School Leader C \$135,383

Education, Canberra (PN. 35762) (Gazetted 25 August 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

### **System Policy and Reform**

#### **Strategic Policy**

##### **Future of Education**

##### **Jane ShunWah**

From: Senior Officer Grade B \$138,476 - \$155,668

Education

To: †Senior Officer Grade A \$160,541

Education, Canberra (PN. 36738) (Gazetted 21 December 2020)

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**

#### **Legal Policy and Information Access**

#### **Sophie Bell**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Environment, Planning and Sustainable Development, Canberra (PN. 43002) (Gazetted 1 September 2022)

#### **Environment**

#### **ACT Parks and Conservation Service**

#### **Urban Reserves**

#### **Steven Borkowskis**

From: General Service Officer Level 5/6 \$62,078 - \$68,143

Environment, Planning and Sustainable Development

To: General Service Officer Level 7 \$70,205 - \$74,037

Environment, Planning and Sustainable Development, Canberra (PN. 36847) (Gazetted 31 July 2023)

#### **Office of the Director-General**

#### **Communications, Engagement and Media**

#### **Content**

#### **Amy Linnane**

From: Senior Officer Grade B \$138,476 - \$155,668

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$160,541

Environment, Planning and Sustainable Development, Canberra (PN. 44753) (Gazetted 18 July 2023)

### **Justice and Community Safety**

#### **Human Rights Commission**

#### **Victims of Crime Commission**

#### **Family Violence safety Action Program**

#### **Claire Chapman**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Justice and Community Safety

To: †Senior Officer Grade C \$117,845 - \$126,715

Justice and Community Safety, Canberra (PN. 51911) (Gazetted 3 August 2023)

### **Major Projects Canberra**

#### **Project Development and Support**

#### **Communications and Engagement**

#### **Corporate Communications**

#### **Sophie Blake**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Major Projects Canberra

To: †Senior Officer Grade C \$117,845 - \$126,715  
Major Projects Canberra, Canberra (PN. 62888) (Gazetted 5 September 2023)

### **Transport Canberra and City Services**

#### **City Services**

#### **City Presentation**

#### **Urban Treescapes**

#### **Mark Diehm**

From: Technical Officer Level 4 \$91,315 - \$104,509

Transport Canberra and City Services

To: †Senior Officer (Technical) Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. 15333) (Gazetted 3 July 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

### **Transport Canberra and Business Services**

#### **Bus Operations**

#### **Fleet**

#### **Philip Hart**

From: General Service Officer Level 5-7 \$62,078 - \$74,037

Transport Canberra and City Services

To: †TTO 4.1 - TTO 4.2 - Workshop Staff \$98,728 - \$101,351

Transport Canberra and City Services, Canberra (PN. TO0004) (Gazetted 14 July 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

### **Transport Canberra and Business Services**

#### **Bus Operations**

#### **Fleet**

#### **Samuel Kooymans**

From: General Service Officer Level 5-7 \$62,078 - \$74,037

Transport Canberra and City Services

To: †TTO 4.1 - TTO 4.2 - Workshop Staff \$98,728 - \$101,351

Transport Canberra and City Services, Canberra (PN. SWET01) (Gazetted 14 July 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

### **Transport Canberra and Business Services**

#### **Bus Operations**

#### **Fleet**

#### **Thomas Peedikayil Thomas**

From: General Service Officer Level 4 \$58,857 - \$61,181

Transport Canberra and City Services

To: †EGSO5.1 - EGSO5.4 - Workshop Staff \$76,574 - \$80,357

Transport Canberra and City Services, Canberra (PN. NCF013) (Gazetted 25 July 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

### **CORRIGENDA**

### **Major Projects Canberra**

The below promotion gazetted on 21/09/2023 has been cancelled:

#### **Theatre Project**

#### **Shilpa Mehta**

From: Senior Officer Grade C \$114,928 - \$123,710  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade B \$135,355 - \$152,377  
Major Projects Canberra, Canberra (PN. 59972) (Gazetted 5 July 2023)

**Chief Minister, Treasury and Economic Development**

Appointment for Siobhan Jones - Incorrect position number used; position number amended from 49078 to 57766