



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 25 August 2022**

## VACANCIES

### ACT Health

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

#### **Policy, Partnerships and Programs**

#### **Data Analytics Branch**

#### **Government Briefing, Reporting and Analysis**

#### **Information Technology Officer Class 2**

#### **Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 32722)**

Gazetted: 31 August 2022

Closing Date: 14 September 2022

**Details:** The Data Analyst position is part of the Government Briefing, Reporting and Analysis team within the newly established Data Analytics Branch. The Data Analyst contributes to the development and support of reports and dashboards drawing upon ACT Health's data repository and other sources. Additionally, the Data Analyst will respond to ad hoc data requests, perform data validation, and engage with stakeholders to illicit and document reporting requirements.

**Eligibility/other requirements:** Prior experience of working in SQL, PowerBI, dashboards and data visualisations will be preferred.

The chosen candidate will be required to undergo a pre-employment National Police Check.

**How to apply:** Please submit a response of no more than two pages outlining how your qualifications and experience demonstrate your skills, knowledge, and behavioural capabilities against 'what you will do' in the Position Description.

Please include your current curriculum vitae, and the 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: Rajvir Kaur (02) 5124 6722 [Rajvir.Kaur@act.gov.au](mailto:Rajvir.Kaur@act.gov.au)

### Calvary Health Care ACT (Public)

**Classification:** Registered Nurse Level 3.2

**Salary:** \$130,846 plus superannuation

**Position No:** 502113

**Directorate:** Calvary Health Care ACT (Public)

**Advertised (Gazetted date):** 30 August 2022

**Contact Officer:** Marcia Neilson on [Marcia.Neilson@calvary-act.com.au](mailto:Marcia.Neilson@calvary-act.com.au) or (02) 6201 6439

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

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

Reference Number: 502113

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

Contact Officer: Marcia Neilson (02) 6201 6439 [Marcia.Neilson@calvary-act.com.au](mailto:Marcia.Neilson@calvary-act.com.au)

### Canberra Health Services

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

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

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

**Child and Adolescent Mental Health Services (CAMHS)**

**CAMHS Acute Services HLT**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 58517 - 0255I)**

Gazetted: 26 August 2022

Closing Date: 9 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

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

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

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

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

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

**DUTIES**

Under limited direction of the CAMHS Acute Senior Manager you will:

1. Provide clinical mental health assessments and take a lead role in the crisis and safety management of young people presenting with complex mental health presentations to The Canberra Hospital. Liaise, consult and participate in consultation of the clinical management of young people within a hospital setting.
2. Provide a Mental Health Liaison service to the Paediatric inpatient ward. To work collaboratively with the paediatric ward staff in crisis and safety management of young people in an inpatient setting with complex mental health needs.
3. Build and nurture relationships within the hospital, community sector/GPs in line with CHS Mental Health's objective of enabling that sector to provide more complex care.
4. Participate in and provide clinical expertise in regard to mental health assessments, safety planning, case presentations and clinical case reviews, promoting collaborative treatment approaches within a recovery framework.
5. Undertake and provide clinical supervision and professional development activities including the provision of community/stakeholder education. Promotion via presentations and engagement with a range of community stakeholders.

6. Actively participate in CAMHS Service development and quality improvement through membership on committees and working parties. Develop strategies and evaluation processes to ensure compliance with relevant legislation and continual improvement.
7. Be available to work within all program areas of CAMHS service needs arise and be available to work on a seven-day rostering system.
8. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

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

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

#### **Position Requirements/Qualifications:**

##### **Mandatory:**

- Tertiary qualifications in Nursing.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Must hold a current ACT drivers license.
- Experience in mental health.
- 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:**

- Experience in working with children and young people.

##### **Prior to commencement successful candidates will be required to:**

- undergo a pre-employment Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease.
- Comply with ACT Health credentialing and scope of clinical practice requirements for registered nurses.

##### **Note:** The successful candidate will be required to;

- Be available to work within all program areas of CAMHS as service needs arise
- Be available for weekend and on call work when necessary.
- Be Available to undertake shift work within a 7-day rotating roster.
- This position is a permanent part-time RN3.1 position available at CAMHS Acute services.
- An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.
- Appointment to the position may be based on written application and referee reports only.

Contact Officer: Norette Leahy 5124 1095 Norette.leahy@act.gov.au

#### **Emergency Department**

##### **Emergency Department Nurse**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 24581 - 025E2)**

Gazetted: 29 August 2022

Closing Date: 13 September 2022

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

Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. 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.

Position Requirements/Qualifications:

Mandatory:

Registered or eligible to register as a Registered Nurse with 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:

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

Or

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

Note: The successful applicant will need to be available for a 24-hour roster including weekends and night duty.

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

Undergo a pre-employment National Police Check.

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

Positions: Various permanent and temporary vacancies will be filled from this process.

Contact Officer: Jennifer Rochow Jennifer Rochow 0478 302 219 [jennifer.rochow@act.gov.au](mailto:jennifer.rochow@act.gov.au)

## **Acute Allied Health Services**

### **Physiotherapy**

#### **HP3 Physiotherapist - Neurosciences**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 46827 - 0259V)**

Gazetted: 29 August 2022

Closing Date: 12 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

Physiotherapists play a key role in the multidisciplinary management of neurology and neurosurgery patients across the care continuum.

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

The overall functions of the physiotherapist under professional supervision include:

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

Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal professional development opportunities.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

Effective communication and interpersonal skills.

#### **Position Requirements/Qualifications:**

##### **Mandatory:**

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

Tertiary qualifications or equivalent in Physiotherapy

Applicants must have a minimum of 3 years post-qualification experience.

Current driver's licence

##### **Other:**

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

**Note:** This temporary part-time position available at (22.05) hours per week for four months with the possibility of extension. The above full-time salary will be pro-rata.

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

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

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

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

##### **Justice Health Services**

##### **Custodial Health**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 39571, several - 0259E)**

Gazetted: 29 August 2022

Closing Date: 12 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

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

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

At this level you will provide clinical care for adults and young people in custody in the ACT. This role requires a high level of clinical skills, reasoning, critical thinking and knowledge. The role is required to provide leadership and guidance for colleagues and stakeholders that aids the facilitation of ongoing development of excellence in clinical practice and optimal patient outcomes within this patient group.

The position holder will work within the Custodial Primary Health nursing team to drive change and promote a high-quality service to patients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes

This role will be required to work at the Alexander Maconochie Centre and may be required to work at Bimberi Youth Justice Centre as needed, as well as other sites as required by the service.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Remain non-judgemental with all interactions with clients.

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

Ability to manage confidential and sensitive information.

#### **Position Requirements/Qualifications:**

- Be registered (or be eligible for registration) as a Registered Nurse within the Australian Health Practitioner Regulation Agency (AHPRA) qualifications.
- Minimum of three (3) years' experience working professionally in Primary Health is preferred.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

#### **Desirable:**

- Current driver's licence.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Melanie Brown (02) 5124 2428 [Melanie.Brown@act.gov.au](mailto:Melanie.Brown@act.gov.au)

## **Chief Operating Officer Clinical Services**

### **Women, Youth and Children**

#### **Delivery Suite**

#### **Maternity Clinical Care Coordinator**

**Registered Midwife Level 3.1 \$115,743 - \$120,506, Canberra (PN: 53873 - 025AE)**

Gazetted: 29 August 2022

Closing Date: 21 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Division of Women, Youth and Children (WYC) offers a range of primary, secondary, and tertiary services across the acute and community-based sectors.

The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised maternity and neonatology services for the ACT and surrounding regional areas.

The CHWC offers antenatal, birthing, and postnatal services under various models of care aimed at providing woman and family centred care. Birthing options include midwifery led continuity models, midwifery care, 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 department at CHWC is dynamic with a strong culture of finding innovative modern solutions to the demands and challenges facing contemporary midwifery.

The Maternity services are supported by a tertiary neonatal service including Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).

Reporting to the Clinical Midwifery Manager Birthing, the Maternity Clinical Care Coordinator will provide will high level midwifery leadership, planning and operational leadership to the Midwifery teams to achieve high quality and safe patient care within WYC. The Maternity Clinical Care Coordinator will work collaboratively with the multidisciplinary team and consumers of maternity and gynaecology services. The Maternity Clinical Care Coordinator will provide high level support in coordinating and managing patient flow and staffing within the Maternity Birthing Service to facilitate timely access to and comprehensive care for consumers. Midwives working in this role should be self-motivated and be able to work under minimal direct supervision. There is an expectation that you will coordinate and participate in the delivery of clinical supervision, as well as maintain accountability for your own practice standards, education activities delegated to others, and the guidance and development of Birthing Unit

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Leadership- Strong leadership capability, including capacity to build and inspire cohesive high performing teams

Positive Attitude to challenges and change

Adaptability- flexibility and problem-solving ability including the capacity to simultaneously manage and prioritise

Respect- An ability to progress relationships and work respectfully in partnership with a range of stakeholders including consumers, and the multi-disciplinary team



**Position Requirements/Qualifications:**

Mandatory

- Post graduate qualifications in Midwifery and a minimum of 3 years
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Midwife.
- 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

- Relevant Post graduate qualifications in health management and leadership
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.  
Contact Officer: Wendy Alder 51247392 wendy.alder@act.gov.au

**Cancer and Ambulatory Services**

**Administration**

**Administration Officer**

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 27249 - 024JJ)**

Gazetted: 29 August 2022

Closing Date: 12 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

The Administration Officers work with the wider to provide administrative support to the Division for people accessing cancer services.

**ABOUT YOU**

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

**Behavioural Capabilities**

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

A passion to provide administration support and a professional work ethic

A commitment to customer service with an ability / previous history of providing excellent administration support

**Position Requirements/Qualifications:**

Relevant experience of working in administration.

The successful applicant will need to be available for occasional after-hours work, with access to flex time.

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

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

**Prior to commencement successful candidates will be required to:**

Undergo Reference Checks

Undergo a pre-employment National Police Check.

Contact Officer: Mandy Willingham 51248309 [Mandy.Willingham@act.gov.au](mailto:Mandy.Willingham@act.gov.au)

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

### **Child and Adolescent Mental Health Services (CAMHS)**

#### **CAMHS Acute Services,**

#### **CAMHS HLT Clinician**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 58518- 02550)**

Gazetted: 29 August 2022

Closing Date: 12 September 2022

Details: POSITION OVERVIEW

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Territory-wide Mental Health Services (TWMHS)

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

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

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

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

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

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

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

**Position Requirements/Qualifications:**

**Mandatory:**

**For Occupational Therapy:**

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

**For Psychology:**

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's licence.

**For Social Work:**

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

**Highly desirable for all disciplines:**

- Experience in working with children and young people.

**Prior to commencement successful candidates will be required to:**

- Undergo a pre-employment Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease.
- Comply with ACT Health credentialing and scope of clinical practice requirements.

**Note:** This position is part-time at (24:00) hours per week and the full-time salary noted above will be pro-rata. The successful candidate will be required to:

- Be available to work within all program areas of CAMHS as service needs arise.
- Be available for weekend and on call work when necessary.
- Be Available to undertake shift work within a 7-day rotating roster.
- This position is a permanent part time HP3 position available at CAMHS Acute services.
- An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.
- Appointment to the position may be based on written application and referee reports only.

**HOW TO APPLY / OR WANT TO KNOW MORE?**

Applications must include a copy of a current curriculum vitae and

- A response to the Selection Criteria under "what you require" in no more than two pages.

Where possible include specific relevant examples of your work.

**CHS Contact:** Norette Leahy - 02 5124 1095 – [Norette.leahy@act.gov.au](mailto:Norette.leahy@act.gov.au)

**Maternity**

**Women's and Babies Operational**

**Clinical Midwifery Manager Birthing and Maternity Assessment Unit**

**Registered Midwife Level 3.2 \$130,846, Canberra (PN: 22394 - 0258Q)**

Gazetted: 26 August 2022

Closing Date: 26 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

Centenary Hospital for Women and Children (CHWC) is seeking a suitably qualified Clinical Midwifery Manager to lead our Birthing and Maternity Assessment Unit.

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and a dedicated Early Pregnancy Unit within the Antenatal and Gynaecology Unit. Our expansion in service delivery has created exciting opportunities in all areas for experienced midwives to join the team of their choosing.

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).

Reporting to the Assistant Director of Midwifery (Maternity and Gynaecology), the Clinical Midwifery Manager is responsible for providing midwifery leadership and management for the Birthing and Maternity Assessment Unit. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and consumers of maternity services. The Clinical Midwifery Manager will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the Birthing and Maternity Assessment Unit.

**ABOUT YOU**

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

**Behavioural Capabilities**

Strong leadership skills, effective communication, quality improvement experience and the ability to build cohesive high performing teams,

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

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

Resilience and adaptability in a dynamic health environment.

**Position Requirements/Qualifications:**

**Mandatory**

Relevant post graduate qualification in midwifery practice and/or post graduate qualification in management and/or leadership qualifications and extensive clinical experience working professionally in midwifery.

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

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

### Desirable

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Wendy Alder 51247392 Wendy.alder@act.gov.au wendy.alder@act.gov.au

## **Allied Health**

### **Nutrition Department**

#### **Dietitian**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 26451 - 0256Q)**

Gazetted: 25 August 2022

Closing Date: 13 September 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

Under supervision, you will provide clinical dietetic services across the Canberra Health Services and contribute to service improvement and quality improvement/quality assurance activities of the department.

This position works primarily in paediatrics however is required to work flexibly across services, locations and programs including participating in an after-hours roster, including potential for weekend and public holiday work and on-call duty.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

1. Strong organisational and interpersonal skills with a high degree of drive.
2. Strong clinical leadership and supervision skills.
3. Adaptability and flexibility to accommodate change and provide responsive services to meet patients' and service needs.

#### **Position Requirements/Qualifications:**

**Mandatory**

- Relevant undergraduate or postgraduate qualification in Nutrition and Dietetics and a minimum of three years' experience working professionally in Nutrition and Dietetics.
- Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.
- Hold a current driver's 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 an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
  - Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
  - Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))
  - Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Contact Officer: Andrew Slattery (02) 5124 5135 [andrew.slattery@act.gov.au](mailto:andrew.slattery@act.gov.au)

**CHS Chief Operating Officer Clinical Services**

**CHS Women, Youth and Children**

**Registered Midwife Level 1**

**Registered Midwife Level 1 \$72,698 - \$97,112, Canberra (PN: 24573 - 02585)**

Gazetted: 26 August 2022

Closing Date: 20 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 1 to join our midwifery team. Your professional growth will be supported by our midwifery team including midwives on the floor, Clinical Development Midwives, Clinical Support Midwife and Clinical Midwifery Managers.

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and a dedicated Early Pregnancy Unit within the Antenatal and Gynaecology Unit. Our expansion in service delivery has created exciting opportunities in all areas for experienced midwives to join the team of their choosing.

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).

Reporting to the Clinical Midwifery Manager, the level 1 Registered Midwife is responsible for providing evidence based, safe and effective midwifery care to women in a supported environment. The midwife is responsible for providing care that meets quality and safety standards and will work collaboratively with the multidisciplinary team and with consumers of maternity services. The level 1 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Demonstrated sound level interpersonal, communication and customer service skills

Sound organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive

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

An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating safe and effective midwifery care.

#### **Position Requirements/Qualifications:**

##### Mandatory

Relevant tertiary level midwifery qualifications

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

The successful applicant will need to be for rotational shift work including weekends and night duty.

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.

**Note:** This position is part-time and the full-time salary noted above will be pro-rata.

#### **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: Wendy Alder 51247392 [wendy.alder@act.gov.au](mailto:wendy.alder@act.gov.au)

#### **Nursing and Midwifery and Patient Support Services**

##### **Patient Support Services**

##### **Ward Clerk**

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 01182, several- 0251C)**

Gazetted: 29 August 2022

Closing Date: 12 September 2022

Details: POSITION OVERVIEW

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)



Nursing and Midwifery and Patient Support Services division comprises a range of support services across the clinical divisions which includes E-rostering unit, Infection Prevention and Control Unit, Nursing and Midwifery Resource Office, Spiritual Support Services, and Patient Support Services.

Patient Support Services provides support for the patients of Canberra Hospital through a range of services which includes Wardspersons, Hospital Assistants, Central Equipment and Courier Service, Ward Clerks and Patient Liaison and Admission Team.

The Ward Clerk position provide general administrative, clerical and support services to clinical areas, as well as assisting with patient flow which includes assisting with patient admissions, discharges and transfers using ACT Patient Administration System (ACTPAS) and other business applications.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

- Strong organisational skills with a high degree of drive.
- Ability to work independently in a busy environment.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- A commitment to the provision of high-quality customer service.

#### **Position Requirements/Qualifications:**

- The successful applicant will have to participate in a 24/7 rotating roster (day, evenings and night shift) and Monday to Friday day shifts.
- A sound knowledge and understanding of the Health Care System.
- The ability to provide a high-quality customer service and proficient keyboard skills.
- Current driver's licence.
- Eligible to hold registration under the ACT Working with Vulnerable People Act 2011.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- Please note prior to commencement successful candidates will be required to:
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.
- Undergo a pre-employment National Police Check.

#### **HOW TO APPLY / OR WANT TO KNOW MORE?**

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

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

Where possible include specific relevant examples of your work.

Contact: Melodie Lutz (02) 51243277 [Melodie.Lutz@act.gov.au](mailto:Melodie.Lutz@act.gov.au)

#### **ACT Pathology**

##### **Pathology Administration**

##### **Pathology Administration**

##### **Director, Laboratory Operations**

**Health Professional Level 6 \$157,201, Canberra (PN: 44929 - 02576)**

Gazetted: 26 August 2022

Closing Date: 27 September 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Director, Laboratory Operations



This is a rare opportunity to build and lead the ACT's diagnostic laboratory operations into the future. Canberra Health Services is investing in people, innovation and infrastructure, with a major campus modernisation project for the Canberra Hospital.

An experienced Pathology leader, you will have sound laboratory technical and operations knowledge, and strong stakeholder engagement skills to help us design and realise a new vision for Pathology in the ACT. You will also have the leadership capability and experience to build an energised and engaged team.

Reporting to the Executive Director of Pathology, you will play a key role in harnessing diagnostic technology innovation, automation, digital systems and informatics, and a vibrant workplace culture, to position ACT Pathology as one of the leading Pathology services in the country. This will include a new purpose-built Pathology building, adjacent to the new Critical Services Building on the Canberra Hospital site.

Eligibility is open to applicants with transferable skills and experience from beyond the healthcare industry.

#### POSITION OVERVIEW

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

As a key member of the Executive team this position provides high level strategic leadership for ACT Pathology. Reporting to the Executive Director, the role has overall responsibility for the scientific and technical operations of all laboratory operations, including budget management, recruitment and people management, procurement, safety and quality, and business planning to ensure the provision of a safe and high quality public pathology service.

You will work closely with the Executive Director and the senior leadership team to build one of Australia's leading pathology services, create an exciting, values-based workplace, a broad range of career opportunities for staff and foster a culture of effective and accountable leadership.

#### ABOUT YOU

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

#### Behavioural Capabilities

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

High level written and oral communication skills

Effective organisational skills with a high level of initiative, self-motivation and a values-based work ethic

An agile and adaptive leadership style

#### Position Requirements/Qualifications:

- Tertiary qualifications (or equivalent) in laboratory science or related are essential.
- Extensive operational experience in a clinical Pathology laboratory
- High level management experience in a laboratory environment
- Knowledge of the Australian pathology sector, including funding and regulatory requirements
- Knowledge of the governance and compliance requirements for public sector entities is highly desirable
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

#### Desirable

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

Note: This is a temporary position available for 11 months.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Glenn Edwards (02) 5124 2891 [glenn.edwards@act.gov.au](mailto:glenn.edwards@act.gov.au)

## Medical Services

### Pharmacy

#### Clinical Pharmacist - Workforce Development

**Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 58371 - 025AI)**

Gazetted: 29 August 2022

Closing Date: 21 September 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

The Pharmacy Department at Canberra Health Services is looking for talented, dynamic, and highly motivated pharmacists to expand our workforce development team.

The department is progressive and forward thinking, optimising the use of technology, and looking to progress extended scope roles for pharmacists and technicians across key areas of the organisation. The department already runs a successful SHPA accredited residency program and has an excellent intern training program. The successful candidate will be joining the organisation at an exciting time where the department is looking to expand the clinical pharmacy service, introduce advanced training residencies and is currently implementing a partnered pharmacist charting model for admissions and discharges.

Applications for full time or part time work will be considered.

#### POSITION OVERVIEW

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

Work is underway to build a new centre which will transform the acute services delivered at the Canberra Hospital in the near future. This new centre will deliver additional Emergency Department treatment spaces, theatres, additional intensive care unit (ICU) beds, as well as including new paediatric ICU beds.

The Pharmacy Department Workforce Development Team supports the following staff development programs across the department:

- Pharmacy undergraduate training and workplace experience programs
- Intern Training Program
- Foundation and Advanced Training Residency Programs
- Staff orientation, training and credentialing programs
- Transition to hospital practice training programs
- External educational activities

The position holder will be responsible for supporting the management and delivery of these workforce development programs to ensure the pharmacy workforce is capable and competent in meeting the needs of the service.

#### ABOUT YOU

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

#### Behavioural Capabilities

Passion for learning and contributing to great healthcare, so as to achieve the best patient care outcomes possible, with the patient's goals and objectives in mind

Strong organisational skills with a high degree of personal drive and integrity

Developed or emerging leadership skills and motivation with the ability to participate in the department's quality improvement projects, educational programs and research activities

Position Requirements/Qualifications:

Mandatory

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

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

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

- For a level 2 pharmacist position increment – minimum of 2 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level.
- For a level 3 pharmacist position increment – minimum of 4 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Consolidation Level, which may include a post graduate qualification at diploma level or above.
- The successful applicant will need to be available for occasional weekend and after-hours work, including on call, working across hospital sites as necessary.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Jessica Barnard (02) 5124 2203 [jessica.m.barnard@act.gov.au](mailto:jessica.m.barnard@act.gov.au)

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

### **Secure Mental Health Services**

#### **Clinical Development Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 16764 - 02575)**

Gazetted: 26 August 2022

Closing Date: 13 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

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

The Division provides health services directly and through partnerships with community organisations. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for people.

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

- Adult Inpatient Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services; and
- Rehabilitation and Specialty Mental Health Services

Dhulwa Mental Health Unit (DMHU) and the Gawanggal Mental Health Unit (GMHU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

DMHU is a secure mental health facility that opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

GMHU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and GMHU has 10 beds for community transition.

The Clinical Development Nurse (CDN) is responsible for clinical teaching and the development of nursing practice within a therapeutic environment. This position reports to the SMHS Clinical Nurse Educator (CNE) and will liaise with the CNC's, managers, education providers, and other internal and external stakeholders in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working in the SMHS.

You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

This position is primarily located within the Secure Mental Health Services however may be required to work across all Adult Mental Health Inpatient Units to meet operational needs.

#### ABOUT YOU

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

#### Behavioural Capabilities

- It is expected that the successful candidate will have the following attributes and abilities:
- Strong clinical and organisational skills with a high degree of drive.
- Ability to mentor and guide diverse teams and external parties in a collaborative and influential manner.
- Be flexible, adaptable, and comfortable with a changing working environment.

#### Position Requirements/Qualifications:

##### Mandatory:

- Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).
- Holds or is working towards post graduate qualifications, and/or has demonstrated advanced knowledge, skills and experience, in the area of adult education and clinical practice development.

##### Desirable:

- Demonstrated experience in adult education and clinical practice development.
- Current Passenger Vehicles Driver's Licence.
- Certificate IV in Training and Assessment.

Notes: Merit list will be established to fill expected and or future vacancies for period of 12 months. Maybe appointed from application and referee report only.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Peta Kleinig (0) 5124 1863 or 0428 393 961 [peta.kleinig@act.gov.au](mailto:peta.kleinig@act.gov.au)

**Deputy Chief Executive Officer  
Territory Wide Surgical Services**

**Surgery Access Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 36794 - 024TZ)**

Gazetted: 25 August 2022

Closing Date: 8 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Territory Wide Surgical Services forms part of the Division of the Deputy Chief Executive Officer within Canberra Hospital and Health Services of ACT Health and supports the provision of effective public surgical services in ACT public hospitals. The role of the Territory Wide Surgical Services Team is to establish, review and update policy that governs the management of elective surgery for ACT public hospitals. The service also provides support for initiatives to improve the efficiency and effectiveness for elective surgery including managing access to surgery through the Central Waitlist Service and the Telephone information Service.

A key strategic priority for this service is to deliver timely access to effective and safe hospital care. Therefore, another key role of this service is to work collaboratively with all hospitals to develop and implement Territory Wide initiatives that are aimed at improving access to elective surgery and services

**ABOUT YOU**

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

**Behavioural Capabilities**

Advanced communication and interpersonal skills

Adaptability and flexibility to accommodate change and provide responsive services to meet patient and organisational needs

Problem solving skills with a high degree of drive and the ability to work autonomously in a small team environment

**Position Requirements/Qualifications:**

Relevant tertiary Bachelor of Nursing qualifications and a minimum of four years' experience working professionally as a registered nurse is preferred. Perioperative or Surgical Nursing experience is highly desirable. eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Ellen Scanes 5124 9934 [Ellen.Scanes@act.gov.au](mailto:Ellen.Scanes@act.gov.au)

**CHS Cancer and Ambulatory Support**

**Covid-19 Vaccination and Testing**

**Administrative Service Officer**

**Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 58414, several - 0253C)**

Gazetted: 26 August 2022

Closing Date: 12 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

An exciting opportunity exists to join the dynamic and customer focused COVID 19 Vaccination and Testing team, providing day to day operational support to ensure smooth running of the COVID 19 support functions.

The successful applicants will be working as part of a team in a busy and dedicated health environment. You will need to effectively communicate and liaise with members of the public and staff at all levels whilst providing reception and data entry support. As part of the team, you will actively contribute to the achievement of key performance indicators.

**ABOUT YOU**

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

**Behavioural Capabilities**

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

**Behavioural Capabilities**

Excellent customer service skills.

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

Ability to contribute to a positive workplace culture in a team environment.

**Position Requirements/Qualifications:**

The successful applicant will need to be able to work across multiple health sites.

This is a shift work role requiring the ability to work varying start/finish times between 07:00am and 09:30pm to meet the operational requirements of the centre.

The applicant will work on a rotating roster between morning and afternoon shifts throughout the week, including weekends, to complete the designated hours.

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

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

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

**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 three months with a possibility of extension.

Contact Officer: Haider Rana 02 5124 4112 [Haider.rana@act.gov.au](mailto:Haider.rana@act.gov.au)

**Office of the Deputy Chief Executive**

**DCEO Executive team**

**Executive Officer**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58520 - 02534)**

Gazetted: 25 August 2022

Closing Date: 8 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

We're looking for an Executive Officer to join our dynamic team in the Office of the Deputy Chief Executive.

**POSITION OVERVIEW**

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Located on the Canberra Hospital campus, the Office of the Deputy Chief Executive (DCEO) contributes to the success of CHS by providing strategic support to the DCEO, undertaking high level coordination, liaison, research and reporting and provision of advice on specific issues. The Office consists of a Business Manager, Executive Officer and Executive Assistant.

Reporting to the Business Manager, Office of the DCEO, the Executive Officer is responsible for the coordination of all incoming and outgoing correspondence within the Office, liaison with the Government Relations team on the provision of high-level advice to Minister's offices, and other priority projects. It also provides high level support and advice to the DCEO and Business Manager and works closely with other senior leaders and their support teams across the Division and CHS.

To be successful you will be a consummate professional, be confident with a fast-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 range of stakeholders.

**ABOUT YOU**

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

**Behavioural Capabilities**

- An expert communicator, adept at cultivating productive working relationships with a range of stakeholders; A demonstrated understanding of the workings of a senior executive office in a complex and fast paced working environment;

Strong organisational skills with a high degree of initiative and drive; and

Ability to be agile, flexible and respond to meet changing operational priorities.

**Position Requirements/Qualifications:**

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

**Desirable**

Relevant public sector or equivalent experience.

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

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

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

Contact Officer: Kate Schorsch (02) 5124 2728



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

**Child and Adolescent Mental Health Service**

**Childhood Early Intervention Clinician**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 25959 - 0254Z)**

Gazetted: 25 August 2022

Closing Date: 8 September 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Child and Adolescent Mental Health Services (CAMHS) sits within the Mental Health, Justice Health, Alcohol and Drug division of CHS. 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.

The Childhood Early Intervention Program (CEIP) is a specialist team within CAMHS with a focus on mental health well-being and early intervention for primary school aged children. The CEIP is a multidisciplinary team that work in collaboration with the Education and Community Services Directorates.

CEIP deliver both group-based intervention and support to children and families within ACT primary schools as well as mental health in-reach through co-facilitation of groups and Emotional and Behavioural Wellbeing Clinics, and secondary consultation, to the Child and Family Centres at which they are co-located. Core business days for the program are Tuesday, Wednesday and Thursday.

The role contributes to the success of CHS through collaboration with various schools to develop and deliver services to ensure the consistent early detection, treatment and prevention of emerging severe social, emotional and behavioural difficulties in primary school aged children.

**ABOUT YOU**

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

**Behavioural Capabilities**

- Ability to work within a team as a collaborative team member alongside other stakeholders and as needed be flexible and adaptable to a changing environment.
- Commitment to achieving positive outcomes for children and young people, their families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

**Position Requirements/Qualifications:**

- A current driver's licence.
- Relevant degree in social work/psychology/occupational therapy qualifications and three years' post-qualification experience working professionally in the respective field.

Occupational Therapists must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.

Psychologists must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).

Social workers must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the ACT Working with Vulnerable People Act 2011

**Highly desirable for all disciplines:**

- Experience working therapeutically with children, young people or families with a mental health context.
- Experience delivering group programs.
- A thorough understanding of child development.
- Availability for occasional out of hours work, with access to time off in lieu.



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

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

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Renae Nardi (02) 5124 1880 [renae.nardi@act.gov.au](mailto:renae.nardi@act.gov.au)

## **Maternity**

### **Transition to Practice Program for Midwives**

#### **Registered Midwife Level 1 - Transition to Practice Program**

**Registered Midwife Level 1 \$72,698 - \$97,112, Canberra (PN: 24663, several - 0258T)**

Gazetted: 26 August 2022

Closing Date: 19 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 1 to join our midwifery team as part of the Transition to Practice Program. As a Graduate Midwife you will be provided with an extensive orientation program that includes rotation through all areas of the Maternity Unit. Your professional growth will be supported by our midwifery team including midwives on the floor, Clinical Development Midwives, Clinical Support Midwife and Clinical Midwifery Managers. Post completion of the transition year interested applicants will be encouraged to apply for the eighteen month 'Transition to Continuity' program.

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and a dedicated Early Pregnancy Unit within the Antenatal and Gynaecology Unit. Our expansion in service delivery has created exciting opportunities in all areas for experienced midwives to join the team of their choosing.

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).

Reporting to the Clinical Midwifery Manager, the level 1 Registered Midwife is responsible for providing evidence based, safe and effective midwifery care to women in a supported environment. The midwife is responsible for providing care that meets quality and safety standards and will work collaboratively with the multidisciplinary team and with consumers of maternity services. The level 1 Registered Midwife will lead by example in upholding

the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Demonstrated sound level interpersonal, communication and customer service skills

Sound organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive

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

An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating safe and effective midwifery care.

#### **Position Requirements/Qualifications:**

##### Mandatory

Relevant tertiary level midwifery qualifications

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

The successful applicant will need to be for rotational shift work including weekends and night duty.

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

##### Desirable

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Wendy Alder 51247392 [wendy.alder@act.gov.au](mailto:wendy.alder@act.gov.au)

#### **Women, Youth and Children**

##### **Community Health Programs**

##### **School Services Manager**

**Registered Nurse Level 4.1 \$130,846, Canberra (PN: 28564 - 02594)**

Gazetted: 30 August 2022

Closing Date: 15 September 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Are you interested in leading a high functioning team who provide a range of health services to children and young people in both the community and school setting? Do you want to help build an environment of excellence in nursing care? If so we invite you to join Community Health Programs as the School Services Manager. In this role you will be responsible for the Children's Hearing Service, the School Youth Health Nurse Program, Healthcare Access At School (HAAS) and the Children's Asthma Education Service. You will be well supported by the friendly leadership team.

##### **POSITION OVERVIEW**

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

and surrounding region. More information can be found on the CHS website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The School Services Manager is responsible for a high functioning team which provides quality services for children and young people in the ACT, including services delivered in ACT Government schools and includes the following teams:.

#### School Youth Health Nurse Program

The School Youth Health Nurse works with a preventative focus including early identification, brief intervention and harm minimisation activities. The nurse is often the first point of contact for young people, their families and school community members seeking information, advice and support in health matters. The School Youth Health Nurse Program has a full time Clinical Nurse Consultant who reports to the School Services Manager.

#### Healthcare Access At School (HAAS)

HAAS supports students in ACT public schools, who have complex and/or invasive health care needs, to safely attend school. This is a nurse-led model and is provided in partnership with the Education Directorate. HAAS has a Children's Clinical Nurse Consultant three days a week who reports to the School Services manager.

#### Children's Hearing Service

The Children's Hearing Service is for children over 18 months up to 18 years to provide a full hearing assessment that includes; the client's hearing health history, inspection of the ear canal and ear drum (otoscopy), tympanometry that will assess the middle ear function and a hearing assessment (audiometry). The Children's Hearing Service reports both operationally and clinically to the School Services Manager.

#### Children's Asthma Education Service

The Children's Asthma Education Service provides Asthma Education to children and young people with a diagnosis of asthma and their families as well as education to Canberra health service Health professionals and medical students. The Children's Asthma Education Service reports both operationally and clinically to the School Services Manager.

#### ABOUT YOU

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

#### Behavioural Capabilities

Strong organisational skills with a high degree of drive

#### Kindness

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

The capacity to remain calm while simultaneously managing and prioritising multiple issues.

#### Position Requirements/Qualifications:

##### Mandatory

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

##### Desirable

- Tertiary qualifications or working towards same in leadership or in a relevant Primary Health Care area.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Carolyn Thomas (02) 5124 1607 [carolyn.thomas@act.gov.au](mailto:carolyn.thomas@act.gov.au)

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

### **Community Mental Health Services**

#### **Health Professional 3 City Mental Health**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 21870 - 025C9)**

Gazetted: 31 August 2022

Closing Date: 14 September 2022

Details: POSITION OVERVIEW

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Adult community Mental Health provides assessment and treatment for Adults over the age of 18 years who are experiencing moderate to severe mental health issues.

The City Mental Health community team is made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

City mental Health team is seeking a dynamic and experienced Health Professional level 3 to undertake the with roles including but not limited to regular transition in the role of Duty Officer, and of the high level clinical management, Under the direction of the Clinical Team Manager, the HP3 will provide expertise in referral management and mental health assessment, referral management including risk assessments and provide support to HP1 and HP2 clinicians.

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.

Working hours are 8:30am to 16:51pm.

Psychologists employed by Mental Health, Justice Health, Alcohol and Drugs Services may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

- To be successful in winning this position, it is expected that the successful candidate will have the following attributes:
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
- Commitment to achieving positive outcomes for adults with moderate to severe and chronic mental illness, their families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- Be flexible, adaptable and comfortable with a changing working environment.

#### **Position Requirements/Qualifications:**

##### **Mandatory for all disciplines:**

- Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of three years' post-qualification experience working professionally in respective field, five+ years' post qualification experience is preferred.
- A current driver's licence.

Occupational Therapists must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.

Psychologists must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).

##### **Highly Desirable for Psychology:**

- Approved or eligible for approval as a Psychology Board of Australia Supervisor.

- Mental Health Psychologist Allowance: Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist Allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

Social workers must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the ACT Working with Vulnerable People Act 2011.

Highly desirable for all disciplines:

- Experience working within mental health services/experience working with people with mental health illness and disorders
- The successful applicant may be required for occasional after-hours work, with access to time off in lieu.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: An Order of Merit may be used to fill future identical full time and part time permanent and temporary vacancies across adult community mental health services within a 12-month period. Selection may be based on application and referee reports only.

Contact Officer: Erica Campbell 02 5124 4294 Erica.Campbell@act.gov.au

#### **Chief Operating Officer Clinical Services**

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

#### **BELCONNEN MH TEAM**

#### **Clinical Manager**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 23557 - 025DM)**

Gazetted: 31 August 2022

Closing Date: 14 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The position is situated within Adult Community Mental Health Services (ACMHS) which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip, and Belconnen Community Health Centres. This position will be based at a Health-Centre in one of the above locations depending on the operational requirements of the service.

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

The program operation is based on the ACMHS model of care (MoC) which aims to improve the responsiveness and diversity of services offered to people. The MoC is underpinned by principles of recovery and aims to: Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions

Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact

Provide optimal treatment for people in their homes and community as effective hospital diversion

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

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

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

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

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

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

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

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

#### **Position Requirements/Qualifications:**

##### **Mandatory:**

Hold a qualification in nursing and be unconditionally registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

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

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

Mental Health Officer Training or willingness to obtain this requirement.

Clozapine medication trained or a willingness to obtain this upon commencement and an awareness of current pharmacological interventions that are utilised in adult mental health teams.

##### **Desirable:**

Strong understanding of adult community mental health services with minimum of 3 years post qualification experience.

Post Graduate Qualification in Mental Health Nursing or working towards such is highly desirable.

Comprehensive experience or understanding of the NDIS and NGO sectors within the adult community sector and rehabilitation.

#### **Prior to commencement successful candidates will be required to:**

Hold a current driver's licence

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

Undergo a pre-employment National Police Check.

Be Mental Health Officer trained – or willing to apply for that role

Contact Officer: Erica Campbell 5124 4294 [erica.campbell@act.gov.au](mailto:erica.campbell@act.gov.au)

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

##### **Haematology Outpatients**

##### **Registered Nurse 1**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 26749, several - 02562)**

Gazetted: 31 August 2022

Closing Date: 30 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

Opportunities exist for experienced Level 1 Registered Nurses to support high quality outcomes in the cancer side of Cancer and Ambulatory Care. The successful applicants will be working in haematology outpatients where bone marrow biopsies, apheresis and chemotherapy is undertaken.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Have worked in the acute nursing setting for a minimum of 2 years and have an interest in Haematology nursing.

Ability to work independently and as part of a multidisciplinary team

High level of communication skills

Ability to accommodate change and provide responsive services

Position Requirements/Qualifications:

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

Prior to commencement successful candidates will be required to:

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

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

#### **Maternity**

##### **Women's and Babies Operational**

##### **Clinical Midwifery Manager Postnatal Unit**

**Registered Midwife Level 3.2 \$130,846, Canberra (PN: 22393 - 0258P)**

Gazetted: 31 August 2022

Closing Date: 30 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Centenary Hospital for Women and Children (CHWC) is seeking a suitably qualified Clinical Midwifery Manager to lead our Postnatal Unit.

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and a dedicated Early Pregnancy Unit within the Antenatal and Gynaecology Unit. Our expansion in service delivery has created exciting opportunities in all areas for experienced midwives to join the team of their choosing.

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).

Reporting to the Assistant Director of Midwifery (Maternity and Gynaecology), the Clinical Midwifery Manager is responsible for providing midwifery leadership and management for the Postnatal Unit. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and consumers of maternity services. The Clinical Midwifery Manager will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the Postnatal Unit.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong leadership skills, effective communication, quality improvement experience and the ability to build cohesive high performing teams,

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

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

Resilience and adaptability in a dynamic health environment.

Position Requirements/Qualifications:

#### **Mandatory**

- Relevant post graduate qualification in midwifery practice and/or post graduate qualification in management and/or leadership qualifications and extensive clinical experience working professionally in midwifery.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- This is a temporary position for 18 months with the option of extension and/or permanent appointment.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

#### **Desirable**

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

Note: 14 months with the possibility of extension and/or permanency.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Wendy Alder (02) 5124 7392 [wendy.alder@act.gov.au](mailto:wendy.alder@act.gov.au)

#### **Infrastructure Health Support Services**

#### **Infrastructure Health Support Services**

#### **Contract Management**

#### **Quality, Compliance and Project Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 33897 - 025H0)**

Gazetted: 30 August 2022

Closing Date: 22 September 2022

Details: Our Vision: creating exceptional health care together

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



Our Values: Reliable, Progressive, Respectful and Kind

#### POSITION OVERVIEW

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Contracts Management is a branch of IHSS, responsible for the management and administration of various support services contracts for Canberra Health Services.

The IHSS Contracts Management Team (CMT) will employ best practice contract management principles across all CHS facilities in the ACT during the operational phases of our commercial contracts and agreements. All contract management activity undertaken by the team will align under the foundation pillars of the contract management framework, developed to directly support CHS' strategic priorities.

The Contracts Management team based at the University of Canberra Hospital manages both the outsourced FM contract and some residual in-house facilities management and maintenance services to UCH. Ten distinct service lines are provided under the UCH FM Contract, delivering a people-centred, safe environment and support services that promote patient recovery and the wellbeing of all facility stakeholders.

The Contracts Management team based at the Canberra Hospital (the Domestic and Environmental Services (DES) team) is the IHSS section that manages the contracts providing cleaning, clinical waste streams and linen services to Canberra Hospital and extended CHS sites. Together, DES and UCH FM form the combined Contracts Management Team.

#### ABOUT YOU

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

#### Behavioural Capabilities

- High level communication and interpersonal skills
- Strong organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
- Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.

#### Position Requirements/Qualifications:

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

#### Desirable:

- Recognised qualifications in quality, safety and project management and/or relevant experience in a large and complex corporate environment, preferably Health related, are desirable.

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

Appointment may be based on written application only.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Ralph Bradbury (02) 5124 7993 [ralph.bradbury@act.gov.au](mailto:ralph.bradbury@act.gov.au)

#### Maternity

**Birth, Postnatal, Antenatal, Maternity Assessment Unit**

**Maternity and Gynaecology Outpatients**

**Registered Midwife Level 2**

**Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 12706, several - 0258R)**

Gazetted: 30 August 2022

Closing Date: 22 September 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### POSITION OVERVIEW

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

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 2 with an interest in providing clinical leadership in the areas of antenatal, intrapartum, or postnatal care.

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and a dedicated Early Pregnancy Unit within the Antenatal and Gynaecology Unit. Our expansion in service delivery has created exciting opportunities in all areas for experienced midwives to join the team of their choosing.

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).

Reporting to the Clinical Midwifery Manager, the level 2 Registered Midwife is responsible for providing midwifery leadership within the unit. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and with consumers of maternity services. The level 2 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

#### ABOUT YOU

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

#### Behavioural Capabilities

Demonstrated high level interpersonal, communication and customer service skills

Well-developed organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive

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

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

#### Position Requirements/Qualifications:

##### Mandatory

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

##### Desirable

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

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

Note: There are several permanent part-time positions available, various hours will be considered. The above full-time salary will be pro-rata.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Wendy Alder (02) 5124 7392 [wendy.alder@act.gov.au](mailto:wendy.alder@act.gov.au)

## Maternity

### Continuity of Care

#### Registered Midwife - Transition to Continuity of Care

**Registered Midwife Level 1 \$72,698 - \$97,112, Canberra (PN: 23542 - 025AH)**

Gazetted: 30 August 2022

Closing Date: 22 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### POSITION OVERVIEW

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

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 1 to join our midwifery continuity of care team. Your professional growth will be supported by our midwifery team including midwives on the floor, Clinical Development Midwives, Clinical Support Midwife and Clinical Midwifery Manager (CMM).

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and expansion of our homebirth service. Our expansion in service delivery has created exciting opportunities in all areas for experienced midwives to join the team of their choosing.

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 Midwifery Continuity of Care service is family centered, as we understand that the family is central to the successful delivery of health care. We believe in respect for mother, baby and their family and their cultural and religious needs. CHWC staff are committed to providing care that is focussed on the individual's unique needs, expectations, and aspirations; recognises the individual's right to self-determination in terms of choice, control, and continuity of care; and address their social, emotional, physical, psychological, spiritual, and cultural needs and expectations. We provide family-based care with an emphasis on partnership with families at this important time. The environment is breast feeding friendly and we provide a safe, functional, and comfortable work environment for all staff. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of midwifery led care.

Reporting to the Clinical Midwifery Manager, the level 1 Registered Midwife will work within a continuity team, providing continuity of care to a caseload of women. The midwife is responsible for coordinating safe and effective delivery of care to women and babies during pregnancy, birth, and postnatal period. The midwife is responsible for providing care that meets quality and safety standards and will work collaboratively with the multidisciplinary team and with consumers of maternity services. The level 1 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

Successful midwives will work with a reduced caseload (75% FTE) to ensure time and space for learning and reflection. They will be allocated a buddy/mentor, who is passionate Level 2 midwife that nominated for the role. Expected engagement in the program includes regular meetings with your mentor, regular meetings with peers, demonstrated commitment to working across the full scope of midwifery practice (including suturing and intravenous cannulation) and demonstrated commitment by the end of the program to be working towards a level 2 continuity midwife duty statement. This rotation is subject to 6 monthly reviews with the CMM to ensure that midwives are supported to be achieving their goals as set out in their performance plans.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Demonstrated sound level interpersonal, communication and customer service skills

Sound organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive

An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating safe and effective midwifery care

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

Ability to work autonomously and effectively within a small team environment.

#### **Position Requirements/Qualifications:**

Relevant tertiary qualifications and completion of a 12-month midwifery graduate program

Eligible for registration as a Midwife with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

This is an on-call position and when on call the applicant needs to be available within 30 minutes of the Centenary Hospital for Women and Children

Must hold a current driver's license.

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

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

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

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Diana Wing 51247348 diana.wing@act.gov.au

#### **Women Youth and Children**

##### **Maternity**

##### **Women's and Babies Operational**

##### **Clinical Midwifery Manager**

##### **Midwifery Continuity of Care**

**Registered Midwife Level 3.2 \$130,846, Canberra (PN: 32576-0258N)**

Gazetted: 29 August 2022

Closing Date: 26 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Centenary Hospital for Women and Children (CHWC) is seeking a suitably qualified Clinical Midwifery Manager to lead our Midwifery Continuity of Care team.

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and a dedicated Early Pregnancy Unit within the Antenatal and Gynaecology Unit. Our expansion in service delivery has created exciting opportunities in all areas for experienced midwives to join the team of their choosing.

CHWC is a level six 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).

Reporting to the Assistant Director of Midwifery (Maternity and Gynaecology), the Clinical Midwifery Manager is responsible for providing midwifery leadership and management for the Continuity of Care Programs. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and consumers of maternity services. The Clinical Midwifery Manager will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the Continuity of Care Models of Care Program.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong leadership skills, effective communication, quality improvement experience and the ability to build cohesive high performing teams,

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

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

Resilience and adaptability in a dynamic health environment.

#### **Position Requirements/Qualifications:**

##### **Mandatory**

Relevant post graduate qualification in midwifery practice and/or post graduate qualification in management and/or leadership qualifications and extensive clinical experience working professionally in midwifery.

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

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

##### **Desirable**

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

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

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

Undergo a pre-employment National Police Check.

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

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

**HOW TO APPLY / OR WANT TO KNOW MORE?**

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

Contact Officer: Wendy Alder (02) 51247392 [Wendy.Alder@act.gov.au](mailto:Wendy.Alder@act.gov.au)

**Maternity**

**Women's and Babies Operational**

**Clinical Midwifery Manager Maternity and Gynaecology Outpatients and Childbirth Education Service**

**Registered Midwife Level 3.2 \$130,846, Canberra (PN: 22392-02580)**

Gazetted: 30 August 2022

Closing Date: 27 September 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Centenary Hospital for Women and Children (CHWC) is seeking a suitably qualified Clinical Midwifery Manager to lead our Maternity and Gynaecology Outpatient Department and Childbirth Education Service.

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and a dedicated Early Pregnancy Unit within the Antenatal and Gynaecology Unit. Our expansion in service delivery has created exciting opportunities in all areas for experienced midwives to join the team of their choosing.

CHWC is a level six 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).

Reporting to the Assistant Director of Midwifery (Maternity and Gynaecology), the Clinical Midwifery Manager is responsible for providing midwifery leadership and management for the Maternity and Gynaecology Outpatients Department and Childbirth Education Service. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and consumers of maternity and gynaecology services. The Clinical Midwifery Manager will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the Maternity and Gynaecology Outpatients Department.

**ABOUT YOU**

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

**Behavioural Capabilities**

- Strong leadership skills, effective communication, quality improvement experience and the ability to build cohesive high performing teams,
- Strong organisational skills, including the capacity to simultaneously manage and prioritise multiple issues, demonstrating a high degree of drive,



- An ability to work respectfully in partnership with a range of stakeholders including consumers,
- Resilience and adaptability in a dynamic health environment.

Position Requirements/Qualifications:

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

Desirable

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

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

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

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Wendy Alder (02) 51247392 [Wendy.Alder@act.gov.au](mailto:Wendy.Alder@act.gov.au)

**Office of the Director of Nursing**

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

**Mental Health Education Program Coordinator**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 21806 - 0259M)**

Gazetted: 29 August 2022

Closing Date: 21 September 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The role of the Mental Health Education Program Coordinator supports the education and professional development of junior and inexperienced nurses within the division of Mental Health, Justice Health, and Alcohol and Drug Services (MHJHADS). The primary responsibility of the Mental Health Education Program Coordinator is to coordinate the placement of MHJHADS nurses undertaking the Post Graduate Program, Undergraduate Nurses, and nurses undertaking the Transition to Professional Practice Program (TTPP).

The Mental Health Education Program Coordinator reports directly to the Assistant Director of Nursing Clinical Support within the Office of the Director of Nursing MHJHADS. This role is responsible for coordinating communications with various stakeholders regarding all student placements.

Furthermore, this position will support other professional development strategies for nurses across the Division.

The Mental Health Education Program Coordinator plays a key role in the professional and strategic growth of the MHJHADS nursing workforce.

**ABOUT YOU**

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

#### Behavioural Capabilities

Strong organisational skills with a high degree of drive

Ability to engage effectively with a broad range of stakeholders

Work to strict deadlines under minimal supervision

#### Position Requirements/Qualifications:

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

#### Desirable

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Leigh Thompson (02) 6205 1046 Leigh.R.Thompson@act.gov.au

## Clinical Support and Projects

### Maternity

#### Clinical Development Midwife

**Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 48875 - 025CG)**

Gazetted: 30 August 2022

Closing Date: 21 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### POSITION OVERVIEW

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

Centenary Hospital for Women and Children (CHWC) is seeking enthusiastic, motivated and suitably qualified Registered Midwives Level 2 with an interest in providing clinical education leadership to support staff to grow and develop in their midwifery and nursing careers. Our CDMS provide educational and clinical support to midwives working across antenatal, intrapartum, and postnatal care services as well as continuity of care models. CDMs also provide support for newly graduated midwives, through an intensive transition to practice program. As skilled midwifery practitioners, our CDMs coordinate and deliver department wide in-service and education activities. You are supported by the Clinical Support Midwife, Clinical Midwifery Managers and Clinical Support Manager to work within your full midwifery scope of practice across all areas of Maternity.



This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and a dedicated Early Pregnancy Unit within the Antenatal and Gynaecology Unit. Our expansion in service delivery has created exciting opportunities in all areas for experienced midwives to join the team of their choosing.

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).

Reporting to the Clinical Support Midwife, the level 2 Registered Clinical Development Midwife is responsible for providing leadership in midwifery education. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and with consumers of maternity services. The level 2 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Demonstrated high level interpersonal, communication and customer service skills

Well-developed organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive and self-motivation

Adaptability and flexibility to accommodate change and provide responsive services to the needs of the Maternity Unit

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

Resourcefulness and adaptability to meet these changing needs within a dynamic environment.

#### **Position Requirements/Qualifications:**

##### Mandatory

Relevant midwifery and/or nursing qualifications and a minimum of three years' experience working professionally in midwifery.

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

Extensive experience as a Registered Midwife across the full scope of practice

The successful applicant will need to be available for rotational shift work roster which includes weekends and public holidays.

The successful applicant will be required to undertake "Train the Assessor" training through Workforce Capability if they do not hold a similar qualification such as Certificate IV in Training and Assessment.

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

Postgraduate qualifications in relevant field e.g. Midwifery, Child, and Family Health and/or Clinical Leadership (desirable)

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

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

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

Undergo a pre-employment National Police Check.

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

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

**Note:** Part-time hours will be considered, and the full-time salary noted above will be paid pro-rata.

Contact Officer: Wendy Alder 51247392 [wendy.alder@act.gov.au](mailto:wendy.alder@act.gov.au)

## **Surgery**

### **SURGICAL ADMINISTRATION**

#### **Business Support Officer**

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 21214, several - 025C2)**

Gazetted: 30 August 2022

Closing Date: 13 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Peri-operative Services, Day Surgery Unit and Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service, Pain Management Unit and the Trauma and Orthopaedic Research Unit.

These services are supported by administration support officers who engage in a range of duties including reception responsibilities in patient service areas, and general business support and personal assistant activities in the business offices of the division's clinical units. The clinical units within the Division of Surgery include:

Anaesthesia and Pain Medicine

ACT Trauma Service

Acute Surgical Unit

Cardiothoracic Surgery

General Surgery

Intensive Care

Neurosurgery

Oral Maxillofacial Surgery

Ophthalmology

Orthopaedic Surgery

Otolaryngology Head and Neck Surgery

Paediatric Surgery

Plastic Surgery

Retrieval Services

Urology

Vascular Surgery

The administration support officer position is an integral part of a multidisciplinary team responsible for the coordination and administrative support to clinical units and services.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes:  
Strong organisational skills with a high degree of drive.  
Adaptability and flexibility to accommodate change and provide a responsive service.  
A commitment to the provision of high-quality customer service

**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**

A high level of knowledge and demonstrated ability in the use of health-based Information Technology (IT).  
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

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

**Prior to commencement successful candidates will be required to:**

- Undergo a pre-employment National Police Check.

Contact Officer: Melissa Warylo 51240931 melissa.warylo@act.gov.au

**Maternity**

**Continuity of Care**

**Registered Midwife - Continuity of Care**

**Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 22266, several - 025AF)**

Gazetted: 29 August 2022

Closing Date: 21 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 2 with an interest in providing clinical leadership in the midwifery led continuity of care program.

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and expansion of our continuity of care and homebirth service. Our expansion in service delivery has created exciting opportunities in all areas for experienced midwives to join the team of their choosing.

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. Our continuity of midwifery care program provides maternity care to low risk women planning to birth in the Birth Centre environment and continuity of midwifery care to 'all risk' women with a plan to birth in our Birthing Suite. The program also offers publicly funded homebirth to women meeting eligibility requirements

The Midwifery Continuity of Care service is family centered, as we understand that the family is central to the successful delivery of health care. We believe in respect for mother, baby and their family and their cultural and religious needs. CHWC staff are committed to providing care that is focussed on the individual's unique needs, expectations, and aspirations; recognises the individual's right to self-determination in terms of choice, control, and continuity of care; and address their social, emotional, physical, psychological, spiritual, and cultural needs and expectations. We provide family-based care with an emphasis on partnership with families at this important time. The environment is breast feeding friendly and we provide a safe, functional, and comfortable work environment for all staff. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of midwifery led care.

The advertised position is for a case load midwife providing continuity of midwifery care during the antenatal, birth and postnatal periods, working in the community, women's home and within CHWC.

Reporting to the Clinical Midwifery Manager, the level 2 Registered Midwife is responsible for providing midwifery leadership within a continuity team, providing continuity of care to a caseload of women. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and with consumers of maternity services. The level 2 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Demonstrated high level interpersonal, communication and customer service skills

Well-developed organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive

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

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

Ability to work autonomously while working effectively within a small team environment

#### **Position Requirements/Qualifications:**

##### Mandatory

Relevant midwifery and/or nursing qualifications

Eligible for registration as a Midwife with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

This is an on-call position and when on call need to be available within 30 minutes of the Centenary Hospital for Women and Children

Must hold a current driver's license.

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

##### Desirable

Minimum of four years' experience working professionally in midwifery.

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Diana Wing 5124 7348 diana.wing@act.gov.au

#### **Chief Operating Officer Clinical Services**

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

**Justice Health Services, Primary Health**

**Clinical Lead – Chronic and Complex Care**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 41233 - 0257D)**

Gazetted: 29 August 2022

Closing Date: 12 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Dhulwa Mental Health Unit

As the Clinical Lead for Chronic and Complex Care you will provide senior leadership for the clinical and administrative operations for Chronic and Complex Care / Population Health services within JHS. This includes the day-to-day management of resources, procedure development and care pathway development to ensure the provision of safe, efficient and quality health care services. This role is a client facing position which requires you to have a high level of clinical skills, reasoning, critical thinking and knowledge. The role is required to provide leadership and guidance for colleagues and stakeholders that aids the facilitation of ongoing development of excellence in clinical practice and optimal patient outcomes within this patient group. The role requires collection and analysis of data to evaluate the progress of the team and their ability to meet KPIs.

This role reports to the JHS Primary Health Clinical Nurse Manager (RN 3.2).

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Collaborative leadership skills.

Progressive, adaptable, and flexible with ability to successfully introduce change and provide responsive services to meet clients' needs.

A strong focus on person centred, exceptional care and a commitment to quality outcomes.

#### **Position Requirements/Qualifications:**

Be registered or eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

A minimum of 4 years' experience working professionally in a Primary Health / Complex Client role is highly desirable.

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

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

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.

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

**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: Melanie Brown 51242428 melanie.brown@act.gov.au

## **Finance and Business Intelligence**

### **Supply Services**

#### **Supply Administration**

#### **Health Service Officer Level 4/5 \$57,149 - \$63,169, Canberra (PN: 20631, several-024LB)**

Gazetted: 29 August 2022

Closing Date: 12 September 2022

Details: POSITION OVERVIEW

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch 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 FBI branch include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence, Health Information Unit and Procurement and Supply.

The position reports to the Senior Store Supervisor of Canberra Health Supply Services.

This position is rotated between the Supply Services Warehouse, Mitchell, and Canberra Hospital.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

- Strong organisational skills with a high degree of drive.
- Understanding of supply chain processes within a warehouse environment.
- Adaptability and flexibility to accommodate change and provide responsive services.

#### **Position Requirements/Qualifications:**

##### **Mandatory:**

- Duties of the position include the requirement to drive vehicles, therefore possession of a driver's licence is required.
- Relevant work experience.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- Please note prior to commencement successful candidates will be required to:
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.
- Undergo a pre-employment Police check.

**Note:** There are two temporary HSO4/5 positions available for six months with possibility of extension and/or permanency.

Candidates will be based at both Supply Services, Mitchell and the Canberra Hospital, Garran.

These roles involve picking, packing, re-stocking and distribution of medical goods in both locations. Suitable applicants should have Warehouse experience and a forklift licence and/or HR licence would be highly desirable.

#### **HOW TO APPLY / OR WANT TO KNOW MORE?**

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

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

Where possible include specific relevant examples of your work.

CHS Contact: Jacqueline Williams (02) 5124 3109 [Jacqueline.Williams@act.gov.au](mailto:Jacqueline.Williams@act.gov.au)

## **Acute Allied Health Services**

### **Social Work**

#### **Allied Health Assistant - Social Work**

**Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 58708 - 025CH)**

Gazetted: 30 August 2022

Closing Date: 15 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Acute Support 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 Care team (RACC) 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.

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. Patients 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 Work Allied Health Assistant (advanced AHA 3) is expected to have a general understanding of issues that impact the psychosocial well-being of patients and their family/carer, including adjustment to changes in health, ageing and disability. The role promotes positive client outcomes through the provision of high-quality clinical services across a range of areas or units and working in a multidisciplinary team.

The Social Work Allied Health Assistant 3 (AHA 3) is competent within their discipline, exercises initiative and judgement, requires limited guidance and is expected to plan and complete work independently. Supervision is provided on an agreed basis (minimum monthly) and/or as required for unusual or complex to highly complex situations for which there are no documented precedents. The work of an AHA3 may be subject to progress checks but where these checks are made, they are usually confined to ensuring that, in broad terms, satisfactory progress is being made. In a small number of cases, where the work is critical, checks may include an assessment of the integrity of tasks / activities as they are completed.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Demonstrated aptitude for work in a healthcare environment

Strong organisational skills with a strong work ethic.

Adaptability and flexibility to accommodate change.

#### **Position Requirements/Qualifications:**

Mandatory



Relevant Certificate IV in Allied Health Assistance, and preferably the successful completion of an Allied Health Assistant Social Work skill set or prepared to undertake (or recognised equivalent)

Current Drivers Licence.

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

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

Prior experience working in a hospital or health setting for two years

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

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

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

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

Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.

Contact Officer: Patrice Higgins 51242316 patrice.higgins@act.gov.au

**Maternity**

**Antenatal Unit, Postnatal Unit, Birthing, Maternity and Gynaecology Outpatients**

**Assistant in Midwifery**

**Assistant in Nursing \$55,927 - \$57,820, Canberra (PN: 38104, several - 025E9)**

Gazetted: 29 August 2022

Closing Date: 21 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Centenary Hospital for Women and Children (CHWC) is seeking enthusiastic, motivated undergraduate Bachelor of Midwifery or Assistants in Nursing to join our midwifery team. You will be provided with a comprehensive orientation program to support your professional growth and development. This includes in-services, workshops and on the job support and learning facilitated by our midwifery team of unit midwives, Clinical Development Midwives, Clinical Support Midwife and Clinical Midwifery Managers.

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and a dedicated Early Pregnancy Unit within the Antenatal and Gynaecology Unit. Our expansion in service delivery has created exciting opportunities in all areas for the right employees to join each of our teams.

Canberra Health Services (CHS) is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

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. Birthing options include midwifery led continuity models, midwifery care, 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).

The Assistant in Midwifery works in a multi-disciplinary model with Registered Midwives, Registered Nurses and other members of the multidisciplinary team. Working under direct supervision and support of a registered midwife or nurse you will perform the role of the Assistant in Midwifery (AIM) to assist the midwives or nurses caring for women and babies. The AIM will work predominantly in Maternity services, with capacity to support other areas of the service as required such as NICU, SCN and paediatrics.

The AIM will work a 7 day a week rotating roster. Permanent, Temporary, Full time, part time and Casual positions are available. The full time Salary noted above will be paid pro rata for part time and casual positions.

#### ABOUT YOU

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

#### Behavioural Capabilities

act honestly and with integrity

hard working and flexible to meet the many and varied challenges in the workplace and to adapt to new situations

friendly, warm, caring, and empathetic

able to relate to people of varied backgrounds and to work with others in a team.

#### Position Requirements/Qualifications:

##### Mandatory

Be enrolled and committed to completing a Bachelor of Midwifery

Currently enrolled in an AHPRA recognised undergraduate Bachelor of Midwifery course and has successfully completed the academic and clinical requirements of the first year of practice.

##### OR

Undertaking a Bachelor of Midwifery course and have completed a Certificate III in Health Services Assistance, or a recognised equivalent.

Priority will be made for students who identify as an Aboriginal or Torres Strait Islander person.

The successful applicant will need to be available to work a rotating roster.

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

##### Desirable

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Wendy Alder 51247392 [wendy.alder@act.gov.au](mailto:wendy.alder@act.gov.au)

## Infrastructure and Health Support Services

### Food Services

#### Menu Monitor /Cafeteria Supervisor

**Health Service Officer Level 5 \$60,182 - \$63,169, Canberra (PN: 23052, several - 02532)**

Gazetted: 31 August 2022

Closing Date: 16 September 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### POSITION OVERVIEW

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

The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Food and Sterilising Services is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services.

The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Menu monitors.

Cafeteria: Food, meals and drinks for staff and guests.

Stores; Receipt, dispatch and storage of perishable and non-perishable food supplies.

External sites: Dhulwa and other Community Centres.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Communication and interpersonal.

Flexibility and adaptability with a changing working environment.

Organisational, coordination and planning skills and a focus on outcomes.

High degree of self-drive and initiative.

#### **Position Requirements/Qualifications:**

Relevant Food Industry recognized qualifications and a minimum of three years' experience working professionally in food services is preferred.

#### **Highly Desirable:**

Industry recognized qualifications

#### **Desirable:**

Relevant experience in Microsoft Office applications

Relevant experience using food service IT systems

The successful applicant will need to be available for rotational morning, evening, weekend and public holiday shifts.

Note: Some position's will not be required to work shifts.

Current class C Driver's License.

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

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

**Note:** These are temporary positions available immediately for six months with the possibility of extension and/or permanency. A Relief Pool will be created to cover various types of leave as required for a period of 12 months only. The successful candidates may be chosen from application and referee reports only.

#### **Prior to commencement successful candidates will be required to:**

Complete the Food Safety certificate

Undergo a pre-employment National Police Check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Sanjay Prasad 5124 2177 [Sanjay.Prasad@act.gov.au](mailto:Sanjay.Prasad@act.gov.au)

## **Infrastructure and Health**

### **Support Services**

#### **Infrastructure and Health Support Services**

##### **Food Services**

##### **Operations Officer**

**Health Service Officer Level 2/3 \$51,823 - \$57,149 (Retention Point CHS only \$57,246 - 61,992), Canberra (PN: 58344,several-0259R)**

Gazetted: 30 August 2022

Closing Date: 13 September 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

##### **POSITION OVERVIEW**

The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra.

The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Menu monitors.

Cafeteria: Food, meals and drinks for staff and guests.

Stores; Receipt, dispatch and storage of perishable and non-perishable food supplies.

External sites: Dhulwa and other Community Centres.

##### **ABOUT YOU**

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

##### **Behavioural Capabilities**

Strong communication and interpersonal skills and passionate about high quality customer service.

Flexibility and adaptability with a changing working environment to enable the provision of responsive services to meet clients' needs.

Strong organisational, coordination and planning skills and a focus on outcomes.

##### **Position Requirements / Qualifications**

##### **Position Requirements/Qualifications:**

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

##### **Mandatory**

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

Desirable

Relevant Food Industry recognized qualifications and a minimum of two years' experience working professionally in food services.

The successful applicant will need to be available for rotational morning, evening, weekend and public holiday shifts.

- Current class C Driver's License.
- The successful applicant will be sponsored to undertake training during work time and must have the ability to successfully complete the Food Services in-service workplace training program within six months.

Note: There are several part-time and full-time positions available.

Prior to commencement successful candidates will be required to:

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

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Sanjay Prasad (02) 5124 2177 [Sanjay.Prasad@act.gov.au](mailto:Sanjay.Prasad@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)**

#### **Corporate Services**

#### **Corporate Services**

#### **Facilities**

#### **Assistant Campus Manager**

**General Service Officer Level 5 \$59,713 - \$62,860, Canberra (PN: 58638)**

Gazetted: 26 August 2022

Closing Date:

**Details:** The Canberra Institute of Technology (CIT) is seeking applications for the position of Assistant Campus Manager.

This is an exciting opportunity to join the Facilities team as CIT embarks on campus renewal and modernisation projects, including preparing for the opening of the new state-of-the-art Woden campus.

We are looking for a confident individual to support primarily the Campus Manager in the daily operations of the CIT Bruce Campus with core responsibilities for coordinating daily trade works, contributing to overseeing projects, issuing and receiving facility access keys, responding to facility related requests, opening buildings and disarming or arming alarms at the beginning or end of shifts. In addition, the position will be responsible for completing smaller work orders.

Although this position is currently required to work between 2:30pm and 10:30pm each weekday on commencement, the hours of this position are to be changed. As there are two Assistant Campus Managers at the Bruce campus, the two positions will rotate on a fortnightly basis with one operating between 8:00am and 4:00pm and the other between 11:00am and 7:00pm on weekdays. Overtime is available for Saturday shifts with around one Saturday per month requiring to be worked. Penalty rates apply for staff who work beyond 6:00pm each day. Assistant Campus Managers will be required to rotate between the Bruce, Reid and Fyshwick campuses for blocks of 1-2 months so as to become familiar with all campuses to cover leave and absences and/or peak or unusual workloads.

The successful candidate will demonstrate experience in customer facing functions and must be an exceptional communicator as well as being passionate in applying facilities services that put the customer first. You will demonstrate a strong ability to build professional relationships, liaise and communicate effectively with a highly

diverse client base and will be a respected member of the Facilities team. This position will also include key fire warden responsibilities and will actively participate in and contribute to emergency management.

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/Requirements**

**Essential:** Hold a current drivers' licence.

**Desirable:** Holds a trade qualification, handyman experience or strong knowledge of the building and construction industry, or facilities management.

**Highly Desirable:** Knowledge of and/or experience in facilities management.

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

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

Contact Officer: Sean Colson 0412 931 834 Sean.Colson@cit.edu.au

**Corporate Services**

**Corporate Services**

**Facilities Department**

**Project Manager**

**Senior Officer (Technical) Grade C \$114,928 - \$123,710, Canberra (PN: 58637)**

Gazetted: 26 August 2022

Closing Date: 9 September 2022

**Details:** This is an exciting opportunity to join the Facilities team as CIT embarks on campus renewal and modernisation projects, including preparing for the opening of the new state-of-the-art Woden campus. In addition to the more strategic focused planning and implementation of facilities maintenance programming, your contribution to the operational delivery of facilities management will be highly valued.

We are looking for a confident, self-motivated and highly experienced Project Manager to coordinate and lead a range of facilities related projects. This position will also lead a small team of two staff to help in the development and implementation of strategic asset maintenance plans, procurement activity and project management of a range of building improvement projects.

The successful candidate will demonstrate extensive experience in project management, specifically managing facilities or building and construction related projects. This position will also hold extensive experience in the procurement of goods and services, ideally within the ACT Government or a Commonwealth Department. Strategic asset maintenance planning and implementation of building improvements and plant equipment upgrades will play a key function of this position. Your extensive experience in procuring goods and services will ensure transparent and compliant procurement practices are applied to all aspects of the position.

As a leader within the Facilities Department, you will contribute to capability development across the team and lead by example with regards to flexible work arrangements. Although your primary location is likely to be CIT Bruce, you will be expected to work flexibly from Reid and Fyshwick and eventually Woden as the work requires. Your passion for customer centric practices will be second to none and building capability within your team to deliver high quality customer services will be imperative. Your interpersonal skills, ability to influence suitable outcomes, set clear expectations and communicate with clarity and authority will see you succeed in this position. Your success will be highly dependent on your agility and adaptability to change, as well as building rapport and professional relationships with staff and contractors.

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/Requirements**

**Essential:** Hold a current drivers' licence.

**Highly Desirable:** Current experience in facilities management. Qualifications and/or skills/experience in a trade, building and construction or building design environment as well as qualifications and/or skills/experience in project management and the procurement of repairs and maintenance services.

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

**How to Apply:** Applicants are to submit a response of no more than a two-page pitch demonstrating skills, knowledge and experience as outlined in the Selection Criteria, along with a current curriculum vitae including the names and contact details of two referees.

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

Contact Officer: Sean Colson 0412 931 834 Sean.Colson@cit.edu.au

## Corporate Services

### Corporate Services

#### Facilities Department

##### Campus Manager

#### **General Service Officer Level 8 \$73,429 - \$77,593, Canberra (PN: 58635)**

Gazetted: 26 August 2022

Closing Date: 9 September 2022

**Details:** The Canberra Institute of Technology (CIT) is seeking applications for the position of Campus Manager to manage one of CIT's Campuses and a small Facilities team. This is an exciting opportunity to join the Facilities team as CIT embarks on campus renewal and modernisation projects, including preparing for the opening of the new state-of-the-art Woden campus. In addition to the day-to-day operations, your contribution to future planning and effective utilisation of the campus in accommodating staff and program delivery will be highly valued.

We are looking for a confident, self-motivated and highly experienced facilities manager to manage a small Facilities team. This team are responsible for the day-to-day operations of the campus between the hours of 7:00am and 10:30pm each weekday and Saturdays between 8:00am and 5:00pm. In addition to people management responsibilities, you will coordinate and oversee all preventative and reactive maintenance, minor works projects, grounds maintenance, waste disposal, staff and program relocations and contract management of a range of contracted services. Your team are also responsible for opening all campus buildings and disarming alarms in readiness for early cleaning shift and staff access. The Campus Manager would normally work between **6:30am and 2:30pm each weekday** to open buildings and every second **Saturday shift**. There are also opportunities to be roster on call to support after hours alarm activations and emergency incidents. While this position is predominately located on a particular campus, you may be required to provide support across other campuses.

The successful candidate will demonstrate extensive experience in facilities management, specifically managing multiple buildings located across several hectares. Your passion for customer centric practices will be second to none and building capability within your team to deliver high quality customer services will be imperative. Your interpersonal skills, ability to influence suitable outcomes, set clear expectations and communicate with clarity and authority will see you succeed in this position. Your success will be highly dependent on your agility and adaptability to change, as well as building rapport and professional relationships with staff and contractors. This position will also hold key responsibilities as fire warden, building team capability in emergency management practices and participating in and coordinating emergency management exercises.

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/Requirements**

**Essential:** Hold a current drivers' licence.

**Highly Desirable:** Current experience in facilities management. Qualifications and/or skills/experience in a trade or construction environment as well as qualifications and/or skills/experience in project management.

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

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

Contact Officer: Sean Colson 0412 931 834 Sean.Colson@cit.edu.au



## **Education and Training Services**

### **CIT Trade Skills**

#### **Automotive Metals and Logistics**

#### **Automotive Trades Teacher**

**Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 51292, several)**

Gazetted: 26 August 2022

Closing Date: 13 September 2022

**Details:** Are you a Tradie looking for a change?

CIT is seeking experienced, highly organised, motivated and energetic people to join our team of teachers to inspire and teach the next generation in the Automotive Mechanical Trades based at CIT Fyshwick.

We offer:

a competitive salary

flexible working week

8 weeks leave per year plus annual shutdown

the opportunity to train the workforce of the future

There are currently 2 positions available.

Note: It is not mandatory to hold a Certificate IV TAE to apply for these positions.

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

### **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:

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

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

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

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

#### **Industry Experience**

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

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

#### **DESIRABLE**

Knowledge of the Australian Apprenticeship System

Any OEM Electric Vehicle Training

Competent Level Computer Literacy

**Notes:** This is a temporary position available immediately for 12 months with the possibility of extension up to 5 years. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. The selection may be based on application and referee reports only.

**How to Apply:** To apply please provide no more than a two page brief/pitch encompassing the Selection Criteria along with two referee reports. Please click on the link below to access referee reports that must be submitted with your application.

<https://www.jobs.act.gov.au/how-we-hire/selection-forms>

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

Contact Officer: Evan Street (02) 6207 3814 [Evan.Street@cit.edu.au](mailto:Evan.Street@cit.edu.au)

### **Chief Minister, Treasury and Economic Development**

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

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

#### **Economic Development**

##### **EventsACT**

##### **Volunteer Coordinator**

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: C13105, Several)**

Gazetted: 29 August 2022

Closing Date: 5 September 2022

**Details:** Events ACT is seeking applications for multiple casual Volunteer Coordinator Positions.

This position requires someone confident in managing a large pool of volunteers (approximately 150 or more) encompassing a very broad demographic. You must be highly organised and able to roster/schedule volunteers to a wide variety of shifts for each event. Things change quickly on event days, so you need to be able to problem solve and think on your feet at adapt the roster at a moment's notice to ensure key roles are covered.

You will be the face of Events ACT for our very important volunteer cohort, and you need to ensure that you have strong communication skills via email, phone, text and of course face to face ensuring that you remain warm, caring and professional at all times.

This role will be minimum 1 day per week, increasing up to 5 days per week during peak event delivery times, including, but not limited to:

Floriade 4-week period mid-September to mid-October

Enlighten 4-week period including Canberra Balloon Spectacular around March

Other events throughout the calendar year may increase operational requirements for this position and this will be managed on a case-by-case basis in consultation with the employee and manager as required

The volunteer coordinator is expected to be on site during event operational hours as per a roster to direct and support the volunteer team throughout their shifts. This role will require you to be regularly on your feet, walking around outdoor event sites in all kinds of weather (appropriate uniforms provided) sometimes on weekends, public holidays and during night-time events. If you are looking for a casual role and can be available during event delivery times as per above and regularly throughout the rest of the year one day per week, if you are an exceptional organiser who enjoys engaging with all kinds of people from all walks of life and would like to make a significant contribution to the events we deliver in the ACT then we want to hear from you.

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

**Notes:** This position will be offered on a casual basis with a minimum of eight hours a week and the full-time salary noted above will be paid pro-rata.

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.

Please note, this position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

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

**How to Apply:** Please provide your current curriculum vitae, details of two referees and your written response (no more than two pages) addressing how your experience meets the *Professional/Technical Skills and Knowledge and the Behavioural Capabilities* required for this role (these are numbered 1-6 in the position description).

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

Contact Officer: Saskia White (02) 6205 3812 [Saskia.White@act.gov.au](mailto:Saskia.White@act.gov.au)

#### **Communications and Engagement**

##### **Director – Content Improvement**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58639)**

Gazetted: 25 August 2022

Closing Date: 1 September 2022

**Details:** Do you thrive in a busy and fast-paced environment which is centred on improving customer experience? Do you think creatively and push the boundaries on how information is presented to achieve cut-through and effect behaviour change?

Ever looked at a website and thought, 'I could really improve user experience by ...'? *Then we want you!*

We are looking for a Leader with a passion for making government information easy, simple, connected and clear. You will be joining an amazing Division of communications professionals, committed to enhancing user experience across ACT Government websites. You'll also be taking the lead in developing content strategy, new content and information architecture as well as mapping and refining correspondence we provide to the community. This is a great opportunity to work in a diverse, flexible and dynamic organisation where you work you do makes a real and measurable difference to the community – so get in quick to express your interest now!

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

**Eligibility/Requirements**

Relevant tertiary education qualifications such as in Digital Design, Arts, Communications and/or Media Studies

**Notes:** This is a temporary position available immediately for two years with the possibility of extension 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.

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:** To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the selection criteria and details of 2 referees via the Apply Now button below.

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

Contact Officer: Jack Walsh (02) 6205 2603 Jack.Walsh@act.gov.au

**Budget, Procurement, Infrastructure and Finance**

**Infrastructure Finance and Reform**

**Senior Director, Infrastructure Finance**

**Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 33948)**

Gazetted: 25 August 2022

Closing Date: 12 September 2022

**Details:** Infrastructure Finance and Reform (IFR) is looking for a professional industry specialist to fill the role of Senior Director, Infrastructure Finance on a permanent full-time basis. This role presents an exciting opportunity to contribute to the development and delivery of innovative projects across a range of sectors - including transport, energy, and waste and recycling - to support the wellbeing of the ACT community.

Working within a small team, the role provides financial and commercial advice to government on major infrastructure projects, including responsibility for supporting the Territory's Partnerships Framework: Guidelines for Public Private Partnerships and Guidelines for Unsolicited Proposals.

The role requires a high performing individual who shows initiative and can work in a dynamic and high-pressure environment. With recognised qualifications and/or demonstrated experience in the areas of project management (including commercial and financial advisory projects), engineering, or architecture you will represent Treasury across a range of forums and activities, collaborating with a range of internal and external stakeholders on sensitive matters.

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

**Eligibility/Other Requirements:**

To be successful in the role, strong oral, written communication and negotiation skills, coupled with strategic analytical skills are necessary to achieve positive outcomes. This is a great opportunity to develop your career through a challenging role in a central agency. The role is well suited to someone with a background in commercial and/or infrastructure financing advisory roles.

The successful applicant will report directly to the Executive Branch Manager, Infrastructure Finance and Reform.

**Notes:** This is a permanent full-time position available immediately. 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 occurs in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is currently working from home wherever possible, and we support flexible working arrangements. For further information, please contact the Contact Officer.

**How to Apply:** If you have the skills and experience to take on this role, please provide a two-page pitch in response to the Selection Criteria (technical and behavioural capabilities), curriculum Vitae and details of two relevant referees.

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

Contact Officer: Mitch Pirie (02) 6207 9481 Mitch.Pirie@act.gov.au

## **Economic and Financial Group**

### **Macroeconomics, Modelling and Federal Financial Relations**

#### **Senior Director**

##### **Senior Officer Grade A \$157,201, Canberra (PN: 57886)**

Gazetted: 25 August 2022

Closing Date: 8 September 2022

**Details:** As part of a small economics team, there is the opportunity to use your applied economic and policy skills to support the development of evidence-based policy and strategic advice. You will provide a leadership role to a team that builds bespoke economic and financial models to address policy questions and generate workable solutions. You will become an integral member of the Branch, delivering on key priorities.

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

#### **Eligibility/Requirements**

Tertiary or post graduate qualifications in economics or similar field would be an advantage. Prior experience in a public or private organisation with a focus on evidence-based analysis and advice will 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.

Selection may be based on application and referee reports only.

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

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

Contact Officer: Kai WakermanPowell (02) 6205 9121 Kai.WakermanPowell@act.gov.au

## **Budget, Procurement, Infrastructure and Finance (BPIF)**

### **Deputy Under Treasurer**

#### **Executive Level 3.3 \$396,738 - \$412,649 depending on current superannuation arrangements, Canberra (PN: E1221)**

Gazetted: 26 August 2022

Closing Date: 9 September 2022

**Details:** ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is seeking an appropriately qualified person to fill the position of Deputy Under Treasurer, Budget, Procurement, Infrastructure and Finance (BPIF).

The Deputy Under Treasurer, BPIF, is responsible for the provision of advice to the government on budget, procurement, infrastructure and finance matters. The successful applicant will have strong policy and numerical skills, an impressive track record of executive leadership and excellent communication skills.

The successful applicant will report directly to the Under Treasurer, ACT Treasury within CMTEDD.

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

**Eligibility/Other Requirements:** Appropriate tertiary qualifications, or experience in commerce, law or a related field combined with strong numeracy skills gained through experience in financial analysis and reporting.

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

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

**How to Apply:** Please provide a curriculum vitae, contact details for two referees, and provide a response of no more than two pages addressing the Executive Capabilities.

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

Contact Officer: Stuart Hocking (02) 6207 0260 or [stuart.hocking@act.gov.au](mailto:stuart.hocking@act.gov.au)

## Digital, Data and Technology Services

### Strategic Business Branch

#### Business Enablement and Advisory Services

##### Assistant Director ICT Procurement

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14474, several)**

Gazetted: 26 August 2022

Closing Date: 9 September 2022

**Details:** The fast-paced and dynamic Business Enablement Advisory Services Team (BEAST) seeks multiple motivated and enthusiastic self-starters for short-term roles managing Information and Communication Technology (ICT) Procurements.

Do you like to achieve outcomes and implement innovative ICT procurement solutions? Do you want to work with diverse stakeholders and engage with stakeholders and suppliers? Are you able to step back and identify strategic opportunities and comfortably communicate your views? If you said yes, then these roles are for you!

This role is suited to a highly organised and driven applicant who can apply a commercial lens in order to identify opportunities for innovation and improvement, whilst managing a range of complex procurement activities. You will provide advice to key stakeholders on procurement obligations and facilitate the development of strategic ICT outcomes, and associated support services.

The BEAST, within Strategic Business Branch is responsible for the delivery of whole of government ICT arrangements and ensuring compliance with procurement legislation and ACT Public Service values. From making sure our vendors are doing their part to providing maximum value to our colleagues in the directorates, we play a diverse and essential role in the ACT Government ecosystem.

This role is suited to a highly organised and driven applicant who can apply a commercial lens in order to identify opportunities for innovation and improvement. They will provide advice to key stakeholders on contract and procurement obligations and facilitate the development of strategic ICT contracts, and associated support services. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

#### Eligibility/Requirements

Qualifications in procurement or contract management would be advantageous.

An ACT Government CMTEDD baseline clearance is required for this position.

#### Highly Desirable:

Knowledge of procurement and contract management activities within government.

Well-established communication skills to support and articulate key concepts and issues, the ability to develop and convey strategic solutions.

Knowledge of the administration and governance processes that apply to ICT procurement and contracts.

**Notes:** There are several temporary positions available. One position is available immediately until the 28th of October 2022, and one available immediately until the 31st of December 2022. Both positions have the possibility of extension up to 12 months and/or permanency.

A merit list will be established from this selection process and may be used to fill future vacancies over the next twelve months that may be shorter in duration.

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

Remote working can be facilitated for the suitable applicant, noting it will be necessary to attend the office under a hybrid working arrangement as required. When in the office, the workplace is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants should submit a pitch of no more than two pages outlining their suitability for the position in line with the Selection Criteria identified in the position description and a current curriculum vitae with the details of at least two referees.

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

Contact Officer: Hannah Gill (02) 6207 0171 Hannah.Gill@act.gov.au

## **Finance and Budget Group**

### **Senior Analyst/Assistant Director**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 26239)**

Gazetted: 26 August 2022

Closing Date: 9 September 2022

**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 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 see 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.

**What you will do:** 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 are 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. We also need people who are strong communicators and team players and/or leaders who are enthusiastic and can work to tight deadlines.

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

#### **Eligibility/Other Requirements:**

Tertiary or post graduate qualifications in relevant areas such as Accounting, Economics, Commerce or Finance are highly desirable. Public policy or business administration skills would also be highly regarded.

**Notes:** There are positions available immediately. 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. Additionally, the ACT Public Service is committed to providing flexible work options and to encouraging remote/balanced working where desirable and appropriate.

**Notes:** There are positions available immediately. 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. Additionally, the ACT Public Service is committed to providing flexible work options and to encouraging remote/balanced working where desirable and appropriate.

**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: Shaun Ryan (02) 6207 0230 Shaun.Ryan@act.gov.au

## **Access Canberra**

### **Licensing and Registrations**

#### **Transport**

#### **BUSINESS AUDITOR, Transport Licensing**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 21239)**

Gazetted: 25 August 2022

Closing Date: 1 September 2022

Details: THE TEAM AND ROLE

Transport Licensing provides motor vehicle registration, driver licensing and motor vehicle related functions. The team also manages Access Canberra Road Transport Authority records, and develops procedures and training in the handling and use of information within the rego.act system.

In this role you will support these functions through undertaking audits into transactions handled by our team, other areas of Access Canberra, and by other external parties such as motor vehicle dealers. You will also prepare reports on the findings and resulting outcomes of audits and liaise with the AFP and other government agencies as needed to investigate matters of concern.

To be successful you will need to have excellent communication skills and the ability to prioritise work to achieve outcomes with limited supervision. You will also need a good understanding of the objectives of auditing and ability to sort through an issue to find the cause.

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.

## **DUTIES / RESPONSIBILITIES**

Under the general direction of the Assistant Director:

Under limited supervision, be responsible for the auditing of transactions conducted at the Access Canberra Service Centres and back office business units.

Develop, implement and revise procedures and processes for conducting audits.

Identify areas of concern and liaise with management and appropriate staff to initiate appropriate action.

Prepare reports on the findings and resulting outcomes of audits as necessary.

Liaise with the AFP and other government agencies as needed to investigate matters of concern.

Provide high quality service and considered, accurate information – in line with Access Canberra's priorities and values – to customers, stakeholders and colleagues.

Provide administrative support to senior staff members to ensure the objectives of the business are achieved, including meeting deadlines, providing project supports etc.

Support a work culture where work achievements are recognised and celebrated.

Understand and comply with organisational policies, procedures, legislation, systems and processes including diversity, WHS and security, and the *Territory Records Act 2002*.

Undertake other duties as required under the CMTEDD ASO5 Core Capability Framework

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

Eligibility/Other requirements:

This position works under an activity-based model

Notes: This is a temporary position available until 30 June 2023 with the possibility of extension up to 12 months.

The recruitment may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Working from home is also permitted subject to operational needs.

How to Apply: If this role sounds like something you'd like to apply for – please submit a two page pitch addressing the criteria in the Position Description, along with your curriculum vitae (including the details of two referees).

Assessment may be based on written application alone.

Your suitability for this position will be assessed in three key areas:

**Skills**

Ability to devise and implement procedures and processes.

Demonstrated sound communication (oral and written), negotiation and liaison skills.

Ability to prioritise and organise work with limited supervision.

**Knowledge**

Demonstrated understanding of the objectives of auditing and ability to utilise appropriate methods to achieve the objectives, including:

recording exceptions and cross referencing data;

preparing management reports; and

maintaining confidentiality.



#### Behaviour

Demonstrated ability to consistently display commitment and leadership in high quality customer service principles, practices and attributes.

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

Contact Officer: Leanne Woolfe (02) 6207 7299 [Leanne.Woolfe@act.gov.au](mailto:Leanne.Woolfe@act.gov.au)

### Economic Development

#### EventsACT

##### Event Delivery Crew

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: C13076, Several)**

Gazetted: 29 August 2022

Closing Date: 28 February 2023

**Details:** Events ACT is seeking applications for multiple casual Event Crew positions.

We require enthusiastic Event Crew to work with us on the set up of various events, ranging from single day community events through to large multi week festivals.

Event site crew will be on site before, during and after event operational hours as per a roster, often working early mornings and/or late nights. This role will require you to be regularly on your feet, walking around outdoor event sites in all kinds of weather (appropriate uniforms provided) sometimes on weekends, public holidays and during night-time events.

The successful candidate will be physically fit, presentable, reliable, hardworking, have good initiative, and an excellent work ethic. You will be able to take direction, but also work autonomously when required. You will have a positive can-do attitude and enjoy working as part of a team. Prior event experience is preferred but not required. Experience with tools and relevant licences such as forklift, will be beneficial, but not essential.

This hours for this role will vary depending on operational requirements, up to 5 days per week during peak event delivery times, including, but not limited to:

- Floriade 4 week period mid-September to mid-October
- Enlighten 4 week period including Canberra Balloon Spectacular around March
- Other events throughout the calendar year. Operational requirements for this position and this will be managed on a case by case basis in consultation with the employee and manager as require.

If you are looking for a casual role and can be available during event delivery times as per above and on an ad-hoc basis throughout the rest of the year, then we want to hear from you.

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

#### Eligibility/Requirements

- C Class Driver's License (essential).
- Forklift License or ability to obtain (desirable).
- Elevated Work Platform or Boom Lift licence or ability to obtain (desirable).
- Workplace Health and Safety Induction (White Card) or willingness to obtain; **General Construction Induction Card (White Card)**

· Working at heights, asbestos awareness certificates or other competency qualifications relevant to the construction industry ability to obtain (desirable)

· This role is hands on and includes manual handling tasks requiring a good level of physical fitness.

· This role is required to perform regular after-hours, public holidays and weekend work in support of booked events.

**Notes:** This position will be offered on a casual basis with a minimum of eight hours a week and the full-time salary noted above will be paid pro-rata.

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.

Please note, this position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

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

**How to Apply:** please provide:

- your current curriculum vitae

- details of two referees
  - your written response (no more than two pages) addressing how your experience meets the Professional / Technical Skills and Knowledge and Behavioural Capabilities require for this role:
    - Previous experience assisting with the delivery of large events and/or functions
    - Physical fitness and demonstrated capability to undertake manual labour/hands-on operational tasks
    - Knowledge of risk management and workplace health and safety practices within an event context and demonstrated contributions to the promotion of a safe work environment.
    - Excellent communication, customer service and interpersonal skills.
    - Willingness to take direction and adapt quickly when priorities change.
    - Ability to take initiative, work independently and as part of a team.
- Applications should be submitted via the Apply Now button below.***  
Contact Officer: Saskia White (02) 6205 3812 Saskia.White@act.gov.au

## **ACT Insurance Authority**

### **ACT Insurance Authority**

#### **Claims Administration Officer**

#### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 48195)**

Gazetted: 31 August 2022

Closing Date: 7 September 2022

Details: Expression of Interest:

Working with a professional team, the role of Claims Administration Officer is responsible for supporting the administrative functions of the claims operation at ACTIA. Duties include the registration of claims, payment of invoices and other general administrative tasks to support the smooth operation of a busy team. Organisational skills and attention to detail are key in this fast-paced environment. ACTIA have a flexible working environment, supportive culture and are looking for a highly motivated individual to join us!

We are a small team committed to executing our work to the highest standards. We work across a range of different insurance classes and across all ACT Government Directorates and Agencies. We recognise and reward the contribution of our team and offer the opportunity to develop and support the professional development of the successful candidate.

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

Notes: This is a temporary position available immediately for three months.

This position is available to ACT Government officers and employees only

Selection may be based on application and referee reports only.

How to Apply: Interested applicants are requested to submit an application no more than two pages addressing the attached selection documents, a current curriculum vitae and contact details for two referees

*Applications should be sent directly to the Contact Officer.*

Contact Officer: Sarah Reis (02) 6207 1700 Sarah.Reis@act.gov.au

## **Treasury**

### **Shared Services**

#### **Payroll, HR Systems and Reporting**

#### **Payroll Officer**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 09694, several)**

Gazetted: 30 August 2022

Closing Date: 6 September 2022

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

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

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

Salary Packaging

Annual Leave Loading

#### Generous Superannuation

Access to professional development programs

Flexible working arrangements

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

We'd love to hear from positive, customer focussed individuals that have great attention to detail. If that sounds like you and you're keen to apply for this opportunity, submit your application via the Apply Now button below. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Note:** There are several positions available immediately for up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months across Payroll Services.

Currently Shared Services staff are temporarily working from home.

**How to apply:** You are required to provide:

Your curriculum vitae (two-three pages preferred)

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

Contact details of two referees

If you have any problems submitting your application, please contact Shared Services Recruitment on 62079000 **prior to the close date/time**

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

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

Contact Officer: Napha Hengst (02) 6205 4328 [Napha.Hengst@act.gov.au](mailto:Napha.Hengst@act.gov.au)

#### Access Canberra

Transport licensing

Business Support and Training

Training Assistant

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 58664)**

Gazetted: 29 August 2022

Closing Date: 5 September 2022

**Details:** Do you enjoy the training environment? Would you like to assist the training officer with the preparation of training programs?

The Business Support and Training team provides operational support to Access Canberra teams and external users of the rego.act business system. Business Support is a high performing team focused on quality outcomes and service delivery in a fast-paced environment.

We are looking for a hardworking team player who has excellent interpersonal skills to fill the Training Assistant role within the Business Support team. The position is responsible for assisting with the development of training and the facilitation of 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!

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

**Notes:** This position is available immediately for up to six months with the possibility of extension up to 12 months.

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

Please note, this position will be 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 via the Apply Now button below.**

Contact Officer: Ellen Whyte (02) 6207 7091 [Ellen.Whyte@act.gov.au](mailto:Ellen.Whyte@act.gov.au)

#### **Access Canberra**

#### **Transport Licensing**

#### **Business Support and Training**

#### **Training Officer**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 58663)**

Gazetted: 30 August 2022

Closing Date: 6 September 2022

**Details:** Are you a workplace trainer? Are you highly organised and able to think on your feet?

The Business Support and Training team provides operational support to Access Canberra teams and external users of the rego.act business system. Business Support is a high performing team focused on quality outcomes and service delivery in a fast-paced environment.

We are looking for a hardworking team player who has excellent interpersonal skills to fill the Training Officer role within the Business Support team. The position is responsible for developing and facilitating the 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!

Please apply if you are a motivated, skilled workplace trainer who is up for a new challenge!

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

#### **Eligibility/Other Requirements:**

Certificate IV in Training and Assessment is highly desirable.

**Notes:** This is a temporary position available immediately until 31 January 2023 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 via the Apply Now button below.**

Contact Officer: Ellen Whyte (02) 6207 7091 [Ellen.Whyte@act.gov.au](mailto:Ellen.Whyte@act.gov.au)

#### **Access Canberra**

#### **Engagement, Compliance and COVID-19 Response**

#### **Traffic Camera Compliance**

#### **Team Leader**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 17807, several)**

Gazetted: 30 August 2022

Closing Date: 13 September 2022

**Details:** Do you have a keen interest in road and public safety? Can you lead, support, and develop a team to achieve common goals? If the answer is yes to these questions, you may be the person we are looking for.

**Access Canberra Traffic Camera Compliance** is seeking a dynamic and dedicated person to fill the role of Team Leader. The successful applicant will have the ability to quickly gain an understanding of, or experience in, a range of traffic camera operations and systems, including a working knowledge of the regulatory and legislative requirements for the area.

The successful applicant will work closely with another Team Leader to collectively: manage a team of 18 mobile speed camera van operators; oversee the operation of all fixed speed, red light and point-to-point camera operations in the ACT; conduct in-field duties; and, oversee the management of the team's assets.

**Eligibility/Other Requirements:** You must be an Australian citizen or permanent Australian resident to be appointed as an Authorised Person under Road Transport Legislation. A current driver's licence is also required. You may be required to undergo a health assessment prior to employment.

**Notes:** These are temporary positions available for a period up to 7 November 2022, with a possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Current and former ADF members are encouraged to apply.

**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. The response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification.

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

Contact Officer: Tony Taseski (02) 6207 3915 [Tony.Taseski@act.gov.au](mailto:Tony.Taseski@act.gov.au)

#### **Access Canberra**

##### **Transport licensing**

##### **Business Support and Training**

##### **Helpdesk Officer**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 12978)**

Gazetted: 31 August 2022

Closing Date: 7 September 2022

**Details:** The Business Support and Training team provides operational support to Access Canberra teams and external users of the rego.act business system, including:

Updates to Road Transport specific policy and procedure

Guidance and advice on Road Transport legislation

Business system training

Updates to the Access Canberra website, forms and related documents for Road Transport transactions

Communication to all rego.act stakeholders

Contribution to rego.act enhancements and projects

The successful applicant for the Helpdesk Officer role will be proactive and support staff with system functionality and advice on Road Transport legislation, policy and business rules to a high standard.

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

**Eligibility/other requirements:** The successful applicant will provide exceptional client service over the phone and via email and have the ability to draft written communication and procedures to a high standard.

The position is attached to a rotating roster of 9 am-5.30 pm Monday – Friday.

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

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

**How to apply:** Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae.

**Applications should be submitted via the "Apply Now" button below:**

Contact Officer: Himani Kapoor 62079428 [himani.kapoor@act.gov.au](mailto:himani.kapoor@act.gov.au)

#### **Procurement ACT**

##### **Procurement Policy and Capability**

##### **Capability and Communications**

##### **Capability and Communications Officer**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 54105)**

Gazetted: 31 August 2022

Closing Date: 21 September 2022

**Details:** Are you passionate about driving improvements through effective training and communication? If yes, this is an exciting opportunity for you to apply to join the Procurement ACT Capability and Communications Team!

We are the team responsible for developing and implementing procurement learning and development initiatives through communications, documentation, and training to support procurement professionals across the service.

Our aim is to drive and support improved procurement outcomes for the Territory.

We are seeking an enthusiastic, organised and outcomes-driven person to help support us in achieving our objectives and goals.

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

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

Selection may be based on application and referee reports only.

This position is in a new 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 role please supply a copy of your curriculum vitae and a response against each Selection Criteria in a maximum 400 word response for each.

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

Contact Officer: Charlotte Smith (02) 6207 0254 Charlotte.Smith@act.gov.au

#### **Digital, Data and Technology Services**

#### **Customer Engagement Services Branch**

#### **Service Assurance Refresh Team**

#### **Asset Co-ordinator**

#### **Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: 05135)**

Gazetted: 31 August 2022

Closing Date: 7 September 2022

**Details:** Service Assurance Refresh Team is seeking a highly motivated candidate who will, under limited direction, co-ordinate and assist in the lifecycle management across all ACT Government Directorates. The successful candidate will liaise with users/clients and provide advice on a range of application information and assist in the maintenance of ACT Government assets.

#### **Who are we looking for?**

A positive team member who will be responsible for the co-ordination and assistance in the life-cycle management of ICT assets within the ACT Government's Directorates Someone who has a strong customer focus and ability to establish a good rapport with all stakeholders Excellent communication skills to be able to provide support when required and a willingness to learn

Enthusiastic team member who can provide expertise and deliver the complete process of ICT asset replacement for ACT Government

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

**Eligibility/Other Requirements:** Experience in liaising with stakeholders and ICT asset lifecycle management would be advantageous.

**Note:** This is a temporary position available immediately for a period up to six months. This position is available to ACT Government officers and employees only. 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:** After reviewing the “What you will do” and “What you require” sections in the Position Description, please submit a one page written response that provides evidence of your capabilities which includes examples that clearly demonstrate relevant past experience, skills knowledge and behavioural capabilities. Please provide a current curriculum vitae including two referees.

**Applications should be sent to the Contact Officer.**

Contact Officer: Brett Darmody (02) 6207 8752 Brett.Darmody@act.gov.au

## **Economic Development**

### **EventsACT**

#### **Casual Artist Liaison Stage Support**

#### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: C13075, several)**

Gazetted: 29 August 2022

Closing Date: 28 February 2023

**Details:** Do you have a passion for live music and the Arts? Do you enjoy working as part of a team to make great events come to life? Events ACT are looking for casual staff to work in Stage Management, Venue Management and Artist Liaison positions across a range of large scale public events in Canberra including Floriade, the Enlighten Festival, New Year's Eve and Australia Day.

These positions require people who are confident and friendly communicators, who can remain calm under pressure, think on their feet and solve problems as they arise. If you are available to work flexible hours, including weekends, nights and public holidays, and want to experience the excitement of working in large scale public events, 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.

**Notes:** This position will be offered on a casual basis with a minimum of eight hours a week and the full-time salary noted above will be paid pro-rata.

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.

Please note, this position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

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

**How to Apply:** Please provide:

Your current curriculum vitae

Details of two referees

Your written response (no more than two pages) addressing how your experience meets the Professional / Technical Skills and Knowledge and Behavioural Capabilities require for this role:

Demonstrated excellent organisation and time management skills.

Understanding of the context of outdoor and large public event and artists' expectations.

Demonstrated ability to make timely decisions taking into consideration schedule, risks and policy requirements whilst maintaining high level customer service.

Demonstrated understanding of accessibility, inclusion and diversity principles in the context event environments, including appropriate support and engagement with members of the public.

Demonstrated ability to maintain patience and professionalism in high pressure situations.

Be a confident and friendly communicator when engaging with internal and external stakeholders, including the public.

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

Contact Officer: Saskia White (02) 6205 3812 [Saskia.White@act.gov.au](mailto:Saskia.White@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)**

### **Executive Branch Managers**

**Temporary vacancy (asap up to 3 months with possibility of extension)**

#### **Community Services Directorate**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 18 August 2022

Expressions of interest are sought from high performing, collaborative officers for the positions of:

- Executive Branch Manager, Housing and Inclusive Policy (E1266)

- Executive Branch Manager, Governance (E1267) and
- Executive Branch Manager, Housing and Homelessness Programs (E819)

The Community Services Directorate delivers integrated policy advice for the ACT Government and client centred services for those Canberrans who need them. It strives to support a safe and fair community where Canberrans feel they can reach their full potential and lead fulfilling lives.

It's an exciting time to be working at CSD as we're embarking on organisational wide reform which will underpin how community services in the ACT – such as public housing, child, youth and family support, prevention of domestic violence and multicultural affairs – will be delivered into the future.

If you want a challenging and broad ranging role, that gives back to the community, and will help shape the future of the directorate, this could be the job for you.

Applications are invited from candidates who are committed to collaboration and innovation, to improve the way the Community Services Directorate operates and deliver better outcomes for the community. As a key member of the senior leadership team, you will make a significant contribution to:

- CSD delivering for the ACT Government and Canberra community
- CSD operating efficiently, effectively and in-line with contemporary best-practice
- Supporting staff at all levels to be clear about priorities and accountabilities
- A positive, collaborative and supportive culture and environment.

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

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

**How to apply:** Provide your curriculum vitae, a one-page pitch aligned to the ACTPS Executive Capabilities that address why you are the best person for this role, plus the contact details for two referees.

**Closing date:** COB Wednesday 24 August 2022.

Contact Officer: Anita Perkins (02) 6205 0035 [Anita.Perkins@act.gov.au](mailto:Anita.Perkins@act.gov.au)

## Strategic Policy

### Executive

### Executive Unit

### Executive Assistant

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 52577)**

Gazetted: 31 August 2022

Closing Date: 7 September 2022

**Details:** Strategic Policy is responsible for the development and articulation of policy for the Directorate, including addressing early intervention and primary prevention services and achieving better outcomes for Aboriginal and Torres Strait Islander Canberrans. The Division brings together strategic policy advice, data analysis, digital strategy and Aboriginal and Torres Strait Islander policy and engagement to address areas of increased focus and priority for the Directorate.

Strategic Policy is seeking applications for an Executive Assistant to undertake high level coordination, liaison, and advice on activities of the unit, including liaison with the Office of the Director-General, senior government officials, internal and external clients, and maintain effective working relationships across the Directorate. While also monitoring the workflow and quality control of output from the Executive Group Manager's Office.

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 for a period of five months with the possibility of extension up to six months.

**How to Apply:** Please submit a two-page pitch along with your curriculum vitae and contact details of at least two referees.

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

Contact Officer: Liana Potter (02) 6205 3629 [Liana.Potter@act.gov.au](mailto:Liana.Potter@act.gov.au)

## Corporate Services

### Executive Group Manager



**Executive Level 2.4 \$347,585 - \$361,512 depending on current superannuation arrangements, Canberra (PN: E632)**

Gazetted: 30 August 2022

Closing Date: 16 September 2022

Community Services Directorate Executive Group Manager, Corporate. The Community Services Directorate (CSD) is seeking applications from high performing Senior Executive Officers for the position of Executive Group Manager, Corporate Services. The Community Services Directorate delivers integrated long-term policy advice for the ACT Government and client centred services for those Canberrans who need them. It strives to support a safe and fair community where Canberrans feel they can reach their full potential and lead fulfilling lives. It's an exciting time to be working at CSD as we're embarking on organisational wide reform which will underpin how community services in the ACT – such as public housing, child, youth and family support, prevention of domestic violence and multicultural affairs – will be delivered into the future. If you want a challenging and broad ranging role, that gives back to the community, and will help shape the future of the directorate, this could be the job for you.

Applications are invited from candidates who are committed to collaboration and innovation, to improve the way the Community Services Directorate operates and deliver better outcomes for the community. As a key member of the senior leadership team, you will make a significant contribution to:

CSD delivering for the ACT Government and Canberra community.

CSD operating efficiently, effectively and in-line with contemporary best practice.

Supporting staff at all levels to be clear about priorities and accountabilities.

A positive, collaborative and supportive culture and environment.

**Remuneration:** The position attracts a remuneration package of between \$347,585 and \$361,512 per annum, dependent on the appointee's current superannuation arrangements. The salary component of the package is \$309,493.

**Eligibility/Other Requirements:** The Executive Group Manager should have a proven record in the financial management of a large human services organisation or large-scale business reforms, as well as social economics, community sector reform and development, business and project planning and management and effective, values-based leadership.

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

**How To Apply:** Please submit a two-page pitch aligned to the Executive Capabilities that address why you are the best person for this role, plus the contact details for two referees. For further information about the role, please see the Candidate Information Pack.

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

Contact Officer: Catherine Rule (02) 6207 0151 [catherine.rule@act.gov.au](mailto:catherine.rule@act.gov.au)

**Inclusion and Participation**

**Social and Community Services**

**Social Recovery**

**Senior Director, Social Recovery**

**Senior Officer Grade A \$157,201, Canberra (PN: 54392)**

Gazetted: 25 August 2022

Closing Date: 8 September 2022

**Details:** We are seeking expressions of interest from suitable candidates for a temporary vacancy for the position of Senior Director, Social Recovery.

The Senior Director will be responsible for leading and developing a framework and approach to social/community development, readiness and recovery to the ACT through a process of co-design with community and stakeholders.

Demonstrated experience in a senior leadership role, high level strategic, conceptual, analytical and research skills and an extensive understanding and knowledge of issues relation to human services delivery is a requirement.

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 until 30 June 2023. Selection may be based on application and referee reports only. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please submit a two-page expression of interest. Applicants are asked to frame their statement of claims around the three key areas of Skills, Knowledge and Behaviours, keeping in mind the Duties and Responsibilities of this position. To assist you in responding to the criteria, please refer to the Manager/ Expert/ Specialist section of each capability of the ACTPS Shared Capability - ACTPS Employment Portal. Please also provide a copy of your current curriculum vitae, along with detail of two referees.

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

Contact Officer: Sarah Conway (02) 6207 1048 Sarah.Conway@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)**

### **School Improvement**

**Tuggeranong**

**Calwell High School**

**Classroom Teacher**

**Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 52423)**

Gazetted: 31 August 2022

Closing Date: 7 September 2022

**Details:** We are seeking a dynamic and outstanding science and/or mathematics teacher who has demonstrated skills and knowledge with teaching to a range of student abilities.

Our ideal candidate will also have a willingness to teach in another subject area.

#### **Eligibility/ Other Requirements:**

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

**How to Apply:** Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers.

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

Contact Officer: Steven Collins (02) 6142 1000 Steven.Collins@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

### **Service Design and Delivery**

**Student Engagement**

**Allied Health**

**Occupational Therapist**

**Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 36992, several)**

Gazetted: 31 August 2022

Closing Date: 14 September 2022

**Details:** Student Engagement Branch values the role allied health professionals play in improving the educational outcomes for children and young people. We are currently seeking occupational therapists at Health Professional 2/3 level to grow and expand our service offer. In joining the Student Engagement team, you will have opportunity to undertake a wide range of roles including providing direct support to schools, supporting our Flexible Education programs, Allied Health Teams, Targeted Support Teams and more.

**Allied Health Team:** The Allied Health team provides advice and supports to schools to improve the educational outcomes for all children and young people.

All positions will be provided support appropriate to the HP level, and clinical supervision requirements. On commencement, pay increment and classification will be based on qualifications, years of relevant experience as an allied health professional and demonstrated ability to manage clinical and work tasks autonomously (e.g. caseload management, complex case management, relationship management). All allied health professionals will be required to support and supervise allied health assistants and more experienced clinicians will be required to provide clinical supervision or mentoring to peers.

**Eligibility/other requirements:**

**Essential Requirements:**

Tertiary qualifications in Occupational Therapy

Current professional registration: Occupational Therapist registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with the relevant Workplace Health and Safety standards.

Current drivers licence essential, including access to a private vehicle for work purposes.

Prior to commencing in this role, a current registration issued under the working with *Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People 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)

**Note:** There are several temporary positions available immediately with the possibility of permanency.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to apply:** Please submit a response to the Selection Criteria (maximum four pages), a current curriculum vitae and details of two referees

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

Contact Officer: Claire Bennett 0466 577 176 [Claire.Bennett@ed.act.edu.au](mailto:Claire.Bennett@ed.act.edu.au)

**Business Services**

**Infrastructure and Capital Works**

**Asset Strategies**

**CAD Manager, Asset Data Management**

**Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 58617)**

Gazetted: 31 August 2022

Closing Date: 14 September 2022

**Details:** The Asset Strategies section within the Infrastructure and Capital Works (ICW) Branch of the Education Directorate provides facility and asset management for a large and diverse portfolio of ACT public schools and Directorate facilities.

ICW is seeking applications for an IO2 - CAD Manager to use Computer Aided Drafting (CAD) software to develop and maintain technical drawings representing architectural and infrastructure services, for example, mechanical, hydraulic, electrical, fire, security as used throughout the Directorate’s facilities.

The position will assist in the development of policies, procedures, templates, and guidelines related to the Directorate’s asset management, provide client support and technical advice regarding drawing management, workflows, and version control, and assist the development of the Directorate’s building asset information systems, including Information Management Systems, drawing registers, and associated facility asset data. Please refer to the position description for a full list of duties.

**Eligibility/other requirements:** Applicants must hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or have significant building or infrastructure knowledge and/or project management experience relevant to the role.

Possession of a ‘white card’, Asbestos Awareness Training certificate and Working with Vulnerable Persons Card or willingness to complete the required training is also highly desirable.

**Note:** This is a temporary position available immediately for two years, with the possibility of extension and/or permanency.

This position is located in a city office designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to apply:** Suitably qualified and experienced applicants should submit a curriculum vitae, a statement of claims addressing the Selection Criteria, and the contact details of two referees.

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

Contact Officer: Adam Small 0434 607 710 adam.small@act.gov.au

#### Office for schools

#### Tuggeranong Network

#### Lanyon High School

#### Community Engagement Officer

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58579)**

Gazetted: 30 August 2022

Closing Date: 13 September 2022

**Details:** Lanyon High School is located in Tuggeranong with a student population of just over 450 students. The school is committed to flexible learning and ensuring academic growth for all students in all subject areas. Staff are a committed professional learning team that is dedicated to school improvement and creating a positive school community.

The community engagement officer will work collaboratively with staff, students and parents/carers to build effective partnerships between the school and the broader community to equip students with the capabilities to learn and live successfully.

As part of the executive team at Lanyon High School you will actively seek ways to enhance student learning and wellbeing by partnering with parents and families, other education and training institutions, local businesses and community organisations. In conjunction with the school’s student services team, you will support the case management of some students. You will work collaboratively with a range of staff to enhance the quality of the pastoral care program in order to meet the full range of student needs at the school. This will include facilitating various community events and activities. The partnerships you develop will be strategically established to address identified student needs and operate by providing access to experiences, support and intellectual and/or physical resources. You will develop procedures to ensure effective communications and to monitor and evaluate the intended impacts of the school’s partnerships.

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/Requirements

##### Highly Desirable

Qualifications in the areas of community engagement, social work or education.

Current driver’s licence preferred, including access to a private vehicle for work purposes.

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

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

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

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

Contact Officer: Rebecca Cusick (02) 6142 1800 Rebecca.Cusick@ed.act.edu.au

#### System Policy and Reform

#### Enrolments and Planning

#### Senior Data Analyst

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41802)**

Gazetted: 29 August 2022

Closing Date: 12 September 2022

**Details:** Are you interested in ensuring we provide schools in the right place, at the right time? Do you enjoy tinkering with numbers? The ACT public education system has been growing at a rapid pace and is projected to

continue growing over the next decade. We are looking for an enthusiastic Assistant Director to assist with modelling and analysing student demand across all Canberra schools, focusing mainly on planning for the school infrastructure needs for the next decade. The Directorate has a partnership with the School of Demography in the Australian National University to improve the methodology and accuracy of enrolment projections over time and you will work closely with this team. You will develop and analyse options for responding to growing student demand, including intersections with student enrolment policy. You will also assist with policy development on schools planning issues, including the development of business cases for new and expanded infrastructure. You will manage a range of projects and can liaise and communicate effectively with stakeholders across the Education Directorate and other areas of government. You will have well-developed skills necessary to engage with and prepare datasets, spreadsheets and policy documents and utilise student projections modelling to inform timely and comprehensive advice. You will have specialist skills in data analysis and it is desirable if you have interests or experience in computer programming and statistical modelling. You will bring your skills and experience to helping solve complex challenges.

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 until 30 June 2023, with the possibility of extension. 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 assigned 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 written response to the Selection Criteria (two page maximum) and attach your curriculum vitae along with the contact details for two referees.

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

Contact Officer: Sean Das (02) 6207 7462 Sean.Das@act.gov.au

## Service Design and Delivery

### Digital Strategy, Services and Transformation

#### Director, Program Manager

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 43098)**

Gazetted: 29 August 2022

Closing Date: 11 September 2022

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

You will be able to maintain and communicate the organisation's strategy for managing information, ensuring that the business processes and information required to support the implementation of the transformation projects. You will support engagement across the Branch and ensure projects are well managed including expectations of project deliverables managed, risks and issues identified, and overarching project strategies exist to provide clear frameworks for success.

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 will have leadership, staff and project management skills, and a proven ability to provide advice on information management, business applications, information and communication technology and online delivery utilising ITIL fundamentals and Prince2 methodology.

#### **Eligibility/other requirements:**

Experience in the delivery/implementation of data warehouse, analytical projects in the past is desirable.

**Note:** This is a temporary position available immediately for 12 months with the possibility of extension to 18 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:** Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of at least two referees.

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

Contact Officer: Jai Vaitheswaran (02) 6205 2251 Jai.Vaitheswaran@act.gov.au

**Business Services Division**

**Strategic Finance and Procurement**

**Strategic Procurement**

**Assistant Manager**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 07240)**

Gazetted: 29 August 2022

Closing Date: 5 September 2022

**Details:** The Education Directorate is looking for a dynamic individual to fill the role of Assistant Manager in the Strategic Procurement Team. The team provides a dedicated and central function for goods and services procurement for the ACT public schools and the Education Support Office. It is responsible for ensuring compliance with legislation and consistency in best practice.

The successful applicant will be highly motivated, possess excellent communication skills and work collaboratively to support the Directorate's procurement and contract management activities.

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

**Notes:** This position is available from October for six months, with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

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

**How to Apply:** Please provide a one-page statement addressing the skills, capabilities and the job specific criteria and a current curriculum vitae with details of two referees, including a current supervisor.

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

Contact Officer: Susanna Wicks (02) 6205 3839 [Susanna.Wicks@act.gov.au](mailto:Susanna.Wicks@act.gov.au)

**Classroom Teacher**

**Classroom Teacher \$76,575 - \$114,624, Canberra (PN: Classroom Teacher, several)**

Gazetted: 26 August 2022

Closing Date: 13 September 2022

Details:

Start Your Teaching Career in Canberra

Some of the benefits of working at Education Directorate as Graduate Teacher

**Newly graduated teachers will commence on \$76,575 +11.5% super assuming no previous experience**

**Reimbursement of reasonable relocation costs up to \$12k**

**Reduced face to face teaching hours**

**Canberra Teachers have**

five-day induction program for New Educators

opportunity to have a career without needing to move locations every 3 to 5 years

support and mentoring programs when starting out in your teaching career

Why teach in Canberra?

Canberra is one of the fastest growing cities in Australia. We've a need for teachers now and into the future. In Canberra you will benefit from:

close proximity of our learning environments making connecting with your colleagues easy

career development and professional learning programs tailored to your needs and school context

Why Canberra?

The lifestyle - In Canberra you can embrace a better work-life balance. Canberran's enjoy getting active with lakes and mountains easily in reach of the city. With everything within an easy 30-minute drive, you'll be able to soak up all Canberra and this region has to offer.

Get around without the overwhelm - We don't have the same traffic snarls as most other buzzing cities. Canberra is planned to perfection, and everyone is close to everything. With less time spent in traffic, you'll have more time for the fun things in life.

Canberra's teachers are paid very competitively, and we may assist with your relocation costs. Canberra doesn't care where you've come from, or who you know. When you choose to work in Canberra, it's easy to find like-minded people.

If you're interested in starting your teaching career in Canberra working at the ACT Education Directorate, we would love to hear from you.

Eligibility requirements for employment

eligible for teacher registration with Teacher Quality Institute (TQI) prior to commencing employment

ACT Teacher Quality Institute ([tqi.act.edu.au](http://tqi.act.edu.au))

current Working with Vulnerable People registration (WwVP) [Home \(act.gov.au\)](http://act.gov.au)

Australian citizenship and/or permanent residency or a valid working visa

business sponsorship available assessed on an individual basis

How to Apply

To complete your application please submit the following documents:

resume

contact details of two professional referees (one must be from a current or previous supervisor)

two-page statement providing practice examples aligned to the Australian Professional Standards for teachers with an emphasis on the results achieved

copy of your final placement report

copy of your registration from your local regulatory authority or if currently studying evidence of enrolment in an accredited initial teacher education program

We are accepting applications now, please click the apply now button to start your application.

A merit pool will be established from this recruitment process and may be used to fill future identical vacancies.

Any questions please email us at [EDUTeachingInCanberra@act.gov.au](mailto:EDUTeachingInCanberra@act.gov.au)

Are you ready to apply?

Follow the links to put your application in today:

<https://form.jotform.com/210527631592858>

Contact Officer: Wally Arndt (02) 6207 3046 [EDUTeachingInCanberra@act.gov.au](mailto:EDUTeachingInCanberra@act.gov.au)

## School Performance and Improvement

### North Gungahlin

#### Throsby School

##### Learning Support Assistant

**School Assistant 2/3 \$51,548 - \$62,857, Canberra (PN: 57415, several)**

Gazetted: 25 August 2022

Closing Date: 8 September 2022

**Details:** Throsby School is the ACT's newest Public School. It is located in the Gungahlin area of Canberra and caters for students from Preschool to Year 6.

Throsby School offers a modern, dynamic learning environment and staff will work collaboratively to create a consistent approach to learning and teaching. Staff will work within a culture of continuous improvement that includes mentoring, coaching, and Professional Learning Communities, closely aligned with the ACT Education Directorate Future of Education strategy, utilising the new and modern infrastructure, building partnerships with the wider community.

Working collaboratively with the school community, staff will be central in establishing the structures, processes and a positive school culture. They will deliver a vision of academic rigour, a framework for genuine inclusion, and a culture of curiosity. High expectations and achievement for all students, regardless of their background, learning needs and circumstances, will be central to Throsby School.

We are seeking dynamic Learning Support Assistants to work with children from Preschool to Year 6. We require Learning Support Assistants to work across all P-6 classes. Classroom support may include working with an individual or small group of students.

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/Requirements

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

Desirable - Current First Aid Certificate or willing to undertake appropriate training

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

**How to Apply:** Please submit a two page 'pitch' that demonstrates how your experiences will enable you to succeed in this role, along with your curriculum vitae.

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

Contact Officer: Janine Lancaster (02) 6142 2880 Janine.Lancaster@ed.act.edu.au

## **School Improvement**

### **Narrabundah College**

#### **Business Manager**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 32749)**

Gazetted: 25 August 2022

Closing Date: 8 September 2022

**Details:** Narrabundah College is seeking a dynamic, highly capable Business Manager with demonstrated professional/technical skills and knowledge and behavioural capabilities (as outlined in the attached Position Description).

The potential applicant should demonstrate strength in building positive and productive relationships with staff, students, and their families. They will need to establish credibility and partner with senior leadership and executive staff to lead the operations of the school business.

Narrabundah College is a large college located in the inner-South. The college offers three streams of learning (ACT Senior Secondary, International Baccalaureate and French Baccalauréat). Narrabundah College is a diverse community of students and staff. Our current enrolment count is 958. The school engages with all stakeholders to ensure that all students are supported in their respective endeavours.

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/Requirements**

The successful applicant will have business or financial qualifications and/or experience.

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.worksafe.act.gov.au/wwvp)

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

**How to Apply:** Please submit your curriculum vitae, statement of claims demonstrating the professional/technical skills and knowledge and behavioural capabilities outlined in the application package (maximum five pages) along with two referees.

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

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Contact Officer: Michelle Morthorpe (02)6142 3200 Michelle.Morthorpe@ed.act.edu.au

## **School Improvement**

### **South/Weston**

#### **Evelyn Scott School**

#### **Wellbeing Coach (7-10)**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58742)**

Gazetted: 25 August 2022

Closing Date: 1 September 2022

**Details:** Evelyn Scott School (ESS) is seeking an experienced and innovative school leader to join the P-10 Leadership Team. The Wellbeing Coach (7-10) will work closely with the senior executive team on the project planning phase in Term 4 2022, noting that the high school will commence operations in 2023. The Wellbeing Coach (7-10) will be responsible for the design and delivery of the Student Services Hub in the Senior Campus. They will also be working with the Senior Campus Deputy Principal to ensure high quality learning and wellbeing outcomes for all secondary students at ESS. The Wellbeing Coach (7-10) will build capacity of the Senior Campus team by providing professional learning to staff in the field of student wellbeing, with specific reference to adolescents and young people. The Wellbeing Coach (7-10) will work closely with the Wellbeing Coach (P-6) on



issues of student wellbeing as **one** connected P-10 school. The Wellbeing Coach (7-10) will work with staff, students, families and other community stakeholders to ensure a robust wellbeing framework is embedded at ESS. All interested candidates are invited to submit a statement of claims addressing each of the five (5) selection criteria. This statement of claims should be no longer than five (5) pages.

The Contact Officer for this position is Jackie Vaughan, Principal Evelyn Scott School.

**Eligibility/Other Requirements:**

The successful applicant will need to demonstrate significant experience in leading student wellbeing in high school settings. The successful applicant needs to be collaborative, innovative, able to dynamically problem-solve and demonstrate an understanding and application of the ACT Future of Education Strategy.

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

**How to Apply: Please submit:**

Statement of Claims addressing the Selection Criteria

Must be no longer than five (5) pages

Must include current curriculum vitae.

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

Contact Officer: Jackie Vaughan 0422 377 167 jackie.vaughan@ed.act.edu.au

**Business Services**

**People and Performance**

**Workplace Relations**

**Senior Director, Workplace Relations**

**Senior Officer Grade A \$157,201, Canberra (PN: 58634)**

Gazetted: 25 August 2022

Closing Date: 4 September 2022

**Details:** The People and Performance Branch is seeking a highly motivated and capable Senior Director to lead the Workplace Relations team for the Education Directorate. The successful candidate will be responsible for leading the alignment of industrial relations strategies to the Directorates strategic plan and delivering whole of Government and Directorate people policies and frameworks. Specifically, this position plays an integral role in maintaining industrial relationships, enterprise bargaining and oversight for the ongoing implementation of industrial policies and frameworks.

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 provide a maximum two-page pitch outlining your skills, experience and suitability based on the requirements of the role as set out in the position description and a current curriculum vitae.

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

Contact Officer: Daniel Ackland (02) 6205 1820 Daniel.Ackland@act.gov.au

**Business Services Group**

**Strategic Finance and Procurement**

**Strategic Procurement**

**Senior Procurement Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 51184)**

Gazetted: 25 August 2022

Closing Date: 1 September 2022

**Details:** The Education Directorate is looking for a dynamic individual to fill the role of Senior Procurement Officer in the Strategic Procurement Team. The team provides a dedicated and central function for goods and services procurement for the ACT public schools and the Education Support Office. It is responsible for ensuring compliance with legislation and consistency in best practice.

The successful applicant will be highly motivated, possess excellent communication skills and work collaboratively to support the Directorate's procurement and contract management activities.

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

**How to Apply:** Please provide a one-page statement addressing the skills, capabilities and the job specific criteria and a current curriculum vitae with details of two referees, including a current supervisor.

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

Contact Officer: Leanne MacLaughlan (02) 6207 1505 [Leanne.MacLaughlan@act.gov.au](mailto:Leanne.MacLaughlan@act.gov.au)

## **Environment, Planning and Sustainable Development**

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

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

### **Planning and Urban Policy**

#### **Planning System Review and Reform Project**

##### **Project Coordinator**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58364)**

Gazetted: 31 August 2022

Closing Date: 14 September 2022

**Details:** The Planning and Urban Policy Division within the Environment, Planning and Sustainable Development Directorate is seeking a highly motivated, experienced and suitably qualified person to fill the role of Project Coordinator in the Planning System Review and Reform Project (PSRRP) team.

The PSRRP team is a small team working to deliver a reformed planning system, including a new Planning Act, a new Territory plan and system improvements. The Project Coordinator will assist the Executive Branch Manager to develop forward work programs, report and manage milestones and commitments, manage resources and budget, prepare and coordinate briefing material, develop and maintain productive working relationships.

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

##### **Eligibility/Requirements**

Significant work experience in project management and coordination, government administration, urban planning or related field.

**Notes:** This is a temporary position available for a period of 2 years with the possibility of extension.

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.

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

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

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

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

Contact Officer: Matthew Kamarul (02) 6207 9703 [Matthew.Kamarul@act.gov.au](mailto:Matthew.Kamarul@act.gov.au)

### **Environment, Heritage and Water**

#### **Conservation and Water Planning and Policy**

##### **Environmental Strategic Planning**

##### **Policy Officer - Urban Ecology Policy**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58248)**

Gazetted: 31 August 2022

Closing Date: 14 September 2022

**Details:** This is an exciting opportunity to join a team that develops policies and guidelines to support nature in the city, urban habitat connectivity, and ecologically sustainable development outcomes.

The successful person will assist with development of guidelines to support ecologically sensitive urban design and aid in the delivery of nature conservation and habitat recovery commitments for Canberra. They will look to incorporate best practice approaches, information from research and data from citizen science platforms, and expert and community perspectives to support nature conservation and habitat connectivity planning in an urban context. The position will suit an individual who is looking to develop their knowledge and skills in urban conservation and collaboration across a range of internal and external stakeholders including Traditional Custodians.

The ACT Public Service (ACTPS) operates on a one government service model. The ACTPS is a values-based service based on its core values of respect, innovation, collaboration, and integrity.

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

**Eligibility/Other requirements:** Relevant tertiary qualifications in biodiversity conservation, natural resource management, environmental science, or similar, are highly desirable. Experience engaging with Traditional Custodians is highly desirable.

**Notes:** This is a temporary position available from 19 September 2022 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. 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:** Applications are sought from potential candidates and should include:

Two-page pitch supporting statement addressing the Selection Criteria and role details

Curriculum vitae

Contact details of at least two referees.

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

Contact Officer: Jasmyn Lynch (02) 6205 4815 Jasmyn.Lynch@act.gov.au

## **Environment, Heritage and Water**

### **Conservation and Water Planning and Policy**

#### **Environmental Strategic Planning**

##### **Assistant Director -Urban Ecology Policy**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58247)**

Gazetted: 30 August 2022

Closing Date: 7 September 2022

**Details: This is an exciting opportunity to join a team that** develops policies and guidelines to support nature in the city, urban habitat connectivity, and ecologically sustainable development outcomes.

The successful person will lead development of guidelines to support ecologically sensitive urban design and aid the delivery of nature conservation and habitat recovery commitments for Canberra. They will look to incorporate best practice approaches, information from research and citizen science platforms, and expert and community perspectives to support nature conservation and habitat connectivity planning in an urban context. The position will suit an individual who enjoys innovating to achieve on-ground outcomes and collaborating across a range of internal and external stakeholders including planners, ecologists, landscape designers, Traditional Custodians and conservation stakeholders.

The ACT Public Service (ACTPS) operates on a one government service model. The ACTPS is a values-based service based on its core values of respect, innovation, collaboration, and integrity.

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/Requirements**

Relevant tertiary qualifications in biodiversity conservation, natural resource management, environmental science, or similar, are highly desirable.

Experience engaging with Traditional Custodians is highly desirable.

**Notes:** This is a temporary position available from the 1st of October 2022 until the 30th of June 2024.

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

Please note, this position will be located within 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:** Applications are sought from potential candidates and should include:

Two-page pitch supporting statement addressing the Selection Criteria and role details.

Curriculum vitae.

Contact details of at least two referees.

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

Contact Officer: Jasmyn Lynch (02) 6205 4815 Jasmyn.Lynch@act.gov.au

## Environment

### ACT Parks and Conservation Service

#### Parks and Partnerships / Urban Reserves

##### Works Supervisor

**General Service Officer Level 9 \$79,105 - \$89,398, Canberra (PN: 09886)**

Gazetted: 26 August 2022

Closing Date: 9 September 2022

**Details:** The ACT Parks and Conservation Service (PCS) is responsible for the sustainable management of our national parks, nature reserves and commercial softwood forests including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Murrumbidgee River Corridor, Molonglo River Park, Googong Foreshores, water catchment areas and commercial pine plantations. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes.

This position directly supervises Canberra Nature Park General Service Officer field teams. These field teams undertake works across Canberra Nature Park nature reserves and unleased territory land. These duties include bushfire fuel reduction slashing and grazing management, track and trail maintenance, fencing, visitor infrastructure maintenance and minor construction. Land management including planting, weed and pest animal control and erosion control works.

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/Requirements

##### Mandatory:

Ability to undertake after hours duties and incident management duties, including participation in fire standby, fire suppression and fire training;

C class drivers licence, preferably with 4wd experience;

Preparedness to wear a uniform;

Current Senior First Aid Certificate

##### Highly Desirable:

Demonstrated experience operating and maintaining plant and machinery

Class MR – Medium rigid vehicle licence with a manual transmission

Tertiary qualifications in Conservation and Land Management or equivalent;

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

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

Selection may be based on application and referee reports only.

Contact Officer: Wade Young 0466151097 Wade.Young@act.gov.au

## Statutory Planning

### Office of the Surveyor General and Land information

#### ACT Deputy Surveyor-General

**Senior Professional Officer Grade B \$135,355 - \$152,377, Canberra (PN: 15199)**

Gazetted: 26 August 2022

Closing Date: 13 September 2022

**Details:** The Office of the Surveyor-General and Land Information has an exciting opportunity for a highly skilled registered surveyor and innovator, to lead a team of professional and technical staff in the provision of surveying

and land information management services. It is expected the successful candidate will have a strong focus on digitalisation of business processes and improved service delivery to industry and the community. The successful candidate will need to demonstrate strong leadership skills and have detailed knowledge of the policies, legislation, technical requirements and guidelines for procuring and delivering these services. The position is directly responsible for managing the provision of services identified in *the ACT Legislation - Surveyors Act 2007*.

Please note the selection of the successful candidate may be made based on the written application only.

**Eligibility/Other Requirements:**

The mandatory qualification is Registered Land Surveyor

Knowledge of, or experience with, spatial information systems would be an advantage.

A Certificate IV in Government Investigations would be an advantage.

**How to Apply:** Please submit a response to the Selection Criteria of no more than three pages and a curriculum vitae.

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

Contact Officer: Greg Ledwidge (02) 6205 0083 [Greg.Ledwidge@act.gov.au](mailto:Greg.Ledwidge@act.gov.au)

**Chief Operating Officer**

**Finance, Information and Assets**

**Strategic Finance**

**Director, Financial Reporting**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 46487)**

Gazetted: 25 August 2022

Closing Date: 1 September 2022

**Details:** Strategic Finance, Financial Reporting, is responsible for delivering high quality financial reports to the Directorate with the preparation of the Annual Financial Statements. The team's responsibilities include:

Quality assurance of financial information for month-end reporting through the preparation of balance sheet reconciliations.

Preparation of the financial statements to meet the Directorate's statutory reporting requirements.

Manage the tax functions to ensure tax responsibilities are met.

Analyse consolidated financial statements for YTD variances: actuals to budget; and actuals to prior period.

Provide support and advice to the Directorate on accounting related issues.

Manage the asset register to ensure that assets are being accounted for in accordance with the accounting standards.

Preparation and maintenance of financial delegations, Director-General Instructions and all related finance procedures and documents

Manage the accounts receivable function, including 30 year loans and the land rent program.

Manage the accounts payable function, including managing APIAS, providing training as required, and promoting timely payment of invoices.

Manage credit card policies, including the process for new applications and follow up actions in relation to unacquitted credit cards.

Coordinate salary pay approvals within the required timeframe and undertake salary corrections.

Cash management, including cash forecasting and fortnightly drawdowns.

Maintain security bonds and deeds.

To be a strong contender for this role you will have a strong accounting background with a proven record in delivering high quality annual financial statements and accounting policy advice. You will have the ability to manage complex financial projects, good communication skills and able to balance competing timeframes.

The primary responsibilities for the position are to:

Manage the financial reporting activities of the Directorate, including cash management and forecasting, fixed assets, accounts receivable, accounts payable and salary reporting.

Co-ordinate the monthly financial reporting process, including monthly reconciliations, Balance Sheet reports to management and submissions to ACT Treasury.

Co-ordinate the annual financial statements process, including preparation of reconciliations, collection of data from internal and external stakeholders and managing the external audit.

Develop quality assurance frameworks and policies relevant to the operations of the financial reporting team and in adherence to relevant accounting standards.

Develop and maintain financial framework policies and instructions for the Directorate.

Develop and maintain complex financial reporting reconciliations and reports.

Manage and develop a small team of finance professionals with a view to delivering the team's tasks, business goals and objectives.

Maintain records in accordance with the *Territory Records Act 2002*.

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/Requirements**

**Highly Desirable:** Qualifications in Accounting or Commerce and membership of a professional body, such as the Institute of Chartered Accountants or CPA Australia.

Experience working with TM1 and the ACT Government's Oracle financial management information system is highly desirable.

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

Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the office is anticipated, but with the flexibility to continue working from home some days.

Please note, this position is located in the new Dickson Office Building that is designed for activity-based working. Under ABW arrangements, officers will not have designated workstation/desk.

**How to Apply:** Please provide a two-page statement addressing your suitability for the role based on your Skills, Knowledge, and Behaviour in relation to the duties/responsibilities and Selection Criteria listed in the Position Description and a copy of your current curriculum vitae.

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

Contact Officer: Melissa Tetley (02) 6207 2388 [Melissa.Tetley@act.gov.au](mailto:Melissa.Tetley@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**

**Offender Reintegration**

**Executive Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 50553)**

Gazetted: 30 August 2022

Closing Date: 13 September 2022

**Details:** A career opportunity has arisen in ACT Corrective Services (ACTCS) for a highly motivated, organised professional to join Offender Reintegration, as an Executive Officer (ASO6)

Offender Reintegration plays a vital role in the successful reintegration of an offender into the community by seeking to reduce criminogenic risk and supporting an offender to address other causal factors related to their offending behaviour.

The Executive Officer is the key point of contact for the Offender Reintegration division, providing office management and key administrative functions of the area. This includes providing high level written communications such as correspondence, briefings and reports including to ministerial, cabinet and other high-level requests; and providing secretariat support to management committees/meetings.

In addition, you will assist in planning, managing and developing financial, regulatory, legislative, administrative and information technology (IT) functions, including communicating executive decisions to staff, managers, and stakeholders, and by building and maintaining professional relationships.

Further to this, you will undertake research and analysis tasks, assist with the co-ordination and management of internal action plans, attend meetings and provide subsequent briefings to the Assistant Commissioner.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills.

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

**Eligibility/other requirements:**

The successful candidate will be required to undergo a criminal record check.

Demonstrated computer literacy with experience in the use of Windows based computer applications is highly desirable.

This position does require a pre-employment medical.

**How to apply:** Applicants are required to submit the following items:

A one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

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

Contact Officer: Narelle Pamplin (02) 6205 0197 Narelle.Pamplin@act.gov.au

**ACT Corrective Services**

**Offender Reintegration**

**Reintegration Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 34221)**

Gazetted: 30 August 2022

Closing Date: 13 September 2022

Details: **Details:** ACT Corrective Services (ACTCS) is seeking applications from highly motivated and conscientious people to join the Reintegration Unit, as a Reintegration Officer (ASO5).

The primary function of the Reintegration Initiative is to reduce the likelihood of reoffending through coordinating existing supports and services to assist ex-detainees integrate into the community as positive contributors.

The successful applicant will provide support, both pre-release and post-release to detainees in the Alexander Maconochie Centre (AMC), who are returning to the ACT Community.

In addition, you will establish and support referrals to services surrounding:

Community supervision requirements.

Basic needs.

Accommodation.

Health care / mental health.

Income support and employment.

Restoring connections with family, community, and culture.

To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

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

**Eligibility/other requirements: Compliance Requirements/Qualifications**

Eligible persons may be required to undergo a Police Check.

A current driver's licence is essential.

Current registration issued under the *Working with Vulnerable People Act 2011* is essential.

**How to apply:** Applicants are required to submit three items:

A one-to-three-page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements;

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and

A copy of their driver's licence, please ensure you submit all three items.

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

Contact Officer: Edward Gregor (02) 6205 3368 Edward.Gregor@act.gov.au

**Corporate**

**Assistant Director, Communications and Engagement**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58560)**

Gazetted: 29 August 2022

Closing Date: 12 September 2022

**Details:** Communications and Engagement, Corporate are seeking a suitable applicant for role of Assistant Director, Communications and Engagement.

Under the limited direction of the Director, Communications and Engagement, the Assistant Director, Communications and Engagement will:

Lead the design and implementation of communications and engagement plans in collaboration with the senior executive, other directorates and Ministers to support business priorities and outcomes.

Provide strategic communications and engagement advice to Executives and business stakeholders on a wide range of directorate programs and projects.

Develop and implement high quality written communications and engagement products ensuring they are designed from an audience-first perspective.

Build collaborative relationships with stakeholders, subject matter experts and multidisciplinary teams within JACS and other directorates.

Provide strong project management skills, including the ability to successfully define priorities, coordinate activities and deliver results within specified timeframes.

Demonstrate the strong ability to be resilient and responsive in an environment with rapidly changing and evolving priorities and contribute positively to team culture.

Support and participate in best practice communications and engagement response at the Public Information Coordination Centre (PICC) in times of a Territory emergency.

This position may involve the direct supervision of staff.

Please note the successful applicant may be able to work remotely depending on the individual's circumstances.

**Eligibility/Requirements**

- Experience in media management and liaison is highly desirable.
- Relevant tertiary qualifications and/or significant experience working professionally in the fields of communications, community engagement and/or media management is highly desirable.
- The ability to work flexibly with regular weekend and after-hours work is required.
- A current driver's licence is essential.
- Background / Security clearance checks will be conducted.

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

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

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

Please note, this position will be 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 your curriculum vitae, contact details for two referees and a two page response addressing how you suit the professional/technical skills and knowledge and behavioural capabilities of the role.

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

Contact Officer: Kaylee Rutland (02) 6205 6746 [Kaylee.Rutland@act.gov.au](mailto:Kaylee.Rutland@act.gov.au)

**Corporate**

**Communications and Engagement**

**Director, Communications and Engagement**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58543)**

Gazetted: 29 August 2022

Closing Date: 12 September 2022

**Details:** Communications and Engagement, Corporate are seeking a suitable applicant for role of Director, Communications and Engagement.



The Director, Communications and Engagement will deliver innovative, efficient and effective communications and engagement services. They will take a digital first approach and will be responsible for the delivery of outcomes in a timely and effective manner.

The Director, Communications and Engagement will be highly organised, demonstrate strong attention to detail and excellent communication skills. They will design for a broad range of audiences across government, stakeholders and the community. They will have strong leadership skills with the ability to support a team to respond quickly to changing priorities and show initiative, sound judgement and meet tight timeframes.

Please note the successful applicant may be able to work remotely depending on the individual's circumstances.

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/Requirements**

Relevant tertiary qualifications and/or experience working professionally in the fields of communications, engagement and/or media management is highly desired.

The ability to work flexibly with regular weekend and after-hours work is required.

A current driver's licence is essential.

**Notes:** This position is available immediately for up to six months with the possibility of extension up to 12 months.

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

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

Please note, this position will be 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 your resume, contact details for two referees and a two page response addressing how you suit the professional/technical skills and knowledge and behavioural capabilities of the role.

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

Contact Officer: Kaylee Rutland (02) 6205 6746 [Kaylee.Rutland@act.gov.au](mailto:Kaylee.Rutland@act.gov.au)

**Major Projects Canberra**

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

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

**Project Development and Support**

**Communications**

**Assistant Director, Corporate Communications**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45421)**

Gazetted: 31 August 2022

Closing Date: 16 September 2022

**Details:** Major Projects Canberra was established on 1 July 2019 to lead the delivery of the ACT Government's infrastructure program. Its vision is to deliver the infrastructure for our community which helps make Canberra one of the world's most liveable cities.

The Communications and Engagement division supports all other divisions of Major Projects Canberra including the office of the Chief Projects Officer. Our key roles are to ensure the Canberra community and relevant stakeholders are given meaningful opportunities to contribute to project planning, design and outcomes and well informed on Canberra's major infrastructure projects and the role of Major Projects Canberra.

Applications are sought for the newly created position of Assistant Director, Corporate Communications at Major Projects Canberra. This is an exciting opportunity to play a vital role in developing and delivering corporate communications, engagement with internal stakeholders and management of all corporate communications assets. The role will suit people who have a passion for storytelling with extensive experience developing targeted and engaging content across a range of interesting and challenging topics.

We are seeking a highly organised individual to join our dynamic team of communication professionals. If you are committed to supporting a positive team culture and keen to develop your communication skills, 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:**

Relevant tertiary education qualifications such as in Communications, Marketing and/or Public Relations is highly desirable.

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

**How to Apply:** If the above role sounds like you and you would like to be part of a dynamic and dedicated team, please submit no more than two pages, addressing your suitability, a current curriculum vitae and contact details of two referees. Please address the Professional/Technical Skills and Knowledge and the Behavioural Capabilities from the Position Description in your response.

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

Contact Officer: Gerry Murray (02) 6207 6356 [Gerry.Murray@act.gov.au](mailto:Gerry.Murray@act.gov.au)

**Project Development and Support**

**Executive Branch Manager, Project Management Office**

**Executive Level 1.3 \$251,374 - \$261,418 depending on current superannuation arrangements, Canberra (PN: E886)**

Gazetted: 31 August 2022

Closing Date: 7 September 2022

The position of the Executive Branch Manager (EBM), Project Management Office, leads and directs the work of the various specialist teams delivering reporting systems, contracts, dispute resolution, capital works and construction policy (relating to procurement and project delivery) across Major Project's Canberra (MPC), and across the ACT Government as required. In particular, the EBM Project Management Office is responsible for providing best practice advice, contract development, along with project management and reporting support to those areas of Government responsible for delivering capital works projects.

The EBM, Project Management Office works collaboratively with the Project Directors of designated major projects, the Chief Projects Officer and MPC Executives to provide assurance and reporting on the infrastructure projects. The EBM provides executive leadership on project governance and reporting, project management, contract management, commercial matters, project controls including risk and issues management, change control management, master programming, and other activities.

**Remuneration:** The position attracts a remuneration package ranging from \$251,374 - \$261,418 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$223,205.

**Eligibility/Other Requirements:**

The position requires a person with exceptional leadership, relationship management and strategic thinking skills. A proven record in project governance, contract, and project controls management for the delivery of infrastructure projects is essential. Equally, a track record of establishing a team and developing a can-do attitude in the team of achieving milestones in a dynamic environment is critical.

Knowledge of the ACT Government or other State Government procurement and delivery processes would be highly regarded, along with experience of project delivery within public private partnerships or the procurement/delivery of transportation assets and infrastructure.

Tertiary qualifications in Business Administration or Management, Contract Management, Project Management or a related discipline or equivalent experience would be an advantage.

**Note:** The successful applicant will be placed on a short-term contract for two months with possibility of extension up to six months. Selection may be based on written application and referee reports only and is open to current ACTPS employees.

**How to Apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Selection Criteria, Executive Capabilities and the Job Specific Criteria, a current curriculum vitae, contact details of two referees and copies of relevant qualifications.

**Applications should be submitted directly to the Contact Officer.**

Contact Officer: Amaranth King 0434 890 440 [amaranth.king@act.gov.au](mailto:amaranth.king@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**

##### **Assistant Director, Sales and Client Services**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 48853)**

Gazetted: 29 August 2022

Closing Date: 12 September 2022

**Details:** Applications are sought from potential candidates for the position of Assistant Director, Sales and Client Services.

If you have a passion for the customer journey, if you enjoy managing staff, have a great work ethic, have impeccable attention to detail, we would like you to apply for this role.

This is a shift working role, the successful applicant will be required to work some weekends on a rotating roster at the SLA's brand-new sales suite in Whitlam. For further information regarding the roster please contact the contact officer. Rostered shifts on weekends will attract penalty rates.

**Notes:** This is a temporary position available from 6 October 2022 until 8 July 2023 with the possibility of permanency.

**How to Apply:** Applicants should submit a supporting statement, addressing the

Selection Criteria, of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

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

Contact Officer: Kathy Torcasio (02) 6205 3020 [Kathy.Torcasio@act.gov.au](mailto:Kathy.Torcasio@act.gov.au)

#### **Suburban Land Agency**

##### **Program Solutions**

##### **Infrastructure Services**

##### **Senior Project Manager - Landscape**

##### **Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 57650)**

Gazetted: 26 August 2022

Closing Date: 9 September 2022

**Details:** The Senior Project Manager – Landscape reports to the Senior Project Director – Infrastructure Services within the Infrastructure Services team of the Suburban Land Agency (the Agency). The team is primarily responsible for providing services to projects comprising design review, documentation and construction supervision of Greenfield, Urban and Commercial / Industrial development activities.

We are looking for person with high-level skills and experience in contract and project management of civil and landscape construction contracts using GC21 or AS2124 or similar contracts. To succeed in this position, you will bring experience and knowledge of procurement in the civil and landscape construction industry and hold strong working knowledge of procurement processes.

As Senior Project Manager – Landscape you will lead a small team of staff, consultants and contractors in a multi-disciplinary environment and possess a high level of negotiation and excellent oral and written communication skills.

You will apply excellent stakeholder engagement to interact effectively with client, stakeholders, and industry, including commitment to customer service principles, practices and attributes.

**Eligibility/Other Requirements:** Positions classified as an Infrastructure Officer require the occupant to:  
hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or  
hold a relevant building degree; or  
have 10 years or more experience in a landscaping project management role

**Notes:** This is a temporary position available from 3 October 2022 until 29 September 2023 with the possibility of extension and/or permanency.

**How to Apply:** Applicants should submit a supporting statement, addressing the selection criteria, of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

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

Contact Officer: Sarju Prajapati 0450013070 [Sarju.Prajapati@act.gov.au](mailto:Sarju.Prajapati@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)**

#### **Executive Group Manager, City Operations**

**Temporary Vacancy (13 October 2022 – 14 November 2022)**

#### **Transport Canberra and City Services**

#### **City Services**

**Position: E581**

**(Remuneration equivalent to Executive Level 2.4)**

Circulated to: ACTPS Senior Executive List

Date circulated: 30 August 2022

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Group Manager City Operations, commencing 13/10/22 – 14/11/2022, this order of merit will be used for the following twelve months to fill any vacancy in this role during this time.

The Executive Group Manager, City Operations reports to the Deputy Director-General City Services and is responsible for providing leadership in the delivery of a wide range of services to the community.

The Executive Group Manager leads all teams responsible for the look of the city and its environs and associated compliance activities.

The Executive Group Manager represents the Directorate at Government, industry and community forums on matters that span the Directorate's operations.

The role requires exceptional leadership, executive management and negotiation skills across a range of portfolio areas including project management, transport planning and services, policy, financial management, human resources, government, the wider community and business issues.

The Executive Group Manager will be required to demonstrate effectiveness in senior public sector management and have the capacity to build and maintain relationships with key internal and external stakeholders. They will need strong leadership skills and the ability to motivate and inspire others to work together to achieve Government policy outcomes.

Consistent with the 'One Service' approach of the ACT Public Service, the Executive Director will also contribute to broader whole of service initiatives relating to workforce management and planning.

The Executive Group Manager will also have a key role in the research and development of innovative approaches for sustainable asset planning and maintenance.

**To apply:** Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Ken Marshall via email, [ken.marshall@act.gov.au](mailto:ken.marshall@act.gov.au) by COB Tuesday 6 September 2022.

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

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

**Contact Officer:** Ken Marshall (02) 6207 4418 [ken.marshall@act.gov.au](mailto:ken.marshall@act.gov.au)

#### **City Services**

#### **City Presentation**

#### **Licensing and Compliance**

#### **Senior Investigator**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 39671)**

Gazetted: 31 August 2022

Closing Date: 14 September 2022

**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 (LandC) 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. 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/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 give 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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Successful applicants must meet suitability requirements (experience, qualifications and personal character) to be appointed as Authorised Persons under a number of 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.

**Notes:** 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.

Please note, this position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

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

**How to Apply:** Written applications are to be in the form of a two-page pitch, addressing the selection criteria, outlining how your Skills, Qualifications and Experience relate to this role and its duties, and what you will bring to the role. In your pitch you will also tell us how you meet the Behavioural Capabilities and Professional/Technical Skills and Knowledge components of the role. Please also provide a tailored 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 to be a current or very recent supervisor). See the attached Position Description for further information about the role.

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

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

Contact Officer: Tim Hutchens (02) 6205 8618 [Tim.Hutchens@act.gov.au](mailto:Tim.Hutchens@act.gov.au)

**Chief Operating Officer Group**

**Chief Information Office**

**Chief Information Office**

**Branch Coordinator, Chief Information Office**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 11892)**

Gazetted: 29 August 2022

Closing Date: 12 September 2022

**Details:** If you are a highly motivated team player with a passion for ICT and how it can enable business outcomes, then this is the job for you.

The person who is successful will work closely with the Chief Information Officer and key stakeholders to coordinate and monitor the business requirements of the branch, including leading a range of governance, ministerial, financial, and secretarial activities.

If you have experience working in a fast-paced branch coordination role, 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.

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

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

**How to apply:** Please provide an application of no more than two pages outlining your experience against the capabilities that form the criteria in the Position Description, along with your curriculum vitae and the 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

**Chief Operating Group Office**

**Chief Information Office**

**Project Coordinator**

**Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 49270)**

Gazetted: 25 August 2022

Closing Date: 15 September 2022

**Details:** Are you an ambitious, self-motivated, IT professional with a keen interest in driving business improvement through effective delivery of digital change initiatives? Do you enjoy hands on problem solving in a fast paced, complex ICT environment?

The Chief Information Office, Transport Canberra and City Services (TCCS) is seeking a highly motivated, self-driven IT Project Coordinator to assist with the delivery of projects onto the new the Field Service Salesforce Platform.

This position will support the various Project Managers as a project support officer and will be capable of running smaller projects on the Field Service Salesforce Platform.

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/Requirements**

Relevant tertiary qualifications, certification or equivalent in Information Technology and Digital Transformation is highly desirable.

**Notes:** This is a temporary position available for up to 12 months.

This position is based in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers don't have a designated workstation/desk.

Selection may be based on application and referee reports only.

**How to Apply:** Please respond, addressing the following criteria, max half page per criteria.

Demonstrated strong leadership capability, executing as appropriate in the areas of responsibility for Project Coordination including scope, schedule, budget, quality, resource, communications, risk, procurement, integration, and stakeholder management.

Experience in a program/project office and familiarity with Project Management software will be highly regarded.

High level of motivation and ability to set and achieve work priorities, including well developed coordination and problem-solving skills including a demonstrated ability to overcome issues to ensure project outcomes are delivered.

Advanced analytical skills, particularly the ability to understand how issues integrate and to make rational judgements from available information. Take an innovative and holistic approach to project delivery for improved outcomes.

Adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a constantly changing environment.

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

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Contact Officer: Deb Butt (02) 6205 8581 Deb.Butt@act.gov.au

## City Services

### Executive Branch Manager Roads ACT

**Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E276)**

Gazetted: 26 August 2022

Closing Date: 14 September 2022

**Details:** Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager, Roads ACT. This process will also be used to develop an order of merit for the following twelve months to fill any vacancy in this role during this time.

The Executive Branch Manager, Roads ACT reports to the Executive Group Manager City Operations and is responsible for providing leadership, analysis, and advice on planning, developing and implementing strategies to drive reform across the branch. Roads ACT is responsible for the management, use and maintenance of the ACT roads, bridges, footpaths, traffic lights, street lighting and the stormwater infrastructure asset base. The role is also responsible for management of Canberra's traffic, line-marking, project management, sign design and manufacture and response to emergency works that is underpinned by a 24-hour service.

The Executive Branch Manager represents the Directorate in public and at Government, industry, community, and national forums on matters that relate to roads infrastructure. The position provides policy advice to the ACT Government on road infrastructure issues in the ACT, the region and nationally.

The position manages:

- a staffing level of around 115 employees and
- an annual budget of around \$80 million
- as many as 80 contracts under administration with an aggregate value of up to \$250 million, and
- up to 50 procurement processes annually ranging up to 10 years in term and to \$100 million in value.

The Executive Branch Manager will be required to demonstrate effectiveness in senior public sector management and have the capacity to build and maintain strategic relationships with key internal and external stakeholders including the Ministers Office. The role will need strong leadership skills and the ability to motivate and inspire others to work towards Transport Canberra City Services Strategic Direction as a unified team to inform and achieve Government policy outcomes.

Consistent with the 'One Service' approach of the ACT Public Service, the Executive Branch Manager will also contribute to broader whole of service initiatives relating to workforce management and planning.

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

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

**How to Apply:** Interested candidates are requested to submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Ken Marshall (02) 6207 6588 ken.marshall@act.gov.au

## APPOINTMENTS

### ACT Health

**Senior Information Technology Officer Grade B \$135,355 - \$152,377**

Chrysta Bridge, Section 68(1), 15 August 2022

**Senior Information Technology Officer Grade B \$135,355 - \$152,377**

Venkataramana Mysore Sumatheendra, Section 68(1), 29 August 2022

### Canberra Health Services

**Health Professional Level 2 \$70,679 - \$97,028**

Bronte Aiken, Section 68(1), 29 August 2022

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920**

Amita Amita, Section 68(1), 1 September 2022

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920**

Pooja Arya, Section 68(1), 1 September 2022

**Sterilising Services Health Service Officer Level 3/4/5 \$55,350 - \$63,169 (pending on qualifications)**

Emily Basic, Section 68(1), 29 August 2022

**Assistant in Nursing \$55,927 - \$57,820**

Dipika Chhetri, Section 68(1), 29 August 2022

**Registered Nurse Level 3.1 \$115,743 - \$120,506**

Susan Chitsungo, Section 68(1), 31 August 2022

**Registered Nurse Level 2 \$100,957 - \$107,000**

Julie Evans, Section 68(1), 31 August 2022

**Registered Nurse Level 1 \$72,698 - \$97,112**

Rhianne Forrest, Section 68(1), 1 September 2022

**Enrolled Nurse Level 1 \$65,934 - \$70,443**

Diganto Ganguli, Section 68(1), 1 September 2022

**Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)**

Sony George, Section 68(1), 23 August 2022

**Health Professional Level 2 \$70,679 - \$97,028**

Siobhan Gleeson, Section 68(1), 29 August 2022

**Registered Nurse Level 1 \$72,698 - \$97,112**

Laura Hamilton, Section 68(1), 1 September 2022

**Technical Officer Level 1 \$62,599 - \$65,631**

Alice Johnston, Section 68(1), 30 August 2022

**Registered Nurse Level 1 \$72,698 - \$97,112**

Rowena Grace Kidd, Section 68(1), 1 September 2022

**Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications)**



Amitha Maria Chandy, Section 68(1), 1 September 2022

**Enrolled Nurse Level 1 \$65,934 - \$70,443**

Sameer Mikrani, Section 68(1), 1 September 2022

**Registered Nurse Level 1 \$72,698 - \$97,112**

Richard Frank Neild, Section 68(1), 1 September 2022

**Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)**

Kinley Om, Section 68(1), 24 August 2022

**Enrolled Nurse Level 1 \$65,934 - \$70,443**

Alisha Parajuli, Section 68(1), 1 September 2022

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Emily Siciliano, Section 68(1), 1 September 2022

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920**

Wais Sidiqi, Section 68(1), 1 September 2022

**Health Professional Level 2 \$70,679 - \$97,028**

Ian Walker, Section 68(1), 25 August 2022

**Health Professional Level 2 \$70,679 - \$97,028**

Nina Weiss, Section 68(1), 25 August 2022

**Chief Minister, Treasury and Economic Development**

**Infrastructure Officer 2 \$91,428 - \$105,186**

Goran Hajdar, Section 68(1), 29 August 2022

**Community Services**

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Fuen Acebron Sanchez, Section 68(1), 29 August 2022

**Child and Youth Protection Professional Level 3 \$107,887 - \$118,728**

Jessica Cristallo, Section 68(1), 29 August 2022

**Education**

**School Assistant 2/3 \$51,548 - \$62,857**

Samantha Ewens, Section 68(1), 25 August 2022

**Cleaning Services Officer 2 \$53,867 - \$55,873**

Anuchit Kamprom, Section 68(1), 25 August 2022

**Justice and Community Safety**

**Senior Officer Grade C \$114,928 - \$123,710**

Eve Ball, Section 68(1), 8 August 2022

**Senior Officer Grade C \$114,928 - \$123,710**

Carol Benda, Section 68(1), 8 August 2022

**Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties**

Mathew Garven, Section 68(1), 31 August 2022

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Kirra Uren, Section 68(1), 31 August 2022

**Major Projects Canberra**

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Sara Hardy, Section 68(1), 30 August 2022

**Transport Canberra and City Services**

**Bus Operator - Training \$74,582**

Nitiwan Boonrawd, Section 68(1), 27 August 2022

**Bus Operator - Training \$74,582**

Lisa Gannon, Section 68(1), 27 August 2022

**Infrastructure Officer 3 \$115,193 - \$126,450**

Peter Johnstone, Section 68(1), 29 August 2022

**Capital Linen Service Band 1 \$51,001 - \$53,047**

Telisha Keppell, Section 68(1), 1 September 2022

**Bus Operator - Training \$74,582**

Stephen Lazaro, Section 68(1), 27 August 2022

**Bus Operator - Training \$74,582**

Khushwinder Singh, Section 68(1), 27 August 2022

**Bus Operator - Training \$74,582**

Matthew Szabo, Section 68(1), 27 August 2022

**Bus Operator - Training \$74,582**

Pradip Thapa, Section 68(1), 27 August 2022

**Bus Operator - Training \$74,582**

Xingquan Zhu, Section 68(1), 27 August 2022

**TRANSFERS**

**Canberra Health Services**

**Emma Edwards**

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

To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN. 54277) (Gazetted 23 November 2021)

**Christiana Kumata**

From: Technical Officer Level 1 \$65,631

Canberra Health Services

To: Technical Officer Level 1 \$62,599 - \$65,631

Canberra Health Services, Canberra (PN. 21899) (Gazetted 18 July 2022)

**Jessica Mathie**

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 58529) (Gazetted 22 June 2022)

**Divya Seethilal**

From: Registered Midwife Level 3.2 \$130,846

Canberra Health Services

To: Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 22408) (Gazetted 8 July 2022)

**Nhlanhla Lucia Twala**

From: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services

To: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services, Canberra (PN. 23621) (Gazetted )

**Louise Wormell**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 17213) (Gazetted 20 June 2022)

**Education**

**Dai Moore**

From: Administrative Services Officer Class 5 \$114,928

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 57656) (Gazetted 24 June 2022)

**Transport Canberra and City Services**

**Nicholas Tildsley**

From: \$69,433 - \$82,797

Justice and Community Safety

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services, Canberra (PN. 17773) (Gazetted 17 February 2022)

**PROMOTIONS**

**ACT Health**

**Office of the Director General**

**Office of the Director General**

**Media and Strategic Communications**

**Andrew Benson**

From: Senior Officer Grade B \$135,355 - \$152,377  
Environment, Planning and Sustainable Development  
To: †Senior Officer Grade A \$157,201  
ACT Health, Canberra (PN. 58590) (Gazetted 4 January 2022)

**Population Health**

**Health Protection Service**

**Environmental Health**

**Faith Bvirakare**

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)  
ACT Health  
To: †Health Professional Level 4 \$114,928 - \$123,710  
ACT Health, Canberra (PN. 27604) (Gazetted 27 June 2022)

**Digital Solutions Division**

**Technology Operations Branch**

**Petah Larke**

From: Senior Officer Grade C \$114,928 - \$123,710  
ACT Health  
To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377  
ACT Health, Canberra (PN. 53699) (Gazetted 28 June 2022)

**Digital Solutions Division**

**Future Capability and Governance**

**Future Capability Hub**

**Maddison Noble**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705  
ACT Health  
To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710  
ACT Health, Canberra (PN. 44639) (Gazetted 27 June 2022)

**Canberra Health Services**

**Deepa Ambalakunnil**

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)  
Canberra Health Services  
To: †Health Professional Level 4 \$114,928 - \$123,710  
Canberra Health Services, Canberra (PN. 12956) (Gazetted 2 December 2021)

**Gemma Brown**

From: Health Professional Level 2 \$70,679 - \$97,028  
Canberra Health Services  
To: †Health Professional Level 4 \$114,928 - \$123,710  
Canberra Health Services, Canberra (PN. 53592) (Gazetted 20 June 2022)

**Chelsea Browne**

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. 30396) (Gazetted 5 July 2022)

**Oliver Campos**

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)  
Canberra Health Services  
To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 41420) (Gazetted 20 June 2022)

**Allied Health**  
**Acute Allied Health**  
**Nutrition**

**Jemma Corrigan**

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

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 48852) (Gazetted 20 April 2022)

**Bradley Crowe**

From: Technical Officer Level 1 \$62,599 - \$65,631

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 28620) (Gazetted 4 July 2022)

**Anitha David**

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. 15658) (Gazetted 8 July 2022)

**Nathan Hyde**

From: Radiation Therapist Level 3.1 \$109,307 - \$112,880

Canberra Health Services

To: †Radiation Therapist Level 4.1 \$131,862 - \$136,225

Canberra Health Services, Canberra (PN. 12109) (Gazetted 14 June 2022)

**Renchu Joice**

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 22189) (Gazetted 8 July 2022)

**Damanpreet Kaur**

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. 29228) (Gazetted 7 July 2022)

**Philena Le**

From: Radiation Therapist Level 2 \$73,662 - \$101,811

Canberra Health Services

To: Radiation Therapist Level 3.1 \$109,307 - \$112,880

Canberra Health Services, Canberra (PN. 12107) (Gazetted 6 June 2022)

**Cameron Neil**

From: Building Trade \$76,147 - \$80,536

Canberra Health Services

To: Senior Building Trade \$83,597 - \$89,398

Canberra Health Services, Canberra (PN. 58182) (Gazetted 4 August 2022)

**Canberra Health Services**

**Tshogyel Palmo**

From: Cleaning Services Officer 2 \$53,867 - \$55,873

Education

To: Enrolled Nurse Level 1 \$65,934 - \$70,443  
Canberra Health Services, Canberra (PN. 39976) (Gazetted 16 March 2022)

**Rachel Sharwood**

From: Administrative Services Officer Class 2 \$60,620 - \$66,939  
Canberra Health Services  
To: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Canberra Health Services, Canberra (PN. 30802) (Gazetted 15 December 2021)

**Chief Operating Officer Clinical Services  
Women, Youth and Children**

**Samantha Smith**

From: Registered Nurse Level 2 \$100,957 - \$107,000  
Canberra Health Services  
To: Registered Midwife Level 2 \$100,957 - \$107,000  
Canberra Health Services, Canberra (PN. 44710) (Gazetted 4 July 2022)

**Rachunan Su**

From: Radiation Therapist Level 3.1 \$109,307 - \$112,880  
Canberra Health Services  
To: †Radiation Therapist Level 4.1 \$131,862 - \$136,225  
Canberra Health Services, Canberra (PN. 57519) (Gazetted 14 June 2022)

**Kristie Thornework**

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)  
Canberra Health Services  
To: †Health Professional Level 4 \$114,928 - \$123,710  
Canberra Health Services, Canberra (PN. 25829) (Gazetted 21 June 2022)

**Chief Minister, Treasury and Economic Development**

**Finance and Budget Group**

**Financial Reporting and Framework Branch**

**Hamish Palfreyman**

From: Senior Officer Grade C \$114,928 - \$123,710  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade B \$135,355 - \$152,377  
Chief Minister, Treasury and Economic Development, Canberra (PN. 33231) (Gazetted 19 July 2022)

**Access Canberra**

**Construction Utilities Environment Protection**

**Strategic Business and Coordination**

**Anson So**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Chief Minister, Treasury and Economic Development, Canberra (PN. 37912) (Gazetted 4 March 2022)

**Community Services**

**Housing ACT**

**Client Services Branch**

**Gateway**

**Taylah Bowler**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Community Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services, Canberra (PN. 10007, several) (Gazetted 22 October 2021)

**Housing ACT**

**Client Services Branch**

**Development and Support**

**Ponnayamage De Silva**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Community Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services, Canberra (PN. 57305) (Gazetted 27 April 2022)

**Education**

**Business Services**

**Strategic Finance and Procurement**

**Schools Resourcing and Finance**

**Casey Barton**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 40944) (Gazetted 29 October 2021)

**School Performance and Improvement**

**South Weston Network**

**Curtin Primary School**

**Renee Berry**

From: \$154,033

Education

To: †School Leader A 1 \$175,964

Education, Canberra (PN. 01817) (Gazetted 31 May 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**School Performance and Improvement**

**North and Gungahlin Network**

**Harrison School**

**Benjamin Davies**

From: \$154,033

Education

To: †School Leader A 1 \$175,964

Education, Canberra (PN. 40602) (Gazetted 15 June 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**

**Belconnen Network**

**Miles Franklin Primary School**

**Larissa Davis**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 36970) (Gazetted 2 September 2021)

**School improvement and Performance**

**North Canberra Gungahlin**

**Gold Creek School**

**Diane Doornbos**

From: School Assistant 3 \$58,404 - \$62,857

Education

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Education, Canberra (PN. 00312) (Gazetted 7 July 2022)

**Birrigai Outdoor School**

**Peter Kent**

From: School Leader B \$154,033

Education

To: †School Leader A 1 \$175,964

Education, Canberra (PN. 04144) (Gazetted 31 May 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**School Performance and Improvement**

**North/Gungahlin Network**

**Harrison School**

**Linda Kwong**

From: School Assistant 2 \$51,548 - \$56,919

Education

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Education, Canberra (PN. 54519) (Gazetted 1 April 2022)

**School Performance and Improvement**

**North/Gungahlin Network**

**Harrison School**

**Joanne Slater**

From: School Assistant 2/3 \$51,548 - \$62,857

Education

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education, Canberra (PN. 37512) (Gazetted 28 July 2022)

**Environment, Planning and Sustainable Development**

**Development and Implementation**

**Sustainable Land Development (previously Implementation Coordination)**

**Adrian Arulnandam**

From: Infrastructure Officer 3 \$115,193 - \$126,450

Community Services

To: †Infrastructure Officer 4 \$136,524 - \$155,109

Environment, Planning and Sustainable Development, Canberra (PN. 55296) (Gazetted 20 June 2022)

**Suburban Land Agency**

**Governance and Corporate Services**

**Governance**

**Tracy Mayo**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 39065) (Gazetted 6 July 2022)



**Climate Change and Energy Division**

**Program Delivery**

**Toby Pearson**

From: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development, Canberra (PN. 11323) (Gazetted 8 July 2022)

**Environment, Heritage and Water**

**Parks and Conservation Service**

**Fire Forests and Roads**

**Keeley Tonna**

From: General Service Officer Level 3/4 \$53,867 - \$58,825

Transport Canberra and City Services

To: General Service Officer Level 6 \$62,860 - \$65,718

Environment, Planning and Sustainable Development, Canberra (PN. 20138) (Gazetted 18 May 2022)

**Justice and Community Safety**

**Emergency Services**

**ACT Ambulance Services**

**Nicholas Paton**

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 44063) (Gazetted )

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

**ACT Corrective Services**

**Operational Support**

**Organisational Capability**

**Helen Roach**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety, Canberra (PN. 11269) (Gazetted 14 June 2022)

**ACT Courts and Tribunal**

**Registry Operations**

**Civil Section**

**Sarah Spicer**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety, Canberra (PN. 42396) (Gazetted 28 February 2022)

**Major Projects Canberra**

**Project Development and Support**

**Project Management Office**

**Contracts and Prequalification**

**Francine Kelly**

From: Infrastructure Officer 5 \$163,315

Major Projects Canberra

To: †Infrastructure Manager/Specialist 1 \$175,124

Major Projects Canberra, Canberra (PN. 58006) (Gazetted 6 July 2022)

**Transport Canberra and City Services**

**Transport Canberra and Business Services**

**Domestic Animal Services**

**Domestic Animal Services**

**Eva Cawthorne**

From: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Transport Canberra and City Services, Canberra (PN. 50057) (Gazetted 10 June 2022)

**Transport Canberra and Business Services**

**Transport Canberra**

**Planning and Delivery**

**Shonah Stratton**

From: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Transport Canberra and City Services, Canberra (PN. 51149) (Gazetted 8 July 2022)