



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 03 November 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>

#### **Infrastructure Communication and Engagement**

#### **Infrastructure Communication and Engagement Executive Team**

#### **Executive Support Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59339)**

Gazetted: 09 November 2022

Closing Date: 16 November 2022

**Details:** Are you an administration whiz with excellent organisational skills? Then this might be the opportunity for you.

The Infrastructure Communication and Engagement Division within the ACT Health Directorate has a six-month opportunity for an enthusiastic team player who can hit the ground running in supporting the Division's executive. The role sits within a small team, responsible for coordinating and preparing advice on strategic, administrative, and operational matters to assist the Division and executive. This role will be relied upon to provide high level administration support and will undertake a diverse range of tasks including managing executive diaries, managing and monitoring clearances and workflows, coordinating input and government business tasks, and collating meeting papers.

The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven. The role is suited to someone with a can-do attitude who contributes to a positive workplace culture and enjoys achieving results. This is a great opportunity for someone wanting to get a taste of working in a fast-paced executive office and working closely with executive.

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 ability to operate a variety of computer programs and databases such as APIAS, Objective and HPE Content Manager (TRIM) would be beneficial.

**Note:** This is a temporary position available for six months. This position is available to ACT Government officers and employees only.

Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

Selection may be based on application and referee reports only.

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

Applications should be sent directly to the Contact Officer.

Contact Officer: Stephanie Oliver 02 5124 6842 [Stephanie.Oliver@act.gov.au](mailto:Stephanie.Oliver@act.gov.au)

#### **Population Health Division**

#### **Health Protection Service**

#### **Pharmaceutical Services Section**

#### **Pharmacist**

#### **Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 50167)**

Gazetted: 03 November 2022

Closing Date: 17 November 2022

**Details:** The Pharmaceutical Services Section is looking to fill a pharmacist position to undertake regulatory role that will encompass the interpretation and application of the *Medicines, Poisons and Therapeutics Goods Act 2008*. The position works within the operational team, applying the legislation to prescriber applications and providing advice to prescribers, pharmacists and the wider community.

The position is also responsible for drafting correspondence, liaising with internal and external stakeholders via telephone, teleconferencing and in person, and participating in staff meetings.

**Eligibility/Other Requirements:**

Be registered or have applied for registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).

Current drivers' licence.

**Notes:** This is a temporary position available Immediately up until 30 June 2023 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.

**How to Apply:** Applications must demonstrate experience against each of the professional/technical skills and knowledge criteria and behavioural capabilities. Examples must be provided demonstrating experience. A current curriculum vitae including two referees must also be provided.

Applications should be no more than three pages in length.

Applications that do not address the professional/Technical Skills and Knowledge Criteria and Behavioural Capabilities will not be considered.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Johns (02) 5124 9257 [Natalie.Johns@act.gov.au](mailto:Natalie.Johns@act.gov.au)

### **Canberra Health Services**

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

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

#### **Canberra Health Services**

##### **People and Culture**

##### **Executive Branch Manager, Talent Acquisition and Employee Experience**

**Executive Level 1.2 \$235,922 - \$245,343 depending on current superannuation arrangements, Canberra (PN: E1195)**

Closing Date: 15 November 2022

Weeks to Close: 2

**Details:** Canberra Health Services is seeking a suitably skilled Executive Branch Manager (EBM), who will be engaged on a long-term contract for a period of up to five years.

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

Reporting to the Executive Group Manager, People and Culture, the Executive Branch Manager will be responsible for the strategic and operational management of the Division, ensuring the effective and efficient operation of strategic people management advice, policy, and programs across CHS.

The successful incumbent will lead divisional staff through the design, development, and delivery of transformational human resources management functions and ensure those functions are responsive to the strategies identified in the organisation's strategic plans and frameworks.

To be successful in this position, the successful candidate will have previous experience in human resource management and talent acquisition, ideally in a complex health system. The candidate should also demonstrate a track record of successfully leading a senior management team in a complex environment, inspiring a collaborative team, and ensuring compliance with all applicable regulatory and legislative requirements for such a role.

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

**Contract:** The successful applicant will be engaged under a performance-based contract for a period of three years, with the possibility of extension 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 copy of your curriculum vitae and two pages outlining your skills and experience against the executive capabilities.

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

Contact Officer: Kalena Smitham, 0466438133 or [Kalena.smitham@act.gov.au](mailto:Kalena.smitham@act.gov.au)

## **General Practitioner – Justice Health Services**

### **Full-time Permanent**

**Classification:** Specialist 1-5 / Senior Specialist / Visiting Medical Officer

**Salary:** \$188,151 - \$254,198 plus superannuation

**Position No:** 17640, several - 026ED

**Directorate:** [Canberra Health Services](#)

**Advertised (Gazettal date):** 09 November 2022

**Closes: 02 December 2022**

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

### **POSITION OVERVIEW**

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

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 Justice Health Services Primary Health Team is part of MHJHADS and provides high quality healthcare to people located within the Alexander Maconochie Centre (AMC), the Dhulwa Mental Health Unit (DMHU) and young people at the Bimberi Youth Justice Centre (BYJC). The position holder would be expected to provide care to patients across all JHS sites.

The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College.

The position will be accountable and responsible to the Justice Health Services Clinical Director through an Individual Strengths, Engagement and Development Plan.

The successful applicant will have general practice experience and skills in both inpatient and community services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential.

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

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

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

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 [director.smp@anu.edu.au](mailto:director.smp@anu.edu.au)

Visiting Medical Officers are engaged as independent contractors.

Visiting Medical Officers (VMO) with Canberra Health Services are covered by generous contract provisions. The standard VMO contract is available online: <https://www.legislation.act.gov.au/ni/2020-579/>

#### **DUTIES**

Under limited direction of the Clinical Director, you will:

1. Provide General Practice Medical services to adults and young people in a variety of secure environments.
2. Teach and supervise Resident Medical Officers and Medical students.
3. Liaise and collaborate with other medical practitioners, voluntary and government agencies concerned with patients care.
4. Participate in the after-hours on-call roster as required.
5. Contribute to the Clinical function of multi-disciplinary teams and in particular:
  - a. Provide medical expertise
  - b. In liaison with team members develop, implement and maintain prevention and treatment programs.
6. Participate in clinical governance activities and as a medical representative of the Division as required.
7. Conduct research which includes educational research related to the discipline of General
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 LGBTQIA+ are particularly encouraged to apply.

#### **Behavioural Capabilities**

1. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
2. Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
3. Effective communication skills and the ability to develop and maintain networks across Canberra Health Services and with external parties.
4. Ability to work within multi-disciplinary and management teams and adapt quickly to a changing environment, including managing confidential and sensitive information.

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

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

1. Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.
2. Hold a Fellowship of the Royal Australian College of General Practitioners (RACGP) or an equivalent higher specialist qualification
3. 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.
4. Current driver licence is preferred
5. You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
6. You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.
7. Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.
8. Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

##### **For Senior Specialist we will also expect that you:**

- Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.
- Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

- Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.
- Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.
- Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.
- Be able to demonstrate that they are performing at a level consistent with this competency framework.

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

- Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Dr Cameron Edgell on [02 5124 2240](tel:0251242240)

## **Infrastructure and Health Support Services**

### **Facilities Management**

#### **Manager Business Operations**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 16299-026R4)**

Gazetted: 07 November 2022

Closing Date: 21 November 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)

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

- Capital project delivery;
- Facilities Management;
- Domestic and Environmental Services;
- Food Services;
- Sterilising Services;
- Security Services; and
- Fleet Management.

The Infrastructure and Health Support Services, Facilities Management (FM) Branch have a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT. FM are committed to attracting and retaining people with the right skills, knowledge and behaviours to ensure we can deliver on our vision and mission.

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

The Manager Business Operations reports to the Director of Business Operations and will undertake activities to support the delivery of planned and reactive maintenance, and repairs, of satellite Health facilities located across the Territory.

This position reports directly to the Director of Business Operations and works in close liaison with other directors and senior staff in the Facilities Management Branch, the broader CHS Directorate, and other Directorates.

#### **Supervising Responsibilities**

ASO4 Administrative Services Officer (1 FTE)

ASO3 Administration Support Officer (1 FTE)

ASO2 Call Centre Administration (1 FTE)

#### **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. Well-developed leadership qualities, including the ability to inspire and motivate others to achieve goals, identify and develop the potential in others, and assess and address future workforce and capability requirements.
2. An organised approach to work, managing competing priorities with a high degree of drive
3. High level resource and budget management skills to implement operational efficiencies
4. Adaptability and flexibility to accommodate change

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

##### **Highly Desirable:**

- Experience in Microsoft SharePoint
- Experience managing budgets and financial reporting requirements

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

- Undergo a pre-employment National Police Check.

Contact Officer: Loretta Bettiens [Loretta.Bettiens@act.gov.au](mailto:Loretta.Bettiens@act.gov.au) 0434 366 673

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

##### **Paediatrics/ Developmental Paediatric and Child Protection Medical Service**

##### **Specialist / Senior Specialist - Paediatrics/ Developmental Paediatric and Child Protection Medical Service**

##### **Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 59326, several - 026NM)**

Gazetted: 03 November 2022

Closing Date: 10 November 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**

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a family-centred, multidisciplinary approach to care in partnership with the consumer and other service providers.

Paediatrics at Canberra Hospital, co-located within the Centenary Hospital for Women, Youth and Children, can cater for up to 48 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department.

There is a tertiary accredited Level 6 Neonatal Intensive Care Unit. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Endocrinology and Diabetes and Paediatric Surgery.

The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney.

The Developmental Paediatric and Child Protection Medical Service (DPCPMS) is part of a multidisciplinary team that provides specialist health services to children, young people and their families or carers who have been affected by abuse and/or neglect. The medical staff work in collaboration with police, child protection services and community-based agencies to support the health and wellbeing of vulnerable children.

The preferred applicant may be considered for a conjoint appointment with the Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the Canberra Health Services appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the University on academic matters and to (The Canberra Hospital/CHS) for (research/clinical) matters.

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 [director.smp@anu.edu.au](mailto:director.smp@anu.edu.au)

#### **DUTIES**

Under limited direction of the Unit Director (Paediatrics) and Unit Lead (Medical), you will perform the following:

##### General Paediatrics

Manage inpatients and outpatients referred to the General Paediatric Service and in doing so, promote a commitment to high quality, customer service principles, practices and attributes

Contribute to the on-call requirements in General Paediatrics and provide support for acute paediatric inpatients

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

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

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

Promote a collaborative approach to care that enables all members of the clinical team to feel respected and valued and optimises patient care and treatment outcomes

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

#### Child Protection Medical team

Undertake medical and developmental assessments of children and young people including when there are concerns about physical, sexual and emotional abuse or neglect

Work cooperatively as a member of the Developmental Paediatric and Child Protection Medical Service including participating in the afterhours paediatric forensic roster, including consulting with police on the sudden unexpected death of an infant or child

Write medical reports and where necessary, attend case conferences and related meetings. When indicated participate in therapeutic interventions with children and families, offering consultation to other health professionals in therapeutic work on particular issues

Attend court matters arising out of medical assessments and as an expert witness to inform court of forensic paediatric and developmental principles.

Assess children in the Emergency Department and wards/clinics at CHS when there are concerns about non-accidental injury or abuse/neglect

Provide leadership, including assist in the supervision of Community Paediatric Registrars and promote a commitment to high quality customer service principles, practices and attributes, including through participation in evaluation and quality improvement programs

Provide leadership in the DPCPMS teaching and research programs and take a leadership role as an expert in student teaching in the Canberra Medical School

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 LGBTQIA+ are particularly encouraged to apply.

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

Highly conscientious and professional in all aspects of work

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

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

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

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

Hold a current driver's licence

Be registered or eligible for registration under *the Working for Vulnerable People Act 2011*

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



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

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

**For Senior Specialist we will also expect that you:**

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

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

Contact Officer: Blessy Charles 02 5124 7607 Blessy.Charles@act.gov.au

**Division of Medicine**

**General Medicine / Acute Medical Unit/ Hospital in the Home**

**Staff Specialist/Senior Staff Specialist – General Medicine/ Acute Medical Unit/ Hospital in the Home**

**Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 42980 - 026QQ)**

Gazetted: 04 November 2022

Closing Date: 27 November 2022

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**POSITION OVERVIEW**

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

We are a diverse speciality with the flexibility to work across complementary areas within the Division including General Medicine, Hospital in the Home (HITH) and the Acute Medical Unit (AMU).

The Department of General Medicine manages patients with a diverse range of multiple active co-morbidities or undifferentiated illnesses under the age of 80 years that require ongoing inpatient, ward-based hospital care. We are a busy inpatient service with consultation and outpatient clinic responsibilities.

Hospital in the Home (HITH) is a service that substitutes inpatient ward care with the delivery of acute treatments by health care professionals (nursing, medical and allied health) in the patient's home, residential care facility, community setting or in the HITH Unit - reducing or eliminating the need for an inpatient stay in a hospital facility.

A critical feature is that the care provided is a true substitute for acute and sub-acute inpatient care, with the patient still classified as an inpatient. HITH admits a diverse range of medical, surgical, obstetric and paediatric patients and is a service delivered 24/7 with on-call provisions after hours.

An exciting opportunity exists for Physicians to join a multidisciplinary health team in the new Acute Medical Unit (AMU). The AMU is a short-stay ward and unit for adults, designed to deliver timely, evidenced-based and holistic care during the admission phase of medical inpatient care. The AMU provides early senior medical and multidisciplinary input for patients that require admission under internal medicine units. It also allows further work up of patients with acute undifferentiated medical conditions in a non-Emergency Department (ED) clinical space. The AMU is physician-led and has dedicated medical, nursing, allied health and support staff to ensure patients begin their hospital journey with a comprehensive management plan.

Applicants should have had training and experience in Acute and General Medicine or relevant medical sub-specialty. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing, allied health and medical staff, including Advanced and Basic Physician Trainees.

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

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

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

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 [director.smp@anu.edu.au](mailto:director.smp@anu.edu.au)

#### **DUTIES**

Under limited direction of the Clinical Director, you will:

Provide competent and efficient clinical management of general medical inpatients relevant to the specific area of employment

Contribute to general medicine outpatient clinics relevant to the specific area of employment

Attend and contribute to medical and multidisciplinary handover sessions, clinical and business meetings

Contribute to the clinical governance of the relevant unit by undertaking clinical audit activities, clinical pathway development and demonstrate an active commitment to best clinical practice

Contribute to quality assurance, research and postgraduate teaching activities as required

Actively engage in quality and safety activities and model of care development for the Department and the Division

Contribute to the on-call and after-hours roster

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 LGBTQIA+ 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

A commitment to practicing holistic medicine that takes into account and is sensitive to a patient's unique psychological, spiritual and socioeconomic background

Ability to liaise effectively with staff at all levels and across disciplines

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

##### **For employment at either the Specialist 1-5 or Senior Specialist level**

Mandatory

Be registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency, with no conditions, undertakings or reprimands

Fellow of the Royal Australasian College of Physicians (preferably with General Medicine accreditation, although relevant specialty accreditation will be considered)

Not be the subject of an unresolved scope of clinical practice review of by Medical Dental Appointments Advisory Committee or a current inquiry by AHPRA

Have no substantiated performance or behavioural issues in the last three years, nor have such matters currently under investigation, nor have they been found to display behaviours and/or performance inconsistent with CHS values

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 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.

**For Senior Specialist we will also expect that you:**

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

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

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

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

**Additional Information:**

Requirements for fractional on-call will be subject to clinical operational requirements and will be negotiated at the time of appointment on an individual basis.

Approval for second job will need to be submitted annually. Commitment to second job must not impact on the agreed clinical duties of the specialist at Canberra Hospital.

Adherence to agreed attendance hours including agreement to annual job planning for clinical operational requirements is required.

It is expected that approximately 80% of attendance time will be focused on substantive clinical service delivery role, and approximately 20% to non-clinical duties.

It is expected that the successful applicant will have a track record as a successful member of a clinical team and demonstrate a strong commitment to teaching at all levels including medical, nursing and allied health professional staff and students. There is opportunity to be involved in teaching at the Australian National University Medical School.

Contact Officer: Dr Ashwin Swaminathan 02 5124 5148 [Ashwin.Swaminathan@act.gov.au](mailto:Ashwin.Swaminathan@act.gov.au)

## **Acute Allied Health Services**

### **Social Work**

#### **Social Worker**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 21509 - 026PW)**

Gazetted: 04 November 2022

Closing Date: 22 November 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)

Canberra Health Services provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings:

The Acute 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.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

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

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

#### **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**

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Willingness to critically reflect on and develop practice skills and framework

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

##### Mandatory

Relevant tertiary qualifications and a minimum of 1 years' experience working professionally in Social Work is required.

Degree in Social Work (or equivalent).

Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)

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

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

##### Desirable

Have an understanding of how the National 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.

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

**Note:** Selection may be based on written application only. An order of merit may be established for fill future vacancies; permanent and temporary, at level over, the next 12 months.

Contact Officer: Patrice Higgins 51242316 [Patrice.Higgins@act.gov.au](mailto:Patrice.Higgins@act.gov.au)

## **Women, Youth and Children**

### **Foetal Medicine Unit**

#### **Sonographer**

**Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA), Canberra (PN: 24400 - 02656)**

Gazetted: 04 November 2022

Closing Date: 22 November 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 CHS Foetal Medicine Unit (FMU) provides care for women with complex or high-risk pregnancies who require specialised care for either them or their baby. The interdisciplinary team, which includes medical specialists, sonographers, midwives and administrative staff, work collaboratively to deliver exceptional care to clients in the ACT and surrounding region. The Sonography service currently operates 5 days a week (Monday to Friday), however weekend work may become available as services expand.

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

The position holder will report operationally to the Sonography Manager in the Foetal Medicine Unit and professionally to the Director of Allied Health, WYC, however these reporting lines are subject to change.

#### **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 organisational skills with a high degree of drive

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

Ability to work effectively with other health professionals to provide interdisciplinary care

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

##### Mandatory

Tertiary qualifications or equivalent in Medical Sonography and eligibility for membership of the appropriate professional organisation.

Be registered with the Australian Sonographer Accreditation Registry (ASAR).

Certification in the 11-14 week (NT certification), or completion of the theoretical course in working towards certification.

The successful applicant may need to be for occasional weekend and after-hours work.

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

##### Desirable

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

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

Contact Officer: Pip Golley 5124 4236 [pip.golley@act.gov.au](mailto:pip.golley@act.gov.au)

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

**Justice Health Services**

**Clinical Development Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 28459 - 026QE)**

Gazetted: 04 November 2022

Closing Date: 18 November 2022

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

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

The Mental Health, Justice Health 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 several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, and 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

Dhulwa Mental Health Unit

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

In this role you will be required to work at various JHS sites and provide clinical and professional support, feedback, and guidance to all JHS Nurses through the provision of formal and informal education. It is expected that you will provide one-on-one teaching, in-service and scenario-based education, clinical support, ongoing evaluation and feedback for JHS Nurses across a diversity of clinical areas within ACT Health – JHS.

This position works collaboratively with all staff including ACT Correctives Services and Child and Youth Protection services to ensure optimum service delivery and best evidence practice. The role will be responsible for quality initiatives, data collection and analysis and procedure development.

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

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

**ABOUT YOU**

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

### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

Highly developed communication and interpersonal skills.

Adaptability and flexibility to accommodate the dynamic custodial environment.

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

#### **Mandatory**

A minimum of three (3) years' experience working professionally in Primary Health Care or Justice Health Care or equivalent.

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**

Post graduate qualifications in (or working towards) education or clinical teaching.

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: Melanie Brown 5124 2428 [MelanieX.Brown@act.gov.au](mailto:MelanieX.Brown@act.gov.au)

### **Clinical Services**

#### **Medicine, Cardiology**

#### **Graduate Cardiac Scientist/Physiologist**

**Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 50933, several - 02602)**

Gazetted: 04 November 2022

Closing Date: 29 November 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 Department of Cardiology is well-established with 11 consultant medical staff and 3 Advanced Trainees in Cardiology. There are 2 cardiac catheter laboratories which undertake a total of 700 coronary interventional procedures annually. The unit provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region. The coronary care unit is a 15 bed unit with an additional 3 short stay beds for the chest pain evaluation unit (CPEU). The coronary care unit has 2000 acute and elective admissions and the CPEU 1000 patient assessments annually. The cardiology outpatient service provides up to 4500 episodes of care annually with increasing demand each year. There is a close working relationship with our busy cardiothoracic surgical unit. Clinical cardiac electrophysiology services have commenced in April 2019 with complex ablation procedures, an arrhythmia clinic, cardiac device clinics. Cardiac CT program commenced in 2017 in collaboration with the Department of Radiology. The department is supported by dedicated heart function and pulmonary hypertension clinics designed to provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care or closer to

home care program. Planning is underway for state-of-the-art expanded acute cardiac care unit and cardiac catheterisation laboratories in the Canberra Hospital Expansion Project (scheduled for completion in 2024). An exciting opportunity exists for a graduate/entry-level cardiac scientist/physiologist to become a part of a busy team. The successful applicant will gain experience in providing evidence-based, patient centred care as a part of the provision of invasive and non-invasive cardiology diagnostic testing. The role may involve participation in an after-hours on-call roster.

#### **DUTIES**

Under the direction and supervision from the Cardiology Scientist (Physiologist) team you will:

Ensure high quality performance of cardiac diagnostic testing such as ECGs, exercise stress test and Holter monitoring. Maintain and develop evidence based, patient centred clinical practice including continuing professional development (CPD) programs within the Cardiac Scientist group.

Maintain records and update clinical databases, as required.

Demonstrated effective written and verbal communication skills including a demonstrated ability to work within a multidisciplinary team and prioritise workload according to clinical indicators, a risk management framework and organisational requirements. Participate in research/quality improvement and change management projects that have a positive impact on patient outcomes as required while participating in the process and outcome evaluation of these projects.

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**

Strong organisation and communication skills

Effectively both independently and as a member of a multi-disciplinary team

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

##### **Mandatory:**

Bachelor of Science Applied science.

Current driver's licence.

Be registered under the Working for Vulnerable People Act.

##### **Desirable**

Be eligible for membership with Professionals in Cardiac Science Australia (PiCSA) and Level 1 accreditation with the Australian Council for Clinical Physiologists (ACCP).

##### **Other:**

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:**

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

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

Undergo a pre-employment National Police Check.

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

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

#### **Allied Health**

##### **Acute Allied Health Physiotherapy**

##### **Physiotherapy**

##### **Paediatric Physiotherapist**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 56894, several-026MX)**

Gazetted: 04 November 2022

Closing Date: 18 November 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 Allied Health provides a range of allied health services across clinical Divisions based at 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. Acute Allied Health Services (AAHS) Physiotherapy provides services to a range of clients in acute inpatient and specialised outpatient settings, including but not limited to paediatric inpatient wards, neonatal intensive care and special care nursery, physiotherapy-led outpatient services and multidisciplinary paediatric clinics including Cystic Fibrosis, Hip Dysplasia, and Growth and Development Clinics. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams locally and interstate, to achieve safe, high quality patient care. Physiotherapists play a key role in the multidisciplinary management of paediatric patients across the care continuum.

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

#### Position Requirements / Qualifications

##### Mandatory

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

##### Desirable

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

Prior to commencement successful candidates will be required to:

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

Note: There are two positions available one temporary position for 12 months with the possibility of extension and/or permanency and one permanent part-time at 18.38 hours per week, the full-time salary noted above will be pro-rata

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

Contact Officer: Kerry Boyd (02) 51242670 [Kerry.Boyd@act.gov.au](mailto:Kerry.Boyd@act.gov.au)

## Women Youth and Children

### Neonatology

#### Neonatal Intensive Care Unit and/or Special Care Nursery

#### Registered Nurse level 2 – Neonatal Intensive Care Unit and/or Special Care Nursery

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 38815, several-026JN)**

Gazetted: 07 November 2022

Closing Date: 21 November 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 Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 29 funded beds with the growth capacity of 34 beds. There are approximately 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

#### 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

#### Position Requirements/Qualifications:

Relevant Post-graduate qualifications in Neonatal Nursing and a minimum of a three years full-time equivalent post registration and graduate year, working professionally in neonatology is preferred.

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

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

- 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.

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

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

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

Contact Officer: Josephine Forrest (02) 51247309 [Josephine.Forrest@act.gov.au](mailto:Josephine.Forrest@act.gov.au)

## **Infrastructure and Health Support Services (IHSS)**

### **Capital Project Delivery**

#### **Senior Project Manager**

**Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 39639 - 026SP)**

Gazetted: 09 November 2022

Closing Date: 25 November 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) Group is responsible for infrastructure delivery, facilities management and a diverse array of non-clinical support services that is focussed on delivering timely patient centric solutions across the CHS organisation.

The Building Services Manager will report to the Senior Director, Capital Project Delivery and undertake key activities to support the planning and delivery of CHS capital projects. The role will require working in close collaboration with infrastructure delivery partners, Major Projects Canberra.

The Building Services Manager will be responsible for ensuring capital project incorporate digital visualisation tools and enhanced building management solutions to reduce building operation and maintenance costs. This includes opportunities for incorporating building analytics, Intelligent self-learning building systems, zero-energy building designs and the like in major CHS projects. A key element will be engaging with internal and external stakeholders and managing stakeholder expectations to deliver agreed project outcomes.

#### **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**

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

Be flexible, adaptable and comfortable with a changing working environment;

Have strong interpersonal and negotiation skills, and the ability to develop and maintain positive working relationships across CHS and with external stakeholders;

Be able to respond to and prioritise competing and often urgent requests in a calm and efficient manner, while maintaining high work standards and accuracy; and

Have a commitment to achieving positive outcomes for clients and the CHS organisation.

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

##### Mandatory

Relevant profession qualifications 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

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

General Construction Induction Card (White Card) for working on a construction site.

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.

Contact Officer: Dave Gilbert 5124 7791 Dave.Gilbert@act.gov.au

## **Women, Youth and Children**

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

#### **Enhanced Health Services**

#### **Physiotherapist, Early Family Support Services**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 27512- 026N7)**

Gazetted: 07 November 2022

Closing Date: 21 November 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)

Women, Youth and Children Community Health Programs delivers a range of health care community-based services to women, children, young people, and families. These services include support, education, and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multidisciplinary team. The Enhanced Health Services (EHS) includes the Early Family Support Service (EFSS), Enhanced Child Health Service (ECHS), Developmental Paediatric and Child Protection Medical Service (DPCPMS), and Women's Health Service (WHS).

Physiotherapists work within the Early Family Support Counselling and Physiotherapy (EFSCP) Team in the Early Family Support Service to provide services for women three to twelve months postnatal, as well as to infants under twelve months of age for a range of concerns including torticollis, neck issues and positional talipes. Services provided are evidence based, collaborative, and holistic, with acknowledgment of the importance of sensitive, trauma informed care.

This is a rewarding and exciting position within a vibrant service that is suitable for a dynamic, flexible, and skilled physiotherapist with a solid background in musculoskeletal physiotherapy, women's health, and with paediatric experience particularly in the assessment and treatment of musculoskeletal and developmental issues for babies, who is committed to working in a multidisciplinary team to deliver care to women and infants.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong clinical, communication, and interpersonal skills.

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

The ability to work respectfully in partnership with staff and stakeholders

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

- Relevant Physiotherapy qualifications and a minimum of three years' experience working professionally in health services to women and children is preferred.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a

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

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

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

**Note:** This is a part-time temporary position for six months with possibility of extension and/or permanency at 23:25 hours per week, the salary noted will be pro rata.

Contact officer: Vanessa Bakker 0432851559 [Vanessa.Bakker@act.gov.au](mailto:Vanessa.Bakker@act.gov.au)

**Acute Allied Health Services**

**Aboriginal and Torres Strait Islander Liaison Service**

**Aboriginal and Torres Strait Islander Liaison Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 29217 - 026RW)**

Gazetted: 07 November 2022

Closing Date: 21 November 2022

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

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

Canberra Health Services Division of Allied Health provides a range of allied health services including the Aboriginal and Torres Strait Islander Liaison Service. 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.

The Aboriginal and Torres Strait Islander Liaison Service (ALO Service) provides the cultural emotional and wellbeing support to patients and their family. The successful candidate will provide liaison and advocacy between patients, their families, staff and external organisations as appropriate. The ALO Service works within Women's and Children's, Emergency Department, Cancer, and Surgical inpatient areas. The ALO Service also provides support to patients attending outpatient's appointments. The successful candidate will work within a small team environment as well as participate in multidisciplinary teams.

This position will also participate in quality initiatives that enhance service delivery for Aboriginal and Torres Strait Islander communities both locally and southern NSW.

This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position.

**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 work ethic and ability to adapt to a constantly changing environment.

Commitment to achieving positive results for the department.

Ability to apply judgement, critical thinking and common sense.

Ability to manage confidential and sensitive information

**Position Requirements/Qualifications:**

**Mandatory**

This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position.

Cultural knowledge and competency of Aboriginal and Torres Strait Islander community organisations is required. The successful applicant will need to be for weekend and after-hours work.

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

**Note:** This is a temporary position available for ten months.

This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position.

Contact Officer: Patrice Higgins (02) 5124 2316 [Patrice.Higgins@act.gov.au](mailto:Patrice.Higgins@act.gov.au)

**Acute Allied Health Service**

**Acute Occupational Therapy**

**Occupational Therapist**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 20868 - 026RO)**

Gazetted: 07 November 2022

Closing Date: 21 November 2022

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

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

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

CHS Occupational Therapists provide exceptional care through the delivery of high-quality Occupational Therapy assessment and a range of therapeutic interventions including harm prevention and minimisation strategies, therapy to promote recovery, rehabilitation and reablement, supporting safe and sustainable discharge to the community, and long-term occupational engagement and the maintenance of wellbeing. Areas of work include The Canberra Hospital, University of Canberra Hospital, Duhlwa Mental Health Unit, consumers' homes and a variety of community health centres and community mental health, justice health and alcohol and drugs services located at various sites within the ACT.

Our staff are committed to the delivery of health services that reflect CHS values.

Exciting opportunities exist for Occupational Therapist(s) to join Acute Occupational Therapy services in the Acute Allied Health Services team. The successful applicant(s) will be employed as a rotational Health Professional Level 2. Our HP2 positions have opportunity to rotate across acute ward areas to enhance learning and experience with high levels of clinical supervision, have access to professional development support, and also broad support from occupational therapy supervisors, clinical educators and the occupational therapy professional group.

**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 high degree of initiative.
- Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
- Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs
- A willingness to actively engage in a team environment

**Position Requirements/Qualifications:**

Tertiary qualifications (or equivalent) in Occupational Therapy,  
Be registered with the Australian Health Practitioner Regulation Agency (AHPRA),  
Hold a current drivers licence.

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

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.

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

Contact Officer: Domenico Tripodi 5124 3286 Domenico.Tripodi@act.gov.au

**Acute Allied Health Service**

**Acute Occupational Therapy**

**Administrative Services Officer**

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 30584-026Q4)**

Gazetted: 07 November 2022

Closing Date: 21 November 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)

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

CHS Occupational Therapists provide exceptional care through the delivery of high quality Occupational Therapy assessment and a range of therapeutic interventions including harm prevention and minimisation strategies, therapy to promote recovery, rehabilitation and reablement, supporting safe and sustainable discharge to the community, and long-term occupational engagement and the maintenance of wellbeing. Areas of work include The Canberra Hospital, University or Canberra Hospital, Duhlwa Mental Health Unit, consumers' homes and a variety of community health centres and community mental health, justice health and alcohol and drugs services located at various sites within the ACT.

Our staff are committed to the delivery of health services that reflect CHS values.

Acute Occupational Therapy services are provided to a range of clients in the acute inpatient setting and specialised outpatient services at Canberra Hospital. Under general direction you will be required to provide administrative support within the acute allied health services departments reporting to the manager of the department. You will be responsible for booking and scheduling, client appointments, banking/cash handling, data entry, and general administration tasks.

Acute Occupational Therapy have a permanent vacancy for an Administration Officer that needs filling. This position provides essential input to our team by providing high quality administrative support. Daily the position assists members of the public and is the critical link between them and our clinicians. To be successful you will understand Occupational Therapy teams and be adaptable to both digital medical records and ordering and procurement systems in a hospital setting. Acute Occupational Therapy are a supportive team that base our practice on the organisational values of reliable, progressive, respectful, and kind. If you have the right skills, we look forward to hearing from you soon.

#### **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 high degree of initiative.

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

A willingness to actively engage in a team environment

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

##### **Mandatory:**

Medical Terminology desirable

Previous experience in a health care setting

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

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

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

Undergo a pre-employment National Police Check.

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

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

Selection may be based on application and referee reports only

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

Contact Officer: Domenico Tripodi (02) 5124 3286 [Domenico.Tripodi@act.gov.au](mailto:Domenico.Tripodi@act.gov.au)

## **Infrastructure and Health Support Services**

### **Food Services**

#### **Supervisor**

**Health Service Officer Level 8 \$73,429 - \$77,593, Canberra (PN: 33513, several - 02600)**

Gazetted: 07 November 2022

Closing Date: 21 November 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:

- o Meal Plating and Rethermalisation

- o Meal deliveries to patients

- o 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.

Position Requirements/Qualifications:

Relevant Food Safety Supervisor Certificate and recognized qualifications and a minimum of five years' experience working professionally in food services is preferred.

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, weekends and public holidays.

Current class C 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.

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.

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

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

Contact Officer: Ruwinder Kaur 51243932 [Ruwinder.Kaur@act.gov.au](mailto:Ruwinder.Kaur@act.gov.au)

## People and Culture

### Executive Branch Manager, Talent Acquisition and Employee Experience

**Executive Level 1.2 \$235,922 - \$245,343 depending on current superannuation arrangements, Canberra (PN: E1195)**

Gazetted: 04 November 2022

Closing Date: 18 November 2022

Details: Canberra Health Services is seeking a suitably skilled Executive Branch Manager (EBM), who will be engaged on a long-term contract for a period of up to five years.

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

Reporting to the Executive Group Manager, People and Culture, the Executive Branch Manager will be responsible for the strategic and operational management of the Division, ensuring the effective and efficient operation of strategic people management advice, policy, and programs across CHS.

The successful incumbent will lead divisional staff through the design, development, and delivery of transformational human resources management functions and ensure those functions are responsive to the strategies identified in the organisation's strategic plans and frameworks.

To be successful in this position, the successful candidate will have previous experience in human resource management and talent acquisition, ideally in a complex health system. The candidate should also demonstrate a track record of successfully leading a senior management team in a complex environment, inspiring a collaborative team, and ensuring compliance with all applicable regulatory and legislative requirements for such a role.

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

**Contract:** The successful applicant will be engaged under a performance-based contract for a period of three years, with the possibility of extension 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 copy of your curriculum vitae and two pages outlining your skills and experience against the executive capabilities.

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

**Contact Officer:** Kalena Smitham, 0466438133 or Kalena.smitham@act.gov.au

### **Acute Allied Health Service**

#### **Acute Occupational Therapy**

#### **Allied Health Assistant**

**Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level),**

**Canberra (PN: 51116 - 026RQ)**

Gazetted: 07 November 2022

Closing Date: 28 November 2022

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

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

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

CHS Occupational Therapy staff provide exceptional care through the delivery of high quality Occupational Therapy assessment and a range of therapeutic interventions including harm prevention and minimisation strategies, therapy to promote recovery, rehabilitation and reablement, supporting safe and sustainable discharge to the community, and long-term occupational engagement and the maintenance of wellbeing. Areas of work include The Canberra Hospital, University of Canberra Hospital, Duhlwa Mental Health Unit, consumers' homes and a variety of community health centres and community mental health, justice health and alcohol and drugs services located at various sites within the ACT.

Our staff are committed to the delivery of health services that reflect CHS values.

As an Allied Health Assistant, you will play a key role in providing support to therapists, and service delivery under direction within a designated caseload area. Through your work you will also assist in meeting the caseload requirements of the broader Occupational Therapy Team. While engaging in clinical supervision this will be at a level suitable to your development needs and commensurate with experience.

Working with us you will have the support of an experienced team of clinicians and provided with direct clinical supervision from an Occupational Therapist. To be considered for this position you will need to provide us with an introductory letter, the most recent copy of your CV (2 Pages) and written responses to selection criteria. The results of this recruitment round may be used to fill any similar additional vacancies as they occur.

#### **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:  
Good organisational skills.

Being responsive and accommodating of clients' needs.

An active participant in a team environment.

**Position Requirements/Qualifications:**

Certificate IV in Allied Health Assistance or recognised equivalent.

Current Drivers Licence.

Working With Vulnerable People Card.

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

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.

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

Contact Officer: Domenico Tripodi 5124 3286 Domenico.Tripodi@act.gov.au

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

### **Nursing and Midwifery Resource Office**

#### **Nurse Manager**

**Registered Nurse Level 3.2 \$130,846, Canberra (PN: 12050 - 026PC)**

Gazetted: 04 November 2022

Closing Date: 18 November 2022

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

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

The Nursing and Midwifery Resource Office (NRMO) manages the nursing relief pool and casual nursing workforce and facilitates and manages recruitment of nurses across CHS including the RN and EN Transition to Practice Programs. The Nurse Manager of the NMRO oversees the recruitment and personnel management of staff within the nursing relief and casual pools and education priorities in collaboration with the Clinical Development Nurse. The role acts as the principal point of contact for whole of Nursing and Midwifery Service workforce working closely with nurse managers across all divisions to assist with recruitment requirements. The NMRO provides the nursing resources on a daily basis to assist all divisions across CHS to manage roster shortfalls and unscheduled absences.

#### **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 management and leadership background.

Adaptability and flexibility to accommodate change and provide responsive services to meet organisational need.

Excellent interpersonal and communication skills.

#### **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:**

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

#### **Desirable:**

Recent previous experience in human resource management and rostering.

Post graduate qualifications in nursing, education or related field.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Christopher Harris 0481 011 772 Christopher.Harris@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)**

#### **Industry Engagement and Strategic Relations**

##### **Industry Engagement**

##### **Manager - Training Initiative Unit**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 55029)**

Gazetted: 09 November 2022

Closing Date: 14 November 2022

Details: Expressions of interest are invited to work as part of the Canberra Institute of Technology (CIT) Training Initiatives Unit (TIU) within the Industry Engagement and Strategic Relations Division. We are looking for an energetic and passionate communicator who will work collaboratively with teaching departments to deliver quality outcomes for CIT Australian Apprentices and their employers. TIU is a centralised support team dedicated to the administrative arrangements for ACT Government training initiatives with a focus on Australian Apprenticeships. This support extends to CIT teaching departments, apprentices, trainees, employers, schools and Skills Canberra from initial uptake of an Australian Apprenticeship at CIT through to completion. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. Eligibility/ Other Requirements: Experience in the vocational education and training (VET) sector or related training initiatives is desirable but not mandatory. Notes: This is a temporary position available immediately until 25 April 2023. This position is available to ACT Government officers and employees only. Selection may be based on application and referee reports only. Current and former ADF members are encouraged to apply. How to Apply: Please provide a written response to tell us why you would be our first choice for Manager – Training Initiatives - referencing your Skills, Capabilities and Qualifications in line with the position requirements. A response of no more than 800 words (two pages) should be submitted in addition to a current resume and the contact details of your two most recent referees. Applications should be sent to the Contact Officer by COB Monday 14 November 2022.

Contact Officer: FionaM Mitchell (02) 6207 3125 FionaM.Mitchell@cit.edu.au

#### **Industry Engagement and Strategic Relations**

##### **Industry Engagement**

##### **Senior Manager Renewables**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57240)**

Gazetted: 08 November 2022

Closing Date: 22 November 2022

**Details:** Like you, we're committed to addressing the social, economic, and environmental challenges of energy production and use - and so, we are actively involved in training and upskilling our students to be 'future-ready' for employment and careers in the renewables sector.

The Canberra Institute of Technology (CIT) is currently looking for an energetic, ideas-filled person to fill the position of Senior Manager – Renewables, who can actively position us as a leader in the Renewable Energy and Sustainability sector.

We are looking for a customer-focused and dynamic leader to fill this exciting senior position, who can:

build and strengthen strategic relationships with internal and external stakeholders, give us sound strategic advice and recommendations, oversee the CIT Renewables workplan and funding, work on complex projects and handle multiple priorities and deadlines, lead and motivate a team to ensure the best outcome for your customers, and identify and develop opportunities for strategic partnerships with industry, to benefit CIT and our students. You will report directly to the Director - Industry Engagement, and work closely with industry, the CIT Renewables Board and Executive, staff, and 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/other requirements:** Experience in, or strong links with the renewable energy and sustainability (or related) sector is desirable but not mandatory.

**Note:** Current and former ADF members are encouraged to apply.

**How to apply:** Please provide a written response to tell us why you would be our first choice for Senior Manager – Renewables - referencing your Skills, Capabilities and Qualifications in line with the position requirements.

A written response of no more than two pages should be submitted in addition to a current curriculum vitae and two completed referee reports.

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

Contact Officer: FionaM Mitchell (02) 6207 3125 [FionaM.Mitchell@cit.edu.au](mailto:FionaM.Mitchell@cit.edu.au)

## Education and Training Services

### Library and Learning Services

#### Liaison Librarian

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

Gazetted: 03 November 2022

Closing Date: 17 November 2022

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

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

**Eligibility/other requirements:**

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

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

An ability to work one shift per week

**Note:** This is a temporary full-time position 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.

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

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

Contact Officer: Liz Finlay (02) 6207 4289 [Liz.Finlay@cit.edu.au](mailto:Liz.Finlay@cit.edu.au)

## Pathways

### English Language Centre

#### Teacher Level 1

**Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 51327, Several)**

Gazetted: 03 November 2022

Closing Date: 10 November 2022

**Details:** Several teaching positions are available in Pathways College with Canberra Institute of Technology English Language Centre.

Canberra Institute of Technology (CIT) is a dynamic, connected and diverse provider of vocational education and training (VET) offering quality skills development to individuals, employers and industry in Canberra, Australia and globally. CIT comprises five teaching colleges, Yurauna Centre and three divisions.

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

**Eligibility/Other requirements:**

**Mandatory qualifications and/or registrations/licencing**

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021-22.

New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first 12 months of commencement of employment; and

At commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the *Standards for RTOs 2015*

Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent).

Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent).

Teachers in the English Language programs must have a recognised bachelor's degree and a recognised postgraduate TESOL qualification or higher level TESOL teaching qualification.

OR

A Bachelor of Education with a TESOL major or equivalent that includes a practicum.

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

**Notes:** This is a temporary position available from 23 January 2023 to 3 January 2025 with the possibility of permanency. Successful applicants may negotiate part time hours. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** The online application form requires a written response to selection criteria of no more than three pages and a current curriculum vitae with contact details for two referees.

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

**Chief Minister, Treasury and Economic Development**

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

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

**Executive Branch Manager Payroll and HR Systems**

**Temporary Vacancy (3 January 2023 to 31 January 2023)**

**Chief Minister, Treasury and Economic Development Directorate**

**Shared Services**

**Position: E1084**

**(Remuneration equivalent to Executive Level 1.2)**

Shared Services within the Chief Minister, Treasury and Economic Development Directorate is seeking expressions of interest from suitably qualified applicants for the temporary vacancy of Executive Branch Manager, Payroll and HR Systems, Shared Services.

The Executive Branch Manager, Payroll and HR Systems, Shared Services is a dynamic position that leads, contributes to and influences strategic thinking, direction setting and decision making by engagement with stakeholders within the Directorates of the ACT Government while leading a large team of Payroll and HR systems employees to deliver the ongoing pays to around 25,000 employees per fortnight. The position is also responsible in leading the Branch's role in the implementation of the new Human Resources Information Management System (HRIMS).

The successful candidate will require knowledge and experience in managing and leading a large team, including understanding complexity associated with a diverse workforce governed by 18 enterprise agreements and legislation. A sound understanding of payrolls role in HRIMS is highly desirable with an ability to be hands on with Directorates and to maintain relationships with those directorates maintaining high level stakeholder relations.

**To apply:** Candidates are requested to submit an Expression of Interest (maximum one page) addressing the selection criteria and a current curriculum vitae to [Martin.Bolton@act.gov.au](mailto:Martin.Bolton@act.gov.au) by COB Friday 11 November 2022.

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

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

Contact Officer: Martin Bolton (02) 205 8700 [martin.bolton@act.gov.au](mailto:martin.bolton@act.gov.au)

## Economic Development

### Events ACT

#### Assistant Director Event Delivery (Operations)

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 11949)**

Gazetted: 07 November 2022

Closing Date: 28 November 2022

**Details:** Are you an expert at making sure things run on time, on schedule and on budget? Would you like to use your industry knowledge and expertise to lead a small team and contribute to providing memorable experiences for Canberrans and visitors? Events ACT is charged with developing, delivering and marketing major and community events across Canberra helping to make it a great place to live, explore and enjoy.

We are a dynamic team, with a temporary vacancy for a skilled industry expert wishing to make a mark on our Operational Delivery team. You will need to be an expert at project planning, prioritising, communications, and team management as you lead the team that take the creative direction and turn the dream into a reality. You need to be passionate about delivering event excellence and of course delivering on time and on budget.

You need to be able to problem solve, be an agile thinker and calm under pressure, you will lead the operational team on site during the events and manage all things safety including the emergency management plan, your team has responsibility to manage people, parking, power, and poo, plus so much more.

If this sounds like you, we want to hear from you! You will be given the opportunity to take on a wide range of tasks and learn new skills in this role. Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do.

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

**Eligibility/Other requirements:** The successful applicant will have knowledge of and experience in delivering events management and place activation. Tertiary qualifications in Business, Project Management or Operations Management or any other related field are highly desirable.

**Notes:** This is a temporary position available immediately until May 2023 with the option of extension and/or permanency.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 current curriculum vitae, details of two referees and a maximum two-page pitch addressing how your professional/technical skills and knowledge and your behavioural capabilities as per the Position Description make you the best fit for the role.

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

Contact Officer: Melanie Eldred 0404875338 [Melanie.Eldred@act.gov.au](mailto:Melanie.Eldred@act.gov.au)

## Revenue Management

### Policy and Objections

#### Objections Officer



**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 56034)**

Gazetted: 03 November 2022

Closing Date: 17 November 2022

**Details:** The Policy and Objections section provides corporate governance and policy advice, strategic planning, and maintains all legislation relating to ACT taxes. The section is also responsible for the independent review of objection matters and has carriage of associated appeals processes before the ACT Civil and Administrative Tribunal.

We are looking for a capable individual to support the review and appeals processes and play a role in policy and legislative development for the ACT's tax laws. A strong focus on customer service when dealing with clients is required.

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

**Eligibility/Other requirements:** Legal qualifications and/or related experience are an advantage, but not required.

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

**How to Apply:** Please provide a two-page pitch outlining your experience and abilities against the selection criteria outlined in the Position Description; and your curriculum vitae with two referees.

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

Contact Officer: Maryanne Radic (02) 6207 9147 Maryanne.Radic@act.gov.au

**Digital, Data and Technology Solutions**

**Design and Strategy Branch**

**Portfolio Governance and Support Services**

**Senior Director, Portfolio Governance and Support Services**

**Senior Officer Grade A \$157,201, Canberra (PN: 00054)**

Gazetted: 03 November 2022

Closing Date: 17 November 2022

**Details:** We are looking for a self-motivated, highly organised and innovative leader who is passionate about achieving outcomes across government and for the community, enabled by digital and design.

You are a natural collaborator and leader, with the ability to drive business improvement and portfolio management best practices.

You will lead the establishment of a strategic portfolio management capability within the ACT Government Digital, Data and Technology Services Group (DDTS), in collaboration with directorates and whole of government decision makers. You will work closely with your colleagues within the DDTS Design and Strategy Branch, particularly in areas of enterprise architecture, design, and portfolio delivery to mature our approach towards strategic portfolio management. You will also lead and mentor a multi-disciplinary team to provide detailed professional advice to drive portfolio management outcomes for government. This includes gaining better and earlier visibility of demand for technology and ensure a value-driven alignment of resources, investment and initiatives with government's strategic objectives.

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

**Note:** This position will be performed under the ACT Government's hybrid working arrangements, including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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 maximum of a two (2) page Expression of Interest addressing the Professional / Technical Skills and Knowledge and Behavioural Capabilities within the Position Description, a current curriculum vitae, and contact details of two referees.

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

Contact Officer: Daniel Bray (02) 6207 9766 Daniel.Bray@act.gov.au



## Economic Development

### Events ACT

#### Assistant Director Procurement and Contracts

**Senior Officer Grade C \$114,928 - \$123,710 , Canberra (PN: 31428)**

Closing Date: 24 November 2022

**Details:** We are a dynamic team, with a temporary vacancy for a skilled procurement and contract management expert who has financial management experience.

Reporting to the Director, Event Delivery, you will lead Events ACT's Procurement and Contracts team to effectively coordinate all phases of key procurement, tender activity, contract and financial management for the business unit. This will enable successful event delivery in compliance with ACT Government procurement and financial legislation and regulations.

The successful candidate we are looking for will:

- Be a seasoned procurement and contract management professional with a strong customer centric approach to their work.
- Be able to provide expert procurement advice to the team.
- Have extensive knowledge of the ACT Government Procurement and Financial management frameworks.
- Be confident with financial management and work with the finance and Business to coordinate procurement activity, financial processing and commitments, and contribute to reporting requirements for Events ACT.
- have experience in building and using relationships and networks with internal and external stakeholders and working in a team environment
- be self-motivated, responsive and show initiative, and have sound judgement, professional resilience and personal drive.
- think on your feet and work effectively under pressure and within tight time frames/deadlines to deliver high-quality procurement and contract management outcomes that align with the team's goals and event objectives.
- identify / prioritise issues and apply sound time management and strong organisational practices.

If you're looking for a temporary role with the possibility of extension/permanency where no day is the same and you're always wanting to be busy, then this role is for you.

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

#### Eligibility/Other Requirements

Procurement, Financial and contract management experience is required

**Note:** This is a temporary position available immediately until 17 February 2023 with the possibility of extension up to 12 months and/or permanency.

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

**How to Apply:** To apply for this role please address the Selection Criteria in no more than two pages detailing how your Skills, Knowledge and Behaviours make you the best fit for the role. Please also provide a copy of your curriculum vitae with details of two referees.

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

Contact Officer: Melanie Eldred 0404 875 338 [Melanie.Eldred@act.gov.au](mailto:Melanie.Eldred@act.gov.au)

## Access Canberra

### Fair Trading and Compliance

#### Working with Vulnerable People

#### Manager

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 42553, several)**

Gazetted: 03 November 2022

Closing Date: 17 November 2022

**Details:** Would you like to make a real difference in the community and contribute to the protection of vulnerable people? Access Canberra is looking for highly motivated, evidence-based decision makers to fill the Managers roles in the Risk Assessment Team (RAT) and Background Screening Unit (BSU) of the Working with Vulnerable People section (WWVP).

The ASO 6 Managers are a crucial part of the WWVP's leadership team with responsibilities in day-to-day operations, team mentoring, and informing the development and review of procedures conducive to improved quality, efficiencies and levels of productivity.

The ideal applicant is one who thrives in a process-driven work environment and, who can apply their well-developed analytical abilities to identify, and respond to opportunities for improvement. Highly developed communication skills, coupled with strong interpersonal skills are a must, as are an ability to lead, and support the team in the delivery of services in partnership with other branches of Access Canberra while strengthening relationships with the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), other ACT Government directorates, and external stakeholders.

The WWVP is a high-volume work area which relies on technological resources to complete work efficiently, and with an imperative for accuracy. Sharp attention to detail, critical thinking and demonstrated computer literacy are essential.

Access Canberra is a dynamic workplace with a changing workforce and the preparedness to adapt through ongoing personal and professional development is desirable quality of prospective candidates.

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.

Please review the Position Description and submit an application, no longer than two pages, providing examples of your experience demonstrative of your skills, knowledge and behavioural capabilities to perform the duties and responsibilities of the role to a high standard. Applicants are also required to submit their resume and two referee reports. One of your referee reports should be from your current or previous supervisor.

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

#### **Eligibility/Requirements**

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

This role carries a high potential for encountering offensive or traumatic material. By applying for this position, you acknowledge the nature of the material you may be exposed to and indicate that you are willing to utilise employer provided support services to manage your mental health on an ongoing basis.

Should positions eventually be considered for permanent employment, you must be an Australian citizen or a permanent resident.

**Note:** There are several temporary position available immediately for three months with the possibility of extension up to 12 months and/or permanency.

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

Selection may be based on application and referee reports only.

Our workforce is currently working from home wherever possible. Successful candidates will be provided information on how to safely and effectively work from home. Where a return to office-based work is required, this position sits in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please review the Position Description and submit an application, no longer than two pages, providing examples of your experience demonstrative of your Skills, Knowledge and Behavioural Capabilities to perform the duties and responsibilities of the role to a high standard. Applicants are also required to submit their resume and two referee reports. One of your referee reports should be from your current or previous supervisor.

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

Contact Officer: James Renshaw (02) 6207 9832 [James.Renshaw@act.gov.au](mailto:James.Renshaw@act.gov.au)

## **Corporate**

### **People and Capability**

#### **Employee Relations and Injury Management**

##### **Project Manager - Case Management System**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59447)**

Gazetted: 03 November 2022

Closing Date: 11 November 2022

**Details:** Do you want to drive the implementation of a new Case Management System (CMS)?

The CMTEDD People and Capability branch requires a Project Manager for this important business improvement.

This role will be embedded in the line area that will use the system, working with a variety of stakeholders to lead the end-to-end implementation of the CMS for the Employee Relations and Injury Management team.

This is a hands-on role, providing a unique opportunity to be both strategic and operational, to work independently and collaboratively.

The successful applicant will be adaptable, resilient, and flexible in achieving a positive, high-quality outcome on time and within budget.

Applicants based in the ACT are expected to adopt hybrid work arrangements, combining office and home-based work. Office-based work may be in the City and/or Gungahlin in an activity-based work set up. Applicants from interstate are welcome to apply, and interstate work arrangements are subject to approval. The role is preferred to be filled full-time, however part-time may be considered at a minimum of equivalent to four days a week.

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

**Note:** This is a temporary role available immediately for a period of three months, with the possibility of extension up to 12 months.

**How to apply:** Please provide a maximum two-page pitch outlining your experience and abilities against the 'What you require' section outlined in the Position Description, a copy of your curriculum vitae and contact details for two referees.

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

Contact Officer: Leesha Pitt (02) 6205 0566 [Leesha.Pitt@act.gov.au](mailto:Leesha.Pitt@act.gov.au)

## **Partnership and Shared Services**

### **Service Centre**

#### **Recruitment and Information Services**

##### **Administrative support officer**

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 37981)**

Gazetted: 04 November 2022

Closing Date: 11 November 2022

**Details:** Wonder what it's like to work in recruitment for government? Here is your chance to sample being an Administrative Support Officer within the Recruitment and Information Services team.

The Administrative Support Officer is responsible for:

Managing the Jobs inbox, which involves moving applications received to position folders and assisting contact officers and applicants with general questions in relation to applications

Sending application packages to contact officers when a position has closed in a timely and accurate manner

We are looking for someone who has:

Demonstrated experience in a customer focused, administrative position

Demonstrated resilience in working within a fast-paced environment with competing priorities

Competence in using a variety of business applications

Ability to organise and coordinate work

Attention to detail

You may already work for ACT Government and are interested to learn what we do and take that information back to your area. Or you may be thinking of moving into a HR/Recruitment area and would like to test if it fits you.

You might be someone looking from the outside in and would like the opportunity to showcase your administration and customer service skills.

Whatever your motivation we would like to hear from you.

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

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

**How to Apply:** Please submit an up-to-date curriculum vitae, including the contact details of two referees including your current or recent manager and a one-page pitch outlining your skills and experience relating to the selection criteria.

Selection may be based on your employment history and referee reports only.

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

Contact Officer: Jenna Carroll (02) 6205 0343 [Jenna.Carroll@act.gov.au](mailto:Jenna.Carroll@act.gov.au)

## Economic Development

### EventsACT

#### Assistant Director Event Delivery (Operations)

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: C13258)**

Gazetted: 04 November 2022

Closing Date: 11 November 2022

**Details: Are you an expert at making sure things run on time, on schedule and on budget?** Would you like to use your industry knowledge and expertise to lead a small team and contribute to providing memorable experiences for Canberrans and visitors? Events ACT is charged with developing, delivering and marketing major and community events across Canberra helping to make it a great place to live, explore and enjoy.

We are a dynamic team, with a casual vacancy for a skilled industry expert wishing to make a mark on our Operational Delivery team. You will need to be an expert at project planning, prioritising, communications, and team management as you lead the team that take the creative direction and turn the dream into a reality. You need to be passionate about delivering event excellence and of course delivering on time and on budget.

You need to be able to problem solve, be an agile thinker and calm under pressure, you will lead the operational team on site during the events and manage all things safety including the emergency management plan, your team has responsibility to manage people, parking, power and poo, plus so much more.

If this sounds like you, we want to hear from you! You will be given the opportunity to take on a wide range of tasks and learn new skills in this role. Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do.

This position will not have set hours, and will rather be used to surge the existing workforce in key event delivery periods (e.g. September-October for Floriade, March for Enlighten etc).

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

#### Eligibility/Other Requirements

The successful applicant will have knowledge of and experience in delivering events management and place activation. Tertiary qualifications in Business, Project Management or Operations Management or any other related field are highly desirable.

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

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note, this position will be moving to a new workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to Apply:** To apply for this role please submit a current curriculum vitae, details of two referees and a maximum two-page pitch detailing how your skills, knowledge and behaviours make you the best fit for the role.

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

Contact Officer: Melanie Eldred 0404 875 338 [Melanie.Eldred@act.gov.au](mailto:Melanie.Eldred@act.gov.au)

## Workforce Capability and Governance

### Workplace Safety and Industrial Relations Group

#### Office of the Executive Group Manager

### **Executive Support Officer**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 50243)**

Gazetted: 04 November 2022

Closing Date: 18 November 2022

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

We are looking for an Executive Support Officer to assist the Executive Group Manager and senior leadership team with the day to day operations of the team and wider group. Duties include a range of administrative tasks, including but not limited to planning and managing multiple diaries, support the needs of the Executive team; coordination and purchase of travel and office supplies and the provision of secretariat support. The successful applicant will have the ability to develop and maintain strong relationships with stakeholders while working autonomously and as part of a team

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

**Notes:** 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 within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants should submit a supporting statement of no more than two pages addressing the selection criteria, details of two referees and a current curriculum vitae.

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

Contact Officer: Mikaela Turner (02) 6207 7192 Mikaela.Turner@act.gov.au

### **Digital, Data and Technology Solutions**

#### **Technology Services Branch**

#### **End User Services**

#### **Software Applications Packaging Team Leader**

#### **Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 32413)**

Gazetted: 04 November 2022

Closing Date: 25 November 2022

**Details:** End User Services (EUS) is seeking an experienced and motivated person to take on the role of Software Applications Packaging Team Leader. This role is responsible for overseeing the development of automated silent installs/updates/uninstalls of internally developed and third-party applications. The role will architect and develop installer packages which may be required for complex applications. The role is also responsible for prioritising the team's work and reporting progress to the Director of the Release Team and the Senior Director of EUS. The role will supervise up to eight team members.

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

#### **Eligibility/Other Requirements**

The successful applicant will need to hold or be able to rapidly obtain an ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline security clearance equivalent).

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

Selection may be based on application and referee reports only.

This position may be transitioning to activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk. Working from home part time may form part of the flexible work arrangements for this position.

**How to Apply:** After reviewing the position description, please provide a written response to each of the individual seven capabilities listed in the 'What you require' section of the Position Description, describing experience and claims of suitability for each capability separately. Applications should be limited to cover sheets, applicant's curriculum vitae, and not more than two pages of response that addresses the capabilities.

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

Contact Officer: Miranda Purcell (02) 6207 8456 [Miranda.Purcell@act.gov.au](mailto:Miranda.Purcell@act.gov.au)

## Shared Services

### Finance Services

#### Finance Operations

##### Team Leader - Finance Operations

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 11307)**

Gazetted: 03 November 2022

Closing Date: 10 November 2022

**Details:** Shared Services Finance Operations has an expected vacancy for a Team Leader.

We are seeking applications from highly motivated and goal orientated people, with excellent leadership skills and the ability to work cooperatively in a team environment. You will need to demonstrate quality customer service skills together with well-developed problem solving and analytical skills.

To be successful in this role you should have a solid knowledge of finance and accounting procedures, with a detailed understanding of work practices relevant to a finance operations environment.

This role is accountable for the efficient and effective execution of assigned financial tasks to meet operational service deliverables, which requires excellent time management skills and the ability to prioritise workloads to meet tight deadlines. Attention to detail and accuracy, particularly with numerical and financial information is essential in this role.

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

##### **Eligibility/Other Requirements**

Previous experience in a finance operations environment would be highly regarded.

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

A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be made on application and referees report only.

**How to Apply:** Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" sections and submit a personal pitch of no more than two pages.

Your personal pitch should include information that provides evidence of your capabilities against the Professional and Technical Skills and the Behavioural Capabilities highlighting your experience in a finance operations environment. A current curriculum vitae must be provided.

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

Contact Officer: Kim Platt (02) 6207 8070 [Kim.Platt@act.gov.au](mailto:Kim.Platt@act.gov.au)

## Finance and Budget Group

### Senior Analyst/Assistant Director

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 26239)**

Gazetted: 07 November 2022

Closing Date: 21 November 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.

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

**Eligibility/Other requirements:**

Tertiary or post graduate qualifications in relevant areas such as Accounting, Economics, Commerce or Finance are highly desirable.

Public policy or business administration skills would also be highly regarded.

**Notes:** There are temporary and permanent positions available. Temporary positions are available for up to 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. 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 directly via the Apply Now button below***

Contact Officer: Shaun Ryan (02) 6207 0230 [Shaun.Ryan@act.gov.au](mailto:Shaun.Ryan@act.gov.au)

## **Economic Development**

### **VisitCanberra**

#### **Senior PR and Social Media Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 56029)**

Gazetted: 09 November 2022

Closing Date: 22 November 2022

Details: VisitCanberra is seeking a reliable and enthusiastic team member to join us for up to three months. We're seeking someone dependable with great attention to detail. Perhaps you have experience with navigating OSQAR or have a killer social media presence yourself and want to lend your voice to one of the ACT Government's most followed Instagram channels. On any given day you might find yourself starting the day from the basket of a hot air balloon hosting content creators to making a video in the latest blockbuster at one of our cultural attractions. This will be a meaningful role to aid in delivering several key projects and could be a great opportunity for an existing ASO6 officer to get some experience in the dynamic tourism industry or an ASO5 seeking an acting opportunity. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: This is a temporary position available immediately until 17 February 2023. 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. This position is available to ACT Government officers and employees only.

How to Apply: Please review the attached Position Description and submit a one-page pitch with your relevant skills and experience, along with your curriculum vitae and the contact details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Cassie Dunchue (02) 6207 9426 [Cassie.Dunchue@act.gov.au](mailto:Cassie.Dunchue@act.gov.au)

## Shared Services

### Payroll Services

### Payroll Services

#### Assistant Director

#### Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 09689)

Gazetted: 07 November 2022

Closing Date: 14 November 2022

**Details:** Do you enjoy leading a large team to deliver quality operational services while also playing a key part in driving and contributing to strategic direction? If so, our Assistant Director role may feature you as its next super star.

The Health Pay Team have an additional, temporary Assistant Director position available initially for a short-term period. Our ideal candidate will have the ability to work in a fast-paced service environment, be adaptable to change and have great analytical skills. As Assistant Director, you will ensure the delivery of high-quality customer service, develop and maintain strong working partnerships with directorate HR teams and effectively manage resources and people development.

Additionally, the role is responsible for assessing risk by keeping ahead of changing legislative, policy, procedure and delegation 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

**Note:** This is a temporary position is for four months, with the possibility of extension. Selection may be based off applications only. This position is available to ACT Government officers and employees only.

**How to apply:** If that sounds like you and you're keen to apply for this opportunity, please submit a one-page pitch outlining your suitability for the role.

**Applications should be sent to the Contact Officer.**

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: Rachael Finley (02) 6207 2994 [Rachael.Finley@act.gov.au](mailto:Rachael.Finley@act.gov.au)

## Shared Services

### Partnership Services Group

### HR/Finance Service Desk

#### Customer Service Agent

#### Administrative Services Officer Class 4 \$76,255 - \$82,566 , Canberra (PN: 36216)

Closing Date: 24 November 2022

#### Details:

- If you like helping people, this job is for you.
- If you want to work in a collaborative team environment, this job is for you.
- If you're looking for a rewarding customer service job that can lead to excellent future career opportunities, this is the job for you!

Here at Shared Services, we are essential cogs in the ACT Government wheel, the enablers, providing corporate support to Directorates and Agencies so they can focus on service delivery to our community.

Our Customer Service Agents are at the coal face, providing 1<sup>st</sup> level support for ACT Government staff on human resource and finance related matters. We are a call centre environment interacting with customers via phone, live chat, and email, transferring matters to the experts where required.

We work hard, support each other, and have fun. We place a big emphasis on personal development, encouraging training opportunities and involving you in the delivery of our team's strategic objectives.



This is an opportunity to work for the ACT Government, one of the biggest employers in Canberra. The Government employs an inclusive and diverse workforce, with a fun and supportive environment and flexible work options.

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

**Eligibility/Other Requirements**

Successful candidates are required to hold, or be eligible to hold, an ACT Government Baseline Security Clearance.

***Candidates found suitable for interview will be required to undergo a comprehensive interview process involving questions, an activity and role play scenario.***

**Note:** If you are successful, you will be placed on a six week paid training program where you will get a taste for Service Desk life and learn from our experienced customer service agents. On successful completion of training, you will be offered a longer term temporary position with the ACT Public Service which may have the possibility of permanency and an opportunity for working with a great group of professionals.

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

**The Vacancy:** We currently have a temporary vacancy which may have the possibility of extension up to 12 months and permanency. A merit pool will be established from this process to fill identical temporary and permanent positions.

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

**How to Apply:** please complete the attached application questions in no more than one page length and provide them along with your curriculum vitae and contact details of at least two referees. Candidates are encouraged to discuss the position with the contact officer (via email preferably) before submitting an application.

If you have any questions regarding these vacancies, please contact Jenny Edmiston on 620 52367 or at

[Jennifer.edmiston@act.gov.au](mailto:Jennifer.edmiston@act.gov.au)

Applications should be submitted via the Apply Now button below.

**Contact Officer:** Jennifer Edmiston (02) 6205 2367 [Jennifer.Edmiston@act.gov.au](mailto:Jennifer.Edmiston@act.gov.au)

**Economic Development**

**Venues Canberra**

**Venue Infrastructure and Capital Works**

**Facilities Coordinator**

**Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 50960)**

Gazetted: 07 November 2022

Closing Date: 21 November 2022

**Details:** Enjoy maintaining a large-scale facility? Enjoy attending major events? Have we got the job for you!

Venues Canberra are seeking a high performing Facilities Coordinator to join our Venue Infrastructure and Capital works team. Reporting to the Senior Director, you will be responsible for managing planned and reactive maintenance at GIO Stadium, Manuka Oval or Exhibition Park In Canberra (EPIC). You will also be responsible for event facility management and attend the majority of events. You will also be expected to work across all Venues Canberra sites when required.

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

**Eligibility/Other requirements:**

**Essential:**

C Class driver's license is essential.

Experience in contract and contractor management.

Experience in maintaining large facilities.

Relevant project management experience.

Ability to obtain forklift and working at heights certification.

Workplace Health and Safety Induction (White Card) or willingness to obtain; [General Construction Induction Card \(White Card\)](#)

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).

The ability to perform regular after hours, public holidays and weekend work in support of booked events.

**Desirable:**

Qualified Trade

Knowledge of the event industry and/or event industry experience

The ability to obtain the following -

Forklift operator licence

White card, asbestos awareness, working at heights, confined spaces and first aid certification.

**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 will need to provide a two-page pitch outlining their suitability for the position in line with the Position Description.

A current curriculum vitae with the details of at least two referees

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

Contact Officer: Andrew De Boni (02) 6213 0701 [Andrew.DeBoni@act.gov.au](mailto:Andrew.DeBoni@act.gov.au)

## **Workforce Capability and Governance**

### **Public Sector Employment and Industrial Relations**

#### **Assistant Director Governance and Public Sector Employment**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 36752)**

Gazetted: 08 November 2022

Closing Date: 15 November 2022

**Details:** We have an exciting opportunity for the successful candidate to provide whole of government advice on governance matters within the Territory, as well as to provide advice on public sector employment matters more broadly. The successful candidate will have the opportunity to bring the ACTPS Values and Signature Behaviours to life every day through their commitment to the governance framework established by the Government and diligently implemented by the ACT Public Services (ACTPS).

If this is you, you will be a member of a small team which provides high level strategic and operational advice on whole-of-government, industrial and workplace relations issues. As an Assistant Director, Governance and Public Sector Employment in the Whole of Government Industrial Relations and Public Sector Employment team, you will develop whole of government governance-related policies on behalf of the Head of Service and the Government, assist in maintaining the relevant legislative framework, provide advice on governance and other public sector related policies and legislation, and contribute to the implementation of a range of governance and public sector employment projects. As part of the central agency, the [Chief Minister, Treasury and Economic Development Directorate](#), you will exemplify the public sector values of respect, integrity, collaboration and innovation.

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

**Note:** 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 works in a hybrid fashion - with some work undertaken from home and some work undertaken in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**How to apply:** In no more than two pages, please provide an outline of your claim against the Selection Criteria outlined in the Position Description. Please also provide a copy of your curriculum vitae.

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

Contact Officer: EmmaC Matthews (02) 6205 2693 [EmmaC.Matthews@act.gov.au](mailto:EmmaC.Matthews@act.gov.au)

**Access Canberra**

**Construction, Utilities and Environment Protection**

**Utilities Technical Regulation**

**Engineer**

**Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 50004, several)**

Gazetted: 08 November 2022

Closing Date: 29 November 2022

**Details:** Are you our new Electrical, or Water, Engineer?

Do you like a challenge and want to be a key part of a high performing team who work to support safe, reliable, and efficient delivery of regulated services in the Territory? Then this opportunity is for you!

Two positions, one each for an Electrical and a Water Engineer, are available within the Utilities Technical Regulation (UTR) team. The UTR team supports the ACT Government Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of utilities. Further information on UTR is available at [www.accesscanberra.act.gov.au/s/article/utilities-technical-regulation-tab-overview](http://www.accesscanberra.act.gov.au/s/article/utilities-technical-regulation-tab-overview)

UTR is seeking applications addressing responses to the selection criteria and curriculum vitae's from applicants with suitable experience in working with the following:

For the electrical engineer - electricity networks and installations relevant to electricity distributor, light rail, solar farms, and batteries.

For the water engineer - Dams, sewerage, storm-water, urban water management, drinking water supply

Further details can be found in the Position Description.

The successful candidates must have highly developed communication skills, including the ability to produce a range of high-quality written documentation on technical and/or regulatory matters, and be able to work with a multi-disciplinary team to provide clear advice to a range of stakeholders and ACT Government executives. You will engage with utilities to ensure their works comply with the legislative requirements and undertake technical and/or regulatory analysis to prepare advice on utilities' compliance performance.

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

**Eligibility/other requirements:**

An engineering degree; or

A degree in the physical sciences, with knowledge of and experience in working with electricity networks and installations (for the electrical engineer) or water supply, sewerage services dams and stormwater (for the water engineer).

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

This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to apply:** If the above role sounds like you and you want to be part of a dynamic team working in regulation space, please submit no more than two pages addressing your suitability against the Selection Criteria listed in the Position Description, a current curriculum vitae, and contact details of two referees.

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

Contact Officer: Vijender Kumar (02) 6205 0184 [Vijender.Kumar@act.gov.au](mailto:Vijender.Kumar@act.gov.au)

**Access Canberra**

**Fair Trading and Compliance**

**Conciliations**

**Conciliation Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 52496)**

Gazetted: 07 November 2022

Closing Date: 21 November 2022

**Details:** Do you enjoy working with a diverse range of people? Do you have exceptional communication skills? Can you stay calm in the face of pressure and find your way to an outcome? Then this could be the opportunity you've been looking for!

Access Canberra has recently implemented a new compulsory conciliation power that empowers the Commissioner for Fair Trading to require a business to attend a compulsory conciliation with a consumer to attempt dispute resolution.

A compulsory conciliation is an alternative means of resolving a dispute, rather than directly proceeding with legal action, which can be time consuming and costly. A compulsory conciliation conference involves fewer formalities than Tribunal or Court proceedings, usually takes one – three hours to complete and is free of charge.

Access Canberra is looking for a Conciliation Officer to join our team. You will be responsible for conciliating matters under the Australian Consumer Law and will play a vital role in embedding this new scheme.

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

**Notes:** This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please provide a two page pitch outlining how your experience makes you the best candidate for the role, along with a current curriculum vitae.

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

Contact Officer: Alex McPherson (02) 6207 4412 [Alex.McPherson@act.gov.au](mailto:Alex.McPherson@act.gov.au)

## Economic Development

### VisitCanberra

#### Senior Web Developer

#### Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43456)

Gazetted: 07 November 2022

Closing Date: 28 November 2022

Details: Who we are

VisitCanberra leads the ACT and capital region tourism industry to create and implement a range of marketing and partnership programs that aim to grow the value of tourism to the ACT economy. To support this, we are seeking a Full Stack Web Developer to join our Digital and Creative Services team.

What you will do

You will be responsible for the technical development and ongoing maintenance of Visit Canberra's and Brand Canberra's primary websites, [canberra.com.au](http://canberra.com.au) and [visitcanberra.com.au](http://visitcanberra.com.au).

Whilst this is primarily a web development role, you will also have opportunities to work on other digital development projects such as virtual reality, touch-screen kiosks, and mobile apps if you wish.

What you require

To thrive in this role, you will have at least 2 years' experience writing high quality code primarily in PHP and Javascript, and developing appealing

Remote working arrangements (within Australia) may be considered for the right candidate if they currently reside outside the Australian Capital Territory region., user friendly websites. You will have an appetite for learning new skills and strive to keep up to date with the latest web development tools and practices.

You will be exceptional at establishing and maintaining effective relationships with the ability to collaborate with a variety of people. You will excel in this position if you are resilient, flexible and able to adapt to changing circumstances while managing multiple priorities and demands.

What we offer

The ACTPS offers a collaborative and supportive work environment. We value and encourage the contribution of people from diverse backgrounds, experiences and perspectives. We offer hybrid work practices with a focus on wellbeing and safety, as well as an activity-based work environment.

Remote working arrangements (within Australia) may be considered for the right candidate if they currently reside outside the Australian Capital Territory region.

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

Note: 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: After reviewing the “What you will do” and “What you require” sections in the Position Description, please provide a two page written response to support your application. Please ensure your response provides evidence of your suitability for the role including specific examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities.

You will be asked to attach a current Curriculum Vitae and provide details for two referees.

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

Contact Officer: Peter Dean (02) 6205 0662 Peter.Dean@act.gov.au

## **Economic, Revenue, Insurance, Property and Shared Services (ERIPSS)**

### **Shared Services**

#### **Finance Services - Reporting Team**

##### **Director**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 11114)**

Gazetted: 09 November 2022

Closing Date: 22 November 2022

Details: Applications are being sought from suitably experienced and qualified people to work as a Director in the Finance Services Reporting Team in Shared Services Finance. This role is responsible for financial reporting and operational management of a team tasked with the provision of financial accounting services to ACT Government Directorates and Agencies. Duties include the leadership of a finance team which is responsible for the preparation of monthly and annual financial statements and taxation management, including the preparation of the monthly Business Activity Statement and annual Fringe Benefit Tax returns. The successful candidate will lead a team that may include several Directorates and Agencies and will report to the Financial Controller.

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

Eligibility/Other Requirements: Demonstrated technical and software skills in Financial Accounting are highly desirable, as is a commitment to improving financial processes, and well-developed liaison, negotiation and representational skills. A degree with a major in accounting or equivalent is highly desirable, as is membership of a professional Australian Accounting Body.

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

How to Apply: Please submit a written application of no more than two pages outlining your suitability to show that you have the capabilities in the ‘What you Require’ section of the Position Description including Professional/Technical Skills and Knowledge and Behavioural Capabilities. Please also provide a curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Ahalya Shakespeare (02) 6205 5474 Ahalya.Shakespeare@act.gov.au

## **Access Canberra**

### **Corporate Support and Capability**

#### **Projects and ICT**

##### **Solutions Architect**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59397)**

Gazetted: 09 November 2022

Closing Date: 22 November 2022

Details: Access Canberra is looking for a skilled and experienced Solutions Architect to join the Access Canberra Projects and ICT team for the next 3 months.

The Solutions Architect will work under the direction of the Senior Director, Projects and ICT to deliver contemporary ICT solution to complex business problems across Access Canberra. This is a project role that will focus on one of the agency’s priority initiatives. The project involves looking at a business capability (i.e., online

bookings) and how this can be better supported through development of common technology capabilities across the agency.

To be successful, you would be someone with:

Demonstrated experience in applying architectural principles in solving complex business problems across an organisation.

Demonstrated experience in the development of contemporary specifications and designs aligned with organisation strategy.

Demonstrated experience and ability to engage and communicate effectively with a variety of ICT and business stakeholders.

Demonstrated ability to set priorities and meet deadlines and requirements of end customers.

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

Eligibility/Other Requirements

Degree or qualification in ICT or relevant professional experience is highly desirable.

Qualification in TOGAF v9 or other architectural framework and methodology is highly desirable.

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

How to Apply: Please attach the following to your application:

Your curriculum vitae;

Names and contact details of two professional referees; and

A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved.

Refer to the Position Description for further details of what is required to succeed in this position.

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

Contact Officer: Veronica Morados (02) 6207 0584 [Veronica.Morados@act.gov.au](mailto:Veronica.Morados@act.gov.au)

## **Corporate**

### **Workforce and Information Services**

#### **Strategic Recruitment**

##### **Human Resources Advisor**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 36257)**

Gazetted: 04 November 2022

Closing Date: 16 November 2022

Details: An exciting opportunity to support business leaders to ensure the successful delivery of recruitment and other talent management initiatives.

Who we are

The Workforce and Information Services Branch provides Human Resources (HR) and other business advice and support to the Chief Minister Treasury and Economic Development Directorate (CMTEDD). Our team is committed to being a valued business partner in recruitment strategy and coaching, contractor management, entry level programs, capability frameworks and other specialist HR services.

What you will do

You will be responsible for providing administrative support to the team and for coordinating various HR activities and initiatives. These will be mostly recruitment and selection focused, and a large part of the job will involve engaging with leaders and staff to answer queries and provide accurate and timely information. You will also be involved with position description development, and organisational capability and talent management initiatives.

What you require

To thrive in the role, you will have had exposure to a complex recruitment portfolio in a large corporate or government department, and organisation-wide end-to-end recruitment processes. You will also have advanced administration skills and knowledge of contemporary corporate or government HR practices and trends. Your ability to consolidate information from different sources and draft communication and documents with attention to detail and accuracy is essential.

You will be exceptional at establishing and maintaining effective relationships and your ability to collaborate with a variety of people will be heavily relied on. You will excel in this position if you are resilient, flexible, and able to adapt to changing circumstances while managing multiple priorities and demands.

What we offer: The ACTPS offers a collaborative and supportive work environment. We value and encourage the contribution of people from diverse backgrounds, experiences, and perspectives. We offer hybrid work practices with a focus on wellbeing and safety, as well as an activity-based work environment. To learn more about the ACTPS and what we offer, please go to work with us.

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

**Eligibility/Other Requirements:** A tertiary qualification in Human Resources, or study towards it, will be highly regarded.

**Note:** This is a temporary position available immediately until the end of February 2023 with possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** After reviewing the “What you will do” and “What you require” sections in the Position Description, provide a two-page written response to support your application. Please ensure your response provides evidence of your suitability for the role, including specific examples that clearly demonstrate your relevant Skills, Knowledge, and Behavioural Capabilities. You will be asked to attach a current curriculum vitae and provide details for two referees.

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

Contact Officer: Kathryn Hughes (02) 6205 5624 [kathryn.hughes@act.gov.au](mailto:kathryn.hughes@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)**

### **Communities**

#### **Executive Support Team**

##### **Executive Assistant**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 09184)**

Gazetted: 07 November 2022

Closing Date: 21 November 2022

**Details:** Communities' division is seeking a high performing Executive Assistant to join our Executive Support Team. The successful applicant will provide high level executive, administrative and secretarial support to Executive Branch Managers and the Executive Group Manager, when required.

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

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

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

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

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

Contact Officer: Sandeep Patel (02) 6205 8638 [Sandeep.Patel@act.gov.au](mailto:Sandeep.Patel@act.gov.au)



## **Communities**

### **Support Services for Children**

#### **Child Development Service**

##### **Occupational Therapist**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 59380)**

Gazetted: 04 November 2022

Closing Date: 2 December 2022

Details: Are you an enthusiastic, qualified Occupational Therapist who loves working with children and families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join our expanding Child Development Service (CDS). Successful applicants will work with families and community to identify and support children 0-6 years with, or at risk of developmental delays.

You will work in a client centred, family focused service model, allowing you to build relationships with children and families as you provide intervention and support them to successfully participate in and navigate their early intervention journey.

By joining us now during an exciting growth phase, you will have the ability to influence service delivery models and shape the face of therapeutic early intervention services in the ACT.

Come and join our highly skilled and collaborative multidisciplinary team that is delivering great outcomes for families in the ACT.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and Torres Strait Islander people, people with a disability, from culturally and linguistically diverse backgrounds, veterans, mature age workers and LGBTIQ+ people.

Eligibility/Other Requirements: Essential qualifications and experience:

At least 3 years recent practice experience working with children and their carers or families;

Relevant tertiary qualifications in Occupational Therapy;

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA);

Eligibility for Membership with Occupational Therapy Australia; and

Current driver's licence.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. There are several vacancies available for permanent positions. Full-time and part-time applicants will be considered. Relocation expenses may be considered for successful applicants.

How to Apply: Applicants are required to address the selection criteria in the position description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracey Carson (02) 6205 1277 [tracey.carson@act.gov.au](mailto:tracey.carson@act.gov.au)

## **Communities**

### **Support Services for Children**

#### **Child Development Service**

##### **Speech Pathologist**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 59362)**

Gazetted: 04 November 2022

Closing Date: 2 December 2022

Details: Are you an enthusiastic, qualified Speech Pathologist who loves working with children and families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join our expanding Child Development Service (CDS). Successful applicants will work with families and community to identify and support children 0-6 years with, or at risk of developmental delays.

You will work in a client centred, family focused service model, allowing you to build relationships with children and families as you provide intervention and support them to successfully participate in and navigate their early intervention journey.

By joining us now during an exciting growth phase, you will have the ability to influence service delivery models and shape the face of therapeutic early intervention services in the ACT.

Come and join our highly skilled and collaborative multidisciplinary team that is delivering great outcomes for families in the ACT.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and Torres Strait Islander people, people with a disability, from culturally and linguistically diverse backgrounds, veterans, mature age workers and LGBTIQ+ people.

Eligibility/Other Requirements: Essential qualifications and experience:

At least 3 years recent practice experience working with children and their carers or families;

Relevant tertiary qualifications in Speech Pathology;

Eligibility for membership of Speech Pathology Australia; and

Current driver's licence.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. There are several vacancies available for permanent positions. Full-time and part-time applicants will be considered. Relocation expenses may be considered for successful applicants.

How to Apply: Applicants are required to address the selection criteria in the position description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Francis (02) 6205 2323 [katherine.francis@act.gov.au](mailto:katherine.francis@act.gov.au)

## **Communities**

### **Support Services for Children**

#### **Child Development Service**

##### **Physiotherapist**

##### **Health Professional Level 1/2 \$66,285 - \$97,028, Canberra (PN: 59377)**

Gazetted: 04 November 2022

Closing Date: 2 December 2022

Details: Are you an enthusiastic, qualified Physiotherapist who loves working with children and families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join our expanding Child Development Service (CDS). Successful applicants will work with families and community to identify and support children 0-6 years with, or at risk of developmental delays.

You will work in a client centred, family focused service model, allowing you to build relationships with children and families as you provide intervention and support them to successfully participate in and navigate their early intervention journey.

We have a dynamic team of physiotherapists that will provide you with great professional support and learning opportunities including regular clinical supervision with an onsite senior clinician.

Come and join our highly skilled and collaborative multidisciplinary team that is delivering great outcomes for families in the ACT.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and Torres Strait Islander people, people with a disability, from culturally and linguistically diverse backgrounds, veterans, mature age workers and LGBTIQ+ people.

Eligibility/Other Requirements: Essential qualifications and experience:

Relevant tertiary qualifications in Physiotherapy;

Current registration as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA);

Eligibility for Membership with Australian Physiotherapy Association; and

Current driver's licence.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. There are several vacancies available for permanent positions. Full-time and part-time applicants will be considered. Relocation expenses may be considered for successful applicants.

How to Apply: applicants are required to address the selection criteria in the position description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Sorbara (02) 6205 5138 [lauren.sorbara@act.gov.au](mailto:lauren.sorbara@act.gov.au)

## **Communities**

### **Support Services for Children**

#### **Child Development Service**

##### **Physiotherapist**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 59368)**

Gazetted: 04 November 2022

Closing Date: 2 December 2022

Details: Are you an enthusiastic, qualified Physiotherapist who loves working with children and families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join our expanding Child Development Service (CDS). Successful applicants will work with families and community to identify and support children 0-6 years with, or at risk of developmental delays.

You will work in a client centred, family focused service model, allowing you to build relationships with children and families as you provide intervention and support them to successfully participate in and navigate their early intervention journey.

By joining us now during an exciting growth phase, you will have the ability to influence service delivery models and shape the face of therapeutic early intervention services in the ACT.

Come and join our highly skilled and collaborative multidisciplinary team that is delivering great outcomes for families in the ACT.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and Torres Strait Islander people, people with a disability, from culturally and linguistically diverse backgrounds, veterans, mature age workers and LGBTIQ+ people.

Eligibility/Other Requirements: Essential qualifications and experience:

At least 3 years recent practice experience working with children and their carers or families;

Relevant tertiary qualifications in Physiotherapy;

Current registration as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA); and  
Current driver's licence.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. There are several vacancies available for permanent positions. Full-time and part-time applicants will be considered. Relocation expenses may be considered for successful applicants.

How to Apply: Applicants are required to address the selection criteria in the position description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Sorbara (02) 6205 5138 [lauren.sorbara@act.gov.au](mailto:lauren.sorbara@act.gov.au)

## **Communities**

### **Support Services for Children**

#### **Child Development Service**

##### **Clinical Leader - Speech Pathologist**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 59379)**

Gazetted: 04 November 2022

Closing Date: 2 December 2022

Details: Are you an enthusiastic, qualified and highly experienced Speech Pathologist who loves working with children and families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join the Child Development Service (CDS) as a Clinical Leader.

By joining our service during an exciting growth phase, you will be able to influence service delivery models and shape the face of therapeutic early intervention services in the ACT.

This Health Professional 4 Clinical Leader role is focussed on providing strong leadership to guide an integrated multidisciplinary team that works in a client centred, family focused service model to support effective service delivery. The individual in this position will provide leadership to a multidisciplinary team of health professionals and allied health assistants who deliver services to clients of the Child Development Service.

You will maintain a clinical load, and also undertake other duties which include administration, coordination and oversight of professional practice, performance management, relationship and marketing, training, and project and portfolio management.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and Torres Strait Islander people, people with a disability, from culturally and linguistically diverse backgrounds, veterans, mature age workers and LGBTIQ+ people.

Eligibility/Other Requirements: Essential qualifications and experience:

Tertiary qualification in Speech Pathology;

At least 5 years of experience delivering Speech Pathology services;

Eligibility for membership with Speech Pathology Australia; and

Current driver's licence.

Highly desirable:

Experience in the planning, delivery and oversight of early intervention programs is highly desirable; and

Experience in delivering and coordinating Autism Assessment services for children up to 12 years of age is highly desirable.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Relocation expenses may be considered for successful applicants.

How to Apply: Applicants are required to address the selection criteria in the position description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophia Hehir (02) 6205 5199 [sophia.hehir@act.gov.au](mailto:sophia.hehir@act.gov.au)

## **Communities**

### **Support Services for Children**

#### **Child Development Services**

##### **Occupational Therapist**

##### **Health Professional Level 1/2 \$66,285 - \$97,028, Canberra (PN: 59373)**

Gazetted: 04 November 2022

Closing Date: 2 December 2022

Details: Are you an enthusiastic, qualified Occupational Therapist who loves working with children and families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join our expanding Child Development Service (CDS). Successful applicants will work with families and community to identify and support children 0-6 years with, or at risk of developmental delays.

You will work in a client centred, family focused service model, allowing you to build relationships with children and families as you provide intervention and support them to successfully participate in and navigate their early intervention journey.

We have a dynamic team of Occupational Therapists that will provide you with great professional support and learning opportunities including regular clinical supervision with an onsite senior clinician.

Come and join our highly skilled and collaborative multidisciplinary team that is delivering great outcomes for families in the ACT.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and Torres Strait Islander people, people with a disability, from culturally and linguistically diverse backgrounds, veterans, mature age workers and LGBTIQ+ people.

Eligibility/Other Requirements: Essential qualifications and experience:

Relevant tertiary qualifications in Occupational Therapy;

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA);

Eligibility for Membership with Occupational Therapy Australia (OTA); and

Current driver's licence.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. There are several vacancies available for permanent positions. Full-time and part-time applicants will be considered. Relocation expenses may be considered for successful applicants.

How to Apply: Applicants are required to address the selection criteria in the position description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracey Carson (02) 6205 1277 [tracey.carson@act.gov.au](mailto:tracey.carson@act.gov.au)

## **Communities**

### **Support Services for Children**

#### **Child Development Service**

##### **Speech Pathologist**

##### **Health Professional Level 1/2 \$66,285 - \$97,028, Canberra (PN: 59370)**

Gazetted: 04 November 2022

Closing Date: 2 December 2022

Details: Are you an enthusiastic, qualified Speech Pathologist who loves working with children and families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join our expanding Child Development Service (CDS). Successful applicants will work with families and community to identify and support children 0-6 years with, or at risk of developmental delays.

You will work in a client centred, family focused service model, allowing you to build relationships with children and families as you provide intervention and support them to successfully participate in and navigate their early intervention journey.

HP1/2 We have a dynamic team of speech pathologists that will provide you with great professional support and learning opportunities including regular clinical supervision with an onsite senior clinician.

Come and join our highly skilled and collaborative multidisciplinary team that is delivering great outcomes for families in the ACT.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and Torres Strait Islander people, people with a disability, from culturally and linguistically diverse backgrounds, veterans, mature age workers and LGBTIQ+ people.

Eligibility/Other Requirements: Essential qualifications and experience:

Relevant tertiary qualifications in Speech Pathology;

Eligible for Membership of Speech Pathology Australia; and

Current driver's licence.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. There are several vacancies available for permanent positions. Full-time and part-time applicants will be considered. Relocation expenses may be considered for successful applicants.

How to Apply: Applicants are required to address the selection criteria in the position description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Francis (02) 6205 2323 [katherine.francis@act.gov.au](mailto:katherine.francis@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)**

### **Executive Branch Manager**

**Temporary Vacancy (28 November 2022 to 7 April 2023)**

**Education Directorate**

**Digital Strategy, Services and Transformation**

**Position: E841**

**(Remuneration equivalent to Executive Level 1.3)**

The Education Directorate has a short term vacancy from 28 November 2022 to 7 April 2023 to fill the position of Executive Branch Manager Digital Strategy, Services and Transformation.

The Executive Branch Manager (EBM) works to the Executive Group Manager as a member of the Directorate's executive team to provide strategic leadership for the ACT in school education, early childhood care and education.

The EBM is pivotal to guiding the Directorate's engagement with digital transformation and alignment to the ACT Government's Digital Canberra concept. This Executive leads significant change management and business innovation across the Directorate and is accountable for the design and delivery of Education's digital strategy and records management program. The EBM leads a range of ICT programs, business transformation initiatives and is responsible for the design and implementation of the service delivery arrangements with Shared Services ICT.

The EBM also fulfils a leadership role across the ACT Public Service – participating in cross government working committees and project boards. The EBM also represents the Directorate on national committees and working groups including the National Systems Interoperability Program and Chief Information Officers' forums.

The EBM requires a diverse skill set – encompassing in-house consultancy services, strategist, risk management, contract management, service delivery assurance and strategic stakeholder consultation.

Key responsibilities of the Chief Information Officer role are:

- Development and implementation of the e-learning strategy
- Development and implementation of a contemporary e-business systems
- Management of the Directorate's information assets

The function provides advice to Deputy Director-General, Director-General, other members of the organisation's executive team and the Minister and Cabinet.

**To apply:** Applications should include a maximum 250-word pitch and a current Curriculum Vitae with the details of two referees. Applications should be sent to the contact officer **By: COB Thursday 24 November 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 **\$251,374 - \$261,418** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$223,205.**

**Contact Officer:** Kelly Bartlett 02 6207 6663 [Kelly.bartlett@act.gov.au](mailto:Kelly.bartlett@act.gov.au)

## Education

### System Policy and Reform

#### Executive Branch Manager, Analytics and Evaluation

**Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E474)**

Closing Date: 25 November 2022

Weeks to Close: 2

**Details:** The Education Directorate has a long-term vacancy from December 2022 to December 2027 to fill the position of Executive Branch Manager, Analytics and Evaluation.

The Executive Branch Manager, Analytics and Evaluation will be responsible and accountable for educational measurement, monitoring and reporting to ensure that the Directorate is a performance driven organisation focussed on improved service delivery and student outcomes.

The Branch is responsible for data management and analysis, the coordination and administration of ACT and national and international student testing programs, as well as the enrolment planning and forecasting associated with schools and some aspects of corporate reporting.

This position will report to the Deputy Director-General, System Policy and Reform and is part of the Directorate's Corporate Executive (CORPEX) team.

The Executive Branch Manager is responsible for the Directorate's data and planning and directing the measurement, monitoring and reporting of organisational performance. The position provides the Minister for Education and Youth Affairs, Director-General and the Executive Governance Committee with advice and support in relation to improving service delivery and student outcomes and is responsible for ensuring that the Directorate is a performance-driven organisation.

As a leader in the System Policy and Reform Group, the Executive Branch Manager will contribute to the design and delivery of significant business improvement initiatives aligned with the directions and priorities of the Directorate's Strategic Plan. The goals of the Strategic Plan 2018 – 2021 are:

- Build a united leadership team.

- Demonstrate evidence informed decision making.
- Foster our learning culture.
- Invest early.
- Create schools where each students loves to learn.

**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 long-term engagements are tabled in the ACT Legislative Assembly.

**How to Apply:** Applications should include a Curriculum Vitae and supporting claims against the Executive Capabilities.

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

Contact Officer: Deb Efthymiades (02) 6205 9172 [deb.efthymiades@act.gov.au](mailto:deb.efthymiades@act.gov.au)

## Business Services

### School cleaning Service

#### Workforce Coordinator

#### Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 59358, several)

Gazetted: 09 November 2022

Closing Date: 16 November 2022

Details: The Education Directorate School Cleaning Service is looking for enthusiastic and dedicated Workforce Coordinator to join the ACT Government Public Schools' cleaning workforce. The position will be based at our School Cleaning Offices on Callam Street in Phillip.

The Workforce Coordinator will be responsible for assisting with the management of/the management of a large workforce of school cleaners. This includes managing daily absences across a wide range of shifts, creating and managing shifts to ensure all schools receive the resourcing levels required, including servicing community hire events.

The Workforce Coordinator will be integral to full utilisation of the Kronos Time and Attendance system.

If you are interested in joining a dynamic team with the important task of overseeing the school cleaning workforce that keeps our schools clean, safe and hygienic then we'd love to hear from you.

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

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 maybe 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: 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: To apply, please provide a written response no longer than two pages, to the Selection Criteria (relevant Knowledge and relevant skills and abilities criteria) provided in the Position Description. Your response should outline your experience and how it relates to the knowledge, skills and abilities required for the job.

You will also need to provide a copy of your curriculum vitae along with the names and contact numbers of two referees as part of your application. If you are selected for interview, you will be required to provide at least one referee report from one of your nominated referees. The attached Position Description provides further details of the position and should be read before you submit your application.

Selection will be based on written application, interview, and referee reports. For further information on the ACTPS selection process refer to <https://www.jobs.act.gov.au/how-we-hire/selection-processes>.

Contact Officer: Brent Haley (02) 6207 9278 [Brent.Haley@act.gov.au](mailto:Brent.Haley@act.gov.au)

## SPR

### Strategic Policy



## **Education Strategy**

### **Assistant Director, Education Strategy**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 48136)**

Gazetted: 09 November 2022

Closing Date: 30 November 2022

**Details:** The Assistant Director is responsible for managing the Directorate's day-to-day participation in intergovernmental forums including the Education Ministers Meeting and the Australian Education Senior Officials Committee, providing advice and support across the organisation on intergovernmental matters, and ensuring relevant deadlines are met in a timely manner with a high degree of rigour.

The ideal candidate will have excellent interpersonal and communication skills, with the ability to work under pressure, be adaptive to change and achieve deadlines in an environment of competing priorities. The position requires a high degree of professionalism and integrity. Relevant skills include attention to detail, the ability to build constructive and respectful relationships at all levels of the organisation, the ability to quickly understand complex policy material and correspondence, and the ability to represent the Directorate in high level forums where required.

**Notes:** This is a temporary part-time position (0.4FTE) available from 1 February 2023 until 3 July 2023. The full-time salary noted above will be paid pro-rata. The position would suit some-one who is looking for part-time employment. Flexible arrangements can be considered as to days and hours worked.

**How to Apply:** Applications should respond to each of the selection criteria in no more than two pages in total. Please include a current curriculum vitae identifying two referees who can speak to your suitability for the role, one of which should be your current supervisor.

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

Contact Officer: Denise Ryan (02) 6207 0587 Denise.Ryan@act.gov.au

## **SPR**

### **Strategic Policy**

### **Education Strategy**

### **Assistant Director, Education Strategy**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43174)**

Gazetted: 09 November 2022

Closing Date: 30 November 2022

**Details:** The Assistant Director, Education Strategy, will be responsible for supporting the implementation of projects, preparation of briefings and policy analysis, centred around achieving the Education Directorate's priorities and strategic vision and related administrative duties.

We are looking for someone with strong communication, administration and collaboration skills and experience in a public sector human services context.

An understanding of the Education sector and a demonstrated commitment to placing the wellbeing of children and young people at the centre of policy design is highly desirable.

The role will partly involve supporting the Intergovernmental Relations function in the team, involving strong coordination and administrative skills and timely management of requests for and responses to information.

**Notes:** The role is available from 3 January 2023.

**How to Apply:** Applications should respond to each of the selection criteria in no more than three pages in total. Please include a current curriculum vitae identifying two referees who can speak to your suitability for the role, one of which should be your current supervisor.

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

Contact Officer: Denise Ryan (02) 6207 0587 Denise.Ryan@act.gov.au

## **Service Design and Delivery**

### **Universal School Support**

### **Careers and Vocational Pathways**

### **Head Start Student Support Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 54457)**

Gazetted: 07 November 2022

Closing Date: 21 November 2022

**Details:** The Head Start Student Support Officer will be a key member of the Careers and Vocational Pathways team within the Education Support Office, providing wrap-around support to participants in the Head Start Pilot Program.

As part of the Head Start team, you will be required to provide tailored support to Head Start participants and families, as required, to overcome barriers and support successful completion of the program and post-school transitions. This will include supporting students with disabilities and diverse learning needs and identifying and supporting vulnerable students and young people at risk of disengaging from education and/or employment. You will have the opportunity to work collaboratively with ACT public schools, students and their families, employers, training providers, and a range of service providers as required, to support engagement and positive outcomes for students participating in the program. You will also support the Directorate's ASbA Coordinator who is responsible for the growth of ASbAs more broadly in ACT schools, through a continuous improvement lens. This may include provision of advice and support to existing ASbAs and VET in Schools programs across ACT public schools.

Our ideal candidate is someone that is interested in making a difference to the educational, training and employment outcomes of young people, including students with disability and diverse learning needs, vulnerable and youth at risk students. This person will work collaboratively with the Head Start team, external stakeholders, and Head Start students and their families to overcome barriers and ensure the best possible experience and outcomes for each student.

Ideally you will have proven ability to build relationships, communicate effectively, and identify and engage with a range of services and resources to support the individual needs of young people.

You will be skilled in identifying and responding to the needs of students and families, have a strong understanding of student behaviour, school avoidance/disengagement, and can manage workload priorities. The ideal candidate will be pro-active, resilient, and tactful, passionate about working with young people and committed to making a difference.

**Eligibility/Other requirements:**

**Mandatory requirements -**

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Previous experience working with young people in a case management setting

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)

**Highly desirable -**

A sound understanding of the ACT Education school context.

Understanding of the vocational education and training sector, particularly Australian Apprenticeships.

Experience building and maintaining relationships with employers and industry associations.

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

**How to Apply:** Please submit a statement of claims (maximum of three pages) addressing the Selection Criteria. Also provide a current curriculum vitae and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide additional referees.

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

**Business Services Division**

**Strategic Finance and Procurement**

**Strategic Procurement**

**Procurement Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 58528)**

Gazetted: 07 November 2022

Closing Date: 14 November 2022

**Details:** The Education Directorate is looking for a dynamic individual to fill the role of 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.

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

**Note:** This is a temporary position available to the 30 June 2023 with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** 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)

## School Performance

### Tuggeranong Network

#### Lanyon High School

##### Business Manager

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 45535)**

Gazetted: 04 November 2022

Closing Date: 18 November 2022

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

##### **Eligibility/Other requirements:**

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

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).

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

Financial qualifications or relevant experience is desirable

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

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

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

Contact Officer: Barbara Monsma (02) 6142 1800 [Barbara.Monsma@ed.act.edu.au](mailto:Barbara.Monsma@ed.act.edu.au)

## Business Services

### Infrastructure and Capital Works

#### Asset Strategies

##### **Assistant Director, Asset Strategies - Living Infrastructure and Water Resources Policy**

##### **Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 16813)**

Gazetted: 04 November 2022

Closing Date: 18 November 2022

**Details:** The Infrastructure and Capital Works Branch of the Education Directorate integrates sustainable performance objectives into infrastructure projects across the ACT public school portfolio. A key objective of the Directorate is to provide high quality and sustainable learning environments that enrich the student experience.

A motivated team player is sought to develop strategic plans and policy with a focus on living infrastructure and water resource management. The position is in a small team dedicated to enhancing the Directorate's sustainability performance against ACT Government and Directorate priorities, including the Canberra Living Infrastructure Plan, ACT Climate Change Strategy and internal design standards.

As the successful applicant, you will possess a well-rounded understanding of living infrastructure and water resource management and planning and have a proven ability to develop policy and plans to achieve long-term objectives.

This role supports the Director, Sustainability and Environment, Asset Strategies. Key to the role will be the ability to undertake stakeholder consultation, collaborate with colleagues and take direction to ensure integrated and consistent approaches across the branch.

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

#### **Eligibility/Other Requirements**

##### **Desirable:**

Hold a relevant professional qualification and/or have significant experience relevant to the role Workplace Health and Safety Induction (White Card) or willingness to obtain; **General Construction Induction Card (White Card)**

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

**Note:** This is a temporary position available immediately for 12 months with the possibility of permanency. Please note, this position works from home and from a city office designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants should submit a curriculum vitae, a statement addressing the Selection Criteria and the contact details of two referees.

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

Contact Officer: Damien Anderson (02) 6205 4329 [Damien.Anderson@act.gov.au](mailto:Damien.Anderson@act.gov.au)

#### **Safe at Schools**

##### **Assistant Director WHS Policy and Programs**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57628)**

Gazetted: 04 November 2022

Closing Date: 18 November 2022

**Details:** We are seeking a Work Health and Safety (WHS) professional to assist in leading both the operational and strategic management of WHS Policy within the Safe at Schools Group. You will be responsible for providing WHS and wellbeing expertise to Classroom Teachers, School Leaders and the broader Safe at Schools leadership team.

You will also build capacity, of both school-based staff and the broader Safe at Schools Group, to enable professional partnerships and deliver a proactive, collaborative, and strategic approach to WHS and Wellbeing. The position requires a flexible and highly experienced policy and/or program officer with experience in program management, policy development, project management, people and stakeholder management. The WHS Policy Officer will be required to manage discrete projects and initiatives, as well as working flexibly across the broader WHS team to manage emerging work pressures.

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**

Completion of or near completion of Certificate IV or Diploma in Work Health and Safety would be highly desirable. Qualifications and experience in quality auditing would be desirable.

**Note:** This is a temporary position available from Monday 5th December for a period of 12 months with the possibility of permanency.

Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Please submit a response to the selection criteria (maximum 4 pages), a current curriculum vitae and contact details for two referees.

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

Contact Officer: Shannon Farrington 0401 605 710 shannon.farrington@act.gov.au

### **Safe at Schools**

#### **Senior WHS Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 32203, several)**

Gazetted: 03 November 2022

Closing Date: 17 November 2022

**Details:** We are seeking two Work Health and Safety (WHS) practitioners to assist in the development and implementation of the Education Directorate's Work Health and Safety Strategic Plans and support continuous improvement of the Safety Management System. You will support safety compliance and provide expert advice to implement best-practice procedures through a proactive, collaborative, and strategic approach to WHS.

The position requires a flexible and highly capable WHS practitioner with experience in legislation interpretation and application, workplace inspections, incident investigations, and stakeholder engagement. The Senior WHS Officer will be required to work independently as well as working flexibly across the broader WHS team to manage emerging work pressures.

#### **Eligibility/other requirements:**

Completion of or near completion of Certificate IV or Diploma in Work Health and Safety would be highly desirable. Qualifications and experience in quality auditing would be desirable.

**Note:** This is a temporary position available immediately for a period of 12 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill identical vacancies on a permanent or temporary basis over the next 12 months. Applicants may be selected on written applications and referee reports only.

**How to apply:** Please submit a response to the Selection Criteria (maximum four pages), a current curriculum vitae and contact details for two referees.

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

Contact Officer: Sophie Selfe (02) 6207 0290 Sophie.Selfe@act.gov.au

### **Office for School Performance and Improvement**

#### **Belconnen Network**

#### **Kingsford Smith School**

#### **Technical and Other Professional**

##### **Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: 59318)**

Gazetted: 03 November 2022

Closing Date: 10 November 2022

**Details:** Kingsford Smith P-10 School is looking for an Information Technology Officer (ITO) level 1 officer to support the school with managing worksite ICT services. Kingsford Smith is a complex site with three-year-old preschool, Koori preschool, preschool, primary and high school classes. With over 900 students and 100 staff our ITO would require highly developed communication skills, the ability to coordinate tasks with the Business Manager to achieve results, work within complex environments with children aged three – 16 Years of age and operate independently as needed. This is a fulltime position and requires the ITO to attend network meeting, administration meetings and school operation meetings to coordinate whole school needs.

**Eligibility/Other requirements:** Completion, or completion by the end of the year in which applications are invited, of an associate diploma or higher qualification in Computing/Information Science; or significant relevant work experience (generally two or more years) Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

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

**How to Apply:** Please provide a two-page written application addressing the selection criteria found in the Position Description.

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

Contact Officer: Trevor Kefford (02) 6142 3399 Trevor.Kefford@ed.act.edu.au

**Business Services Group**

**Strategic Finance and Procurement**

**Executive and Branch Support Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 00439)**

Gazetted: 03 November 2022

Closing Date: 10 November 2022

**Details:** The Executive and Branch Support Officer will provide high level executive support to the Chief Financial Officer. The role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing priorities.

The successful applicant will have excellent organisation, prioritisation and communication skills, be able to liaise with a wide range of stakeholders on a broad range of topics, and work cooperatively in a very busy environment. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Notes:** This is a temporary position available immediately for six months with the possibility of permanency.

**How to Apply:** Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the Selection Criteria of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

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

**School Performance and Improvement**

**Tuggeranong Network**

**Calwell High School**

**Youth Support Worker**

**School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 54690, several)**

Gazetted: 03 November 2022

Closing Date: 10 November 2022

**Details:** Calwell High School is seeking highly motivated and innovative Youth Support Workers to join our Student Wellbeing Team.

Our Youth Support Workers work closely with our highly professional, well-resourced and fun Student Wellbeing team to develop and deliver engagement, social and personal development programs that support school connectedness and engagement with learning.

**Eligibility/other requirements:**

**MANDATORY**

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

**HIGHLY DESIRABLE**

Experience working with young people in a high school environment.

Certificate IV or Tertiary qualification in Youth Work or a related field.

**DESIRABLE**

First Aid Certificate or a willingness to undertake appropriate training.

Note: This is a temporary position available immediately up until June 2023 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: If this sounds like the job for you, we would love to see your pitch!

Please provide your two-page pitch outlining your experience and abilities against the Selection Criteria outlined in the Position Description, and your curriculum vitae.

Please contact Kellie Williams or Brooke Walsh on 61429130 for more information.

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

Contact Officer: Helena Williams (02) 6142 1930 [Helena.Williams@ed.act.edu.au](mailto:Helena.Williams@ed.act.edu.au)

## **Environment, Planning and Sustainable Development**

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

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

### **Environment, Heritage and Water**

#### **Office of Water**

##### **Policy Officer, Office of Water**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 11876)**

Gazetted: 04 November 2022

Closing Date: 21 November 2022

**Details:** Environment, Planning and Sustainable Development Directorate (EPSDD) is in the process of establishing the Office of Water. You will play a critical role in establishing this government priority. The office will facilitate holistic and coordinated policy, planning and program delivery for water resource management within the Territory. The office is responsible for facilitating cross-directorate collaboration on water management issues, leading on policy and planning for the water sector, undertaking monitoring and reporting to government on the implementation of water plans, policies, and strategies, providing the primary point of engagement with the ACT community on water sector issues, and conducting assurance reviews as requested by the Minister for Water. The Office of Water will support Canberra becoming a more climate-resilient and water-secure city.

**Eligibility/Other Requirements:** Experience in water is not necessary.

**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:** To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the Selection Criteria and a current curriculum vitae (no more than two pages)

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

Contact Officer: Emma Gillies (02) 6207 8350 [Emma.Gillies@act.gov.au](mailto:Emma.Gillies@act.gov.au)

### **Corporate Services and Operations**

#### **Governance Compliance and Legal**

##### **Government Services**

##### **Ministerial Liaison Officer**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 27297)**

Gazetted: 04 November 2022

Closing Date: 18 November 2022

**Details:** An exciting opportunity is available at the Administration Service Officer Four (ASO4) level for motivated applicants to undertake the role of Ministerial Liaison Officer within the Government Services team. To perform these roles successfully, you will: be informed – you know or have the ability and interest to learn Government processes and all things ministerial with a view to supporting our EPSDD colleagues on ministerial business; be connected - you will part of a values based, collaborative and supportive team in Government Services supporting the provision of coherent, timely, high-quality advice, briefing and information to Ministers, the Director-General, Directorate executives and other internal and external stakeholders; be energetic and enthusiastic – you will have the opportunity to work with a passionate, innovative, and experienced team who will encourage and support you to develop your skills and expertise.

**Notes:** This is a temporary position from 12 December 2022 until 15 December 2023. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Provide a two-page statement reflecting the skills, knowledge and behaviour identified in the Position Description. Please include a curriculum vitae and details of two referees.

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

Contact Officer: Dorena Morris (02) 6207 5989 [Dorena.Morris@act.gov.au](mailto:Dorena.Morris@act.gov.au)



## **Statutory Planning**

### **Development Assessment**

#### **Leasing Section**

##### **Assistant Director**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 13092, Several)**

Gazetted: 04 November 2022

Closing Date: 18 November 2022

**Details:** Statutory Planning is looking to employ a number of positive new staff to help administer and regulate the leasehold system of land tenure in the ACT. The Division is keen to find enthusiastic people who enjoy problem-solving and who like to work as part of a team, both in the office and remotely.

A number of ongoing positions are available in the Leasing team, Environmental, Planning and Sustainable Development Directorate (EPSDD), to assist with development applications, licencing and lease variation charges, as well as to assist in progressing key Government priority projects and policies. Candidates should have proven written and oral communication skills, the ability to think critically and strategically, ability to assist in the management of staff, and a sound understanding of statutory and/or administrative processes. Candidates should also have well developed stakeholder management and liaison skills. The positions would also interest people with an interest in property and administrative law.

**Eligibility/Other requirements:** A qualification in law or planning as well as significant work experience in regulation and government is highly desirable.

**Notes:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position will be in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applications should be no more than two pages long and be accompanied by an up-to-date curriculum vitae.

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

Contact Officer: Jonathan Teasdale (02) 6207 0316 [Jonathan.Teasdale@act.gov.au](mailto:Jonathan.Teasdale@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)**

### **Executive Branch Manager, Legislation Policy and Programs**

#### **Temporary Vacancy (from 28 November 2022 to 23 December 2022)**

##### **Justice and Community Safety Directorate**

##### **Legislation Policy and Programs**

##### **Position: E1100**

##### **(Remuneration equivalent to Executive Level 1.4)**

The Justice and Community Safety Directorate (JACS) is seeking an experienced, innovative, and motivated senior executive to fill the role of Executive Branch Manager within the Legislation, Policy, and Programs Division.

This role reports to the Executive Group Manager and involves direct supervision of senior directors.

Legislation, Policy, and Programs (LPP) advises on and develops policy and legislation in relation to all aspects of civil and criminal law in the Territory. It also develops and administers a variety of justice-related and crime prevention programs and is responsible for managing the ACT's contract with ACT Policing.

This particular role is to lead the Justice Reform Branch which is responsible for a range of policy and program activities including crime prevention programs, victims and restorative policy issues, supporting the operation of the Policing Agreement and governance issues, implementing the Disability Justice Strategy and delivering the restorative justice scheme.

The Executive Branch Manager should be a dynamic leader with excellent policy, communication, organisational and collaboration skills. The Executive Branch Manager also has responsibility for management including staffing, budget, reporting and governance.

**To apply:** Applicants should submit a one-page application and resume addressing their suitability and availability for the role to [Kelly.williams@act.gov.au](mailto:Kelly.williams@act.gov.au) by COB Monday 14 November 2022.

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

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

Contact Officer: Kelly Williams, Executive Group Manager on (02) 62070522, [kelly.williams@act.gov.au](mailto:kelly.williams@act.gov.au)

**Executive Branch Manager, Legislation Policy and Procedures  
Temporary Vacancy (from 6 December 2022 to 10 February 2023)**

**Justice and Community Safety Directorate**

**Legislation Policy and Procedures**

**Position: E1050**

**(Remuneration equivalent to Executive Level 1.4)**

The Justice and Community Safety Directorate (JACS) is seeking an experienced, innovative, and motivated senior executive to fill the role of Executive Branch Manager within the Legislation, Policy, and Programs Division.

This role reports to the Executive Group Manager and involves direct supervision of senior directors.

Legislation, Policy, and Programs (LPP) advises on and develops policy and legislation in relation to all aspects of civil and criminal law in the Territory. It also develops and administers a variety of justice-related and community safety programs and is responsible for managing the ACT's contract with ACT Policing.

This particular role is to lead the Civil and Regulatory Law Branch. The Executive Branch Manager should be a dynamic leader with excellent technical, communication, organisational and collaboration skills.

The Executive Branch Manager also has responsibility for management for LPP including staffing, budget, reporting and governance.

**Eligibility/Other requirements:** The position requires a law degree (or comparable qualification) or completion towards a law degree.

**To apply:** Applicants should submit a one-page application and curriculum vitae addressing their suitability and availability for the role to [kelly.williams@act.gov.au](mailto:kelly.williams@act.gov.au) by **COB Monday 14 November 2022**.

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

Contact Officer: Kelly Williams, Executive Group Manager on (02) 6207 0522, [kelly.williams@act.gov.au](mailto:kelly.williams@act.gov.au)

**ACT Corrective Services**

**Office of the Commissioner**

**Executive Assistant**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57757)**

Gazetted: 07 November 2022

Closing Date: 14 November 2022

**Details:** ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the vacancy of Executive Assistant (ASO5) within the Office of the Commissioner.

As the Executive Assistant to the Commissioner, ACTCS, you will provide high level organisational and practical support to assist the Commissioner to exercise their functions. This will include maintaining the Commissioner's schedule and diary, efficient and effective office systems and demonstrating high quality customer service.

The successful candidate will be the first point of contact for enquiries to the Commissioner and will maintain effective liaison between ACTCS and JACS Executive Officers, other directorates and external organisations.

Further to this, the successful candidate will provide secretariat and minute-taking support in meetings as required, general office management activities and arranging travel and accommodation bookings.

To be successful, you will have the ability to work in a demanding environment, possess excellent communication and interpersonal skills, in addition to having a high attention to detail and strong organisational and coordination skills.

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

**Eligibility/other requirements:**

The successful candidate will be required to undergo a criminal record check.

Relevant experience and/or qualifications in executive support/office management is desirable.

Driver's Licence is desirable.

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

**How to apply:** Applicants are required to submit two items:

A one-to-three-page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements.

Current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

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

Contact Officer: Megan Vincent (02) 6205 1754 ACTCSPeopleandCulture@act.gov.au

## **Legislation, Policy and Programs**

### **Justice Reform Branch**

#### **Senior Policy Officer**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41358, several)**

Gazetted: 09 November 2022

Closing Date: 22 November 2022

**Details:** The Justice Reform Branch drives the ACT Government’s justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending. The Branch develops and administers policy and program initiatives related to reducing recidivism, crime prevention, restorative practices and Restorative Cities, victims of crime and disability justice. It is also responsible for publishing criminal justice statistics and manages the ACT Government’s arrangements for ACT Policing.

We have up to three opportunities to join the Justice Reform Branch on a temporary basis as Senior Policy and Program Officers. In this role, working closely with the Director and Senior Director you will undertake a range of activities that may include:

Strategic policy development for crime prevention, reducing reoffending and for people with disabilities in contact with the justice system

Manage procurement and programs to deliver crime prevention and community cohesion outcomes

Design and manage the evaluation of policy initiatives

Engage with a range of justice system stakeholders on policy development and operational impacts

Provide high quality analysis on crime trends.

**Notes:** These are temporary positions available immediately for up to six months. The successful applicant may be selected based on application and referee reports only.

**How to Apply:** Expressions of interest are sought from potential candidates and should include a supporting statement of no more than one (1) page setting out what makes you the ideal candidate for this position. In doing so, you should address the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description, a current curriculum vitae including the details of two referees.

**Applications should be sent to the Contact Officer.**

Contact Officer: Jacob Campbell (02) 6205 1140 Jacob.Campbell@act.gov.au

## **Security and Emergency Management**

### **Security**

#### **Director, Countering Violent Extremism Strategy and Engagement**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59306)**

Gazetted: 04 November 2022

Closing Date: 15 November 2022

**Details:** Do you have experience in building strategic relationships and engaging a range of stakeholders on complex policy matters? Are you committed to building capability and strengthening security posture in the ACT? The Security and Emergency Management Division (SEMD) is primarily responsible for the development and coordination of strategic security and emergency management policy matters for the ACT Government. SEMD has a whole-of-government focus and works closely with security and emergency personnel in all directorates. The Security Branch leads policy development, reform, and implementation on security matters, including protective security, national security, counter terrorism, countering violent extremism (CVE), and security of critical infrastructure. The Branch works closely with the Commonwealth Government to implement national security initiatives in the ACT.

The role of Director, Countering Violent Extremism Strategy and Engagement, is a newly created position, responsible for driving whole-of-government strategic direction of the ACT’s CVE agenda. The Director will be

responsible for establishing and maturing key relationships with internal and external CVE partners and identifying opportunities for growth across the ACT and the region. Reporting to the Executive Branch Manager Security, the Director will have experience in leading small teams, managing a broad range of stakeholders and developing policies with a community focus. The ability to communicate effectively, think critically, and proposes novel solutions to complex problems is essential.

**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:** After reviewing the Position Description, please provide a two page written response to support your application. Please provide evidence of your suitability for the role by including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities. Please also include a curriculum vitae no longer than three pages.

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

Contact Officer: Claire Halim 0466 820 662 [Claire.Halim@act.gov.au](mailto:Claire.Halim@act.gov.au)

## **ACT Corrective Services**

### **Custodial Operations**

### **Custodial Operations**

### **Canine Unit Supervisor**

### **Correctional Officer Class 2 \$86,814 - \$92,996, Canberra (PN: 17617)**

Gazetted: 09 November 2022

Closing Date: 22 November 2022

Details: ACT Corrective Services (ACTCS) is looking for a suitably qualified person with demonstrated life experience, personal integrity, self-confidence and exceptional communication skills to become a Canine Unit Supervisor (Correctional Officer Class 2), at the Alexander Maconochie Centre (AMC).

The ACTCS Canine Unit is a small unit based at the AMC deploying Correctional Dogs as part of the strategic response to contraband reduction. The ACTCS Canine Unit requires a dynamic, proactive and experienced dog handler to develop and drive their capability and meet the needs of the AMC.

The successful applicant will be responsible for the deployment of Correctional Dogs, undertaking canine search operations and maintaining and monitoring the welfare of the Correctional Dogs, ensuring all legislative requirements around the care of working dogs, is adhered to.

In addition, you will monitor the performance and conduct regular training and assessment of Dog Handler teams to ensure Dog Handler instructor qualifications are maintained, source, assess and coordinate the procurement of Correctional Dogs and manage the safe storage of training drugs, including the renewal of training drugs with Australian Federal Police.

Further, you will contribute to workforce planning to ensure the effective deployment of Correctional Dogs in the corrections environment, supporting custodial staff and work collaboratively with the Operations Group and Intelligence Unit to develop strategies for the reduction of drug/contraband introduction to the prison.

To be successful, you will demonstrate exceptional communication and interpersonal skills in addition to leadership and management skills. You will also demonstrate a passion for people and a commitment to the promotion of a positive and rehabilitative culture and environment.

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

#### **Eligibility/Other Requirements**

Nationally recognized Certificate IV in Training and Assessment is highly desirable.

Training in Detection Dog handling by a recognised authority is highly desirable.

Relevant custodial experience or Certificate III in Correctional Practice is essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of date of entry to the service.

Background / Security clearance checks will be conducted.

Must be an Australian Citizen or hold the right to work in Australia.

Driver's license is essential.

This position does require a pre-employment medical.

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

This position requires a reasonable level of fitness.

How to Apply: To apply, applicants are required to submit three 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); and

a copy of your current driver's licence.

Please ensure you submit all three items.

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

Contact Officer: Andrew Hawkins (02) 6207 4169 Andrew.Hawkins@act.gov.au

## **ACT Corrective Services**

### **Custodial Operations**

#### **Alexander Maconochie Centre (AMC) Executive Support Team**

##### **Team Leader, AMC Executive Support Team**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59240)**

Gazetted: 03 November 2022

Closing Date: 17 November 2022

**Details:** An opportunity has arisen in ACT Corrective Services (ACTCS) for a highly motivated and organised person to fill the role of Team Leader, within the Alexander Maconochie Centre (AMC) Executive Support Team.

The successful will be responsible for managing all members of the AMC Executive Support Team, overseeing the efficient administrative support for Custodial Operations

In addition, you will be responsible for development and review of processes to record, monitor and track work relating to the AMC Executive Support Team.

Further to this, you will record and prepare responses to Ministerial and external requests and correspondence, including oversight agencies, Australian Federal Police, and other federal Government agencies, and liaise with senior managers to implement and improve service delivery and outcomes. To be successful, you will have demonstrated experience in executive office management, possess excellent communication and interpersonal skills, while also providing high level, confidential support.

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

##### **Eligibility/Other requirements:**

A criminal record check will be required.

Driver's licence is preferable.

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

**How to Apply:** To apply, applicants are required to submit two items: (1) a one-to-two-page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements and (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

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

Contact Officer: Andrew Hawkins (02) 6207 4169 Andrew.Hawkins@act.gov.au

## **Victim Support ACT**

### **Financial Assistance Scheme**

#### **Victim Support Team Leader**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 20953)**

Gazetted: 03 November 2022

Closing Date: 10 November 2022

**Details:** Victim Support (VS) ACT at the Human Rights Commission has a leadership opportunity available for an enthusiastic and highly motivated team leader to manage the financial assistance scheme (FAS). The right person will have an understanding or be able to quickly gain an understanding of the legislation that governs the scheme and have strong management skills to manage a small team of assessors and admin staff.

Victim Support is a dynamic workplace that provides information, support, referrals and advocacy to children, young people and adults affected by crime, to help them recover and ensure their rights are upheld in the justice system. The team leader of FAS will undertake a range of duties including:

Lead and manage a team of assessors and admin staff responsible for the assessment of applications made pursuant to the *Victims of Crime (Financial Assistance) Act 2016* and Victims of Crime (Financial Assistance) Regulation 2016.

Ensure data collection is accurate and produce quarterly and annual reports on the scheme.

Ensure accurate and timely advice is provided to the Victims of Crime Commissioner, senior director, applicants and other stakeholders in relation to the FAS.

Foster and maintain productive relationships with internal and external stakeholders, providing appropriate advice, training and managing the resolution of issues or complaints.

Work with VS ACT to implement service changes in the context of the PAVER review recommendations and continually improve the scheme by streamlining processes and procedures.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with a disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

**Eligibility/Other requirements:**

Qualifications in law, social work, psychology, human services delivery, or related disciplines is highly desirable.

Experience providing tailored, effective services to Aboriginal and Torres Strait Islander people, culturally and linguistically diverse communities, people with disabilities and children and young people is highly desirable.

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

**How to Apply:** See the attached Position Description for further information regarding duties and responsibilities. Interested applicants should prepare a two-page pitch addressing the Professional/Technical Skills and Knowledge and the Behaviour Capabilities, which can be found in the Position Description, and illustrating how your abilities, experience and qualifications make you the best person for this role. Please upload your pitch, along with your curriculum vitae and the contact details of at least two referees.

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

Contact Officer: Carol Benda (02) 6205 2222 Carol.Benda@act.gov.au

**Emergency Services Agency**

**ACT Ambulance Service**

**Ambulance Operations**

**Duty Officer (Operations)**

**Ambulance Paramedic 2 \$96,807 - \$108,731 plus penalties, Canberra (PN: 50798, several)**

Gazetted: 03 November 2022

Closing Date: 18 November 2022

**Details:** The ACT Ambulance Service Duty Officer – Operations is a critical frontline position. As the tactical commander for daily operations, the Duty Officer leads its organisational unit (or block) in the delivery of ambulance services which are patient centric and in response to our community demand. This role requires leadership, management, and support of a wide range of staff from diverse backgrounds and experiences. The Duty Officer is the first line of ACTAS management and is a critical link between frontline staff and the ACTAS Operations Managers and broader management team. Building and maintaining relationships between their people, their managers and all other stakeholders will be a key element of the Duty Officer position moving forward.

Applications are now being sought from experienced ACTAS staff to expand the Duty Officer Operations workgroup. We are seeking staff members who reflect the diversity of our current workforce and who are willing to be part of a time of change within the ACTAS Ops team.

We are looking for an intake of 4 staff to permanently appoint to the Duty Officer position and up to an additional 12 staff members on a higher duties merit list to support the extended Duty Officer workgroup. To be a

competitive applicant, you will need to have good communication skills, be willing to embrace and innovate change and actively engage with the ACTAS Leadership framework.

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**

1. A current ACT C driver's license or interstate equivalent.
2. Advanced Diploma of Paramedical Science (Ambulance), or equivalent.
3. Current unsupervised Authority to Practice at Ambulance Paramedic or Intensive Care Paramedic level within the ACT or equivalent interstate
4. A minimum of five years post Authority to Practice (concurrent) at time of application is desirable.
5. Current Unconditional Paramedic Registration with AHPRA.

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

**How to Apply:** If you would like to apply, please read through the position description carefully. You will need to submit the following:

- A completed Application Cover Sheet
- a written application of no more than two (2) pages addressing all the professional and behavioural capabilities outlined in the position description. Please ensure you use examples of your strengths against these capabilities.
- A one (1) page employment history/curriculum vitae, including the names and contact details of two (2) referees
- A Scanned copy of your APHRA registration External applicants will be required to undergo a medical assessment, police character check and clinical validation. They are also required to submit the following:
- Completed Statutory Declaration
- Signed medical consent form

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

Contact Officer: Rebecca Lundy (02) 6207 6692 [Rebecca.Lundy@act.gov.au](mailto:Rebecca.Lundy@act.gov.au)

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

**ACT Corrective Services**

**Offender Reintegration**

**Employment Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 38297)**

Gazetted: 03 November 2022

Closing Date: 17 November 2022

**Details:** ACT Corrective Services (ACTCS) is seeking applications from motivated professionals with recruitment or employment related experience, to fill the position of Employment Officer Administration Service Officer Six (ASO6) within the Offender Reintegration unit.

The successful applicant will be required to work with offenders both pre and post release, to assist them in achieving sustainable employment or training outcomes. This will involve working closely with offenders to provide coaching and mentoring related to all aspects of the process of sourcing, securing, and maintaining employment or training – including resume writing and interview preparation.

You will use your knowledge of the employment landscape in Canberra to build relationships with employers, advocate on behalf of disadvantaged job seekers, and assist clients to obtain sustainable employment.

In addition, you will liaise closely with staff within the Alexander Maconochie Centre, Community Corrections, and with the Reintegration unit in the provision of appropriate support to clients and build and maintain effective relationships with organisations within the training and employment sector within the ACT and immediate surrounding areas, in order to maximise opportunities available to the offender cohort.

To be successful, you will be able to demonstrate your experience in providing professional advice, support and mentoring to clients with complex needs, related to all aspects of job sourcing. Ideally you will also have worked with clients the criminal justice system, or be able to demonstrate an understanding of the needs of this cohort. You will also possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

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

**Eligibility/Other requirements:**

A Diploma of Community Service or Training and Assessment qualification is desirable.

Experience working in Job active-employment service providers or Centrelink is desirable.

Background police checks will be conducted.

A current driver's licence is essential.

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

**How to Apply:** To apply, applicants are required to submit three items: (1) A one-to-three-page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

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

**Emergency Services Agency**

**ACT Ambulance Service**

**Ambulance Operations**

**Duty Officer (Operations)**

**Intensive Care Paramedic 2 \$109,929 - \$121,855 plus penalties, Canberra (PN: 21473, several)**

Gazetted: 03 November 2022

Closing Date: 18 November 2022

**Details:** The ACT Ambulance Service Duty Officer – Operations is a critical frontline position. As the tactical commander for daily operations, the Duty Officer leads its organisational unit (or block) in the delivery of ambulance services which are patient centric and in response to our community demand. This role requires leadership, management, and support of a wide range of staff from diverse backgrounds and experiences. The Duty Officer is the first line of ACTAS management and is a critical link between frontline staff and the ACTAS Operations Managers and broader management team. Building and maintaining relationships between their people, their managers and all other stakeholders will be a key element of the Duty Officer position moving forward.

Applications are now being sought from experienced ACTAS staff to expand the Duty Officer Operations workgroup. We are seeking staff members who reflect the diversity of our current workforce and who are willing to be part of a time of change within the ACTAS Ops team.

We are looking for an intake of four staff to permanently appoint to the Duty Officer position and up to an additional 12 staff members on a higher duties merit list to support the extended Duty Officer workgroup. To be a competitive applicant, you will need to have good communication skills, be willing to embrace and innovate change and actively engage with the ACTAS Leadership framework.

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**

1. A current ACT C driver's license or interstate equivalent.
2. Advanced Diploma of Paramedical Science (Ambulance), or equivalent.
3. Current unsupervised Authority to Practice at Ambulance Paramedic or Intensive Care Paramedic level within the ACT or equivalent interstate
4. A minimum of five years post Authority to Practice (concurrent) at time of application is desirable.
5. Current Unconditional Paramedic Registration with AHPRA.

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

**How to Apply:** How to apply: If you would like to apply, please read through the position description carefully. You will need to submit the following:

- A completed Application Cover Sheet



- a written application of no more than two (2) pages addressing all the Professional and Behavioural Capabilities outlined in the Position Description. Please ensure you use examples of your strengths against these capabilities.
- A one (1) page employment history/curriculum vitae including the names and contact details of two (2) referees
- A Scanned copy of your APHRA registration

External applicants will be required to undergo a medical assessment, police character check and clinical validation. They are also required to submit the following:

- Completed Statutory Declaration
- Signed medical consent form

***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: Rebecca Lundy (02) 6207 6692 [Rebecca.Lundy@act.gov.au](mailto:Rebecca.Lundy@act.gov.au)

## **Legislation, Policy and Programs**

### **Governance and Business Support**

**N/A**

#### **Executive Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 36587)**

Gazetted: 03 November 2022

Closing Date: 17 November 2022

**Details:** Governance and Business Support provides governance, executive and business support; co-ordinates compliance and reporting including financial management, human resources, work safety, IM/ICT, risk management, business continuity, records management; develops and co-ordinates LPP's contribution to directorate and whole-of-government processes. The Executive Officer is required to undertake a Senior Executive Assistant/ Executive Officer role to provide strategic, operational and administrative support to the Executive Group Manager and Executive Branch Manager. This position is also responsible for the coordination of the division's cabinet processes including, but not limited to, coordinating input on cabinet briefs, cabinet comments, the division's input on national forums, monitor Ministerial Correspondence and preparing high quality correspondence/documents to a wide variety of requests for advice and responses from internal and external stakeholders. The Executive Officer liaises across the ACT Government with various stakeholders, whilst maintaining a high-level of confidentiality and discretion, responds quickly to business needs and adheres to tight timeframes.

The Executive Officer is required to exercise a considerable degree of independence, consistently exercise sound judgment and engage in continual problem solving, complex and sensitive issues management. The Executive Officer will have outstanding multi-tasking skills and the capacity to constantly prioritise tasks.

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

#### **Eligibility/Other Requirements**

Experience in an Executive Officer or similar support role is desirable.

An understanding of Cabinet, Ministerial, Legislative Assembly and Machinery of Government processes is desirable.

**Note:** This is a temporary advertisements available from January 2023 for nine 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.

**How to Apply:** Interested applicants should submit a supporting statement (no more than two to three pages) outlining practical experience and examples related to the role with reference to the Professional and Behavioural Capabilities, a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Vanja Orelj (02) 6205 3803 [Vanja.Orelj@act.gov.au](mailto:Vanja.Orelj@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)

### **Infrastructure Delivery Partners**

#### **Executive**

#### **Cladding**

#### **Senior Director Cladding Rectification Scheme**

#### **Senior Officer Grade A \$157,201, Canberra (PN: 37381)**

Gazetted: 04 November 2022

Closing Date: 18 November 2022

**Details:** Is leading government grant schemes your thing? Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra is responsible for the Private Buildings Cladding Scheme; a voluntary scheme to support rectification of combustible cladding for private apartment buildings. The Government provides financial support via a grants program to assist with initial testing and assessment of potentially combustible cladding material for eligible applicants and assists eligible applicants to undertake the required works.

The Senior Director Cladding Rectification Scheme, reporting to the Project Director Cladding Rectification Program, will be responsible for delivering the rebate scheme and, with Treasury, developing and implementing a concessional loan scheme for the replacement of cladding on eligible private sector buildings.

The Senior Director will be required to exercise a reasonable amount of self-leadership and management of key stakeholder relationships across the Territory, resolve issues and deliver quality outcomes consistent with the intended outcomes of the Scheme and best-practice public administration. They will lead a small, high performing team.

In developing the Scheme arrangements, the Senior Director will be required to apply program and project management skills to deliver quality project outcomes, on time and on budget.

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

#### **Eligibility/Other requirements:**

##### **Desirable:**

Tertiary qualifications in Commerce, Business Administration, Contract Management, Law or a related discipline or equivalent experience.

Knowledge of Government procurement and best-practice public administration with prior Public Sector or Consulting experience.

Understanding of policy development and program management from within the public sector or consulting into the Public Sector.

**Notes:** This position is available on a temporary basis up until June 2023 with the possibility of extension until 2026. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Adrian Piani (02) 6207 8944 [Adrian.Piani@act.gov.au](mailto:Adrian.Piani@act.gov.au)

### **Office of Chief Projects Officer**

#### **Deputy Chief Project Officer**

#### **Executive Level 3.3 \$396,738 - \$412,649 depending on current superannuation arrangements, Canberra (PN: E1198)**

Gazetted: 04 November 2022

Closing Date: 18 November 2022

Details: Major Projects Canberra leads the procurement and delivery of the ACT Government's infrastructure program. This includes delivery of the largest and most complex infrastructure projects undertaken by the ACT Government, including light rail, hospitals, and significant cultural and educational facilities.

The role of Deputy Chief Projects Officer (DCPO) is a key position within Major Projects Canberra. It involves ensuring the delivery of key ACT Government infrastructure projects in a safe, timely, value for money and quality manner. It may also involve different or additional responsibilities as the Chief Projects Officer may determine from time to time.

Reporting to the Chief Projects Officer, the DCPO is expected to work collaboratively and respectfully with other executives, staff and advisors within Major Projects Canberra, with officials across the broader ACTPS, and with other stakeholders inside and outside of the ACT Government.

The main responsibilities of the DCPO will be the management and delivery of multiple major projects as assigned by the Chief Projects Officer. The DCPO will need to ensure that projects managed by teams are delivered in a manner whereby safety is of paramount importance and projects delivered in a timely, value for money and quality manner.

The role also requires management support and guidance to the project directors of the designated major projects, ensuring milestones are understood and met and project risks mitigated.

#### **Qualifications/Requirements**

##### **Mandatory:**

The position requires substantial experience in construction responsibilities of large scale, complex infrastructure projects.

Relevant tertiary qualifications in a construction, engineering, project management, commercial or legal discipline is required.

##### **Desirable:**

Knowledge of the ACT Government or other State Government procurement and delivery processes would be highly regarded.

**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 three years, with the possibility of extension up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

##### **How to apply**

To obtain the Information for Candidates, please email [applications.australia@ngs-global.com](mailto:applications.australia@ngs-global.com), quoting J16035. If further information is required after reviewing documentation, please visit:

<https://www.act.gov.au/majorprojectscanberra/home> or contact Grant Nichol at NGS Global on +61 3 8626 0600 or 1300 138 863.

To apply, send a cover letter and CV to [applications.australia@ngs-global.com](mailto:applications.australia@ngs-global.com). Applications close 5.00 PM, Friday 18 November 2022. A concurrent search is being undertaken.

Contact Officer: Grant Nichol +61 3 8626 0600 or 1300 138 863 [applications.australia@ngs-global.com](mailto:applications.australia@ngs-global.com)

## **Major Projects Canberra**

### **Light Rail**

#### **Interface Support Officer**

Administrative Services Officer Class 5 \$84,749 - \$89,705 , Canberra (PN: 45764)

Closing Date: 29 November 2022

Weeks to Close: **3** **Details:** Are you our new Interface Support Officer?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra.

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The key responsibility in providing the Services, and performing the role of Interface Support Officer, is to assist the Stakeholder Interface Team manage the stakeholder interface issues on the Light Rail Stage 2 Project.

The Interface Support Officer will support the Interface services for critical engagements with key stakeholders including ACT Government agencies, Commonwealth Government agencies, other organisations, adjacent projects and developments near the Light Rail Project and with technical and other service providers.

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

**Eligibility/Other Requirements**

Desirable;

- Experience in an administrative role within a project environment.
- Proven efficiency in the use of various standard computer applications, including Content Manager and Objective or the ability to learn.

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

**How to Apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Casey Campbell (02) 6207 7907 [Casey.Campbell@act.gov.au](mailto:Casey.Campbell@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)**

**Chief Operating Office**

**Finance**

**Finance Applications Manager**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 49735)**

Gazetted: 09 November 2022

Closing Date: 22 November 2022

**Details:** The Finance Branch is responsible for facilitating the management of the Directorate's budget, and providing financial advice to the Minister, the Executive Leadership Team, and line managers. The Finance Branch plays a key role in developing strategic approaches to improving financial management practices, cost effectiveness and resource allocation across the Directorate and co-coordinating the Directorate's budget and financial processes. The Finance Branch works closely with Shared Services to provide financial services, accounting and technical reporting capabilities to the Directorate.

The Finance Branch is committed to the following values:

Displaying trust, respect and integrity in our professional and business relationships

Responsiveness, reliability and respect in supporting the Directorates management outcomes

Professionalism - achieving excellence in what we do

Working together as an integrated team within teams

Communicating openly and honestly

Continuous learning and development where people demonstrate adaptability

This position facilitates the implementation of the Oracle Procurement Contracts Cloud Module across the Directorate in line with the Whole of Government roll out. The position involves liaison with all stakeholders in the Business units to successfully implement the module and provide support and training.

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team

performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

The ACT Public Service is committed to building a culturally diverse workforce and 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 following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

1. Proven experience in the management of the systems, preferably Oracle Financial products.
2. Demonstrated knowledge and experience in financial systems and the ability to design, deliver training to users and end-users' support.
3. Prepare internal and external reports, dashboard reports, analyses and advice that meet the needs of Executives and Line Managers.
4. Highly developed communication (oral and written), negotiation, and liaison skills.
5. Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

Professional / Technical Skills and Knowledge

Relevant experience to perform the duties of the position.

**Note:** An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position works in a workplace designated for Activity Based Working (ABW). ABW is transformational in the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

**How to Apply:** Applicants should provide a written response to each Selection Criteria in no more than three 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: Belina Chan (02) 6205 3940 [Belina.Chan@act.gov.au](mailto:Belina.Chan@act.gov.au)

## **Transport Canberra and Business Services**

### **Territory and Business Services**

#### **Domestic Animal Services**

##### **Animal Welfare and Policy Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN 17392)**

Gazetted: 09 November 2022

Closing Date: 22 November 2022

**Details:** If you are passionate about animal welfare and making a difference to your community, this could well be the role for you.

Based at the Domestic Animal Services facility in Symonston, the Animal Welfare and Policy Officer provides educational support in the promotion of responsible dog ownership in the ACT. The role provides both internal and external education materials and presentations in relation to the Canberra Dog Model for responsible dog management. The Animal Welfare and Policy Officer attends external events relating dogs and animal management as required, this does require some weekend work.

The role also provides support to the ACT Animal Welfare Advisory Committee (AWAC) Secretariat. This includes attending committee meetings, preparing reports, assisting in drafting of Codes of Practices, and preparing high level briefing documents for the Senior Director, Executive and Government Ministers.

The role includes working with Domestic Animal Services Rangers in attending and responding to Animal Welfare complaints and assisting in preparation of case related documents for regulatory action by Domestic Animal Services.

The role is also required to review, draft and provide input into current and new policies that relate to Domestic Animal Services.

As a member of Domestic Animal Services, you will be required to manage multiple issues, and effectively and efficiently prioritising work. You will work collaboratively in a team environment applying knowledge and experience to gather, analyse and interpret information, and providing advice on the Canberra Model, and Animal Welfare matters.

**Note:** This is a temporary position available immediately for eight months. Selection may be based on application and referee reports only.

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

**How to apply:** Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact detail

Contact Officer: Chris Mooney, (02) 620 50080 [Chris.Mooney@act.gov.au](mailto:Chris.Mooney@act.gov.au)

**Transport Canberra and Business Services**

**Territory and Business Services**

**Domestic Animal Services**

**Office Manager**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 39545)**

Gazetted: 09 November 2022

Closing Date: 15 November 2022

**Details:** If you are passionate about animal welfare and making a difference to your community, this could well be the role for you.

Based at the Domestic Animal Services facility in Symonston, the Office Manager is responsible for managing and leading administrative support to the facility and is the initial point of contact for members of the public conducting enquiries relating to domestic animals in the Australian Capital Territory.

As a member of DAS, you will be required to manage multiple issues, and effectively and efficiently prioritise work. You will work collaboratively in a team environment applying knowledge and experience to gather, analyse and interpret information.

You will contribute to the development, achievement and continuous improvement of team objectives and plans to ensure DAS meets community standards and expectations.

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

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

**How to apply:** Please submit a written application addressing the selection criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact detail

Contact Officer: Chris Mooney (02) 620 50080 [Chris.Mooney@act.gov.au](mailto:Chris.Mooney@act.gov.au)

**Transport Canberra and Business Services**

**Territory and Business Services**

**Domestic Animal Services**

**Assistant Director**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43849, several)**

Gazetted: 08 November 2022

Closing Date: 22 November 2022

**Details:** If you are passionate about animal welfare and making a difference to your community, this could well be the role for you.

Based at the Domestic Animal Services facility in Symonston, the Assistant Directors are responsible for the day-to-day operations of the service. This involves managing an operational workstream either pertaining to field operations or facility operations and programs.

All workstreams require managing people responsible for ensuring the health and welfare of all animals within the facility, as well as regulatory and compliance matters under *the Domestic Animals Act 2000 and Animal Welfare Act 1992*.

These positions require a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidates will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives.

Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

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

**How to apply:** Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

If you have any questions or queries in regard to this position, please contact Chris Mooney on (02) 620 72959 or [chris.mooney@act.gov.au](mailto:chris.mooney@act.gov.au)

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

Contact Officer: Chris Mooney (02) 620 50080 [Chris.Mooney@act.gov.au](mailto:Chris.Mooney@act.gov.au)

## **Territory and Business Services**

### **Libraries ACT**

#### **Libraries ACT**

##### **Director Imagining Libraries 2030**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58925)**

Gazetted: 04 November 2022

Closing Date: 11 November 2022

**Details:** Libraries change lives and Libraries ACT’s vision is Literacy and Learning for life. The library delivers traditional book-based services as well as many learning programs and opportunities for the community to come together. Based across 11 sites, the library is integral to Canberra’s literacy, self-education and lifelong learning, social inclusion, digital inclusion and citizenship. It is a vibrant service that is constantly re-inventing itself to meet emerging community needs and expectations.

This position will work with the Executive Branch Manager, senior leadership team, and staff to scope and implement a range of organisational initiatives leading to the implementation of the Regional Model and other key projects. It will involve co-design with staff and consultation with other ACT Government and external parties. You will be responsible for consulting, collaborating, planning, and facilitating initiatives across the public library service delivery aspect of Libraries ACT.

#### **Eligibility/Other requirements:**

Experience or qualification in Change Management, Behavioural Sciences or Communication is highly desirable.

Qualifications or experience in Project/Program/Portfolio management will be highly desirable.

**Notes:** This is a temporary position available from December 2022 for nine months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a pitch of no more than two pages addressing the selection criteria along a current curriculum vitae.

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

Contact Officer: Vanessa Little (02) 6207 5002 [Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)

## **Transport Canberra and Business Services**

### **Territory and Business Services**

#### **Canberra Memorial Parks**

##### **Team Leader**

##### **General Service Officer Level 8 \$73,429 - \$77,593, Canberra (PN: 28934)**

Gazetted: 04 November 2022

Closing Date: 25 November 2022

**Details:** Are you passionate about leading a small team who provide great service to the Canberra Community? Canberra Memorial Parks is currently seeking to employ a highly motivated individual to lead a small group of Cemetery grounds staff who are always striving to deliver the best possible experience to all who visit our grounds. The position would suit an individual who enjoys working in an outdoor environment with well-maintained lawns and large established trees.

Primary responsibilities of the position include daily planning, task allocation of grounds maintenance activities, preparing burial sites, liaising with contractors and maintenance of relevant records.

#### **Eligibility/Other requirements:**

##### **Mandatory: -**

Completed training in WHS Awareness and Risk Management (White Card).

Asbestos Awareness accreditation.

Industry qualifications relating to horticulture and/or equivalent demonstrated experience in landscape construction and maintenance.

Chemcert and Gravesafe or equivalents or willingness to obtain as part of your initial performance management plan.

Hold current Class C licence.

Ability to carry out a variety of other heavy manual tasks - applicant will be required to undertake a fitness for duty test.

Proven experience in leading, developing and motivating small working groups.

**Desirable: -**

Certification for other plant such as skis steer loader, backhoe and ride on mowers.

First aid.

Chainsaw certification - basic felling/crosscut felled trees.

Experience in operating in a Cemetery environment.

HSR accreditation.

**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, the merit list may also be used to fill temporary non-ongoing equivalent roles.

**How to Apply:** If you are interested in applying for this position, please provide supporting statement of no more than two pages outlining experience and/or ability and addressing the requirements listed in 'What You Require' in the attached Position Description.

Contact details of two referees.

A current curriculum vitae.

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

Contact Officer: Stephen Eppelstun (02) 6207 0000 Stephen.Eppelstun@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

## **Streetlight Electrician**

### **Roads ACT**

#### **Environment and Utilities/Streetlights**

#### **TO4 Streetlight Electrician**

**Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 39506)**

Gazetted: 04 November 2022

Closing Date: 25 November 2022

**Details:** As a streetlighting electrician within TCCS, this role requires a person who can inspire, energise and positively influence the team and individual outcomes. The role is one of a number responsible for operation and maintenance of the streetlighting network, including asset audits, inspections and undertaking electrical work. The role supports streetlight network operations and coordinates works with Evonergy and TCCS' contractors. The role provides support and guidance to TCCS contractors in the delivery of works under a partnership-based contract form.

The role verifies that streetlight infrastructure assets constructed and handed over to TCCS meet relevant standards, specifications and codes so that they are safe and fit-for-purpose.

This position requires a person with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. The ideal candidate will possess a commitment to continual learning and ongoing development.

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**

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; and

Technical qualification or accreditations with a professional body recognised within Australia current Electrical License Certification 3 (mandatory)/Linesman Certification 3 (highly desirable)



**Note:** 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:** A supporting statement of no more than five pages outlining experience and/or ability and addressing the requirements of “What you Require” section of the attached Position Description.

A current curriculum vitae

Contact details of at least two referees

**Applications should be submitted 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: David Hua (02) 6207 0122 David.Hua@act.gov.au

## **Territory and Business Services**

### **Libraries ACT**

#### **Service Delivery**

#### **Library Service Officers**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 52708, several)**

Gazetted: 03 November 2022

Closing Date: 17 November 2022

**Details:** Once upon a time, Libraries were a place for only quiet reflection, reading, studious research and silence. Oh, how times have changed.

The ACT’s public library branches are a growing, vibrant community service, encouraging storytelling, learning, sharing and fun. Now, your local library is a gateway to the wider world where you can lose yourself in stories, get your ‘giggle and wiggle’ on, make your own podcast, get help with technology, and meet like-minded people. Did you know you can even read stories to dogs??

We are looking to grow the cast of leading characters in Library ACT’s story. Library Service Officers are the frontline of customer engagement, helping and talking to members of the public daily. Active participants in service delivery they’ll be given the chance to shine in delivering programs and services within their branch(es) and performing supervisory responsibilities to other staff.

Join us to work with great people in rewarding careers that shape our city’s future.

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

#### **Eligibility/other requirements:**

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

This position requires a pre-employment medical

This position is required to work evening and weekend shifts as part of a roster across a local area and the wider service if required.

**Note:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to apply:** To apply for this role, please provide a curriculum vitae with the details of two referees, and the answers to the following three questions (no more than three paragraphs per response):

**Question 1:** Tell us about a time when you’ve gone above and beyond for a customer.

**Question 2:** How do you build rapport with people that you work with and provide service to?

**Question 3:** Why are you the best person to work with Libraries ACT?

**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: Peta Harding (02) 6207 1949 Peta.Harding@act.gov.au

## **Territory and Business Services**

### **Libraries ACT**

#### **Service Delivery**

### Library Coordinators

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 17760, several)**

Gazetted: 03 November 2022

Closing Date: 17 November 2022

**Details:** Once upon a time, Libraries were a place for only quiet reflection, borrowing books, studious research and silence.

Oh how times have changed.

The ACT's public library branches are a growing, vibrant community space, encouraging storytelling, learning, sharing and fun. Now, your local library is a gateway to the wider world where you can lose yourself in stories, get your 'giggle and wiggle' on, make your own podcast, get help with technology and meet like-minded people. Did you know you can even read stories to dogs??

We are searching for the next heroes of Library ACT's story. Library Coordinators champion excellent customer service, leading branch teams in the delivery of services and programs to the people of Canberra. Whether interested in projects, programs and events or digital services, Library Coordinators are self-motivated with a desire to share knowledge and grow the capability of people they work with and see every day.

Join us for a rewarding career that helps shape our city.

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

#### **Eligibility/other requirements:**

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

This position requires a pre-employment medical

This position is required to work evening and weekend shifts as part of a roster across a local area and the wider service if required.

**Note:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only

**How to apply:** We want to know, in two pages or less, how your Skills and Experience meet the requirements of this role (page three of the Position Description) and how you'll make this position your own. Include your curriculum vitae and the details of 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: Peta Harding (02) 6207 1949 [Peta.Harding@act.gov.au](mailto:Peta.Harding@act.gov.au)

## APPOINTMENTS

### ACT Health

#### **Administrative Services Officer Class 3 \$68,685 - \$73,920**

Kate Jackman, Section 68(1), 7 November 2022

### Canberra Health Services

#### **Registered Nurse Level 1 \$72,698 - \$97,112**

Renee Back, Section 68(1), 31 October 2022

#### **Administrative Services Officer Class 3 \$68,685 - \$73,920**

Sujatha Mani Chetty, Section 68(1), 10 November 2022

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566**

Cassandra Hosie, Section 68(1), 2 November 2022

**Registered Nurse Level 1 \$72,698 - \$97,112**

Joey Jestingor: 83445493, Section 68 (1), 7 November 2022

**Assistant in Nursing \$55,927 - \$57,820**

Koshish Joshi, Section 68(1), 31 October 2022

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

Sungmin Kim, Section 68(1), 10 November 2022

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

Laura Kourloufas, Section 68(1), 7 November 2022

**Health Professional Level 5 \$135,355 - \$152,377**

Robyn Lunt, Section 68(1), 4 November 2022

**Registered Nurse Level 1 \$72,698 - \$97,112**

Kristine Malinao, Section 68(1), 2 November 2022

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

Chelsea Murphy, Section 68(1), 31 October 2022

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Stephanie Leila Steele, Section 68(1), 10 November 2022

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

Rachael Stenhouse, Section 68(1), 31 October 2022

**Health Service Officer Level 5 \$60,182 - \$63,169**

Anthony Stevens, Section 68(1), 24 October 2022

**Registered Nurse Level 1 \$72,698 - \$97,112**

Dorji Wangdi, Section 68(1), 3 November 2022

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920**

Andrii Zazdravnov, Section 68(1), 10 November 2022

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Sarah Colleen Watt: 88154222, Section 68 (1), 10 November 2022

**Chief Minister, Treasury and Economic Development**

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Jessica Betts, Section 68(1), 7 November 2022

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Sathiyapriya Chellappah, Section 68(1), 7 November 2022

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Anna Dibdin, Section 68(1), 7 November 2022

**Building Trade Inspector \$101,055 - \$114,928**

Stuart Floyd-Gorrell, Section 68(1), 7 November 2022

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Armeen Khan, Section 68(1), 7 November 2022

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Tara Phabmixay, Section 68(1), 16 November 2022

**Information Technology Officer Class 1 \$73,920 - \$84,144**

Jack Smallwood, Section 68(1), 7 November 2022

**Community Services**

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Te Kura Awa, Section 68(1), 7 November 2022

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Freya Boustead, Section 68(1), 7 November 2022

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Amy Bullmore, Section 68(1), 7 November 2022

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Heather Coe, Section 68(1), 7 November 2022

**Child and Youth Protection Professional Level 2 \$78,014 - \$105,024**

Karrii Johnstone, Section 68(1), 7 November 2022

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Kathleen Kirkwood, Section 68(1), 7 November 2022

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Kayleigh McKenzie, Section 68(1), 7 November 2022

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Amanda Shore KC, Section 68(1), 7 November 2022

**Director of Public Prosecutions**

**Prosecutor Grade 1 - 2 \$82,812 - \$129,452**

Shontelle Samuel, Section 68(1), 7 November 2022

**Education**

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Jessica Leitch, Section 68(1), 4 November 2022

**School Assistant 4 \$70,028 - \$75,827**

Xinyu Zhang, Section 68(1), 7 November 2022

**Environment, Planning and Sustainable Development**

**Senior Officer Grade C \$114,928 - \$123,710**

Edward Bourke, Section 68(1), 7 November 2022

**Justice and Community Safety**

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Phoebe Angelatos, Section 68(1), 7 November 2022

**Major Projects Canberra**

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Jack Kinsmore, Section 68(1), 10 November 2022

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Emily Trevenen, Section 68(1), 10 November 2022

**Suburban Land Agency**

**Infrastructure Officer 4 \$136,524 - \$155,109**

Alex Sibenaler, Section 68(1), 1 November 2022

**Transport Canberra and City Services**

**General Service Officer Level 3/4 \$53,867 - \$58,825**

Ivan Boljun, Section 68(1), 4 November 2022

**General Service Officer Level 3/4 \$53,867 - \$58,825**

Michael Britten, Section 68(1), 11 October 2022

**General Service Officer Level 3/4 \$53,867 - \$58,825**

Michael Cowie, Section 68(1), 24 October 2022

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Melissa Hynds, Section 68(1), 4 November 2022

**General Service Officer Level 3/4 \$53,867 - \$58,825**

Kiarra Ingram-Hill, Section 68(1), 4 November 2022

**General Service Officer Level 3/4 \$53,867 - \$58,825**

Dale Koppie, Section 68(1), 7 November 2022

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Edwina Lowe, Section 68(1), 7 November 2022

**Worksafe ACT**

**Senior Officer Grade C \$114,928 - \$123,710**

Dave Holland, Section 68(1), 7 November 2022

**Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509**

Mitchell Luskan, Section 68(1), 7 November 2022

## TRANSFERS

### Education

#### **Kathryn Meere**

From: Senior Officer Grade C \$114,928 - \$123,710  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 6 \$91,315 - \$104,509  
Education, Canberra (PN. 07337) (Gazetted 7 September 2022)

### Environment, Planning and Sustainable Development

#### **Adam Sorensen**

From: Senior Information Technology Officer Grade C \$114,928 - \$123,710  
Chief Minister, Treasury and Economic Development  
To: Senior Officer Grade C \$114,928 - \$123,710  
Environment, Planning and Sustainable Development, Canberra (PN. 58857) (Gazetted 19 September 2022)

## PROMOTIONS

### ACT Health

#### **Health System Planning and Evaluation Local Hospital Network, Commissioning Shun Deng Fam**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade C \$114,928 - \$123,710  
ACT Health, Canberra (PN. 50449) (Gazetted 20 January 2022)

#### **Digital Solutions Division Technology Operations Support, Architecture and Software Hub Kristofer Gutierrez**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566  
Canberra Health Services  
To: Information Technology Officer Class 2 \$91,315 - \$104,509  
ACT Health, Canberra (PN. 58938) (Gazetted 27 September 2022)

#### **Corporate and Governance People Strategy and Culture Workforce Capability and Talent Belinda Harris**

From Senior Officer Grade B \$135,355 - \$152,377  
Canberra Health Services  
To: Senior Officer Grade A \$157,201  
ACT Health, Canberra (PN:41857) Gazetted (29/09/2022)

#### **Population Health Division Epidemiology**

**Sally Naylor**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

ACT Health

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

ACT Health, Canberra (PN. 54931) (Gazetted 3 May 2022)

**Population Health Division**

**Health Promotion**

**Mark Tournier**

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 11988) (Gazetted 23 August 2022)

**Canberra Health Services**

**Ikechukwu Akujobi**

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:31329) (Gazetted 20 July 2022)

**Emilie Allan**

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. 17527) (Gazetted 17 March 2022)

**Clinical Services**

**Medicine**

**Lisa Beatty**

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. 41418) (Gazetted 9 September 2022)

**CHS Rehabilitation, Aged and Community Services**

**Thokozile Chihono**

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. 45152) (Gazetted 28 July 2022)

**CHS Rehabilitation, Aged and Community Services**

**Michael Chua**

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. 27011) (Gazetted 28 July 2022)

**Cirwun Davies**

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. 22967) (Gazetted 18 August 2022)

**CHS Chief Operating Officer Clinical Services**

**CHS Chief Operating Officer Clinical Services**

**Lauren Hendry**

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. 57400) (Gazetted 14 July 2022)

**CHS Rehabilitation, Aged and Community Services**

**Shani Kolachelil**

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. 25734) (Gazetted 28 July 2022)

**Felicity Leslie**

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. 21852) (Gazetted 4 April 2022)

**Abdull Ssegujja**

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. 22299) (Gazetted 20 September 2022)

**Marie-Therese Stephen**

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. 18121) (Gazetted 23 September 2022)

**CHS Chief Operating Officer Clinical Services**

**Elizabeth Varghese**

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. 22434) (Gazetted 9 August 2022)

**Canberra Institute of Technology**

**CIT Education and Training Services**

**CIT Education Services**

**CIT Education Service**

**Charmane Ingram**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Institute of Technology

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Institute of Technology, Canberra (PN. 55586) (Gazetted 29 September 2022)



**Chief Minister, Treasury and Economic Development**

**Treasury**

**ACT Property Group**

**Finance and Systems**

**Karen Ebsworth**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 25300) (Gazetted 14 September 2022)

**Access Canberra**

**Construction, Utilities and Environment Protection**

**Construction and Planning Regulation**

**Krystal Eppelstun-Lee**

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 17465) (Gazetted 2 September 2022)

**Digital, Data and Technology Solutions (DDTS)**

**ACT Digital**

**Lijing Liu**

From: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 58179) (Gazetted 8 September 2022)

**Access Canberra**

**Strategy and Planning**

**Data and Analysis**

**Callan McPhan**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 40701) (Gazetted 10 August 2022)

**Communications and Engagement**

**Strategic communications, Research and Engagement**

**Neil Stafford**

From: Administration Service Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN:58770) (Gazetted 14/09/2022)

**Policy and Cabinet**

**Wellbeing Team**

**Vincent Thomson**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 33991) (Gazetted 2 September 2022)

## **Community Services**

### **Communities**

#### **Women, Youth and Multicultural**

##### **Olivia Afiabo**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 39123) (Gazetted 29 September 2022)

### **Children, Youth and Families**

#### **Child and Youth Protection Services**

##### **Child and Youth Protection Services**

##### **Daina Williams**

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024

Community Services

To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Community Services, Canberra (PN. 16561) (Gazetted 28 May 2021)

## **Education**

### **Business Services**

#### **People and Performance**

##### **People Strategy**

##### **Katherine Erickson**

From: Senior Officer Grade C \$114,928 - \$123,710

Education

To: †Senior Officer Grade B \$135,355 - \$152,377

Education, Canberra (PN. 49348) (Gazetted 6 October 2022)

### **Service Design and Delivery**

#### **Service Design and Delivery**

##### **Data Enablement**

##### **Issac Hales**

From: Administrative Service Officer 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN:54338) (Gazetted 10/05/2022)

### **System Policy and Reform**

#### **Amanda McDermott**

From: School Assistant 4 \$70,028 - \$75,827

Education

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN. 04073) (Gazetted 21 September 2022)

### **School Performance and Improvement**

#### **School Improvement**

##### **School Planning and Review**

##### **Melanie Selems**

From: Senior Officer Grade C \$114,928 - \$123,710

Education

To: †Senior Officer Grade B \$135,355 - \$152,377

Education, Canberra (PN. 35542) (Gazetted 14 September 2022)

**Environment, Planning and Sustainable Development**

**Planning and Urban Policy**

**Building Reform**

**Elizabeth Bond**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 14051) (Gazetted 2 August 2022)

**Statutory Planning**

**Merit Assessment and Deed Management, Impact Assessment, Leasing Services**

**Emily Larkin**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development, Canberra (PN. 15945) (Gazetted 2 May 2022)

**Planning and Urban Policy**

**Major Projects - City**

**Panama Leaver**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 34846, several) (Gazetted 28 June 2022)

**Statutory Planning**

**Merit assessment, Deeds Management, Leasing Services**

**Lincoln Rixon-Petty**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 03043) (Gazetted 23 August 2022)

**Chief Operating Officer**

**Finance, Information and Assets**

**Strategic Finance**

**Amy Sleeman**

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. 46487) (Gazetted 25 August 2022)

**Justice and Community Safety**

**Legislation, Policy and Programs**

**Civil and regulatory Law Branch**

**General Civil and Housing and Consumer Protection team; Liquor, Racing and Gaming Policy team.**

**Alexandra Haenni-Gabriel**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 35565) (Gazetted 12 September 2022)

**Worksafe ACT**

**WorkSafe ACT**

**Andrew Nicholas**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: †Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Worksafe ACT, Canberra (PN. 59401) (Gazetted 22 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.