



ACT Government Gazette

Gazetted Notices for the week beginning 29 June 2023

VACANCIES

ACT Courts and Tribunal

Principal Registrar and CEO, ACT Courts and Tribunal

Temporary Vacancy (21 August 2023 – 4 September 2023, this process will be used for a merit pool for the next 12 months)

ACT Courts and Tribunal

Position: P40581

(Remuneration equivalent to Principal Registrar)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Circulation date: 03/07/2023

Please note amendment in above heading

Expressions of Interest (EOI) are sought for the position Principal Registrar and CEO, ACT Courts and Tribunal. This is an opportunity from 21 August – 4 September 2023.

The Principal Registrar and Chief Executive Officer of the ACT Courts and Tribunal (Principal Registrar) is a statutory position under *section 11A of the Court Procedures Act 2004* (the Act) with accountabilities to the Chief Justice of the ACT Supreme Court, the Chief Magistrate of the ACT Magistrates Court, the President of the ACT Civil and Administrative Tribunal (ACAT), and the Attorney-General through the ACT Justice and Community Safety Directorate Executive.

The position is administrative in nature and does not involve the exercise of judicial or quasi-judicial power. The Principal Registrar is a key member of the ACT Justice and Community Safety Directorate senior executive leadership group, whose responsibilities include people and workforce strategy, financial management and governance arrangements.

The primary responsibilities of the Principal Registrar are strategic development and successful implementation and management of the Courts' and the ACAT's administrative requirements and policies, including in relation to functions of the registry and security services. The development and maintenance of systems to support the judiciary, tribunal members and staff, including ICT systems. Management of contractual relationships including delivery of complex ICT contracts. Effective personnel, financial and asset management for the ACT Law Courts and Tribunal (excluding the management of judges' personal staff); and briefing the Attorney-General and ACT Legislative Assembly as required.

DESIRABLE QUALIFICATIONS AND EXPERIENCE

It is desirable for the person appointed to the position to:

- be admitted to legal practice in an Australian jurisdiction (the person does not need to hold a practising certificate); and
- have experience in the management or operations of a court registry or similar complex organisation.

Note: The successful applicant may be selected based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is open to current ACTPS employees.

Remuneration: Remuneration, allowances and entitlements are set independently by the ACT Remuneration Tribunal. As a full-time statutory office-holder, remuneration of the Principal Registrar position is set by the Remuneration Tribunal Determination 11 of 2022 which presently sets remuneration for the position at \$296,000 per annum.

How to Apply: Applicants are asked to provide a written response of no more than two pages addressing the Selection Criteria identified in the Position Description. Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees.

Please forward your expression of interest to Amanda Nuttall at Amanda.Nuttall@courts.act.gov.au by COB 6 July 2023.

Contact Officer: If you have any queries regarding the role, please contact Amanda Nuttall at Amanda.Nuttall@courts.act.gov.au and (02) 6205 9772.

ACT Electoral Commission

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

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

Executive Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 43015)

Gazetted: 03 July 2023

Closing Date: 17 July 2023

Details: Elections ACT is looking for an enthusiastic and dedicated person to join our small team.

The successful applicant will work to the Electoral Commissioner and Deputy Commissioner, providing executive support. Duties will include, diary management, prioritising incoming requests and coordinating responses, providing secretariat support for organisational meetings, including scheduling and Minute taking.

Elections ACT seeks an applicant who possesses effective writing and communication skills (answering phones, providing high quality customer service and liaising with your colleagues and stake holders) and is able to demonstrate strong organisational skills, with the ability to proactively oversee and/or assist with multiple tasks, prioritise competing deadlines and be accountable for delivering agreed business outcomes.

The successful applicant, when acting on behalf of Executive, will be required to act professionally, maintain confidentiality and discretion, exercise a degree of independence, and consistently exercise sound judgement. Elections ACT staff are expected to be proactive, demonstrate quality customer service and show a capacity to work well within a small team. They must be willing to continuously improve, be outcomes focused and accountable for their actions. It is also important for the successful applicants to understand and work with the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity Framework.

The ACT Electoral Commission 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Further information relating to Elections ACT can be found at: www.elections.act.gov.au

Eligibility/Other requirements: As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days and weekends.

Notes: Shortlisted applicants will undergo two interviews. The first interview will be held with the recruitment panel, the second with the Electoral Commissioner and Deputy Commissioner. Applicants will be rated on both interviews. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a maximum two-page pitch addressing the technical and behavioural capabilities that form the criteria that are required to perform the Duties and Responsibilities of the position set out in the position description. Please provide a current curriculum vitae including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Randall (02) 6205 5157 Nicole.Randall@act.gov.au

ACT Health

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

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

ACT Chief Nursing and Midwifery Officer

Temporary Vacancy (Three months with the possibility of extension up to nine months)

ACT Health

Office of the Deputy Director-General

Position: E773

(Remuneration equivalent to Executive Level 2.2)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Circulation date: 29/06/2023

The position of ACT Chief Nurse and Midwifery Officer is your opportunity to put your credible high-level strategic leadership and extensive experience into delivering contemporary, evidence based best practice across the Australian Capital Territory (ACT) and region, whilst also forming strong partnerships with your colleagues

nationally. Your role is a pivotal territory-wide leadership and influencing role for the professions. It provides important, strategic advice to inform ACT Health policy and is instrumental in developing, implementing and evaluating nursing and midwifery specific policy.

Your personal leadership style fosters inter-professional collaboration and will contribute to a positive culture through the Office of Professional Leadership and Education along with the Chief Medical Officer, the Chief Psychiatrist and the Chief Allied Health Officer. To be the successful candidate you will demonstrate: exemplary interpersonal, communication and influencing skills; the ability to form strong and constructive strategic working partnerships; senior strategic leadership of major reform; senior management experience at executive level within the professions; experienced leadership to a complex multidisciplinary organisation; significant experience in leading service reviews within the professions and analysis of complex, contentious and sensitive issues; advice and information in policy including influencing consultative processes with a diverse range of stakeholders; comprehensive and contemporary knowledge of emerging issues, trends, education and workforce issues within the professions.

Registration with the Nursing and Midwifery Registration Board Australia is essential and relevant post graduate tertiary qualifications are desirable.

The successful applicant will model our values of respect, integrity, collaboration and innovation.

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 \$304,403 - \$316,587 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$270,765.

To apply: Interested candidates are requested to submit an EOI of no more than one page addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees to Robyn Hudson via email, Robyn.Hudson@act.gov.au by COB 6 July 2023

Contact Officer: Robyn Hudson on 02 5124 7976 or Robyn.Hudson@act.gov.au

Policy, Partnerships and Programs

Health Policy and Strategy Branch

End of Life Policy - Voluntary Assisted Dying & Palliative Care

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58201)

Gazetted: 04 July 2023

Closing Date: 18 July 2023

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

The ACT Government and ACT Health Directorate is currently in the process of strengthening end of life healthcare and options for Canberrans. Sitting within the Policy, Partnerships and Programs Division, the End-of-Life Policy team is seeking a suitably qualified policy officer to work across the areas of Voluntary Assisted Dying and Palliative Care.

The successful applicant can expect to work as part of a strong and supportive team. With direction of the Director or Assistant Director the Policy Officer will undertake work like policy development and analysis, research tasks, preparing high level written advice and supporting program implementation. This work is both important and challenging, particularly with the anticipated introduction of Voluntary Assisted Dying Legislation by the ACT government later this year.

If you're driven by teamwork, interested in innovative policy development, have great analytical and communication skills this position might just be 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualification in either health, social science, laws (or related discipline) is highly desirable. Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

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

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

Applications should be submitted via the Apply Now button below.

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

ACT Integrity Commission

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

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

Corporate Support

ICT Transition Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61973)

Gazetted: 29 June 2023

Closing Date: 13 July 2023

Details: This position is a temporary position to lead, manage and oversight the transition of the Commission's Information, Communication and Technology Capabilities (ICT) from a shared services arrangement to an independent arrangement. The role is part of the executive structure within the Commission with a direct reporting line to the Chief Executive Officer (CEO).

The position is a temporary one for the life of the project. The project life cycle is expected to be at least 12 months in duration however in the initial period a 6-month Temporary position is offered to manage the process from needs analysis through to market approach and selection of a suitable vendor.

Position overview

The Commission requires an experienced ICT professional to manage the Commission's transition from a shared services environment for its ICT to a fully independent ICT environment. This important project will require the person to manage all aspects of the 'separation transition' (the project), including, but not limited to:

What you will do

The Commission is a small agency which utilises multi-disciplinary teams. While each staff member has their own primary responsibilities and duties, all employees need to maintain a flexible approach and be team focused in order to meet the challenges faced by the agency. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform.

The primary activities of this role include:

Preparing all project documentation associated with the project. A

Identifying options, risks and mitigation strategies associated with the project and advising executives within the Commission on critical decisions.

Engaging with all relevant stakeholders, including the existing government provider, potential vendors and other external consultants and experts.

Leading a procurement process required to engage the new provider. This may include a role in developing specifications and requirements documentation and/or working with other consultants to do so and being involved in evaluating bids from the market.

Liaising with the existing government provider throughout the transition process, to ensure a smooth transition of capability without loss of capability and continuity.

Maintaining project documentation and preparing regular advice to the Senior Management Group and CEO on the project's status, its risks and mitigation strategies.

Leading and direction all preparatory activities required to enable the transition to occur.

Preparing the Commission's work force for any changes that will arise from the transition.

Undertaking any post transition finalization tasks.

Eligibility/Other requirements:

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

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

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

The position may involve some domestic travel.

Notes: This is a temporary position available immediately, duration dependent upon ICT Project completion. 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:

A written response of no more than one A4 pages which demonstrates how your skills, knowledge and experience address the selection criteria outlined in the 'What you require' section of the Position Description

A current curriculum vitae.

If you are unable to submit your application online, please contact the Commission on (02) 6205 9899 or at info@integrity.act.gov.au.

Applications should be submitted via the Apply Now button below.

Contact Officer: Allister Higgins (02) 6207 5325 Allister.Higgins@integrity.act.gov.au

ACT Long Service Leave Authority

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

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

Executive

Deputy Registrar

Senior Officer Grade A \$157,201, Canberra (PN: 00410)

Gazetted: 30 June 2023

Closing Date: 7 July 2023

Details: Established under the *Long Service Leave (Portable Schemes) Act 2009*, the ACT Long Service Leave Authority (the Authority) is a Statutory Authority of the ACT Government purposed with administering portable long service leave benefit schemes, for employers and workers engaged in covered industries in the ACT.

Reporting directly to the Chief Executive Officer and Registrar, and holding a position in the Authority's Executive Team, the Deputy Registrar has primary responsibility for establishing, managing, and continuously improving the corporate support functions of the organisation to provide an operating environment through which to deliver on the Authority's strategic objectives. Importantly, the Deputy Registrar, under the provisions of the *Long Service Leave (Portable Schemes) Act 2009*, fulfils the responsibilities of the Registrar in their absence.

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

Further information about the ACT Long Service Leave Authority can be found at <http://www.actleave.act.gov.au/>

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

How to Apply: Applicants must submit a current curriculum vitae including details of two references and a two-page pitch addressing the Selection Criteria

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracy Savage 0434 567 571 tracy.savage@actleave.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

Mental Health Justice Health & Alcohol & drug Service

Adult Inpatient Mental Health Services

HP2 Psychologist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 45530, several - 02BQM)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Office of the Director of Allied Health in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Office of the Director of Allied Health also provides leadership to a range of allied health operational teams including the Allied Health Adult Inpatients Team who work in the Adult Mental Health Unit (AMHU), Ward 12B and the Mental Health Short Stay Unit (MHSSU).

The AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation. 12B is 10-bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability.

The successful applicant of the HP2 Psychologist position is responsible for conducting skilled clinical assessment and delivering individual and group based psychological interventions to people.

The successful applicant will be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 level as well as to students and clinically related staff (such as Allied Health Assistants).

This is a full-time position working Monday to Friday within the AH team and will provide services to the Adult Mental Health Unit, 12B, Mental Health Short Stay Unit, and to any mental health surge wards that open at Canberra Hospital.

The AH team is made up of diverse group of allied health professions that work together to support the recovery goals of consumers admitted to any of the AH Adult Mental Health Inpatient facilities.

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

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, it is expected that the successful candidate will have the following attributes:

Strong organisational skills with high degree of drive

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

Ability to work collaboratively as part of a multidisciplinary team

Position Requirements / Qualifications

Be registered or be eligible for general registration with the Psychology Board of Australia (AHPRA)

Minimum of 12 months paid work experience, post qualification, in a related/ relevant organisation/ service post qualification experience.

Current Passenger vehicles Driver's License

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

Desirable

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: David Warren 02 5124 5401 David.Warren@act.gov.au

CHS Allied Health

Acute Allied Health Services

Allied Health Clinical Lead - Acute Medical Unit

Allied Health Clinical Lead - Acute Medical Unit

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 56853 - 02BON)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

Details: Part-time Permanent

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Acute Allied Health Service is based within the Division of Allied Health and provides Allied Health services and interventions to a range of inpatient and outpatient settings at the Canberra Hospital. The Acute Allied Health Services consists of the following departments: Aboriginal and Torres Strait Islander Liaison service, Psychology, Social Work, Speech Pathology, Audiology, Occupational Therapy, Physiotherapy, Nutrition and Dietetics and Exercise Physiology. The Acute Allied health services provide an on call and after-hours service including weekends.

Under the direction of the Director of Allied Health, the Allied Health Clinical Lead is responsible for the provision of clinical services to the Acute Medical Unit and the leadership of the multi-disciplinary team in the unit. The role is expected to maintain a clinical workload involving the undertaking of rapid screening and assessment from a interdisciplinary perspective and coordination of treatment/therapies from the allied health perspective to ensure the facilitation of a timely and safe service. This role will coordinate the Allied Health team on the unit and participate in activities to represent Allied Health on the unit. This role involves liaising across Canberra Health Services partaking in service improvement and quality assurance initiatives and contributing to the supervision and training of fellow Health Professionals and Students. The Allied Health Clinical Lead will have highly developed professional knowledge of a range of acute medical conditions with the ability to lead multidisciplinary work. This role is required to participate in an after-hours roster, including regular weekend and public holiday work.

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 initiative

Flexible and adaptive approach to work

Strong interpersonal skills and confidence with communicating across a range of stakeholders.

Position Requirements/Qualifications:

- Hold an undergraduate or postgraduate qualification in the in an Allied Health profession.
- Where applicable be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Substantial clinical experience in the acute health setting of greater than 5 years.
- Be registered under the Working for Vulnerable People Act.
- Hold a current Driver's Licence.
- The successful applicant will need to be available for regular 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.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Andrew Slattery 0251245106 andrew.slattery@act.gov.au

Chief Executive Officer

Allied Health

Acute Allied Health Services

Social Worker

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 19192 - 02BXR)

Gazetted: 05 July 2023

Closing Date: 19 July 2023

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

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 Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) 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 one 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 participate in weekend and after-hours work on a roster and work shutdown.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

DESIRABLE

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Patrice Higgins (02) 5124 2316 patrice.higgins@act.gov.au

Office of Deputy CEO

Communications and Engagement

Assistant Director, Channel Management

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 40135 - 02BUA)

Gazetted: 05 July 2023

Closing Date: 19 July 2023

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

Our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals.

We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

We work hard to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time:

Bring an audience-first lens to your work, informed by research, insights and evaluation

Work with stakeholders in partnership with a strong client service ethic
Enjoy working in a fast-paced environment, be flexible and open to change
Be supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan.

ABOUT YOU

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

Behavioural Capabilities

Adaptability to change in a diverse environment.

Well-developed organisational skills with a high degree of drive and responsiveness.

Displays collaborative working style.

Excellent oral and written communication skills, particularly the ability to produce high impact products and content.

Position Requirements/Qualifications:

Relevant tertiary education qualifications and a minimum of five years' experience working professionally in communications is preferred.

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

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Claire Foote 0417254101 Claire.foote@act.gov.au

Clinical Services

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

Child and Adolescent Mental Health Services (CAMHS)

North Clinical Team Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 29896 - 02BP7)

Gazetted: 03 July 2023

Closing Date: 17 July 2023

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

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

These services include:

- Adult Community and Older Persons Mental Health Services
- Adult Inpatient Mental Health Services
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first on set psychosis.

The CAMHS Community Teams are made up of multi-disciplinary mental health professionals who provide assessment, therapeutic treatment, and clinical management within a recovery framework.

The permanent full time clinical team manager's role will provide clinical leadership to a front-line mental health team - CAMHS North Community Team. This clinical managerial role will include the daily management of the Choice And Partnership Approach (CAPA) clinical service system, multidisciplinary service, the duty officer role, clinical case reviews, and provide clinical supervision to HP1, HP2, HP3 and allied health assistants.

The role will also require the team manager to undertake professional development, participate and lead quality initiatives and the management of human, financial and physical resources, including work, health, and safety. This position is a permanent, full time HPO4 position available at CAMHS services, five days per week (37.65 hours per week).

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

ABOUT YOU

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

Behavioural Capabilities

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

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

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

Position Requirements / Qualifications

For Occupational Therapy:

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

For Psychology:

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

For Social Work:

- Degree in Social Work.
- Applicants must have a minimum of five years' paid work experience, post qualification, in a related/relevant organisation/service.
- Eligibility for membership of the Australian Association of Social Workers.
- Registration or eligibility for registration under the Working with Vulnerable People Act 2011.
- Must hold a current driver's licence.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you

will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Highly desirable for all disciplines:

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

Prior to commencement successful candidates will be required to:

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

Note:

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

Contact Officer: Kirsten Stafford (02) 5124 6541 kirsten.stafford@act.gov.au

Surgery

Peri-operative Unit - Anaesthetics

Anaesthetics Registered Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 32895, several - 02BXF)

Gazetted: 04 July 2023

Closing Date: 1 August 2023

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

We are looking for passionate Registered Nurses who are ready to continue their Anaesthetics careers in state-of-the-art operating theatres or embark on an exciting opportunity to learn new skills in a role as an Anaesthetic Nurse!

Canberra Hospital currently boasts 13 Operating Theatres covering a wide range of surgical specialities, including general, cardiothoracic, emergency and trauma, ears, nose and throat, obstetrics and gynaecology, neurosurgery, orthopaedic, paediatrics, plastic and reconstructive, urology and vascular surgeries.

Canberra Health Services (CHS) is undergoing massive growth, with the new Critical Services Building providing 22 brand new operating theatres, the latest in medical technology and facilities, and is due for completion in 2024.

Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills.

What can we offer you:

- Highly competitive pay rates
- Excellent working conditions within a tertiary teaching hospital
- Salary Packaging, with many options that provide full fringe benefits tax concessions
- We will work with you to support optimal work-life balance
- 11.5% Superannuation
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates, subject to the hiring managers approval
- Discounted gym memberships
- Scholarships for education support

City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

As an Anaesthetic Nurse you will be a part of the multidisciplinary team and have a key role in caring for patients at engaging in surgical services at CHS.

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.

Strong communication and interpersonal skills.

Position Requirements/Qualifications:

- Registered with the Australian Health Practitioner Regulation Agency (AHPRA).

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

- Have a minimum of 6 months of relevant clinical experience in a theatres or surgical environment or have had an Operating Theatres student placement including anaesthetics rotation.

- 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.

Contact Officer: Sandra Pilloni (02) 5124 2765 sandra.pilloni@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Service

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 37273, several - 02BVI)

Gazetted: 04 July 2023

Closing Date: 18 July 2023

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POSITION OVERVIEW

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

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

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

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

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

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

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

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

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

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role you will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

This position is primarily located within the Secure Mental Health Services on a rotating shift roster including morning, evening, and night shifts. You may be required to work across all Adult Mental Health Inpatient Units to meet operational needs.

ABOUT YOU

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Behavioural Capabilities

Demonstrated clinical leadership and the ability to develop all members of the team.

Be able to communicate with influence with the diverse teams including internal and external parties.

Positive attitude and commitment to improving consumer outcomes and experience.

Be flexible, adaptable, and able to be comfortable with a changing work environment.

Position Requirements/Qualifications:

MANDATORY

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

DESIRABLE

- Hold or be working toward Post Graduate qualification in Forensic Mental Health Nursing / Mental Health Nursing.
- Clinical leadership experience.
- Hold a current driver's licence.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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: These are temporary positions available immediately for three months with the possibility of extension.

Contact Officer: Peta Kleinig 0428 393 961 peta.kleinig@act.gov.au

Nursing and Midwifery Patient Support Service

Nursing and Midwifery Resource Office

Enrolled Nurse Level 1 - Novice Nurse Consolidation Program

Enrolled Nurse Level 1 \$65,934 - \$70,443, Canberra (PN: 58575 - 02BQF)

Gazetted: 03 July 2023

Closing Date: 17 July 2023

Details: Are you looking for an exciting and rewarding opportunity to begin your career with Team CHS? Come work in a growing tertiary hospital that cares for patients with a wide variety of health needs. The Novice Nurse Consolidation Program will assist you in the consolidation of knowledge, skills and competencies to transition from a novice nurse to practising as a safe, confident and accountable health care professional. Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for the community within Canberra and surrounding regions.

What can we offer you:

Competitive pay rates

Excellent working conditions within a tertiary teaching hospital

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

We will work with you to support optimal work life balance

11.5% Superannuation

Discounted gym memberships

Scholarships for education support

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

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POSITION OVERVIEW

The Novice Nurse Consolidation Program (NNCP) is a formalised six-month workplace-based program.

The NNCP aims to:

Provide two 3-month clinical rotations in a variety of medical, surgical and speciality areas across CHS.

Provide a structured framework to support you in transitioning to acute care settings.

Provide you with diverse learning opportunities within CHS.

Create a learning environment where you and your colleagues value the opportunity to develop your clinical skills through a supportive and structured program.

Create an environment for you to reflect on nursing practices and apply lifelong learning strategies, thus promoting ongoing personal and professional development of yourself and other.

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team.

Ability to work a flexible rotating roster.

High level communication skills

Position Requirements / Qualifications

Mandatory:

Registered with the Australian Health Practitioner Regulation Agency (AHPRA).

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.

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Suvechha Ghimire 51247173 suvechha.ghimire@act.gov.au

Rehabilitation, Aged and Community services

Oral Health Services

Health Promotion Officer

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 60173 - 02BU0)

Gazetted: 05 July 2023

Closing Date: 26 July 2023

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

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website: www.canberrahealthservices.act.gov.au

Oral Health Services (OHS) within the Division of Rehabilitation, Aged and Community Services (RACS) provides adult, child and youth general dental, restorative, special needs, General Anaesthetic (GA), Relative Analgesia (RA), and specialist Surgical and Orthodontic services to the eligible members of the ACT community. The service currently operates from five Community Health Centres and three hospitals across the ACT region, as well as operating within ACT corrective services and from mobile dental clinics as below:

- Gungahlin Community Health Centre – Six dental chairs
- Belconnen Community Health Centre – Eleven dental chairs
- City Community Health Centre - Ten dental chairs
- Phillip Community Health Centre - Ten dental chairs; and
- Tuggeranong Community Health Centre - Five chairs.
- Alexander Maconochie Centre (AMC)
- The Canberra Hospital
- Calvary Public Hospital
- Calvary John James Hospital
- Mobile Dental Clinics -

- Nursing home mobile dental clinic
- School mobile dental clinic
- Targeted Access Program mobile dental clinic

OHS is a multidisciplinary program and consists of dentists, visiting oral surgeons, oral health therapists, dental therapists, prosthetists, orthodontists, dental assistants, laboratory technicians and administrative staff. OHS offers a range of dental services to the eligible members of the community for adult & child and youth dental services, this includes denture services and emergency dental.

The services are available Monday to Friday, from 8:30am to 5:00pm at the above listed facilities and Community Health Centres.

ABOUT YOU

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

Behavioural Capabilities

Strong communication skills and the ability to create and maintain working relationships with relevant stakeholders.

Strong organisational skills and a high degree of drive

Position Requirements / Qualifications

Mandatory

- Relevant qualification in an allied health profession with a minimum of 3 years' experience.
- Qualifications or experience in health promotion.
- Staff hired within this role will be required to work across multiple Canberra Health Services Community Health Centre Sites as required.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

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

Contact Officer: Trish Mason 0409923122 trish.mason@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Program -Nursing

Clinical Development Nurse – Community Care Program

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 41958 - 02BO0)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

Details: Are you a qualified Registered Nurse seeking a new challenge with a great team and employment benefits? Canberra Health Services is looking for a Clinical Development Nurse with experience, enthusiasm, and a wide range of skills to join the high performing Community Care Program.

Our Community Care Nursing Service provides person-centred care for people with a range of conditions and health care needs. We provide comprehensive care, education and support to keep our clients as well and independent in the community as possible. Here's your opportunity to join our team!

What can we offer you:

Competitive pay rates

Excellent working conditions within a tertiary teaching hospital

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

We will work with you to support optimal work life balance

11.5% Superannuation

Discounted gym memberships

Scholarships for education support

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

Rehabilitation, Aged and Community Services work collaboratively with individuals, carers and other services within and external to Canberra Health Services.

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

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

Ability to lead by positive example including mentoring and provision of education

Organisational and time management skills

Well-developed communication and interpersonal skills

The ability to work autonomously and as part of the MDT

Position Requirements / Qualifications

Mandatory

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

Hold a current Australian drivers' 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

A minimum of 4 years' clinical experience with community nursing / primary health care experience, and relevant post graduate qualifications

Relevant certificate in training and assessment or have successfully completed train the trainer courses, with CHS.

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Sonia Knight (02) 5124 1484 Sonia.E.Knight@act.gov.au

UCH Rehabilitation

UCH Inpatient Allied Health

Allied Health Assistant

**Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level),
Canberra (PN: 40155, several - 02BYV)**

Gazetted: 05 July 2023

Closing Date: 12 July 2023

Details: POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes the Canberra Hospital, University of Canberra Hospital and community based services. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

The University of Canberra Hospital (UCH) is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, provides a variety of inpatient, day, ambulatory and community-based rehabilitation services.

The RACS Occupational Therapy service is a dynamic team of occupational therapists and allied health assistants providing exceptional care through high quality assessment and therapeutic intervention. We treat and manage patients with a range of medical conditions including neurological, orthopaedic, complex medical and frail aged. All AHAs work under the direct or indirect supervision of an Allied Health Professional (AHP) and play a key role in the day to day functioning of the occupational therapy team. AHAs are provided with regular clinical supervision and access to education and training. Therapy can be provided to individuals or in group settings.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of initiative and engagement

Friendly, warm, caring and empathetic

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

Able to work with others in a team.

Position Requirements/Qualifications:

Certificate IV in Allied Health Assistance or recognised equivalent

Current Australian Driver license.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

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

Contact Officer: Jane Lawrence 51240073 jane.lawrence@act.gov.au

Cancer and Ambulatory Services

Ambulatory Care

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 10539 - 02BMA)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

Details: POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Central Outpatient Department (COPD) at Canberra Hospital sits within the Division of Cancer and Ambulatory Support (CAS), providing clinic-based care to a wide variety of medical and surgical specialties. Nursing staff work across medical and surgical services including neurology, neurosurgery, endocrinology, general medicine, rheumatology, dermatology, infectious diseases, orthopaedics, plastics, vascular, urology, ear nose & throat and oral and maxillofacial.

The COPD Clinical Development Nurse works collaboratively across the unit to provide education, training, clinical leadership and mentoring to new and existing staff. The CDN is responsible for facilitating ongoing learning and developmental opportunities to uphold a high level of quality and evidence-based knowledge and skills, whilst also providing skill-based teachings and assessments across the differing specialties.

Furthermore, the CDN is responsible for the continuation of quality improvement initiatives to support staff and ensure the delivery of patient centred and evidence informed high quality nursing care.

ABOUT YOU

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

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

Position Requirements/Qualifications:

- Relevant tertiary qualifications (or equivalent) in clinical teaching and assessment or post graduate qualifications in nursing or clinical education.
- A minimum of five years' experience working professionally as a Registered Nurse is preferred.
- 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.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Ella Luttrell 0468595585 Ella.Luttrell@act.gov.au

People and Culture

Workforce Capability

Assistant Director Learning and Development

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 28490 - 02BUV)

Gazetted: 03 July 2023

Closing Date: 17 July 2023

Details: POSITION OVERVIEW

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

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

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

Workforce Capability (WC) is the largest area of training within Canberra Health Services (CHS), reporting to the Executive Group Manager of People and Culture. WC is located on the Canberra Hospital Campus and provides a key coordination role for learning and development (L&D) in CHS. WC provides education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation and our consumers, as well as valuing the needs of staff. WC develops many of the eLearning programs and manages the learning management system (LMS), reporting and policies for most of the education/training in Canberra Health Services. WC manages the systems, reporting and procedures for education and training in CHS. The purpose of this role is to manage and consult on strategic learning and development projects; design and deliver education related to identified needs and implement innovation and quality improvement.

In this position, you will fulfill a quality and safety role consistent with the CHS “Exceptional Care Framework”. You will work as part of an inter-professional education team providing leadership and support to the WC administration team including managing components of the LMS.

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 customer service and leadership skills;

Strong organisational skills with a high degree of drive to complete tasks within set timeframes;

Understands strategic thinking and applies it to achieve key project outcomes.

Ability to provide training / presentations for large audiences.

Position Requirements/Qualifications:

Mandatory

Relevant qualifications and/or experience in education and training including the administration of a learning management system with experience working professionally in a health centred organisation is preferred.

A sound understanding of organisational data and reporting with ability to use appropriate software including Power BI, Microsoft Suite in particular Excel and the use of spreadsheets

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

Desirable

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Deborah Moore 51247057 Deborah.Moore@act.gov.au

Surgery

Department of Anaesthesia

Specialist/Staff Specialist – Anaesthetist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 13568 - 02BWH)

Gazetted: 03 July 2023

Closing Date: 25 July 2023

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 Surgery is responsible for delivering inpatient and outpatient surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service and the Trauma and Orthopaedic Research Unit.

The Department of Anaesthesia facilitates over 24,000 anaesthetic elective and emergency procedures each year. The breadth of procedures undertaken are all encompassing (cardiac, neurosurgery, and neonatal surgery) with the exception of solid organ transplant. We operate in several facilities, primarily Canberra Hospital which is the largest tertiary and trauma facility in the region, as well as Calvary Public Hospital, Calvary John James Hospital, National Capital Private Hospital and other private surgery locations in Canberra.

As the primary teaching hospital and major trauma centre for ACT and the Southern NSW region, exposure to interesting cases is a certainty.

CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Due to these partnerships and the flexible nature of this employment opportunity, excellent research opportunities are available.

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

DUTIES

Under limited direction of the Clinical Director of Anaesthesia you will:

Provide specialist anaesthetic services at CHS including Canberra Hospital and other facilities which the Department of Anaesthesia services.

Contribute to the on call/after-hours roster, in conjunction with other Anaesthetists.

Actively engage in clinical governance to ensure services are high quality and safe, adhere to the National Safety and Quality Health Service Standards and participate in/represent the Department of Anaesthesia on relevant committees and working groups as required.

Contribute to and participate in unit management, clinical audit procedures, quality improvement activities, policy and procedure development, utilisation reviews and educational activities in the Department of Anaesthesia.

Utilise digital health and health information systems to enable the provision of safe and timely access to care including ensuring high standards of medical record keeping and completion of casemix reports if appropriate.

Assist in and/or supervise the educational and professional development of nursing staff, undergraduate students, post graduate students, resident medical staff and registrars.

Develop and maintain productive relationships with other centres, providers and professionals internal and external to the department and provide high standards of professional advice/opinions in relation to the service.

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, and manage, change, and provide responsive services to meet the needs of clients and the organisation.

A commitment to practising holistic medicine that considers, and is sensitive to, clients' unique psychological, spiritual, cultural, and socioeconomic backgrounds.

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

Position Requirements / Qualifications

Mandatory

Be 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.

Have fellowship of the Australian and New Zealand College of Anaesthesia or equivalent specialist qualifications.

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

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

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

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

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

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.

For more information about the eligibility requirements for senior staff specialist roles at CHS, please see the relevant policy or contact Division of Surgery Operations Manager Tonia.Sydney@act.gov.au.

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Shannon Dougan Shannon Dougan 02 5124 6998 Shannon.Dougan@act.gov.au

Infrastructure and Health Support Services

Facilities Management

Project Manager Minor Works

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 34531 - 02BR2)

Gazetted: 04 July 2023

Closing Date: 18 July 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The 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 objections. 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 Minor Works Project Manager reports directly to the Director Minor Works Delivery and Off-Site Facilities and works in a small team of other Project Managers. The position also works in close liaison with other senior staff in the Facilities Management Branch, the broader CHS Directorate, and other ACT Government Directorates.

The Minor Works Project Manager will be responsible for managing several capital infrastructure projects, ensuring that they are delivered on time and within budget, whilst minimising any delays and reductions in the services offered across the various CHS Facilities. Accurate project reporting is vital, with monthly finance and program updates required to ensure that key projects milestones and performance indicators are being met.

The Minor Works Project Manager will be required to engage with a diverse range of stakeholders and manage their expectations to deliver agreed project outcomes. A key component of stakeholder management will be the responsibility for conducting high level interface and coordination between FM, consultants, contractors, other CHS operational support teams and Clinical Service Delivery areas. This will involve communication between various stakeholders, clear documentation of project scope requirements, coordination of multiple project activities, ensuring clinical services are not affected and managing shutdowns or interruptions to infrastructure services required on projects.

When relevant, the position will utilise processes and strategies utilised by IHSS to facilitate quality, integrated and efficient service delivery, and assist in developing new processes and strategies where required.

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
- Fleet Management

Supervising Responsibilities:

Nil at present, however this may change as the program develops.

ABOUT YOU

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Behavioural Capabilities

Professional and personable with the ability to develop and maintain effective relationships with key stakeholders within the Directorate, across Government and industry to benefit the quality-of-service delivery from Facilities Management.

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs; and An organised approach to work, managing competing priorities and attention to detail on work undertaken.

Position Requirements / Qualifications

Mandatory

Positions classified as an Infrastructure Officer require the occupant to:

- hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or
 - hold a relevant building degree; or
 - have 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

- Hold a current drivers' licence.
- Experience in the delivery of infrastructure projects within an operating health environment, or other critical environments where maintaining continuity of services is essential
- Construction Induction (White Card)
- Asbestos Awareness
- 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.

Notes: This is a temporary position available immediately until 02 February 2024.

Contact Officer: Scott Harding 0411 251 710 Scott.Harding@act.gov.au

Cancer and Ambulatory Support

Cancer Supportive Care

Palliative Care Psychosocial Liaison

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 24266 - 02BRO)

Gazetted: 04 July 2023

Closing Date: 18 July 2023

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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Division of Cancer and Ambulatory Support (CAS) provides comprehensive cancer screening, diagnostic, assessment and treatment services in inpatient, outpatient, and non-admitted treatment settings. The division is also responsible for immunology, specialist palliative care, medical physics and radiation safety, walk in centres and organisational outpatient support through Central Intake, transcription, policy support and the Central Outpatients Department.

The Palliative Care Service at Canberra Health Services is a consult liaison service operating during business hours and services patients with palliative needs throughout the wider hospital campus. The palliative care psychosocial liaison is a critical reference point for patients and families with psychosocial needs relating to their overall diagnosis, treatment or adjusting to a new palliative care diagnosis.

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

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

DUTIES

Under limited direction of the Palliative Care CNC, you will:

Provide a high level of skilled clinical psychosocial counselling, assessment and interventions including individual and group work for patients and carers of patients with palliative needs.

Exercise independent professional judgment in solving problems and managing cases where psychosocial principles, procedures and techniques require expansion, adaptation, or modification.

Consult and liaise with external community agencies/groups to develop partnerships for health promotion and other service delivery activities identified in the business plan.

Initiate and coordinate quality improvement activities in palliative care.

Contribute to the development, evaluation and analysis of policies and procedures applicable to professional practice.

Provide professional supervision and/or training to other staff and students as directed. Participate in supervision, continuing professional development and performance management.

Complete clinical and administrative data collection and evaluation to standard.

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

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

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

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

Position Requirements/Qualifications:

Mandatory

- Relevant qualifications and a minimum of 3 years' experience working professionally in social work
- Current membership of the Australian Association of Social Workers
- 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

- Holds or is working towards postgraduate 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.

Psychology

Mandatory

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- A minimum of 3 years post graduate experience working in psychology.
- 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

- Area of Practice Endorsement e.g. Clinical Psychology, Health Psychology or Counselling Psychology
- Board approved supervisor for Higher Degree programs and Registrar programs
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Cheryl Rowsell 0466322676 Cheryl.Rowsell@act.gov.au

Strategic Communications and Engagement

Executive Branch Manager, Strategic Communications and Engagement

Executive Level 1.4 \$274,784 - \$285,773 depending on current superannuation arrangements, Canberra (PN: E1158)

Gazetted: 05 July 2023

Closing Date: 19 July 2023

Details: Expressions of Interest are sought for the position of Executive Branch Manager (EBM), Strategic Communications and Engagement for short term leave backfill opportunities over the next 12 months.

The CHS Communications and Engagement team leads and directs strategic communications, engagement and marketing activities that support CHS to achieve its goals. The team are dedicated, fun and hard-working, committed to supporting CHS to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

We help build trust and confidence in CHS through compelling, kind and respectful communications. The team also manages and responds to a high volume of highly visible communications and enquiries affecting our staff and the community.

Reporting to the Deputy Chief Executive Officer, as EBM you will operate with a high degree of independence and collaborate with representatives from across CHS, stakeholders and government.

You will understand the importance of using strategic communications and engagement to ensure the Canberra community is well informed of our services and has meaningful opportunities to inform decision making.

The position requires outstanding leadership, relationship management and strategic communications and engagement expertise. It works collaboratively with the Ministers' offices, the Chief Executive Officer, Executives and officers across the ACTPS, and key government and non-government stakeholders.

Remuneration: The position attracts a remuneration package ranging from 274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

To apply: Interested candidates are requested to submit an expression of interest in two pages or less, outlining relevant skills and experience against the executive capabilities, as well as a current curriculum vitae and the name and contact details of two referees.

Contact Officer: David Jean 0466382078 David.jean@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Service

Child and Adolescent Mental Health Services (CAMHS)

Child and Adolescent Mental Health Services - Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 61532 - 02C1K)

Gazetted: 03 July 2023

Closing Date: 17 July 2023

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.

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

This exciting initiative will see a six-bed Adolescent Mental Health Unit open under the Child and Adolescent Mental Health Services. This is a low dependency mental health unit for young persons aged 12 to 18. It provides patient centred, holistic care and advocacy for adolescents in the ACT and surrounding regions.

Successful candidates will be provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for adolescent patients with a wide range of Mental Health conditions.

What can we offer you:

Competitive pay rates

Excellent working conditions within a tertiary teaching hospital

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

We will work with you to support optimal work life balance

11.5% Superannuation

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

Discounted gym memberships

Scholarships for education support

An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.

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

POSITION OVERVIEW

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

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

These services include:

- Adult Community and Older Persons Mental Health Services
- Adult Inpatient Mental Health Services
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.

The CAMHS inpatient unit is a 6 bed inpatient unit for CAMHS clients experiencing moderate to severe mental illness. The Adolescent inpatient Mental health unit is a contemporary evidence based service, providing high quality mental health care guided by the principles of recovery. The service aims to provide collaborative care involving the consumer, their carers, and other key services.

The Safe wards model and interventions is an adaptable program of evidence-based nursing interventions that will be implemented on the unit. Safe ward interventions strengthen existing principles of good nursing practice. The program encourages staff and clients (including carers, family, and support people) to work together to make the ward safer for everyone. All staff will be fully trained in the safe wards model prior to commencing on the unit.

There are a number of permanent full time RN1 positions available at CAMHS Services.

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

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

DUTIES

Under limited direction of the CAMHS Clinical Nurse Consultant you will:

Work within a recovery framework. Provide assertive engagement, assessment and therapeutic interventions for young people at high risk of developing a serious long term mental illness.

Work collaboratively with young people, their families and carers, the multidisciplinary team and other health and community service providers to develop and implement cohesive, recovery oriented responses to the needs of young people and their families and carers.

Maintain high quality health care records, including accurate and timely completion of risk assessments, file notes and outcome measurement tools as to data retention policies and procedures.

As an active team member contribute to team development and initiatives and be involved in service development through membership of committees and working parties.

Champion Safe wards implementation on the unit and provide ongoing education to new and existing staff in the safe wards model.

Ability to or willingness to learn – Daily facilitation of groups on the unit.

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

ABOUT YOU

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

- Ability to work within a multi-disciplinary team and adapt quickly to a busy changing environment.
- Commitment to achieving positive outcomes for children and young people, their families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- Be flexible, adaptable and comfortable with a changing working environment.
- Demonstrated track record of contributing to a healthy workforce that encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

Position Requirements / Qualifications:

Mandatory:

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

Desirable:

- Experience in working with children and young people.
- Experience in working in mental health.
- 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 Police check.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease.
- Comply with ACT Health credentialing and scope of clinical practice requirements.
- Be available to work within all program areas of CAMHS as service needs arise.
- Be Available to undertake shift work within a 7-day rotating roster.

Note: There are Permanent, Temporary and Casual positions available.

Contact Officer: Poonam Pokhrel 51240992 Poonam.Pokhrel@act.gov.au

Cancer and Ambulatory Services

Medical Physics and Radiation Engineering

Senior Diagnostic Medical Physicist

Senior Medical Physics \$162,616 - \$190,761, Canberra (PN: 21212 - 02BPX)

Gazetted: 29 June 2023

Closing Date: 27 July 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

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

The Medical Physics and Radiation Engineering (MPRE) department at Canberra Health Services is composed of medical physics specialists in radiology, nuclear medicine and radiation oncology giving our department a collegial diversity of medical physicists working together. The team is responsible for services, advice, education and research in the safe use and effective applications of medical radiation to service departments and more generally as required. These departments primarily include Medical Imaging, Radiation Oncology, Cardiology, BreastScreen and Oral Health Services.

The successful candidate will lead an established team in the delivery of state-of-the-art medical physics services and advice for our client departments in the use of ionising and non-ionising radiation. Canberra Health Services has a large range of registered ionising radiation source devices, from intra oral dental units, general x-ray through to angiographic and CT equipment that require medical physics services through their equipment lifecycles such as specialist procurement advice, shielding, commissioning and ongoing performance testing, etc

The Critical Services Building is currently being constructed with three floors of the building housing clinical x-ray imaging equipment, as well as MRI and ultrasound equipment. Consistent with a focus on patient care and regulatory requirements, the senior diagnostic radiology medical physics specialist will support management and provision of audit processes that involve patient irradiation, often being a first step in the collaborative process of procedure optimisation.

A significant part of the role is education within our medical physics registrar training program as well as commitments in radiologist education for the Applied imaging Technology examinations. There is also a strong commitment to radiation safety training for all radiation users. Our team welcomes collaborative research with active collaborations with University of Sydney, Wollongong University, and the Australian National University, as well as hospital wide research work within allied health.

ABOUT YOU

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

Behavioural Capabilities

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

Researches and consults widely to make evidence-based choices using a variety of sources and use information to effectively solve problems and prioritise.

Develops shared knowledge and understanding that contributes to effective coordination, improved team performance and enhanced service outcomes.

Has an adaptive mindset, continuously learning and keeping abreast of technology and emerging thinking.

Prioritises workload appropriately and establish realistic timeframes for the completion of work and take accountability for my performance and achievement of results.

Position Requirements/Qualifications:

Mandatory

Registered, or demonstrate eligibility for registration, on the register of Qualified Medical Physics Specialists in Diagnostic Imaging Medical Physics administered by the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM). <https://www.acpsem.org.au/Our-Professions/Registration/Apply-for-Registration>

Hold a higher degree (M. Sc. or higher) majoring in physics from an accredited university.

Experience working as a medical physicist in a clinical environment.

Eligible for, or possess, an ACT radiation licence

The successful applicant will need to be available 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

Hold a PhD in Medical Physics.

Experience in teaching diagnostic imaging medical physics registrars

Hold certification from the ACPSEM, or equivalent, in one or more of the following: Mammography equipment tester, Radiation Safety, Nuclear Medicine Physics.

Have experience in magnetic resonance imaging, preferably in a clinical environment.

Have experience in laser safety, preferably for medical lasers.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: There are two advertisements running concurrently on Req ID 028FL and Req ID 0255X, however there is only one position available. The position will be filled at the classification commensurate to the applications received. Please ensure you apply for the classification appropriate to your qualifications and experience. You may apply for both should you wish.

Contact Officer: Ben Cooper 51245300 Ben.cooper@act.gov.au

Infrastructure Management and Maintenance

Strategy, Policy and Planning

Strategic Communication and Engagement

Director, Content and Engagement

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44668 - 02BMZ)

Gazetted: 29 June 2023

Closing Date: 13 July 2023

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

STRATEGIC COMMUNICATIONS AND ENGAGEMENT

Our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals.

We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

Our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals.

We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

We work hard to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time:

- Bring an audience-first lens to your work, informed by research, insights and evaluation.
- Work with stakeholders in partnership with a strong client service ethic.
- Enjoy working in a fast-paced environment, be flexible and open to change.
- Be supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan.

ABOUT YOU

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Behavioural Capabilities

- Adaptability for change in a diverse and high-paced environment.
- Well-developed organisational skills with a high degree of drive and responsiveness.
- Excellent oral and written communication skills, particularly in producing high impact products and content.

Position Requirements / Qualifications

- Relevant tertiary education qualifications and a minimum of five years' experience working professionally in communications is required.
- Leadership and management experience with a strong record of achievement in a similar role.
- The successful applicant will need to be available for occasional weekend and after-hours work with access to recovery leave.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary position available immediately for 24 months with the possibility of extension and/or permanency

Contact Officer: Elaine Greenaway (02) 5124 9527 elaine.greenaway@act.gov.au

Mental Health, Justice Health, and Alcohol and Drug Services

Adult Community Mental Health Services

Team Leader

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 18392 - 02BSM)

Gazetted: 29 June 2023

Closing Date: 7 July 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

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

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

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements / Qualifications

Mandatory:

For Psychology:

Be registered or be eligible for general registration with Psychology Board of Australia

Desirable:

Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

Strong understanding of adult community mental health services with minimum of 5 years post qualification experience.

For Occupational Therapy:

Be registered or eligible for registration with Occupational Therapy Board of Australia

Eligibility for professional membership of Occupational Therapy Australia

Desirable:

Strong understanding of adult community mental health services with minimum of 5 years post qualification experience.

For Social Work:

Degree in Social Work

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

Registration under the ACT Working with Vulnerable People Act 2011

Desirable:

Strong understanding of adult community mental health services with minimum of 5 years post qualification 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.

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:

Hold a current driver's licence

Undergo a pre-employment National Police Check.

Written applications to include a pitch of no longer than two pages long that addresses each "what you require" item

CV must be attached

Candidate may be selected from the written application

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

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

Contact Officer: Carla Ormston 51241236 Carla.Ormston@act.gov.au

Infrastructure Management and Maintenance

Infrastructure and Health Support Services

Facilities Management

Facilities Coordinator

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 57603 - 02BPD)

Gazetted: 29 June 2023

Closing Date: 13 July 2023

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POSITION OVERVIEW

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

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

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

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

The Facilities Coordinator (FC) will assist Facilities Operations Managers (FOM's) in planned and reactive maintenance activities across the CHS portfolio including activities relating to receiving, reviewing, allocating and managing work orders and reporting to the FM Director of Facilities Maintenance.

The FC will have a unique understanding of the responsibilities and accountabilities of the role, being able to work collaboratively across a range of areas in CHS. The FC will communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

ABOUT YOU

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Behavioural Capabilities

- Significant knowledge and proven experience managing planned and preventative maintenance in relation to building services and infrastructure.
- High-level interpersonal skills in order to influence and provide key information to support decisions made by a diverse stakeholder group.
- Professional and personable with the ability to develop and maintain effective relationships with key stakeholders within the Directorate, across Government and industry to benefit the quality-of-service delivery from Facilities Management.
- An organised approach to work, managing competing priorities and attention to detail on work undertaken.

Position Requirements / Qualifications

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

DESIRABLE

- Trade/Engineering qualifications.
- Minimum of five years' experience working professionally in Facilities Management is preferred.
- Knowledge of a building services and a common-sense approach to a range of maintenance issues.
- Advanced computer skills including the ability to operate a Building Management System and Microsoft Office Programs.
- Strong organisational skills with the ability to set priorities and manage multiple deadlines.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Bibiana Uzabega 0403 103 292 Bibiana.Uzabeaga@act.gov.au

Clinical Services

Mental Health Justice Health Alcohol and Drug Services

Adult Community Mental Health Services

Health Professional Level 3

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 25973 - 02BN7)

Gazetted: 29 June 2023

Closing Date: 13 July 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

The Home Assessment and Acute Response Team (HAART) provides hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting. Plus, in-reach into inpatient units to facilitate early discharge.

HAART operates as an extended hour's service, operating seven days a week from 08:00 to 22:00 and the position holder will be required to work a rotating roster including morning, evening, and weekend shifts, on call arrangements and public holidays.

The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team (including a Clinical Lead, Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

ABOUT YOU

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Behavioural Capabilities

Good customer service skills to provide helpful and professional experiences to people who access the service.

Administration skills to be able to provide quality work outputs.

Organisational skills to be able to manage workload.

Flexibility and initiative to be able to work effectively within a multidisciplinary team.

Position Requirements / Qualifications

MANDATORY

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.
- Applicants must have a minimum of three years (ideal five years) post-qualification experience in Mental Health services.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.
- Applicants must have a minimum of three years (ideal five years) post-qualification experience in Mental Health services.

For Social Work:

- Degree in Social Work.
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW).
- Registration under the ACT Working with Vulnerable People Act 2011.
- Applicants must have a minimum of three years (ideal five years) post-qualification experience in Mental Health services.

OTHER

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

DESIRABLE

- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- Have a strong understanding of working in an adult community mental health service.
- For Psychology: Approved or eligible for approval as a Psychology Board of Australia Supervisor.
- Current passenger vehicle 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.
 - Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
 - Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Contact Officer: Sarah R Dunn (02) 5124 9152 sarahr.dunn@act.gov.au

University of Canberra Hospital

Rehabilitation, Aged and Community Services (RACS)

Psychology and Counselling

Senior Clinical Psychologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 20297 - 02BWV)

Gazetted: 29 June 2023

Closing Date: 13 July 2023

There are great opportunities for Psychologists across Canberra Health Services!

Whether you're just starting your clinical psychology career or are an experienced clinical psychologist we have a role for you in Canberra!

Did you know that Canberra is ranked one of the most liveable cities in the world? There are stunning natural surrounds, amazing quality restaurants, world-class education facilities and so much more. Recent research confirms that Canberrans are the happiest people in Australia – no wonder – there really is something for everyone in Canberra.

City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click here [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

We are looking for a Clinical psychologist to fill a new position providing clinical psychology for patients accessing both RACS services, located at University of Canberra Hospital, as well as those receiving care within the Canberra Hospital.

The RACS Psychology and Counselling comprises Clinical Neuropsychologists, Clinical Psychologists and a Rehabilitation Counsellor. The team works closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings.

A neuropsychologist in this team provides high quality neuropsychological services across the RACS inpatient and outpatient settings. These services include assessment, feedback, provision of reports, cognitive remediation, service improvements, and education of clients, care providers and staff, as required. Interventions may be provided individually or via group service delivery to persons engaged in rehabilitation, receiving geriatric care, or those attending a multidisciplinary memory clinic.

WHAT YOU NEED

For Clinical Neuropsychology:

MANDATORY

- Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Have an Area of Practice Endorsement in Clinical Psychology and be a board-approved supervisor within your area of practice.

To learn more about the required duties of this role click the following link for the Position Description

WHAT CAN WE OFFER YOU

- City living without the traffic.
- Excellent working conditions within a newly built centre for rehabilitation, recovery and research.
- Competitive pay with the potential for financial Attraction and Retention incentive.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates up to \$12k (subject to review and approval).
- Discounted gym memberships.
- Scholarships for education support.

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POSITION OVERVIEW

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Canberra Health services comprises a number of clinical divisions, including the Division of Acute Allied Health Services (AAHS) and the Rehabilitation, Aged and Community Services (RACS) Division. Across both divisions, a strong emphasis is placed on accessible and timely care, delivered to a high standard of safety and quality to ensure optimal consumer outcomes. This is underpinned by working collaboratively with consumers and a range of internal and external stakeholders, and a commitment to research and training.

The AAHS Psychology team provides evidence-based care to inpatients and outpatients within The Canberra Hospital and Canberra Health Services. TCH is an acute care teaching hospital of approximately 600 beds, and a tertiary referral centre that provides a broad range of specialist services to the people of the ACT and South East NSW. The AAHS team consists of Clinical Psychologist and Clinical Neuropsychologist roles.

The RACS psychology and counselling team comprises Clinical Neuropsychologists, Clinical Psychologists and a Rehabilitation Counsellor and provides services to inpatients undergoing rehabilitation at the University of Canberra Hospital, and older persons receiving acute care at The Canberra Hospital. They also provide outpatient intervention to consumers undergoing rehabilitation as part of the Brindabella Day and Ambulatory Rehabilitation Services.

The position will work half of their time within both the AAHS and RACS psychology services. They will report to the newly established AAHS and RACS Psychology manager and supervision will be provided by a Senior Clinical Psychologist who is a Psychology Board of Australia (PBA) approved supervisor for Clinical Psychology Area of Practice Endorsement.

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.

ABOUT YOU

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Behavioural Capabilities

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

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

Position Requirements / Qualifications

MANDATORY

- Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology or Health Psychology.
- Hold general registration with the Psychology Board of Australia under AHPRA.
- Hold an area of practice endorsement in Clinical Psychology or Health Psychology.
- Applicants must have a minimum of three years (ideal five years) post-qualification 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

- Eligibility for (or willingness to work towards) gaining approval as a Psychology Board of Australia Approved Supervisor for Higher Degree students, and Principal Supervisor for Registrar Program in Clinical Psychology or Health Psychology
- 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.

Group Attraction and Retention Incentive (ARIn): \$3,881 - \$7,764.

Successful applicants may be eligible for the CHS Psychology Group ARIn.

Please

note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework.

Advertised in conjunction with 20297 - 02BDP. Please note there is only one position available. The position will be filled at the classification commensurate to the applications received. Please ensure you apply for the classification appropriate to your qualifications and experience.

Contact Officer: Michelle Bennett (02) 5124 0213 michelle.bennett@act.gov.au

Medical Services

Medical Officer Support, Credentialing, Employment & Training Unit

Medical Roster Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 11914 - 02BQA)

Gazetted: 29 June 2023

Closing Date: 13 July 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

MOSCETU has responsibility for:

The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the CHS Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU and CEO Canberra Health Services;

The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and

Manage the recruitment, rostering and administration related to the Junior Medical workforce.

Under broad direction from the Medical Roster Team Manager you will ensure efficient, reliable and high-quality rostering, administrative and support services to the Junior Medical workforce of Canberra Health Services (CHS).

Assist in the provision of financial accountability and FTE governance over the JMO cohort of CHS.

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 proactive approach to tasks

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

Ability to think laterally in order to find alternative rostering options during period of decreased staffing.

Ability to robustly negotiate and manage situations with personnel who may be unwilling to work rostered/required shifts.

Position Requirements / Qualifications

Previous rostering experience in a public hospital environment.

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

Desirable

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Kellie Bracher 51244116 kellie.bracher@act.gov.au

University of Canberra Hospital

Rehabilitation, Aged and Community Services (RACS)

Psychology and Counselling

Clinical Psychologist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 20297 - 02BDP)

Gazetted: 29 June 2023

Closing Date: 13 July 2023

There are great opportunities for Psychologists across Canberra Health Services!

Whether you're just starting your clinical psychology career or are an experienced clinical psychologist we have a role for you in Canberra!

Did you know that Canberra is ranked one of the most liveable cities in the world? There are stunning natural surrounds, amazing quality restaurants, world-class education facilities and so much more. Recent research confirms that Canberrans are the happiest people in Australia – no wonder – there really is something for everyone in Canberra.

City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! [Click here Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

We are looking for a Clinical psychologist to fill a new position providing clinical psychology for patients accessing both RACS services, located at University of Canberra Hospital, as well as those receiving care within the Canberra Hospital.

The RACS Psychology and Counselling comprises Clinical Neuropsychologists, Clinical Psychologists and a Rehabilitation Counsellor. The team works closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings.

A neuropsychologist in this team provides high quality neuropsychological services across the RACS inpatient and outpatient settings. These services include assessment, feedback, provision of reports, cognitive remediation, service improvements, and education of clients, care providers and staff, as required. Interventions may be provided individually or via group service delivery to persons engaged in rehabilitation, receiving geriatric care, or those attending a multidisciplinary memory clinic.

WHAT YOU NEED

For Clinical Neuropsychology:

MANDATORY

- Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Have an Area of Practice Endorsement in Clinical Psychology and be a board-approved supervisor within your area of practice.

To learn more about the required duties of this role click the following link for the Position Description

WHAT CAN WE OFFER YOU

- City living without the traffic.
- Excellent working conditions within a newly built centre for rehabilitation, recovery and research.
- Competitive pay with the potential for financial Attraction and Retention incentive.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates up to \$12k (subject to review and approval).
- Discounted gym memberships.
- Scholarships for education support.

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

Canberra Health services comprises a number of clinical divisions, including the Division of Acute Allied Health Services (AAHS) and the Rehabilitation, Aged and Community Services (RACS) Division. Across both divisions, a strong emphasis is placed on accessible and timely care, delivered to a high standard of safety and quality to ensure optimal consumer outcomes. This is underpinned by working collaboratively with consumers and a range of internal and external stakeholders, and a commitment to research and training.

The AAHS Psychology team provides evidence-based care to inpatients and outpatients within The Canberra Hospital and Canberra Health Services. TCH is an acute care teaching hospital of approximately 600 beds, and a tertiary referral centre that provides a broad range of specialist services to the people of the ACT and South East NSW. The AAHS team consists of Clinical Psychologist and Clinical Neuropsychologist roles.

The RACS psychology and counselling team comprises Clinical Neuropsychologists, Clinical Psychologists and a Rehabilitation Counsellor and provides services to inpatients undergoing rehabilitation at the University of Canberra Hospital, and older persons receiving acute care at The Canberra Hospital. They also provide outpatient intervention to consumers undergoing rehabilitation as part of the Brindabella Day and Ambulatory Rehabilitation Services.

The overall functions of the Clinical Psychologist will:

- Promote positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.
- Provide individual or group service delivery.

Perform normal professional work under general professional guidance.

- May perform novel, complex, critical or difficult tasks with professional supervision.

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

The position will work half of their time within both the AAHS and RACS psychology services. They will report to the newly established AAHS and RACS Psychology manager and supervision will be provided by a Senior Clinical Psychologist who is a Psychology Board of Australia (PBA) approved supervisor for Clinical Psychology Area of Practice Endorsement.

Note: This position may be required to participate in an overtime, on call, and/or rotation roster.

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ABOUT YOU

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

Behavioural Capabilities

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

Position Requirements / Qualifications

MANDATORY

- Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Have an Area of Practice Endorsement in Clinical Psychology and be a board-approved supervisor within your area of practice.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

DESIRABLE

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Michelle Bennett (02) 5124 0213 michelle.bennett@act.gov.au

CHS Nursing & Midwifery and Patient Support Services

Ward Services

Wardsperson Coordinator

Health Service Officer Level 5 \$60,182 - \$63,169, Canberra (PN: 20996 - 02BQZ)

Gazetted: 05 July 2023

Closing Date: 19 July 2023

Details: POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Wardspersons Supervisors, Co-ordinators and Wardspersons are a team within Patient Support Services. The coordinator works closely with the shift supervisor. The Co-ordinators are responsible for the direction and services delivery of a team of Wardspersons working within the transport that operates daily including weekends

and Public Holidays. These positions are also responsible for ensuring patients are transported throughout the hospital campus to and from their procedures in a safe and timely manner.

The coordinator is responsible for task management using the smart page system, radio, telephone, and pager.

ABOUT YOU

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Behavioural Capabilities

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

Be able to communicate to achieve the best results by giving time, attention and effort to staff under your supervision to produce a more harmonious workplace.

Having strong initiative and drive to promote the organisations values within the hospital campus.

Be attentive to the needs of others when listening and responding to feedback from staff and if required the ability to adapt to individual concerns and produce outcomes.

Demonstrated sound developed interpersonal, communication, negotiation, and organisational skills.

Position Requirements/Qualifications:

Relevant Knowledge of Wardsperson duties and understanding of the Patient Support Services commitment to client services and outcomes.

A current unrestricted Driver's License (ACT Government Class C or equivalent)

Knowledge of Microsoft Office package

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

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

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Dragana Petreski 0434 606 012 dragana.petreski@act.gov.au

Women Youth and Children

Maternity Services

Registered Midwife Level 1 – Transition to Practice Program

Registered Midwife Level 1 \$72,698 - \$97,112, Canberra (PN: 12684, several - 02BI1)

Gazetted: 29 June 2023

Closing Date: 27 July 2023

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

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We are seeking newly graduated midwives who are interested in a Transition to Practice Program position for 2024. From 2024 the Registered Midwife Transition to Practice Program will include a number of positions within the Centenary Midwifery Program, working in a continuity of care model. Additional TTPP RM positions are available also with our rostered team midwifery model of care.

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 1 to join our midwifery team as part of the Transition to Practice Program. As a Graduate Midwife you will be provided with an extensive orientation program that includes rotation through all areas of the Maternity Unit. TPPP working within continuity of care program will begin their TPPP program with 8 weeks in birthing and will complete their year within the Centenary Midwifery Program (CMP). Your professional growth will be supported by our midwifery team including midwives on the floor, Clinical Development Midwives, Clinical Support Midwife and Clinical Midwifery Managers.

Post completion of the TPPP year there are a range of positions available, including continuity of care, rotational positions across your scope of practice and in rostered teams model of care working out of the Birth Centre. Interested applicants will be encouraged to apply for the eighteen month 'Transition to Continuity' program. There are full time and part time positions available.

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

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

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

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

We offer a generous relocation reimbursement up to \$12,000, 7 weeks annual leave as well as free parking. There are many benefits to a position with Canberra Health Services which we would be happy to go through with you further. Please call our contact person for more information.

ABOUT YOU

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Behavioural Capabilities

Demonstrated sound level interpersonal, communication and customer service skills

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

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

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

Position Requirements / Qualifications

Mandatory

Relevant tertiary level midwifery qualifications

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

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

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Desirable

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Rebekah Howard 0466 689 522 Rebekah.a.howard@act.gov.au

Division of Medicine

Administration Manager

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 23318, several - 02BMS)

Gazetted: 29 June 2023

Closing Date: 13 July 2023

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

Do you want the flexibility to salary sacrifice your mortgage? Want access to free car parking? Looking for a job where no two days are ever the same?

If you answered yes to any of these questions, then this could very well be the role for you! The Division of Medicine has two current vacancies for Administration Managers to join our senior administration leadership team.

The Administration Manager position has a vital role within the Division of Medicine working closely with, and reporting to, the Business Manager. This role will involve providing support and supervision for Office Managers and will have oversight for all administration staff working within their departments. The position is supported by the network of Administration Managers across the Division of Medicine.

The Administration Manager will ensure that key performance targets are met by the administration teams. They will provide supervision to staff, provide human resource support including recruitment, staff development and performance management. The Administration Manager and Business Manager work as part of each Department's multidisciplinary leadership team to ensure the Division of Medicine priorities are met.

ABOUT YOU

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Behavioural Capabilities

Professional - ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner. Excellent interpersonal skills and experience in establishing and maintaining internal and external working relationships

Dedicated – Display professionalism and integrity while being adaptable and flexible to accommodate change and provide responsive services to meet clients' needs. Strong administrative and organizational skills with a high degree of drive

Conscientious – self-directed with a high level of emotional intelligence, attention detail resulting in the provision of accurate service and data. Ability to lead change, discover and analyse opportunities for improvement.

Position Requirements / Qualifications

Highly Desirable

Leadership/management qualification or working towards a certificate/diploma in business/or related field.

Prior leadership experience is preferred, (preferably 2-3 years' 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.

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 Occupational Medicine assessment, screening & vaccination processes.

Undergo a pre-employment National Police Check.

Contact Officer: Liza Marando 5124 8382 liza.marando@act.gov.au

Cancer and Ambulatory Support

Medical Physics and Radiation Engineering

Principal Diagnostic Imaging Medical Physics

Principal Medical Physics \$200,140 - \$217,653, Canberra (PN: 24887 - 02BPW)

Gazetted: 29 June 2023

Closing Date: 27 July 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Medical Physics and Radiation Engineering (MPRE) department at Canberra Health Services is composed of medical physics specialists in radiology, nuclear medicine and radiation oncology giving our department a collegial diversity of medical physicists working together. The team is responsible for services, advice, education and research in the safe use and effective applications of medical radiation to service departments and more generally as required. These departments primarily include Medical Imaging, Radiation Oncology, Cardiology, BreastScreen and Oral Health Services.

The advertised position is for a principal diagnostic radiology medical physics specialist who will lead a team of medical physicists to deliver state-of-the-art medical physics services and advice for our client departments in the use of ionising and non-ionising radiation. Canberra Health Services has a large range of registered ionising radiation source devices, from intra oral dental units, general x-ray through to angiographic and CT equipment that require medical physics services through lifecycles such as specialist procurement advice, shielding, commissioning and ongoing performance testing, etc. This is soon to be expanded with the current construction of a large Critical Services Building including at least 3 floors utilising imaging equipment, including MRI and ultrasound equipment. Consistent with a focus on patient care and regulatory requirements, the principal diagnostic radiology medical physics specialist would also be responsible for management and support of audit of processes that involve patient irradiation, often being a first step in the collaborative process of procedure optimisation.

MPRE has an extensive technical library with good access to hardware and software including on-line dose audit software to assist in audit processes. High quality radiation measurement instrumentation is available as well as a good selection of imaging and dosimetric phantoms. We also enjoy a collaborative relationship with radiologists and their registrars allowing fruitful clinical interactions.

A significant part of our role in the hospital is in education within our medical physics registrar training program as well as commitments in radiologist education for the Applied imaging Technology examinations. There is also a strong commitment to radiation safety training for all radiation users. Our team welcomes collaborative research with active collaborations with University of Sydney, Wollongong University, and the Australian National University, as well as hospital wide research work within allied health.

ABOUT YOU

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

Behavioural Capabilities

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

An inquisitive and adaptive mindset with an aptitude for evident based problem solving;

Comfortable to work with different professionals with diverse skill sets;

Develops shared knowledge and understanding that contributes to effective coordination, improved team performance and enhanced service outcomes;

Prioritises workload appropriately and establishes realistic timeframes for the completion of work and be accountable for my own and the team's performance and achievement of results.

Position Requirements/Qualifications:

Mandatory

Be registered, or demonstrated eligibility for registration, on the Qualified Medical Physics Specialists in Diagnostic Radiology Medical Physics register administered by the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM). <https://www.acpsem.org.au/Our-Professions/Registration/Apply-for-Registration>

Hold a higher degree (M. Sc. or higher) majoring in physics from an accredited university.

Experience working as a medical physicist in a clinical environment.

Eligible for, or possess, an ACT radiation licence

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

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

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

Desirable

Hold certification from the ACPSEM, or equivalent, in in one or more of the following: Mammography equipment tester, Radiation Safety, Nuclear Medicine Physics.

Hold a PhD in Medical Physics.

Hold, or be eligible for, a current Australian driver's license.

Have experience in magnetic resonance imaging, preferably in a clinical environment.

Have experience in laser safety, preferably for medical lasers.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note: This is a temporary position available for 12 - 60 Months with the possibility of extension and/or permanency.

There are two advertisements running concurrently on Req ID 028FL and Req ID 0255X, however there is only one position available. The position will be filled at the classification commensurate to the applications received.

Please ensure you apply for the classification appropriate to your qualifications and experience. You may apply for both should you wish.

Contact Officer: Ben Cooper 51245300 Ben.cooper@act.gov.au

Nursing and Midwifery Patient Support Service

Nursing and Midwifery Resource Office

Registered Nurse Level 1 - NNCP

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 25691 - 02BHL)

Gazetted: 03 July 2023

Closing Date: 17 July 2023

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

Come work in a growing tertiary hospital that cares for patients with a wide variety of health needs. The Novice Nurse Consolidation Program will assist you in the consolidation of knowledge, skills and competencies to transition from a novice nurse to practising as a safe, confident and accountable health care professional.

Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for the community within Canberra and surrounding regions.

What can we offer you:

Competitive pay rates

Excellent working conditions within a tertiary teaching hospital

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

We will work with you to support optimal work life balance

11.5% Superannuation

Discounted gym memberships

Scholarships for education support

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

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POSITION OVERVIEW

The Novice Nurse Consolidation Program (NNCP) is a formalised six-month workplace-based program.

The NNCP aims to:

Provide two 3-month clinical rotations in a variety of medical, surgical and speciality areas across CHS.

Provide a structured framework to support you in transitioning to acute care settings.

Provide you with diverse learning opportunities within CHS.

Create a learning environment where you and your colleagues value the opportunity to develop your clinical skills through a supportive and structured program.

Create an environment for you to reflect on nursing practices and apply lifelong learning strategies, thus promoting ongoing personal and professional development of yourself and other.

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

Ability to work independently and as part of a multidisciplinary team.

Ability to work a flexible rotating roster.

High level communication skills

Position Requirements / Qualifications

Mandatory:

Registered with the Australian Health Practitioner Regulation Agency (AHPRA).

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.

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

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

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

Undergo a pre-employment National Police Check.

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

Note: These are temporary positions available for six months with the possibility of extension and/or permanency.

Contact Officer: Suvechha Ghimire 02 51247173 CHS.NMROEDU@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services
Adult Acute Mental Health Services

Mental Health Assistant in Nursing

Assistant in Nursing \$55,927 - \$57,820, Canberra (PN: 32439, several - 02BSL)

Gazetted: 05 July 2023

Closing Date: 19 July 2023

Our Vision: creating exceptional health care together

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Canberra Health Services is seeking multiple dedicated and enthusiastic Assistants in Nursing (AINs) to join our Mental Health, Justice Health, Alcohol, and Drug Services Division. We are looking for people that are committed to providing exceptional healthcare, respects individuality, embraces diversity and looks to improve their skills. Come work in a growing tertiary hospital that cares for patients with a wide variety of health needs. Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your skills to care for the community within Canberra and surrounding regions.

What can we offer you:

- Competitive pay rates
- Excellent working conditions within a tertiary teaching hospital
- Salary Packaging with many options that provide full fringe benefits tax concessions
- We will work with you to support optimal work life balance
- 11.5% Superannuation

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

POSITION OVERVIEW

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

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

Working under the direction of Registered Nurses in a multi-disciplinary team-based environment, the AIN provides designated core duties assisting patients with activities of daily living and observing people with behavioural risks, providing exceptional care of healthcare consumers, and enhancing their journey across Canberra Health Services.

ABOUT YOU

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

Behavioural Capabilities

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

High level communication skills

Ability to establish and maintain good interpersonal relationships

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

Position Requirements / Qualifications

Mandatory

- Relevant Certificate III in Health Service Assistance, Acute Health Service qualifications, or recognised equivalent
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

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

Contact Officer: William Robertson 02 5124 5452 william.robertson@act.gov.au

Chief Financial Office

Procurement and Supply

Supply Operations Officer

Health Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: 61826 - 02BPB)

Gazetted: 05 July 2023

Closing Date: 19 July 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Are you experienced in supply and distribution?

Looking for an exciting and rewarding opportunity to work within the largest health infrastructure project in the Territories history?

This could be the role for you!

POSITION OVERVIEW

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

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

The service profile of Building 5 includes:

- a. new reception and retail outlets,
- b. new emergency department with 129 treatment spaces,
- c. medical imaging department dedicated to emergency and inpatients,
- d. operating theatre complex with 22 theatres, including hybrid theatres and interventional radiology theatres,
- e. acute coronary care unit with interventional cardiac laboratories,
- f. 60 bed Intensive Care Unit with four dedicated paediatric beds
- g. four inpatient units with 128 beds,
- h. new sterilising services department that will replace the existing service at Mitchell ACT,
- i. helipad with future provisioning for a second landing site,
- j. ambulance bays,
- k. logistics port with an underground tunnel connection to the main campus loading dock; and
- l. significant landscape works to create a new north and south pedestrian link to the new reception and internal upgrades to ground floor of Building 2.

Building 5 is designed to provide state-of-the-art facilities for medical practice and will incorporate the latest advances in technology and contemporary hospital design – enabling a patient-centred model of care that will maximise safety, health outcomes, operational efficiency, engineering services.

The Supply Operations Officer will assist with the safe and correct storage of materials through establishing and maintaining imprest storerooms for B5. This will include accurately labelled materials from inventory and following the principles of 5S methodology in having an organised workspace.

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

- Effective communication skills.
- Responsible and dependable team member.
- Strong organisational skills with a high degree of drive.
- Adaptive and flexible.

- Creative problem solver.

Position Requirements / Qualifications

Mandatory

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

Desirable

- Current forklift licence.
- Unrestricted Class C drivers licence.
- Demonstrated experience in supply chain operations or a similar discipline.
- Good Microsoft Office Word and Excel skills, and strong numeracy skills.
- 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 medical examination.
- Undergo a pre-employment National Police Check.

Contact Officer: Rob Swain 0466468559 rob.swain@act.gov.au

Chief Executive Officer

Allied Health

Acute Allied Health Service

Clinical Educator Dietitian

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 21989 - 02BU8)

Gazetted: 05 July 2023

Closing Date: 19 July 2023

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

POSITION OVERVIEW

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

The Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services. Services include -

- Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

- Operation of centralised Special Diet Service
 - Operation of Infant Feeding Service
 - Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities
 - Food Service governance activities in partnership with the Canberra Hospital Food Service Department
- Under the direction of the Manager Nutrition, the Clinical Educator Dietitian is responsible for coordinating the clinical education program for student Dietitians and Nutrition Assistants as well as supporting new graduate Dietitians.

The position links to both the senior Nutrition and Dietetics team and to the dedicated Clinical Educator team. You will provide clinical dietetic services across the Canberra Health Services and contribute to service improvement and quality improvement/quality assurance activities of the department.

This role is required to participate in an after-hours on call roster, including the weekend and public holidays. This role is expected to work across Canberra Health Services sites however is primarily based at Canberra Hospital.

The Acute Allied Health Services Nutrition team is seeking applicants for the Clinical Educator Dietitian position to cover a 12-month, temporary Birth Leave position. The Clinical Educator Dietitian is responsible for coordinating the clinical education program for student Dietitians and Nutrition Assistants as well as supporting new graduate Dietitians.

The Clinical Educator Dietitian position is full-time, however part time hours may be considered. A merit list will be created from this recruitment process.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of initiative

Flexible and adaptive approach to work

Strong interpersonal skills and confidence with communicating across a range of stakeholders.

Position Requirements/Qualifications:

MANDATORY

- Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics.

Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.

- Be registered under the Working for Vulnerable People Act.

- Hold a current driver's licence.

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

Other:

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Sarah Gordon (02) 5124 2567 sarah.gordon@act.gov.au

Chief Operating Officer

Nursing & Midwifery

After Hours Hospital Manager

Registered Nurse Level 4.1 \$130,846, Canberra (PN: 24735- 02BYH)

Gazetted: 05 July 2023

Closing Date: 19 July 2023

Details: POSITION OVERVIEW

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The After-Hours Hospital Manager (AHHM) reports to the Assistant Director of Nursing, Flow and Co-Ordination Hub. The AHHM is responsible for the safe and effective management of Canberra Hospital after hours. This includes patient flow, ensuring adequate staffing and co-ordinating an emergency response when required. The AHHM is responsible for developing cooperative partnerships with Service Managers, Clinical Leads (nursing, medical and allied health) and other managers including internal and external stakeholders to meet the strategic and operational objectives of maintaining a service able to deliver safe and timely patient care.

ABOUT YOU

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Behavioural Capabilities

Strong organisational and management skills.

Strong leadership skills and role modelling behaviours consistent with CHS vision and values.

Ability to communicate clearly and precisely across services in situations that are constantly changing.

Proficiency in critical thinking, problem solving skills and conflict resolution.

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of five years' experience working professionally in nursing is preferred.

The successful applicant will need to be available to work evening, and night duty weekdays and all shifts on weekends/public holidays.

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: Leanne Done 0402 413 463 Leanne.Done@act.gov.au

CHS Nursing & Midwifery and Patient Support Services

Ward Services

Theatre Wardsperson

Health Service Officer Level 5 \$60,182 - \$63,169, Canberra (PN: 61592, several - 02BSG)

Gazetted: 05 July 2023

Closing Date: 19 July 2023

Details: POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Theatre Wardsperson position is a support to the clinical staff and provide assistance with patient care. The Canberra Hospital is a 24-hour service that operates daily including weekends and Public Holidays. These positions are to assist with patient manual handling and transport throughout the hospital campus, and to assist in code response. The above Advertised positions are fulltime for 6 Months with possibility of extension or permanency.

ABOUT YOU

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Behavioural Capabilities

Good communication skills: To ensure effective teamwork and that all Hospital Assistants comply with policies and procedures that are relevant to their work performance.

Teamwork: An understanding of the importance of teamwork and the ability to work collaboratively to create a positive culture and deliver a quality service.

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

Position Requirements/Qualifications:

Understanding of Infection Prevention and Control Processes within a healthcare facility.

Knowledge of Theatre Wardsperson duties and understanding of the Patient Support Services commitment to client services and outcomes.

Ability to work Monday to Friday or shift work at 76 hours a fortnight as required within all areas of the Hospital.

Hold a current driver's licence.

The successful applicant may need to be available 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.

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 Police check.

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

Registration under the ACT Working with Vulnerable People Act 2011

Contact Officer: Dragana Petreski 0434 606 012 dragana.petreski@act.gov.au

Acute Allied Health Services

Social Work - New Graduate

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 61922 - 02BS1)

Gazetted: 29 June 2023

Closing Date: 13 July 2023

Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

Exciting opportunities to work as a new graduate social worker in Acute Allied Health Services, Social Work Department.

The Acute Allied Health Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

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

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted 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.

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from acute crisis support through to treatment, rehabilitation, recovery and harm minimisation. Services are delivered at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, and other community settings including people's homes. These services include (and are not limited to):

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Community Mental Health Services

Justice Health Services

Mental Health Inpatient Services

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The successful applicants 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. Social workers 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.

Successful applicants will be part of a large network of social workers. You will have access to internal training and education targeted at early career allied health professionals, as well as clinical supervision to support development of your social work skills and professional identity.

The successful applicants will be employed as a full-time Health Professional Level 1 Social Worker for 12 months.

ABOUT YOU

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Behavioural Capabilities

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

Ability to manage confidential and sensitive information.

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

Commitment to achieving positive outcomes.

Position Requirements/Qualifications:

Mandatory

Tertiary qualification in Social Work.

Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW).

Be registered under the Working with Vulnerable People (Background Checking) Act 2011.

Current Passenger Vehicles Driver's licence (required for certain positions only).

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.

Contact Officer: Patrice Higgins Patrice Higgins Patrice Higgins 51242316 Patrice.Higgins@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

Corporate Services

People and Culture

LMS (Learning Management System) Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61910)

Gazetted: 29 June 2023

Closing Date: 13 July 2023

Details: Are you a tech-savvy education LMS enthusiast with a passion for making learning more accessible and engaging? Do you have a knack for making complex software feel easy, user-centric, and intuitive? Then we want to hear from you!

We are seeking a LMS (Learning Management System) Coordinator to join our team. As our LMS Coordinator, you will be responsible for planning, organising, and steering CIT's HRIMS Migration Project. This will require a full-scale build of CIT items, curriculum, and library within the ACT Government's LMS system, HRMIS (SuccessFactors), as well as the migration of CIT's existing suite of professional development modules from the eLearn platform to the HRIMS system. You will also be responsible for reviewing, improving, and optimising CIT's HRIMS library to ensure a seamless and user-friendly experience for our staff.

The ideal candidate will be a self-starter with a deep understanding of educational technology and its applications. You will have a proven track record of providing outstanding technical support and customer service and be a skilled in troubleshooting, problem-solving, and identifying opportunities for improvement.

The successful candidate will be a strategic thinker, able to work both collaboratively and with a high level of autonomy. The role will be based at Reid campus and can accommodate an individual who wished to work predominantly from home.

In this role, you will:

Develop, manage, and maintain our LMS identity in HRIMS, including updates, backups, and integrations with other systems.

Lead the HRIMS Migration Project.

Provide technical support and training to staff on the use of HRIMS and related software.

Monitor the HRIMS platform to ensure compliance with CIT and ACT Government policies, accessibility guidelines, and best practices.

Collaborate with staff to design, develop, and implement engaging and interactive online courses.

Analyse data and metrics to identify opportunities for improvement and make recommendations for change.

The ideal candidate will have:

A relevant qualification and/or a minimum of two years experience in a similar or complementary role.

A deep understanding of LMS, preferably CIT's eLearn or ACT Government's HRIMS, and related software (e.g., Blackboard, Canvas, Moodle).

Strong technical skills and the ability to troubleshoot and problem-solve complex issues.

Excellent communication and interpersonal skills, with the ability to communicate complex information to diverse audiences.

A passion for education, user-centric design, and a commitment to making learning more accessible, engaging, meaningful, and effective.

A sense of humour and a positive attitude.

Strong project management and organisational skills and the ability to lead projects with a high level of autonomy.

Experience in the education or vocational education sector preferred.

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. Should you require additional support to help you shine in this process, please email: Terra.Starbird@cit.edu.au

Eligibility/Other Requirements:

Experience in education and/or training delivery and understanding of VET sector (compliance mindset) would be highly regarded.

Demonstrated experience in project management or a project management qualification would be highly regarded.

The ability to start immediately would be highly regarded.

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

How to Apply: Please provide a one – two page pitch, outlining your suitability for the role and claims against the Selection Criteria, along with your current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Terra Starbird Email preferred Terra.Starbird@cit.edu.au

Industry Engagement and Strategic Relations

CIT Marketing

Marketing Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 41206, several)

Gazetted: 03 July 2023

Closing Date: 17 July 2023

Details: About the role

The Canberra Institute of Technology (CIT) is seeking an experienced marketing or student recruitment professional to join the CIT Marketing Team to deliver compelling marketing and student recruitment strategies to strengthen brand positioning and attract, engage and recruit future students.

As a CIT Marketing Officer, you will support the development and delivery of marketing and student recruitment activities targeting secondary school and non-school leaver markets to support CIT to reach its enrolment targets, organising and coordinating campaigns, activities, or events throughout the year.

Working closely with the Marketing Manager, Marketing Account Managers and stakeholders, you will:

Contribute to the planning, development and implementation of marketing and student recruitment strategies and campaigns.

Plan, coordinate and deliver customer-centric marketing, student recruitment and engagement activities informed by research and insights.

Coordinate, advertise, deliver and evaluate activities or events to promote CIT courses and the CIT student experience.

About you

You will be an experienced, results-driven marketing or student recruitment professional who is solutions-focused, responsive and demonstrates initiative.

Using the latest research and audience insights, you will be adept at designing, developing and implementing audience-led marketing and student recruitment activities.

You will be adaptable and work effectively under pressure, prioritising competing deadlines to deliver high-quality outcomes in line with strategic objectives.

You will have the ability to communicate with a diverse range of audiences, building collaborative working relationships with internal and external 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:

Relevant tertiary qualifications in Marketing, Communications, Business, Advertising, Event Management or a related discipline or relevant equivalent experience would be highly regarded.

Experience in education sector marketing, student recruitment, project management and/or events management in a similar position would be highly regarded.

Note: There are two positions available immediately. One permanent position and one temporary position for six months with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: To apply, please submit a current curriculum vitae and a written response of no more than two pages outlining your relevant skills and experience against the Selection Criteria in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Harnett (02) 6207 4073 Kate.Harnett@cit.edu.au

Education and Training Services

CIT Trade Skills

Automotive Metals and Logistics

Senior Teacher - Automotive & Metal Fabrication

Teacher Level 2 \$114,979, Canberra (PN: 52900)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

Details: CIT is seeking a highly motivated, experienced, and professional senior teacher to fill the role of Teacher Level 2 (TL2) in the CIT Trade Skills, Automotive, Metals and Logistics department located at the Fyshwick Campus.

WHAT DO WE WANT?

The primary focus of the position is to work closely with the Head of Department to provide leadership, guidance, and support to the Automotive and Metal Fabrication team to ensure consistently high education and training outcomes.

The successful candidate will foster and bolster new and emerging partnerships and sustain collaborative relationships with community, industry, and other key stakeholders.

The successful applicant will need a strong background in the Automotive industry and in Vocational Education and Training (VET).

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

WHAT WILL YOU DO?

Reporting to the Head of Department Automotive, Metals and Logistics, your responsibilities will include:

Provide leadership and guidance to support teachers in relation to teaching and learning practices.

Assist in the management, mentoring, support and training of teaching staff including casual teachers.

Represent CIT through effective liaison with internal and external stakeholders including partners, industry, and the community.

Liaising and development support for the creation of new and emerging training products including the Certificate III in Electric Vehicle.

Assist in the management of program review and improvement (PRI), validation and moderation of assessment tools.

Maintain reduced teaching load minimum of 7.5 hours per week or as directed by the Head of Department up to the number of hours prescribed in the relevant industrial award.

Apply CIT policies and principles including CIT Culture Traits, ACT Public Service Values, Work Health and Safety and other standards.

Eligibility/Other requirements: **QUALIFICATIONS AND EXPERIENCE:**

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

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

INDUSTRY EXPERIENCE:

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

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

Certificate III in either of the following but not limited to:

- Light Vehicle Mechanical Technology
- Heavy Commercial Vehicle Mechanical Technology

DESIRABLE:

- Leadership and management experience
- Any OEM (Original Equipment Manufacturer) Electric Vehicle Training
- High Level Digital Literacy

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

How to Apply: Please submit no more than a two-page pitch encompassing the selection criteria along with the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dave Keeley (02) 6207 7732 Dave.Keeley@cit.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Industry Engagement and Strategic Relations

CIT Industry Engagement

CIT Training Initiatives

Team Leader – Training Initiatives

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55752)

Gazetted: 03 July 2023

Closing Date: 10 July 2023

Details: The Canberra Institute of Technology (CIT) is looking for an experienced administrator to work within its Training Initiatives Unit (TIU) supporting the administrative arrangements for ACT Government Training Initiatives such as Australian Apprenticeships and JobTrainer. As a member of a small team, you will work closely with TIU Management and the teaching departments to coordinate the administration of CIT's training programs in line with relevant state and federal Government requirements. The successful applicant will have an eye for detail while monitoring administration processes and supporting TIU Management with preparing reports on program outcomes for senior managers.

You will have regular contact with CIT's teaching departments, students, and employers of Australian Apprentices, providing advice on program requirements such as eligibility and fees and working closely with other administration officers at CIT to ensure enrolment and other data processing occurs accurately and within identified timeframes. In this role you will rely heavily on your strong ability to process and manipulate data using ICT systems, databases and Microsoft Excel and your ability to communicate effectively.

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 an expected vacancy with the permanent position available from 17 July 2023.

Selection may be based on application and referee reports only.

How to Apply: Applicants must submit a current curriculum vitae and a written response of no more than two pages outlining their skills and experience against the selection criteria in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Paterson (02) 6207 3105 Alex.Paterson@cit.edu.au

Education and Training Services

Technology and Design

Horticulture and Floristry

Administrative Service Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 61847)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

Details: CIT is seeking an experienced administration officer to assist in managing the administrative functions of the Horticulture and Floristry team.

WHAT DO WE WANT?

CIT is seeking a collaborative, customer-centric administration professional to fill the position of Administration Officer Level 4 for the Horticulture and Floristry Department at CIT. The key responsibility of this key focus is providing high level administrative support to the Head of Department and Teaching staff.

WHATS THE POSITION?

As a member of the Horticulture and Floristry CIT team, this position is responsible for providing exceptional customer service, coordinating a range of meetings, managing credit card acquittals and procurement processes and assisting in enrolments and associated administrative functions.

Reporting to the Head of Department, Horticulture and Floristry, the ASO4 will be able to work collaboratively with various teams across the Technology and Design College, the Institute and Industry to support the work area achieve their business outcomes.

WHAT DO I NEED?

To be successful in this position, the successful applicant will display high levels of communication, and will be able to easily navigate various administration tasks to support the team to achieve operational requirements.

You will be a highly experienced administrator who thrives on learning new information, systems and tools and is easily able to transfer your knowledge to your day-to-day work. You will understand finance functions and invoicing and be able to assist students and teachers with their enquires. You will enjoy taking ownership of your role and will be able to work independently. High level communication, administration and time management skills are 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please provide a two page pitch, outlining your suitability for the role and claims against the Selection Criteria, along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Collins (02) 6207 3623 Julie.Collins@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Executive Branch Manager, ACTPS Workforce Strategy, Leadership and Capability

Temporary Vacancy (8 August until 31 October 2023 with possible extension)

Chief Minister, Treasury and Economic Development Directorate

Office of Industrial Relations and Workforce Strategy

Position: E490

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS band 1 executive, ACTPS SOGA, MPC Infrastructure Managers

Circulation date: 04/07/2023

Expressions of interest (EOI) are sought for the position of Executive Branch Manager, ACTPS Workforce Strategy, Leadership and Capability within the Future Workforce Strategies Group, Office of Industrial Relations and Workforce Strategy.

This temporary vacancy is for the period 8 August to 31 October, with the possibility of extension.

The Office of Industrial Relations and Workforce Strategy (OIRWS) provides the formal structure to lead the ACTPS' industrial, employment and strategic workforce agenda into the future. The OIRWS supports a more effective ACTPS – where workforce strategy, work healthy and safety, industrial relations, and employment policy and governance is developed and delivered in a consistent and collaborative manner.

Within the Office, the new Future Workforce Strategy Group has been set up to strengthen and bring together professional capability to identify, understand and respond to the challenges which face the ACTPS workforce now, and those it will face in the future. As part of this group, and reporting to the Executive Group Manager ACTPS Future Workforce Strategies, the ACTPS Workforce Strategy, Leadership and Capability Branch has a whole-of-government (WhoG) remit and focuses on building strategic capability and capacity for the workforce of the future. The Branch consists of a team of high performing and multidisciplinary professionals who span workforce strategy through to program execution and who are dedicated to making the ACTPS a great place to work.

For further information please see the Executive Capabilities attached.

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

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.

To apply: Interested candidates should submit a short Expression of Interest, of no more than one page addressing the Executive Capabilities, a current curriculum vitae, and details of two referees to Janet Wilson via email to Janet.Wilson@act.gov.au by COB Monday 10 July 2023.

Contact Officer: Janet Wilson via MS Teams or Email: Janet.Wilson@act.gov.au.

Access Canberra

Fair Trading and Compliance

Infringement Review

Training Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 58532, several)

Gazetted: 30 June 2023

Closing Date: 7 July 2023

Details: Are you interested in a role where you can provide training to a large operational team? Are you able to adapt quickly to changing work priorities and have an interest in working in a fast-paced regulatory environment? Are you resilient, confident and have a high level of emotional intelligence? If this sounds like you, then the Access Canberra Infringement Office is where you need to be.

As a part of the Infringement team, and under the general direction of your manager, you will administer and deliver the training program for the Infringement Review Office. You will provide on-the-job training to new starters, conduct regular refresher training across the team, assist in the development and implementation of training modules, draft training resources and maintain training records in Objective. You will also be responsible for managing a small team and have a direct impact on the development of team members.

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

Eligibility/Other requirements: This role will require the successful applicant to be an Australian citizen or a permanent resident of Australia to be appointed as an Authorised Person under the Road Transport (General) Act 1999 to perform the duties of the position.

Notes: This is a temporary position available immediately until 1 December 2023 with the possibility of extension up to 12 months. Submissions may be assessed on application only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a written application of no more than one page, responding to the required Selection Criteria in the Position Description, a curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Valerie Kitson 62059429 Valerie.Kitson@act.gov.au

Economic Development

Skills Canberra

ACT Migration

ACT Migration Policy and Program Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61938)

Gazetted: 29 June 2023

Closing Date: 7 July 2023

Details: Skills Canberra is seeking a motivated individual to support the work of the ACT Migration team. The successful candidate needs to be able to think strategically while also overseeing the delivery of the ACT Migration programs and supporting the delivery of key government priorities in relation to migration.

ACT Migration is responsible for the delivery of the ACT Skilled Migration program as well as providing high level policy advice about the role of skilled migration in the broader workforce needs of the Territory. As policy and program manager you will manage the policy and program outputs of the team, ensuring decisions are made in line with existing policies and procedures as well as ACT Government values and priorities, conducting and using data as well as policy analysis to update ACT Migration Program design settings, and delivering on other relevant policy and program priorities. You may also be required to undertake other duties appropriate to your level.

You will work in close collaboration with the Director ACT Migration overseeing a small team. You will have to consult and collaborate regularly with stakeholders across Skills Canberra, external stakeholders, the Directorate more broadly, as well as other levels of government.

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

Notes: This is a temporary position available 17 July 2023 until 19 January 2024. 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 twelve months. If you do not wish to be placed in the merit pool, please indicate this with the contact officer. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please submit a one-page cover letter addressing the selection criteria, a current curriculum vitae, and contact details for two referees.

Please ensure your application outlines how your skills, qualifications, and/or experience make you an ideal candidate for the role. You should consider both the duties/responsibilities of the position and the selection criteria in drafting your statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hans vanDeursen (02) 6207 0839 Hans.vanDeursen@act.gov.au

Economic Development

Skills Canberra

Skills Special Projects

Assistant Director, Skills Special Projects

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 52211)

Gazetted: 05 July 2023

Closing Date: 12 July 2023

Details: Do you have experience in program management, exceptional interpersonal and client relationships skills, and high level written and organisational skills? If so, then this might be the job for you!

The successful applicant will play a leadership role in managing implementation, reporting and evaluation of ACT skills training initiatives and projects. To be successful in this role you must be effective in working in a collaborative team, and in a fast paced and at times, pressured environment. You will need expertise in program development and implementation, strong strategic thinking skills, excellent written and organisational skills, and a desire to build and maintain quality relationships with a range of external and internal 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 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 7 August 2023 for six months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a maximum two-page pitch on how you address the Professional / Technical Skills and Knowledge and the Behavioural Capabilities as well as submitting your current curriculum vitae including two recent referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Skye Turner (02) 6205 7047 Skye.Turner@act.gov.au

Office of Industrial Relations and Workforce Strategy (ORIWS)

Public Sector Employment

Governance Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59150)

Gazetted: 05 July 2023

Closing Date: 19 July 2023

Details: Do you want to be a part of a friendly, inclusive, dedicated, and dynamic team whose purpose is to ensure good governance in the ACT Public Service?

We are Public Sector Employment team are we're seeking an energetic, capable and reliable governance officer to join our team, supporting the Assistant Director to deliver governance advice in a fast-paced environment.

To be successful in this role, you'll be someone who loves reviewing proposals with a governance lens and then providing advice on how to adapt the proposal to ensure best practice governance requirements are being met. Your advice will inform Cabinet processes and ensure that all appointments to Government boards, committees and independent statutory office comply with the Government's governance principles.

If you work with us, you will have access to flexible work arrangements including ongoing utilisation of hybrid working – a combination of working from home and our new Canberra City Office Block at 220 London Circuit. You will also have access to a range of professional development opportunities – which can be online, peer-based, on the job, or formal learning.

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, former ADF members (Veterans), and neurodiverse individuals and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

If you think you might meet some of the criteria, but not all – we encourage you to still put in an application. Even if you're not successful for this position, you may be offered another similar job over the next 12 months.

Eligibility/Other Requirements:

Relevant tertiary qualifications and some relevant experience in a public sector employment and/or industrial relations in a diverse organisation is highly desirable.

Legal background is highly desirable.

Conciliation and mediation qualification or certificate in alternative dispute resolution is desirable but not essential.

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 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 copy of your curriculum vitae; and

a two-page pitch outlining your claim against the Selection Criteria.

Applications should be submitted via the Apply Now button below.

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

Economic Development

Skills Canberra

ACT Migration

Research and Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60150)

Gazetted: 05 July 2023

Closing Date: 12 July 2023

Details: Skills Canberra is seeking a motivated, proactive individual with strong critical thinking and analytical skills to support the strategic priorities of the ACT Migration Program. The successful candidate needs to be a team player, able to think both strategically as well as administratively, and be able to achieve results with limited supervision.

ACT Migration is responsible for the delivery of the ACT Skilled Migration program as well as providing high level policy advice about the role of skilled migration in the broader workforce needs of the Territory. As research and policy officer you will contribute to the delivery of the ACT Migration program by delivering key policy and program priorities, analysing and reporting on labour market settings to inform policy advice, collaborating with key stakeholders within Skills Canberra as well as CMTEDD more broadly to achieve shared objectives, providing general policy and administrative support, and support the effective and efficient delivery of the ACT Migration program where required. You may also be required to undertake other duties appropriate to your level.

You will work in a small team, but you may have to consult and collaborate with teams across Skills Canberra and the Directorate more broadly.

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

Note: This is a temporary position available immediately until 31 December 2023. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next twelve months. If you do not wish to be

placed in the merit pool, please indicate this with the contact officer. Selection may be based on application and referee reports only. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please submit a one-page cover letter addressing the Selection Criteria, a current curriculum vitae, and contact details for two referees.

Please ensure your application outlines how your skills, qualifications, and/or experience make you an ideal candidate for the role. You should consider both the duties/responsibilities of the position and The Selection Criteria in drafting your statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hans vanDeursen (02) 6207 0839 Hans.vanDeursen@act.gov.au

Australian School-based Apprenticeship, Aboriginal and Torres Strait Islander Employment Pathway Program Trainee \$53,868 - \$59,258, Canberra (PN: 55168)

Gazetted: 05 July 2023

Closing Date: 12 July 2023

Details: The Chief Minister, Treasury and Economic and Development Directorate (CMTEDD) is looking for enthusiastic year 11 Aboriginal or Torres Strait Islander students to join their Employment Pathway Program (EPP). The EPP is an entry level development opportunity that gives students the chance to combine paid work and training, while completing their final years of secondary schooling. Throughout the 18-month program students will complete an Australian School-based Apprenticeship achieving a nationally recognised vocational qualification. Students will work on average one day per week and receive access to mentoring and support throughout the program. On successful completion of both the program and the ACT Senior Secondary Certificate, participants will be engaged on a full-time permanent basis.

Eligibility/Other Requirements:

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

How to Apply: If this opportunity appeals to you send through your expression of interest (no more than 1 page) referencing the required skills and capabilities (from the positions description) and your curriculum vitae to CMTEDDStrategicRecruitment@act.gov.au

Contact Officer: Samantha O'Reilly (02) 6207 4702 Samantha.OReilly@act.gov.au

Treasury

Budget, Procurement and Finance

Procurement ACT

Executive Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 55788)

Gazetted: 04 July 2023

Closing Date: 25 July 2023

Details: We are seeking an Executive Assistant to provide high-level executive and administrative support to the Executive Group Manager and Executive Branch Managers. Under limited direction you would be required to manage incoming and outgoing communications, prepare correspondence, diary management and travel arrangements.

Our ideal candidate is someone who has an ability to prioritise while supporting a diverse team with variable requirements. A high level of independence and discretion is also important.

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. Selection may be based on application and referee reports only. Please note, this position's workplace is designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: If this role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the selection criteria, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ocean Wilson (02) 6207 2934 Ocean.Wilson@act.gov.au

Property and Shared Services

ACT Property Group

Strategic Estate Management, Procurement and Contracts

Director, Strategic Procurement Management

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61935)

Gazetted: 03 July 2023

Closing Date: 17 July 2023

Details: ACT Property Group purchases a large volume of works and services, including construction and trade services for the maintenance, management and upgrade of ACT Government owned and managed properties. This role is a key part of the organisation to ensure that procurements occur in a compliant and timely manner, there is strategic oversight and coordination of procurement and that staff in the organisation have the right skills and are following appropriate policies and processes. This role is a blend of strategic oversight and coordination, and hands on procurement management. This role works closely with the Director Strategic Contract Management in a collaborative team structure.

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

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

Eligibility/Other Requirements:

Qualifications and/or extensive experience in procurement/contract management and project management is preferred.

Hold or have the capacity to obtain White Card and Asbestos Awareness.

A current driver's licence (Class C).

Training and/or qualifications in construction, building, property management are highly desirable.

Membership or the ability to obtain membership with relevant professional organisation(s) is desirable.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Contact Officer: NathanJoseph Smith (02) 6207 3533 actpgcorporate@act.gov.au

Economic Development

Events ACT

Director, Commercial and Procurement

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61192)

Gazetted: 30 June 2023

Closing Date: 28 July 2023

Details: Events ACT's Commercial and Procurement Director role focusses on developing and implementing strong commercial partnership and sponsorship opportunities as well as procurement strategies to support the delivery of Canberra's major and community events, including Floriade, Floriade NightFest and The Enlighten Festival, incorporating the Canberra Balloon Spectacular, to name just a few.

We are looking for someone who is highly experienced in developing and bring to life commercial partnership and sponsorship strategies and associated procurement to support Events ACT exceed commercial income targets to support the delivery of our suite of events.

You will do this whilst operating with high levels of integrity, developing strong and genuine relationships with new external stakeholders and strengthening existing ones.

You will have excellent negotiation skills to ensure sponsorship opportunities are maximised for the Canberra community's benefit whilst ensuring compliant delivery on all contractual obligations.

You will be well organised with exemplary time management and professional communication skills. You will be able to tailor your communication style to appropriately liaise with high level government executives including Ministers, down to the all-important volunteers who support our events on the ground and everyone in between. You will have strong leadership and customer service skills that are used to lead your team effectively whilst creating a strong culture of support and growth.

Your commercial acumen and analytical approach will support you to identify areas of improvement via through analysis and will lead to strong outcomes.

If you think you have what it takes to bring in the commercial revenue required to support Events ACT to delivery work-class events year-on-year, whilst also managing strong procurement processes that adhere with ACT Government procurement principles, we want to hear from you.

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

Eligibility/Other Requirements: This position will require occasional weekend, evening and public holiday work.

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

How to Apply: Please provide your curriculum vitae as well as your response to the *Professional/Technical Skills and Knowledge and Behavioural Capabilities* criteria outlined in the Position Description, outlining how your demonstrated skills and experience make you the best candidates for this position. Responses to the criteria should not exceed three pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amal Davis (02) 6207 3537 Amal.Davis@act.gov.au

Economic development

Skills Canberra

VET Program Operations

Administration Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 02408)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

Details: Do you have great customer service skills? Are you an organised person who can prioritise effectively to keep on top of things? Have you demonstrated strong administration skills and attention to detail in past roles? Do you like working in a supportive, hard-working team? Do you want to contribute to programs that help young people and adults earn a new qualification so they too can land their dream job? If this is what you are looking for, we may have the perfect role for you!

What will you do?

You will work as part of a small but passionate team in Skills Canberra called the Vocational Education and Training (VET) Program Operations team. As an Administration Officer you will assist with managing pay runs for multiple VET initiatives. You will liaise with clients and stakeholders, providing timely and accurate oral and written advice about a wide a range of issues relating to VET programs. You will interpret legislation, policies and program guidelines to inform sound decisions.

What you require?

You will have strong communication, administration and stakeholder liaison skills. You will bring your aptitude for working efficiently to assisting Skills Canberra meet stakeholder and business needs. Your excellent attention to detail and record management abilities will set you apart from the rest.

About Skills Canberra

Skills Canberra is the Territory Training Authority responsible for the administration of vocational education and training (VET) programs and regulation of Australian Apprenticeships in the ACT. Skills Canberra also manages ACT and Australian Government funding directed to VET programs in the ACT.

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

Note: Applications may be decided based on written application, curriculum vitae and referee reports only.

Alternatively, the selection panel may decide to use a work sample task in addition to your written application, curriculum vitae and referee reports.

A merit pool will be established from this recruitment round and may be used to fill similar vacancies over the next 12 months. This position will be in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To enable us to assess your merit, your application should include your -

Curriculum vitae - Provide a current curriculum vitae. This is your introduction to the selection committee.

Address each selection criteria - Using the 'Position Overview' information and 'What You Require' criteria in the Position Description, provide a supporting statement, of no more than 2000 words, providing evidence of your suitability for the role. Address each Selection Criteria separately and include examples clearly demonstrating your relevant skills, knowledge, attitudes, values and behavioural capabilities.

Two referees - Provide two referees with a thorough knowledge of your work performance and outlook. Ensure at least one of the referees is your current or immediate past supervisor/manager. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. Referees will not be contacted without your knowledge.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rina Onorato (02) 6207 8019 Rina.Onorato@act.gov.au

Economic and Financial Group

Economic and Financial Analysis Branch

Revenue and Concessions Policy

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 02828)

Gazetted: 30 June 2023

Closing Date: 7 July 2023

Details: Do you enjoy a challenge and want to be part of a high performing team that tackles complex tax, revenue and concession policy issues head on?

We are looking for an enthusiastic and motivated person with strong skillset to join our Revenue and Concessions Policy team in Treasury.

As an Assistant Director of the team, you will contribute to the wellbeing of Canberrans through your advice on a range of projects and policy proposals, including concessions, ACT tax reform agenda and housing affordability.

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 following qualifications are highly desirable:

Economics or a relevant tertiary degree qualification in a similar field

Experience in R or similar statistical software.

Notes: This is a temporary position available immediately until 6 October 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. 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: Interested applicants are asked to submit two items:

Two-page pitch (maximum) outlining their suitability for the position addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements.

Current curriculum vitae with names and contact details of at least two referees (one should be a current Supervisor/Manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Conrad Asmus (02) 6207 0648 Conrad.Asmus@act.gov.au

Digital, Data and Technology Solutions

Strategic Business

Procurement and Compliance

Assistance Director, Procurement and Compliance

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 36276)

Gazetted: 03 July 2023

Closing Date: 17 July 2023

Details: Do you have experience in procurement and contract compliance? Do you have experience in, or an interest in, ICT procurement specifically? Then read on...

The Procurement and Compliance team within Digital, Data and Technology Solutions requires an experienced procurement and contract management professional for four months with the possibility of extension or permanency. Our team is a busy one that covers the full range of ICT procurement advisory and contract advisory services to the broader DDTS group. You will work mainly on the procurement side and may be called upon to assist with contract or software compliance, adding variety to your job.

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: Qualifications in procurement, commerce, business or law desirable. A willingness to learn and grow essential.

Note: This is a temporary position available immediately for four months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established for this selection and will be used to fill vacancies over the next 12 months.

How to Apply: Please respond with your curriculum vitae and a two-page summary covering why you are well suited to the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Geoff Fietz (02) 6205 8050 Geoff.Fietz@act.gov.au

Revenue Management

Office of the Commissioner

Executive Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 03662)

Gazetted: 03 July 2023

Closing Date: 17 July 2023

Details: An opportunity has arisen in the ACT Revenue Office for an experienced, highly motivated and organised person, to fill the role of an Executive Support Officer within the team of The Office of Commissioner.

As the Executive Support Officer, you will assist the Executive Officer in the delivery of high level strategic, operational and administrative support to the Commissioner and staff for the ACT Revenue Office.

This will include but not be limited to Coordinate and manage recruitment and onboarding processes for the whole office, assist with business WHS functions which include develop and update WHS documents, manage and

track staff Induction documents, support the Executive Officer as required to provide high level executive support to the Commissioner for ACT Revenue.

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 for 11 months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please provide a maximum two-page response to the selection criteria, a current curriculum vitae and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Egan (02) 6207 1621 Alexandra.Egan@act.gov.au

Access Canberra

Fair Trading and Compliance

Infringement Review

Assistant Manager

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 58531, several)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

Details: Would you like to make a difference and contribute to safer roads for Canberrans? Can you lead, manage and support your team to deliver high quality customer service? Do you have a can-do attitude? If the answer is yes, then you may be the person we are looking for. The Access Canberra Infringement Review Office is responsible for the review of Parking and Traffic infringement notices. We help with general enquiries, assess applications for withdrawal and dispute, set up payment plans and adjudicate traffic events.

As an Assistant Manager in the Infringement team, you will be available to support team members regarding a variety of infringement matters. You will be responsible for the ongoing training and development of your team members and be able to manage competing priorities successfully while fostering a positive team culture. You will have excellent communication and organisational skills and a demonstrated ability to manage personal work priorities. You will also possess the ability to manage the resolution of difficult or complex enquiries and complaints with tact and discretion; and escalate matters as necessary.

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

Eligibility/Other requirements: This role will require the successful applicant to be an Australian citizen or a permanent resident of Australia to be appointed as an Authorised Person under the Road Transport (General) Act 1999 to perform the duties of the position.

Notes: This is a temporary position available immediately for five months with the possibility of extension up to 12 months. Submissions may be assessed on application only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the Position Description, a curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Valerie Kitson 0262059429 Valerie.Kitson@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

Communities

Support Services for Children

Child and Family Centres

Child and Family Workers

Health Professional Level 1/2/3 \$66,285 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 07909, several)

Gazetted: 29 June 2023

Closing Date: 13 July 2023

Details: The Support Services for Children branch provides early intervention and prevention services for children, young people and their families, and services to children with developmental delays. The branch manages the three Child and Family Centres (CFCs) and the Child Development Service (CDS). CFCs provide a range of universal and targeted services based on the needs of children and their families. CDS provides assessment, referral, information and linkages for children 0-6 years where there are concerns relating to their development. It assists families with concerns about a child developing skills slower than peers in areas such as speech and language, movement, hand skills, self-care, and social development, while providing autism assessment for children aged up to 12 years.

We are looking for Social Workers and Psychologists to fill a range of positions from Health Professional level 1 to Health Professional level 3. You will be working at the Child and Family Centres (Gungahlin, Tuggeranong and West Belconnen.) in the ACT and will be responsible for providing effective early interventions for children and families. If you are passionate about positive outcomes for children, this is the job for you.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements: We are seeking applications to fill multiple vacancies across HP1- HP3. Your years of practice experience will determine what level you are assessed at. A degree in social work or psychology is required.

Notes: We are seeking to fill a number of temporary and permanent positions over the next 12 months with the possibility of extension and/ or permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please respond to each selection criteria in 400 words or less. Please also provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gerard Nolan (02) 6205 0229 Gerard.Nolan@act.gov.au

Communities

Executive Branch Manager, Communication and Engagement

Executive Level 1.4 \$274,784 - \$285,773 depending on current superannuation arrangements, Canberra (PN: E1155)

Gazetted: 03 July 2023

Closing Date: 17 July 2023

Details: Applications are sought from high performing, collaborative officers for the position of Executive Branch Manager, Communication and Engagement starting ASAP for nine months with possibility of extension.

The Community Services Directorate delivers integrated policy advice for the ACT Government and client centred services for those Canberrans who need them. It strives to support a safe and fair community where Canberrans feel they can reach their full potential and lead fulfilling lives.

The Executive Branch Manager, Communications and Engagement will lead the Communications and Engagement Branch to build and maintain positive relationships and partnerships across government and the community. It works collaboratively with Ministers' offices, Directors General, Executives and officers across the ACTPS, and key government and non-government stakeholders.

The Executive Branch Manager will design and implement an annual Communications and Engagement Plan and Budget as well as provide strategic communications and engagement advice to Executives and Ministers.

A strong focus of the Executive Branch Manager will be to ensure the Directorate has the capability and capacity to deliver fit for purpose communication and engagement, promoting a learning culture as well as working collaboratively to ensure engagement is embedded in policy and project development.

The Executive Branch Manager will ensure all significant communication and engagement programs are regularly evaluated and will also participate in WHOG emergency communications, leading the response of the Directorate during emergency and social recovery efforts.

The position will report directly to the Executive Group Manager, Communities. For further information, please see the Candidate Information Packs.

Note: Selection may be from application and referee reports only.

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.

Contract: The successful applicant will be placed on a short-term contract for nine months with possibility of extension up to two years.

How to Apply: Please provide your curriculum vitae, a two-page pitch aligned to the ACTPS Executive Capabilities that address why you are the best person for this role, plus the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anita Perkins (02) 6205 0035 Anita.Perkins@act.gov.au

Corporate

Business Transformation and Systems

CSD Project and Change Delivery

Business Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57118, several)

Gazetted: 04 July 2023

Closing Date: 18 July 2023

Details: The Community Services Directorate (CSD) is seeking two Business Analysts to join the Project and Change Delivery team. This is a multi-disciplinary team within the Business Transformation and Systems branch that brings together expertise in project management, change management, business analytics, process mapping, stakeholder engagement and communications.

Working across the directorate, the team supports business transformation to make the directorate an even better place to work, and to better deliver for the ACT Government and the Canberra community.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

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

How to Apply: Please submit a current curriculum vitae and a one-page pitch addressing the skills, knowledge and behaviours of the Position Description, and the contact details of two referees, with one being your current Supervisor/Manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catriona Meere (02) 6207 1410 Catriona.Meere@act.gov.au

Children, Youth and Families

CYPS Operations

Intake - After Hours Crisis Team

Intake Officer (After Hours Crisis Team)

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728, Canberra (PN: 07524)

Gazetted: 03 July 2023

Closing Date: 17 July 2023

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do.

Working with Child and Youth and Protection (CYPS), you will:

Make a difference in the lives of children and young people at risk of abuse and neglect.

Provide positive influence on young people and help make your community safer.

Benefit from ongoing learning and development.

Be challenged and rewarded.

CYPS has a statutory responsibility to support children, young people and families requiring a care or justice response. CYPS works in partnership with families, carers, and community agencies to ensure children and young people are safe and achieve the best possible life outcomes.

Role:

The CYPP3 Intake Officer role is focussed on receiving, screening, and assessing needs in order to provide an appropriate CYPS response. Intake Officers will maintain knowledge of service delivery across CYPS and liaise with operational areas to allocate an effective response to the statutory need, provide crisis support to address safety needs, or provide crisis and short-term intervention to divert children or young people from further CYPS involvement.

Successful applicants will be required to work 13 hours over the weekend (6 ½ hours each day) the shift start times may vary.

On call requirements may be associated with role.

These roles attract a number of allowances including shift penalties.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements: Please note, Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science, or related discipline. Please

note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

Two years of experience working with children, youth and/or families in a social work/case management role, and/or experience working with Aboriginal and Torres Strait Islander families and communities.

Current (c class) driver's license is essential.

Notes: This is temporary vacancy available immediately for a period of 6 months with the possibility of extension up to 12 months.

A merit pool may be established from this selection process and maybe used to fill temporary and permanent vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a statement of no more than three pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Please note: Applicants will need to advise if they are interested in working every weekend or only every second weekend.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Thompson (02) 6205 6002 cypsrecruitment@act.gov.au

Housing Assistance

Housing and Homelessness Programs

Assurance, Review and Complaints

Call Handler

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 61829, several)

Gazetted: 03 July 2023

Closing Date: 17 July 2023

Details: The Assurance, Review and Complaints team is responsible for a range of Complaint Handling, Quality Assurance and Review functions making up a dynamic, agile and forward-thinking team.

As a call handler you will be responsible for providing client-centred support to a diverse range of people within the Canberra Community as a first point of contact. You will work as part of a small team to maintain the call centre services by phone and email during normal business hours of 8.30am to 5.00pm and will utilise your sound written and verbal communication skills to assist you to navigate a range of situations.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander

people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

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

How to Apply: The online application form requires a written response of no more than two pages and a curriculum vitae with two referee details provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Selena Waghorn (02) 6205 2035 Selena.Waghorn@act.gov.au

Children, Youth and Families

CYPS Operations

First Nations

Team Leader, First Nations Family Support Team

Child and Youth Protection Professional Level 4 \$123,373 - \$132,376, Canberra (PN: 39174)

Gazetted: 03 July 2023

Closing Date: 17 July 2023

Details: The Team Leader role, First Nations Family Support Team will be focused on providing strong leadership and mentoring to a multidisciplinary team who strive to deliver best practices in culturally safe family support for First Nations children, young people, families, and communities.

The functions of the First Nations Family Support Team include:

Delivering best practices in culturally safe family support for First Nations children, young people, families, and communities engaged or at risk of engagement with child protection.

Providing child centred case management and co-ordination functions including facilitating case conferences.

Preparing children, young people, and their support network for transition from care.

Supervising young people on community supervision orders.

Supporting court processes: prepare reports, applications and represent the Director General.

Working with CSD offers you the opportunity to contribute to achieving our vision to empower people to meet their full potential and enable the development and growth of inclusive, vibrant and strong communities. Our responsibilities cover a wide range of human service functions in the ACT, including multicultural affairs, public and community housing services, children, youth and family support, seniors, veterans, Aboriginal and Torres Strait Islander affairs, homelessness programs, women, community engagement, domestic and family violence support, and community disaster recovery.

At CSD we value our people and the significant contribution they make to our success in supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT. Our culturally responsive selection process reflects this focus and is structured to not only have you share with us what you can do, but also *who you are*.

As a CSD employee you have access to generous remuneration and leave entitlements and a range of role appropriate flexible working options. You will also have opportunities to participate in effective learning and development options, along with diverse career pathways which will stretch and grow your capability. In addition, you will have the opportunity to join other Aboriginal and Torres Strait Islander staff working in various areas of the directorate who can provide a cultural safe environment, share cultural values and undertake yarns to support your development.

This is an identified position for Aboriginal or Torres Strait Islander persons. CSD takes pride in being an inclusive employer, with a focus on building teams which reflect the community we serve. We encourage and welcome applications from Australian First Nations people who also identify as people with disability, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people.

Eligibility/Other Requirements:

Please note, this is an Aboriginal and/or Torres Strait Islander Identified position.

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)

Relevant tertiary qualifications in Social Work, Psychology or related discipline and/or equivalent work experience in child protection and/or youth justice. *Please*

note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

At least five (5) years of practical experience working with children, young people and their carers or families in a frontline child protection setting.

Current (c class) driver's license is essential.

Note: A merit pool may be established from this selection process and maybe used to fill temporary and permanent vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a statement of no more than three pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the 'What You Require' capabilities listed on the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Trent Wells (02) 6207 2690 Trent.Wells@act.gov.au

Children, Youth and Families

CYPS Operations

Intake - After Hours Crisis Team

Intake Officer (After Hours Crisis Team)

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728, Canberra (PN: 32247)

Gazetted: 04 July 2023

Closing Date: 18 July 2023

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do.

Working with Child and Youth and Protection (CYPS), you will:

- Make a difference in the lives of children and young people at risk of abuse and neglect.
- Provide positive influence on young people and help make your community safer.
- Benefit from ongoing learning and development.
- Be challenged and rewarded.

CYPS has a statutory responsibility to support children, young people and families requiring a care or justice response. CYPS works in partnership with families, carers, and community agencies to ensure children and young people are safe and achieve the best possible life outcomes.

Role:

The CYPP3 Intake Officer role is focussed on receiving, screening, and assessing needs in order to provide an appropriate CYPS response. Intake Officers will maintain knowledge of service delivery across CYPS and liaise with operational areas to allocate an effective response to the statutory need, provide crisis support to address safety needs, or provide crisis and short-term intervention to divert children or young people from further CYPS involvement.

Successful applicants will be required to work 7 days on and 7 days off roster that will include weekend and public holidays. Weekday shifts are 4:30pm to 11:30pm and varied start times on the weekend. On call requirements are also associated with role.

These roles attract a number of allowances, including shift penalties.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Please note, Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science, or related discipline. Please

note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

Two (2) years of experience working with children, youth and/or families in a social work/case management role, and/or experience working with Aboriginal and Torres Strait Islander families and communities.

Current (c class) driver's license is essential.

Notes: This is a temporary position available for a period of two years. A merit pool may be established from this selection process and maybe used to fill temporary and permanent vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a statement of no more than three pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Thompson (02) 6205 6002 cypsrecruitment@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

Office for School Improvement

North Canberra Gungahlin

Lyneham High School

School Administrative Assistant

School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 60194, several)

Gazetted: 30 June 2023

Closing Date: 7 July 2023

Details: Lyneham High School has approximately 1050 students. We are a high performing supportive and vibrant school, and we celebrate our diversity and history.

Our school values are Care, Quality and Creativity.

We aspire to always:

Exercise Care for our own well-being and for the well-being of others.

Take pride in the Quality of the learning and teaching that happens in our school.

Operate in an environment that fosters Creativity and innovation.

The front office is a very busy vibrant workplace. School Assistants are a vital component of our staff and undertake a diverse range of duties.

Eligibility/Other Requirements:

MANDATORY

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

HIGHLY DESIRABLE

Experience in a high school setting.

Experience with SAS/Sentral and Microsoft suite.

DESIRABLE

First Aid qualifications.

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

How to Apply: Please submit a current curriculum vitae, a maximum three-page response to the Selection Criteria outlining your experience, qualifications and suitability to fulfil this role and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jane Herring (02) 6142 1176 Jane.Herring@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Harrison School

Building Service Officer (BSO)

Building Service Officer 3 \$73,429 - \$77,593, Canberra (PN: 26057)

Gazetted: 29 June 2023

Closing Date: 13 July 2023

Details: Harrison School is seeking a Building Service Officer 3 (BSO3) who will be responsible for maintaining the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards and completing emergency and other repairs to trade/industry standards.

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)

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: Asbestos Awareness Training - WorkSafe ACT

A pre-employment medical clearance is required prior to commencement.

An industry recognised trade qualification or equivalent work experience.

Notes: This is a temporary six-month position available immediately with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a current curriculum vitae and a maximum two-page response to the Selection Criteria outlining your experience, qualifications, and suitability to fulfill this role. Please also include copies of relevant trade qualifications and licences when submitting your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Grace Brassington (02)6142 2200 Grace.Brasington@ed.act.edu.au

System Policy and Reform

Strategic Policy

Early Childhood Policy

Program Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 61678)

Gazetted: 05 July 2023

Closing Date: 19 July 2023

Details: We are looking for an exceptional team member ready for their next challenge. If you are excited by the idea of working on high-profile government reforms, have excellent administrative and customer service skills, aren't fazed by juggling multiple tasks, and are amazingly organised, then this might be the job for you!

We are establishing a new function within the Directorate to deliver the ACT Government's commitment to free three year-old preschool.

To be successful in this newly established role, you will excel in working in small but high performing teams, you will have excellent administrative and organisational skills, excellent customer service and communication skills, and the ability to build and maintain quality relationships with a range of stakeholders. Experience in working in government project or program management would be an advantage.

This is a fantastic opportunity for you to be part of a collaborative effort to deliver an ACT Government commitment that will benefit children and families in our community.

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

This position will be designed for flexible work arrangements and activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk and work across multiple Education sites.

Our branch is currently working in a mixed-mode of at home and at the ACT Whole-Of-Government building at 220 London Circuit and/or the Hedley Bear Centre for Teaching and Learning. The successful candidate will be expected to work flexibly across sites.

How to Apply: Please submit a current curriculum vitae and a maximum three page response outlining your knowledge, skills and capabilities against the Selection Criteria. Your curriculum vitae should include the contact details of 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 may also be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emmalene Sculthorpe (02) 6207 1120 Emmalene.Sculthorpe@act.gov.au

Teaching and Learning

Belconnen

Canberra High School

Deputy Principal Canberra High School

School Leader B \$154,033, Canberra (PN: 60058)

Gazetted: 03 July 2023

Closing Date: 17 July 2023

Details: Canberra High School is a vibrant 7-10 school with approximately 880 enrolments. We operate as a professional learning community with a focus on collaboration, evidence informed practices, and high expectations for all of our staff and students. As a community, everything we do is strongly guided by our CARES values.

Job Description:

The successful applicant will:

Work collaboratively with the Principal with a focus on student centred leadership, student wellbeing and engagement.

Demonstrate experience in implementing and embedding data informed PLCs and whole school practices using evidence to improve teaching practices and learning outcomes for all students.

Demonstrate proven ability to lead, coach, and mentor a diverse executive team and the ability to manage competing priorities, while working under pressure and within tight timeframes.

Be an instructional leader across the school including coordinating action teams, lesson observations, student services, disability education, and gifted education

Lead a highly skilled, collaborative and dynamic staff through the curriculum renewal V9 including the embedment and scope and sequence of cross curricular priorities and general capabilities.

Coordinate staffing including staff inductions, probation and contract reports, and the use of Daily Organiser to manage day to day staffing.

Demonstrate experience in key operational tasks such as staff gridding, use of Timetabler and markbook, Sentral administration, reporting, and elective processes using Web Preferences.

Eligibility/Other requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Mandatory:

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

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

How to Apply: Please submit a supporting statement addressing the capabilities listed below and be written with a focus on the job description specified for the position (no more than five pages), along with your current curriculum vitae, listing two referees.

School Leader Capabilities:

- Leading teaching and learning
- Developing self and others
- Leading improvement, innovation, and change
- Leading the management of the school
- Engaging and working with the community

Applications should be submitted via the Apply Now button below.

Contact Officer: Samara Chisholm (02) 6142 0800 Samara.Chisholm@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

System Policy and Reform

Strategic Policy

Early Childhood Policy

Senior Program Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61679)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

Details: We are looking for an exceptional officer ready for their next challenge. If you are excited by the idea of working on high-profile government reforms, have experience in program and/or contract management, unreal client relationships skills, and are amazingly organised, then this might be the job for you!

We are establishing a new function within the Directorate to deliver the ACT Government's commitment to free three year-old preschool and are seeking a motivated and conscientious individual to join us.

To be successful in this newly established role you will excel in working in small but high performing teams, you will have established strategies to manage working at fast paced and at times high-pressured situations, you will have experience in program and/or contract management, excellent written and oral skills, fantastic organisational and time management skills, and the ability to build and maintain quality relationships with a range of stakeholders. Knowledge of the early childhood sector is not essential, but experience in government program management would be an advantage.

This is a fantastic opportunity for you to be part of a collaborative effort to deliver an ACT Government commitment that will benefit children and families in our community.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be designed for flexible work arrangements and activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk and work across multiple Education sites.

Our branch is currently working in a mixed-mode of at home and at the ACT Whole-Of-Government building at 220 London Circuit and/or the Hedley Bear Centre for Teaching and Learning. The successful candidate will be expected to work flexibly across sites.

How to Apply: Please submit a current curriculum vitae and a maximum three page response outlining your knowledge, skills and capabilities against the Selection Criteria.

Your curriculum vitae should include the contact details of 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 may also be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emmalene Sculthorpe (02) 6207 1120 Emmalene.Sculthorpe@act.gov.au

System Policy and Reform

Strategic Policy

Early Childhood Policy

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 48494)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

Details: Are you a high performing Policy Officer looking for your next rewarding challenge? Are you excited by implementing strategic reform that benefits our youngest community members? Then this could be the role for you!

We are seeking a high performing team player to join us temporarily ASAP to 1 March 2024 with the possibility of extension or permanency, to help implement the ACT Government's strategic reforms for early childhood education under its 10 year plan, *Set up for Success: An Early Childhood Strategy for the ACT*. Experience in early childhood education is not required, but experience in government policy development would be an advantage.

We work collaboratively and in a fast-paced environment, so we need someone who has great organisational skills, networks well and invests in their professional relationships, builds connections with new stakeholders quickly, thinks strategically, and has excellent written and oral communication skills.

This is a great opportunity if you are looking to expand your skills and experience in government policy, and you want to be part of a collaborative effort to support work that benefits children and families in our community.

Note: This is a temporary position available immediately until 1 March 2024, with the possibility of extension 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.

This position will be designed for flexible work arrangements and activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk and work across multiple Education sites. Our branch is currently working in a mixed-mode of at home and at the ACT Whole-Of-Government building at 220 London Circuit and/or the Hedley Bear Centre for Teaching and Learning. The successful candidate will be expected to work flexibly across sites.

How to Apply: Please submit a current curriculum vitae and a maximum three page response outlining your knowledge, skills and capabilities against the Selection Criteria.

Your curriculum vitae should include the contact details of 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 may also be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emmalene Sculthorpe (02) 6207 1120 Emmalene.Sculthorpe@act.gov.au

School Improvement

Tuggeranong Network

Wanniassa Hills Primary School

Administration and Enrolment Officer - Wanniassa Hills Primary School

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 61975)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

Details: Wanniassa Hills Primary School is looking for a dynamic and organised person to join the administrative team.

The successful applicant will play a vital role in providing service and support to the school community and is the first point of contact for all visitors to the school. The position will support the Business Manager, Principal and administrative team in providing excellent customer service and solution focussed support to the school community.

Key to this role is a high standard of customer service and well-developed interpersonal skills, including the ability to communicate effectively with various people such as staff, parents/carers and the ability to relate to students. You will need to work effectively as part of a team while also using initiative and working independently when necessary, applying strong organisational skills and the ability to set priorities and meet deadlines.

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)

Desirable:

Experience in an administration role.

First Aid Certificate or a willingness to undertake appropriate training.

Excellent knowledge of Microsoft Outlook, Word and Excel.

Knowledge of school specific software including Sentral and Xero or similar.

Notes: This is a temporary position available 24 July 2023 until 15 December 2023 with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit your response of no more than two pages addressing the selection criteria (Professional/Technical Skills and Knowledge and Behavioural Capabilities) as detailed in the position description, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Scott Fagan (02)620 57466 Scott.Fagan@ed.act.edu.au

Safe at Schools

Director Safe at Schools - Policy and Governance

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61182)

Gazetted: 03 July 2023

Closing Date: 17 July 2023

Details: The Director Safe at Schools – Policy and Governance position, under broad direction, is responsible for the management of policies and projects and the provision of advice to senior executive on issues relating to the Safe at School Taskforce. In addition to this operational focus, this role will be responsible for a range of projects as directed by the Taskforce executives, including report writing, secretariat support and data analysis and research.

Our ideal candidate will be a highly experienced policy leader with experience in policy development and stakeholder management and implementation. They will be required to manage discrete projects and initiatives, as well as working flexibly across the broader team to manage emerging work pressures. The successful applicant will have experience in business of government and exceptional stakeholder management and negotiation skills in order to work effectively with the broad range of education stakeholders to achieve excellent outcomes in a timely basis.

Note: This is a temporary position available immediately until 30 June 2025. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a two-page pitch on how you can contribute to this role and the Taskforce and how your skills/experience align to the Selection Criteria; a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan Please email SDDRecruitment@act.gov.au

Office of Schools

Tuggeranong School Network

Lake Tuggeranong College

Aboriginal and Torres Strait Islander Education Officer

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 50033)

Gazetted: 03 July 2023

Closing Date: 17 July 2023

Details: POSITION OVERVIEW

Lake Tuggeranong College is located in the Tuggeranong Network and caters for students in years 11 and 12, supporting the learning of around 600 students. We have approximately 70 teachers, learning support and administrative staff.

We are seeking a highly motivated person to undertake the dynamic role of Aboriginal and Torres Strait Islander Education Officer as part of our exceptional Wellbeing team.

Cultural integrity in ACT public schools

Aboriginal and Torres Strait Islander Education Officers (IEOs) fulfil an important role in ACT public schools by supporting schools to build their cultural integrity, embed Aboriginal and Torres Strait Islander perspectives in teaching and learning programs and to create a school culture of respect in which Aboriginal and Torres Strait Islander students and families feel respected and connected to their cultures.

Eligibility/Other requirements:

MANDATORY

This is an Aboriginal and Torres Strait Islander identified position.

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)

DESIRABLE

Relevant qualifications in education, community services, youth work or related fields.

Possession of a current driver's license and access to a private vehicle.

Notes: This is a temporary full-time position available immediately for 12 months with the possibility of permanency.

School Assistant 4 ordinary daily hours are 6 hours 45 minutes per day with an additional 45 minutes for a lunch break.

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 current curriculum vitae and a maximum two-page response to the Selection Criteria outlining your experience, qualifications, and suitability to fulfil this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Fox (02) 6142 3668 Richard.Fox@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Lake Tuggeranong College

Executive Teacher STEM

School Leader C \$132,293, Canberra (PN: 12753)

Gazetted: 04 July 2023

Closing Date: 20 July 2023

Details: Lake Tuggeranong College is centrally located in the Tuggeranong Town Centre and provides high quality education pathways for senior secondary students in Years 11 and 12. The College is a UC Affiliated School and as part of the Tuggeranong Network of schools is a key site for the network RTO. In line with the Future of Education Strategy and College values of Learn, Thrive and Connect, the improvement agenda is focussed on our graduate profile through equipping young people with the capabilities essential to a meaningful life.

In line with Future of Education Phase 2 and the LTC Strategic Plan the School Leader C STEM will:

Work within the leadership team to initiate and implement strategies designed to maximise educational outcomes for young people in Tuggeranong

Provide instructional leadership to classroom teachers and support staff in the delivery of high-quality courses, aligned to requirements of the BSSS, and in accordance with vocational education and training requirements as prescribed by the Australian Skills Quality Authority (ASQA)

Lead an expanded STEM faculty incorporating Maths, ICT, Applied, Physical and Social Sciences, including teacher learning and development processes

Lead a culture of innovation through future focussed and high impact learning and teaching

Work with the college Executive to implement a professional learning communities model, where evidence is used to show impact and inform instructional strategies

Develop and maximise effective partnerships as part of the RTO with local schools, workplaces and industry, other vocational education providers, and tertiary institutions, in order to provide pathways for students

Develop and oversight college ICT plan

Eligibility/Other requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Mandatory:

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued through Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011.

Notes:

How to Apply: Applicants need to submit an expression of interest comprising a current curriculum vitae, supporting statement (up to five pages) and coversheet with two referees. The supporting statement should address the capabilities listed below and be written with a focus on the job description specified for the position.

Leading teaching and learning

Developing self and others

Leading improvement, innovation, and change

Leading the management of the school

Engaging and working with the community

Please forward applications to eduemployment@act.gov.au

Contact Officer: David Briggs (02) 6142 3666 David.Briggs@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

School Improvement

Margaret Hendry School

Youth Support Worker

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 62027)

Gazetted: 04 July 2023

Closing Date: 18 July 2023

Details: Margaret Hendry School is a fast-growing P-6 school in Gungahlin offering a wrap-around support model for the local community. We are a culturally and socially diverse community and seek an addition to the team that

is committed to inclusion, positive social impact and equitable service delivery. Our new Youth Support team member will be friendly, experienced, energetic and proactive.

They will possess a demonstrated knowledge of children's development and service delivery models that positively impact growth and development of children and their families. The applicant will be confident to work directly with children, staff and families and make referrals in consultation with the wider student wellbeing and engagement team.

The successful applicant will possess strong interpersonal skills and a demonstrated ability to work effectively with all members of staff, children, families and the wider school community. Are you the person that will have a positive impact on our children and community? Then we want to meet you!

The standard working hours for the role are 8:30am-3:30pm, Monday – Friday.

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

Eligibility/Other requirements:

Mandatory:

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

Highly Desirable:

Certificate IV or Tertiary qualification in Youth Work or a related field.

Light Rigid Vehicle licence

First Aid Certificate or a willingness to undertake appropriate training.

Notes: This is a temporary position available 24 July 2023 until 23 July 2024 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 your response of no more than two pages addressing the Selection Criteria as outlined in the position description, together with your curriculum vitae and contact details of two referees before the closing date.

Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Woods (02) 6142 2800 Kate.Woods@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

Environment, Heritage and Water

Resilient Landscapes

ACT NRM

Program Leader Sustainable Agriculture

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 16999)

Gazetted: 29 June 2023

Closing Date: 13 July 2023

Details: A great opportunity to join a fabulous team doing interesting work!

This role will lead the ACT NRM Sustainable Agriculture program which supports healthy farm ecosystems and improves productivity and farm income by assisting landholders to address a range of challenges facing ACT farmers which impact on farm resilience and outputs.

The role will oversee the provision of support to rural landholders to apply best practice land management for soil, water, pastures, native vegetation and biodiversity.

Eligibility/Other Requirements:

Your suitability for this position will be assessed based on your skills, knowledge and behaviour. In particular we are seeking:

Highly developed communication, representational and interpersonal skills, including negotiation, community liaison and written correspondence.

Extensive experience and highly developed skills in managing agriculture and environmental programs across tenure with a demonstrated ability establish and achieve program targets.

Demonstrated ability to add value to the team, Division, EPSDD and ACT Government based on the ACT Government Signature Values and Behaviours and the Directorate culture as described in the Division Overview.

Tertiary qualifications in agriculture/environmental science/natural resource management or a related discipline are highly desirable.

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

How to Apply: Please prepare a two-page pitch for the role based on the requirement of the Position Description and include a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Frank Garofalow (02) 6207 0497 Frank.Garofalow@act.gov.au

Suburban Land Agency

Program Solutions

Community Development and Engagement

Manager - Stakeholder Engagement and Partnerships

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41547)

Gazetted: 03 July 2023

Closing Date: 10 July 2023

Details: This position will manage engagement projects for the SLA working closely with the Executive and senior management team. We are seeking a person with a professional, calm, proactive and enthusiastic approach who can draw on and build strong relationships with key stakeholders.

The Community Development & Engagement team connects with the community and stakeholders to:

Seek input from the community.

Build working relationships with industry.

Support networks in new greenfield estates.

We deliver:

Our stakeholder engagement strategy

The Mingle program.

Outline the key roles and responsibilities of the role –

The Manager – Stakeholder Engagement and Partnerships will:

Implement and manage the Suburban Land Agency's Stakeholder Engagement Strategy.

Provide strategic advice and outcome focussed solutions regarding stakeholder engagement in line with Agency and Whole of Government policies and expectations.

Work across all business areas of the Suburban Land Agency to prepare and implement traditional and digital engagement strategies.

Establish, foster and maintain strategic relationships with other government agencies, community groups, key stakeholders and other external bodies.

Develop a range of communication materials for different audiences to support the Suburban Land Agency's engagement campaigns.

Provide support to undertake media and social media monitoring, evaluation and reporting of engagement activities.

Organise and attend consultation activities and analyse and communicate results – both face-to-face and online.

Present ideas and results to internal and external stakeholders and manage community feedback.

Analyse, identify and review risks and develop associated risk management plans and operational plans related to engagement activities.

Draft written documentation such as reports, briefs, submissions, and guidelines.

Ensure compliance with relevant governance, legislative, regulatory requirements and professional and ethical standards.

Assist in managing budgets and maximise cost effectiveness / compliance of external suppliers in accordance with relevant legislative requirements including maintaining records in accordance with the Territory Records Act 2002;

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviours consistent with the ACTPS Respect, Equity and Diversity framework.

Participate in the Public Information Coordination Centre (PICC) in times of a Territory emergency, if required.

Notes: This is a temporary position available 31 July 2023 until 27 October 2023 with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit an expression of interest of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mayumi Piper (02) 6205 3146 Mayumi.Piper@act.gov.au

Corporate Services

Finance, Information and Assets

Strategic Finance

Systems Accountant (reporting)

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43288)

Gazetted: 03 July 2023

Closing Date: 10 July 2023

Details: EPSDD is seeking an experienced accountant or systems accountant to assist with the maintenance of the directorates relevant structures and reports. In this role you will develop skills regarding analysis and the use of TM1.

You will be responsible for managing financial reports and models used by the directorate and maintaining the directorates cost centres, projects and other structures within TM1. The team reports to the Senior Director of Management Accounting, Projects and Performance Reporting, working closely with the CFO and branch executives providing advice on all financial systems.

Eligibility/Other requirements:

Experience in an accounting role responsible for reporting and experience in analysis is highly desirable.

Strong computer skills including excel skills would be looked on favourably.

Notes: This is a temporary position available immediately until 2 February 2024 with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a two-page pitch outlining what skills and expertise you will bring to the role. Please also attach your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Wall (02) 6205 0760 Stuart.Wall@act.gov.au

Environment Heritage and Water

ACT Heritage

Governance and Reform

Director, ACT Heritage Governance and Reform

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59985)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

Details: We are seeking a highly motivated and talented self-starter who will join the ACT Heritage leadership group and drive critical governance reforms for ACT Heritage to achieve business outcomes. Under limited direction, some of the responsibilities of the role include:

Develop, implement and manage projects and activities to deliver the reform agenda for ACT Heritage including the model review.

Oversee the development of improved governance arrangements for ACT Heritage and the ACT Heritage Council. Support the development of a longer term strategic business plan for ACT Heritage to guide business improvements over the coming five years.

Provide support to the Heritage Council to manage the implementation of the legal and operational framework of the Heritage Act 2004 and, in particular, the functions and activities of the Council.

A full list of duties and responsibilities can be found in the attached Position Description.

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

Eligibility/Other Requirements:

Skills, experience and qualifications in the development of improvements to governance and business strategy are highly desirable.

Note: This is a temporary position available for 12 months from 1 August 2023 to 31 July 2024. Selection may be based on application and referee reports only.

How to Apply: Please submit a response to the Selection Criteria (max three pages), a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruce Hancocks (02) 6205 4322 Bruce.Hancocks@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

ACT Corrective Services

Offender Reintegration

Offender Reintegration

Senior Director, Clinical Governance

Senior Officer Grade A/Health Professional Level 6 \$131,412 - \$157,201, Canberra (PN: 39828)

Gazetted: 29 June 2023

Closing Date: 13 July 2023

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated and career-oriented person to fill the role of Senior Director, Clinical Governance (SOGA or Health Professional Level 6) within Offender Reintegration.

The successful applicant will be responsible for ensuring all phases of program development and delivery consider issues related to clinical content and practice. In doing so, you will implement and monitor the ACTCS Offender Reintegration Clinical Governance Framework and related activities.

In addition, the Senior Director, Clinical Governance, is responsible for organisational strategy, governance, service delivery and a range of quality improvement initiatives related to clinical activities across the organisation. You will be required to liaise with internal and external departments and agencies and ensure ACTCS provides services that are relevant, effective, evidence based and provide value for money for the community.

Further to this, you will provide advice and support, undertake clinical audits and ensure all activities are in line with best practice initiatives.

To be successful you will possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities. You will also demonstrate experience and knowledge of clinical governance principles and quality improvement processes, including the demonstrated ability to deliver successful outcomes.

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

Eligibility/Other requirements:

To be employed as the Health Professional Level 6 classification (HP6), the following qualifications are mandatory: Relevant tertiary qualifications e.g., in Social Work, Psychology or related discipline.

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

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

To be employed at the Senior Officer Grade A classification (SOGA), relevant qualifications and/or experience in demonstrated experience would be highly desirable:

Relevant tertiary qualifications in investigations or related discipline.

Essential qualifications and experience:

The successful candidate will be required to undergo a criminal record check.

Current registration issued under the Working with Vulnerable People (Background Check) Act 2011.

Notes: This position will be filled at either the SOGA or HP6 level, dependent on the skills and experience of the successful applicant.

How to Apply: Applicants are required to submit the following:

One to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements

Current resume with the names and contact details of two referees (one should be a current Supervisor/Manager).

Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Narelle Pamplin (02) 6205 0197 Narelle.Pamplin@act.gov.au

ACT Corrective Services

Operational Support

Training Administration Coordinator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 11269)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and conscientious people to join the Organisational Capability Unit, as the Training Administration Coordinator (ASO5)

The successful applicant will be responsible for a range of administrative functions and processes relating to aspects of training registration, preparation, co-ordination and reporting according to organisational and Enterprise Agreement requirements.

In addition, you will enter and maintain student and training information on training databases and Learning Management Systems and develop and manage electronic records, accurately and securely, ensuring accessibility and confidentiality are maintained.

Further to this, you will provide administrative support in arranging external training and conference activities including making bookings, coding invoices, and reporting on training costs.

To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent customer service and communication skills.

Eligibility/Other requirements:

This position requires a pre-employment medical

This position does not require a Working with Vulnerable People Check.

Knowledge of record keeping and reporting requirements for the Directorate using VETtrak/HRIMS or similar, or the capacity to quickly gain that knowledge would be an advantage.

How to Apply: To apply, applicants are required to submit two items: (1) a one-to-three-page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; and (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit both items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cecilee Miller (02) 6205 4910 Cecilee.Miller@act.gov.au

Executive Branch Manager, First Nations Justice Branch

Executive Level 1.3 \$251,374 - \$261,418 depending on current superannuation arrangements, Canberra (PN: E1243)

Gazetted: 03 July 2023

Closing Date: 24 July 2023

The Justice and Community Safety Directorate

Executive Branch Manager, First Nations Justice Branch

Full-time opportunity, ongoing | Attractive Salary | Canberra, ACT

The Directorate strongly encourages Aboriginal and/or Torres Strait Islander candidates to apply.

About the organisation

The Justice and Community Safety (JACS) Directorate seeks to maintain a safe, just and resilient community. The Community Safety portfolio is responsible for strategic reform, policy development and design and program implementation across emergency services, corrective services and first nations justice.

About the role

The Executive Branch Manager will lead a dedicated team to provide focus to, and efficient coordination of, first nations justice programs and will be responsible for management of the First Nations Justice Branch – including staffing, budgeting, reporting and governance.

The role will support the Deputy Director-General, Community Safety and work closely with Executives across the JACS Directorate, in:

- Providing the Attorney General, Minister for Corrections, and Minister for Police and Emergency Services and Cabinet with high level strategic policy advice to advance this agenda.
- Supporting existing governance arrangements which oversight this agenda, including First Nations programs, Justice Policy Partnership, Justice Action Plan, Justice Advisory Group, and the Justice Caucus.
- Collaborating with other agencies (government and community) to further the ACT Government's reform agenda.
- Managing the people, financial, physical and other resources within the branch, including demonstration of effective accountability, compliance with legislative and policy requirements, and alignment with contemporary best practice.
- Providing organisational stewardship through effective leadership, planning, prioritisation and contribution to Directorate's executive team.
- Forming strong stakeholder relationships with the ACT First Nations Community.
- For a complete list of the duties, responsibilities and requirements to be eligible for the role, please contact Pipeline Talent.

About you

You will be either a recognised executive leader or have the capacity to quickly become such a leader. You will be an active listener, a resilient and effective influencer, and be able to build capacity. You will provide strong leadership and be confident in your ability to engage and communicate both sensitively and with influence with a broad range of community, government and non-government stakeholders.

What we can offer you

Attractive salary – \$251,374 - \$261,418 per annum (dependant on current superannuation arrangements) with a cash component of \$223,205.

Annual leave of four weeks per annum.

Personal leave of 18 days for illness and injury plus workers compensation.

The ACTPS offers all staff the option of accessing free employee assistance program (EAP) support.

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

How to apply

To apply, submit your application through the below link:

<https://www.pipelinetalent.com.au/candidates/browse-job-vacancies/executive-branch-manager-first-nations-justice/>

Your application should include:

a cover letter [maximum two pages] pitching your suitability against the requirements outlined in the Position Description (available on request from Pipeline Talent) and the ACT Government Executive Capabilities.

an up-to-date CV of no more than five pages which clearly details your skills and experience as relevant to this role.

Applications must be received by 11:59pm Monday 24 July 2023.

Late submissions will not be accepted.

How to get more information

Additional information is available in the detailed role description which can be provided on request by contacting the team at Pipeline Talent.

Tiana Callaghan

Email: tiana@pipelinetalent.com.au

Ph: (02) 8001 6603 or 0476 538 307.

Corporate

People & Workplace Strategy

Assistant Director KRONOS Administration and Projects

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 51195)

Gazetted: 29 June 2023

Closing Date: 13 July 2023

Details: The Assistant Director, KRONOS Administration and Projects will manage the administration of the Justice and Community Safety (JACS) instance of KRONOS including enhancing the use of the current instance and lead the JACS specific components to an updated system including a whole of government system if applicable.

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 high degree of KRONOS technical expertise, including version 8, is highly desirable.

Notes: This is a temporary position available August 2023 for 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are asked to provide a two-page personal pitch response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description.

Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees (one of which must be your current supervisor/manager).

Applications should be submitted via the Apply Now button below.

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

Public Trustee and Guardian

Administration Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 43924, several)

Gazetted: 05 July 2023

Closing Date: 19 July 2023

Details: Are you interested in protection of Human Rights? At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing legal and financial services, by acting as a Guardian, a financial manager, as a Trustee and by making Wills and administering deceased estates.

We are a happy and diverse staff of 70 people, and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion all members of our community. A career at PTG provides you with an opportunity to make a positive difference in someone's life.

PTG are seeking applications from motivated individuals interested in employment opportunities across several PTG business units - Wills, Estates & Trusts, Financial Management Services, Guardianship and the Governance and Corporate Unit. For further information regarding the services PTG provide, please see our website - Home - Public Trustee and Guardian (act.gov.au)

Suitability for these positions will be assessed on your experience, skills and knowledge relevant to the business units listed above. If there is a specific team you are interested in, please include this on your application.

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

Eligibility/Other requirements: Similar experience in a related/relevant organisation/service is highly regarded however not essential. Qualifications to support your work experience are desirable however not 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 https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Notes: There are multiple positions available, length and type of employment offered will vary dependant on operational requirements within the business unit. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the *What You Require*

capabilities listed on the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Bekavac (02) 6207 9800 Jessica.Bekavac@act.gov.au

**Emergency Services Agency
Assistant Commissioner Operations
Sustainability and Fleet
Fleet Support Officer**

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61827)

Gazetted: 04 July 2023

Closing Date: 1 August 2023

Details: The Emergency Services Agency is seeking applications from highly motivated, experienced and detail orientated individuals to fill the position of Fleet support Officer, as part of the ESA Assistant Commissioner Operations branch.

Under the direction of the Director, Sustainability and Fleet; The Fleet Support Officer will ensure thorough and responsible management of ESA vehicles and associated equipment which includes end to end management of ESA leased vehicles including high quality project reporting to senior management, executives and business units. To achieve this, you will have strong relationship building skills to engage with multiple stakeholders and act with probity and legislative compliance in all activities related to the procurement of goods.

This role will also perform administrative functions in support of the ESA Sustainability and Fleet teams including Coordination of meetings, preparation of meeting papers, agendas, meeting minutes; follow up of meeting action items and records management. Additionally, you will perform basic financial management functions such as request for quotations, purchase orders and processing of invoices.

Your actions will generate tangible impacts for the ACT's Emergency Services and the wider community.

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

Eligibility/Other requirements:

A 'C' Class Driver's licence is essential. A 'HR' Class Driver's licence is highly desirable.

Background / Security clearance checks will be conducted.

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

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dan Bird (02) 6207 8243 Dan.Bird@act.gov.au

**ACT Corrective Services
Service Improvement and Community Operations
Cultural Engagement Officer**

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 11921)

Gazetted: 04 July 2023

Closing Date: 18 July 2023

Details: ACT Corrective Services (ACTCS) is seeking an experienced and highly motivated professional to fill the position of Cultural Engagement Officer (ASO6) within Service Improvement and Community Operations.

The successful applicant will support staff to work effectively to improve outcomes for Aboriginal & Torres Strait Islander peoples and will provide individual case support and expertise at the operational level. In this role, you will aim to develop more systemic approaches to cultural engagement including development of relationships with key stakeholder organisations.

In addition to this, you will promote and apply the principles of contemporary best practices in relation to offender management, including written reports to the Courts, releasing authorities and other statutory bodies in relation to offender management, risk and intervention outcomes.

To be successful you will need to possess exceptional communication and interpersonal skills and should be able to build and maintain relationships with Aboriginal and Torres Strait Islander clients, Elders, stakeholders and community members.

Eligibility/Other requirements:

Driver's licence (Class C) is essential.

This position does require a pre-employment medical

This position does require a Working with Vulnerable People registration

Notes: This is an Identified position for Aboriginal and Torres Strait Islanders.

How to Apply: Applicants are required to submit three items: (1) one-to-three-page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements;

(2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Butler (02) 6207 9717 Melissa.Butler@act.gov.au

ACT Corrective Services

Operational Support

Organisational Capability Unit

Trainer, Custodial Operations

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 45143, Several)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated people, to temporarily join the Organisational Capability Unit (OCU), as a Trainer, Custodial Operations. This is a development opportunity, and no previous training experience is required.

The OCU is responsible for the co-ordination, design, delivery and administration of training and development activities, to provide all ACTCS employees with the knowledge and skills to perform their roles competently. The scope of the Unit extends from recruit training for Custodial and Community Corrections Officers, through to oversight of ongoing mandatory and specialist training including assessment and accreditation of relevant qualifications.

The successful applicant will support the OCU with delivery of Custodial Mandatory Training (CMT), Custodial Recruit Training (CRT) and other ad-hoc training. You will be required to deliver all aspects of custodial training including but not limited to theoretical, practical, physical, communication, conflict resolution, reporting, etc. You will deliver training using a variety of methods including group, face to face, one on one coaching and on the job learning.

In addition, you will contribute to developing training materials to meet agreed training needs including manuals, checklists, workbooks and other resources to meet operational standards and benchmarks.

To be successful, you will demonstrate strong written and verbal communication skills, have the ability to think and act in a busy environment, possess excellent interpersonal, organisational and administration skills and have a solid understanding of foundational skills required to undertake the duties of a Custodial Officer within the ACT.

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

Eligibility/Other requirements:

Custodial experience in a correctional facility is highly desirable.

Certificate III and Certificate IV in Correctional Practice (custodial specialisation) are highly desirable.

The successful candidate will be required to undergo a criminal record check.

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

How to Apply: To apply, applicants are required to submit the following items:

A maximum two-page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements.

Current resume 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: Tara Hurst (02) 6207 6232 Tara.Hurst@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Intensive Care Paramedic

Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties, Canberra (PN: 38953, several)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

Details: About the Australian Capital Territory Ambulance Service (ACTAS)

ACTAS is responsible for providing emergency and non-emergency ambulance services to the ACT community. Our emergency operations comprise Graduate Paramedic Interns, Ambulance Paramedics and Intensive Care Paramedics who consistently achieve exceptionally high patient satisfaction scores. As part of the ACT Emergency Services Agency, we work closely with the other emergency services 24 hours a day, 7 days a week.

ACTAS operates a modern fleet of emergency ambulances, non-emergency patient transport vehicles and a range of specialist assets including 4WD, single response and multi-purpose vehicles. In addition to our ground vehicles, ACTAS also provides Intensive Care Paramedics to the SouthCare Toll rescue helicopter. Each month ACTAS attends to in excess of 5,000 incidents in the ACT region.

The location:

Well serviced by major shopping precincts, universities, sporting centres and an international airport, the Canberra region has everything that you need for you and your family to make yourselves at home. More than half of the ACT is protected as a nature reserve meaning that bushwalks, mountain bike trails, waterfalls, rivers, and spectacular lookouts are all within easy reach of the CBD. Want to venture further afield? The hustle and bustle of Sydney, the tranquillity of the NSW south coast or the excitement of the snow country are all within easy driving distance. More information on the region can be found at <https://visitcanberra.com.au/>.

The geographical environment within which the ACTAS works encourages short commutes to / from work, irrespective of which ambulance station you are rostered to work from on any given shift. As an ACTAS paramedic you will work from all stations across the ACT, the most remote of which is generally within thirty minutes commute from the Canberra CBD and well within the urban fringe.

We welcome people with experience from the community, public and private sectors able to meet the physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be.

If you are an Aboriginal or Torres Strait Islander, a veteran, identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application.

The role:

ACTAS is seeking applications from experienced Intensive Care Paramedics to join the service in the position of Intensive Care Paramedic (Lateral). To be successful in your application you will:

Be a registered paramedic with Ahpra (or eligible to obtain registration).

Have successfully completed a minimum of 12 months as a qualified paramedic (i.e., 12 months of unsupervised practice after achieving an Authority to Practice) – exceptions will be assessed on a case-by-case basis.

Be able to provide evidence of having worked within a statutory ambulance service with an independent Authority to Practice at the level of Intensive Care Paramedic with a minimum of 12 months full time equivalent service in that role.

Be capable of assimilating into ACTAS (with due acknowledgement of your prior experience).

Be a team player capable of embracing the ACTAS leadership framework.

Meet all criteria stated in the Position Description.

See the attached Additional Candidate Information file for further information on the upcoming changes to the roster, the ACTAS commitment to work-life balance, and development opportunities.

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

Application Process: Applications must be submitted via the www.jobs.act.gov.au website prior to the closing date and should be marked CONFIDENTIAL.

The following documents are required:

A completed Application Cover Sheet (note: this is automatically generated within the online form).

A two-page A4 statement (minimum size 12 font and normal size margins) addressing the capabilities for this position (as listed in the Position Description), showing your experience and what you can bring to the position of Ambulance Paramedic with ACTAS.

A brief employment history/curriculum vitae (not more than two pages).

A copy of your baseline qualification as a paramedic (e.g., Diploma of Paramedical Science, Bachelor of Paramedical Science or equivalent post graduate qualification) AND your qualification as an Intensive Care Paramedic (minimum of an Advanced Diploma of Paramedical Science).

A scanned copy of your Ahpra registration (or application receipt).

A copy of your current authority to practice/certificate to practice as a paramedic issued by your employer.

A scanned copy of both sides of your Class C unrestricted (or interstate equivalent) drivers' licence.

A points demerit transcript (no more than six months old) from the relevant motor registry authority in your state, territory or country.

Evidence of current immunisation which should include Tetanus, Hepatitis B, and most recent influenza and must include a full course (three doses) of COVID-19 vaccinations plus any additional doses as advised.

A completed Statutory Declaration (found in attached Documents).

A completed personal and medical information release consent form (found in attached Documents).

Applicants should note that emailed applications must not exceed 10MB and will be acknowledged via an auto-reply notification from Shared Services if the upload is successful. Please check both inbox and spam box after submission. Postal applications will not be acknowledged.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Brown Email preferred JACSACTASRecruitment@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Ambulance Paramedic

Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties, Canberra (PN: 48655, several)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

About the Australian Capital Territory Ambulance Service (ACTAS)

ACTAS is responsible for providing emergency and non-emergency ambulance services to the ACT community. Our emergency operations comprise Graduate Paramedic Interns, Ambulance Paramedics and Intensive Care Paramedics who consistently achieve exceptionally high patient satisfaction scores. As part of the ACT Emergency Services Agency, we work closely with the other emergency services 24 hours a day, 7 days a week.

ACTAS operates a modern fleet of emergency ambulances, non-emergency patient transport vehicles and a range of specialist assets including 4WD, single response and multi-purpose vehicles. In addition to our ground vehicles, ACTAS also provides Intensive Care Paramedics to the SouthCare Toll rescue helicopter. Each month ACTAS attends to in excess of 5,000 incidents in the ACT region.

The location:

Well serviced by major shopping precincts, universities, sporting centres and an international airport, the Canberra region has everything that you need for you and your family to make yourselves at home. More than half of the ACT is protected as a nature reserve meaning that bushwalks, mountain bike trails, waterfalls, rivers, and spectacular lookouts are all within easy reach of the CBD. Want to venture further afield? The hustle and bustle of Sydney, the tranquillity of the NSW south coast or the excitement of the snow country are all within easy driving distance. More information on the region can be found at <https://visitcanberra.com.au/>.

The geographical environment within which the ACTAS works encourages short commutes to / from work, irrespective of which ambulance station you are rostered to work from on any given shift. As an ACTAS paramedic you will work from all stations across the ACT, the most remote of which is generally within thirty minutes commute from the Canberra CBD and well within the urban fringe.

We welcome people with experience from the community, public and private sectors able to meet the physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be.

If you are an Aboriginal or Torres Strait Islander, a veteran, identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application.

The role:

ACTAS is seeking applications from experienced paramedics to join the service in the position of Ambulance Paramedic (Lateral). To be successful in your application you will:

Be a registered paramedic with Ahpra (or eligible to obtain registration).

Have successfully completed a minimum of 12 months as a qualified paramedic (i.e., 12 months of unsupervised practice after achieving an Authority to Practice) – exceptions will be assessed on a case-by-case basis.

Be capable of assimilating into ACTAS (with due acknowledgement of your prior experience).

Be a team player capable of embracing the ACTAS leadership framework.

Meet all criteria stated in the Position Description.

See the attached Additional Candidate Information file for further information on the upcoming changes to the roster, the ACTAS commitment to work-life balance, and development opportunities.

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

Application Process: Applications must be submitted via the www.jobs.act.gov.au website prior to the closing date and should be marked CONFIDENTIAL.

The following documents are required:

A completed Application Cover Sheet (note: this is automatically generated within the online form).

A two-page A4 statement (minimum size 12 font and normal size margins) addressing the capabilities for this position (as listed in the Position Description), showing your experience and what you can bring to the position of Ambulance Paramedic with ACTAS.

A brief employment history/curriculum vitae (not more than two pages).

A copy of your baseline qualification as a paramedic (e.g., Diploma of Paramedical Science, Bachelor of Paramedical Science or equivalent post graduate qualification).

A scanned copy of your Ahpra registration (or application receipt).

A copy of your current authority to practice/certificate to practice as a paramedic issued by your employer.

A scanned copy of both sides of your Class C unrestricted (or interstate equivalent) drivers' licence.

A points demerit transcript (no more than six months old) from the relevant motor registry authority in your state, territory or country.

Evidence of current immunisation which should include Tetanus, Hepatitis B, and most recent influenza and must include a full course (three doses) of COVID-19 vaccinations plus any additional doses as advised.

A completed Statutory Declaration (found in attached Documents).

A completed personal and medical information release consent form (found in attached Documents).

Applicants should note that emailed applications must not exceed 10MB and will be acknowledged via an auto-reply notification from Shared Services if the upload is successful. Please check both inbox and spam box after submission. Postal applications will not be acknowledged.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Brown Email preferred JACSACTASRecruitment@act.gov.au

Legal Aid Commission

Civil Justice Practice

Lawyers

Legal 1 (Legal Aid ACT)/ Legal 3 (Legal Aid ACT) \$71,499 - \$120,690, Canberra (PN: Legal 1-3)

Gazetted: 30 June 2023

Closing Date: 9 July 2023

Details:

Legal Aid is seeking suitably qualified lawyers for a range of positions within our Civil Justice Practice, Early Intervention Practice and Family Practice.

Working at Legal Aid Commission (ACT) is an opportunity to do challenging but rewarding work and make a meaningful contribution to the circumstances of disadvantaged and vulnerable clients and communities in the ACT.

Applicants will have enthusiasm for working in a fast-paced environment that offers variety, challenge and career progression.

This position is a great opportunity to develop your knowledge and confidence in areas of law, offers variety, challenge and career progression.

Family Practice lawyers provide advice and guidance on parenting arrangements, separation/ divorce including property division maintenance, child protection for children/parents, court applications and advocacy.

Early Intervention Practice lawyer provide advice and guidance on domestic and family violence, Family Advocacy Support Service (FASS), Family Law Duty Service (FLDS), and Health Justice Partnership.

Civil Justice Practice lawyers undertake a range of advice, duty and ongoing representation work in various courts, ACAT and the AAT across the civil litigation, human rights and community legal teams in areas including Discrimination, Human Rights, Tenancy, Employment, NDIS, Migration, Mental Health, Elder Abuse and Guardianship.

If you are

Someone who thrives in an environment that throws a few curves balls

Someone who has a “can do” positive attitude towards life and people

Someone who is confident and has a mature outlook

Someone who is well-presented and articulate

Someone who can remain calm during busy times and with deadlines nearing

Someone who learns fast and remembers for next time

Someone who is self-motivated and shows initiative

Someone with excellent work ethics

Someone with excellent attention to detail

Then we want to hear from you - apply now!

Further information is available from the Position Description or by contacting People and Culture on 02 6243 3411.

How to Apply:

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

Contact Officer: Joel Wilson 6243 3411 hr@legalaidact.org.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

Light Rail

Planning

Director, Project Governance and Administration

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 32507)

Gazetted: 05 July 2023

Closing Date: 2 August 2023

Details: Are you our Director, Project Governance and Administration? 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 to Woden.

Light rail aims to facilitate public transport usage and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development activities will maximise the broader economic and social benefits of the ACT Government’s investment in light rail.

The role of Director, Project Governance and Administration is a key role within the Light Rail to Woden team, responsible for assisting the Senior Director, Project Controls and Project Director in overseeing the project governance aspects of Stage 2 of the Canberra light rail network.

This role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for managing and motivating a team and providing appropriate support and guidance.

The ideal candidate will possess an innate ability to lead the management of the project governance and administration functions. You will be an organised and dynamic thinker who is outcomes focused, with the ability to manage multiple priorities in a fast-paced environment, to support the Light Rail Project achieving its 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

DESIRABLE

Experience in a similar role within a project environment will be highly regarded.

A good working knowledge of Objective and Microsoft Office.

An understanding of the ACT Government Business and Administrative processes, or equivalent.

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 the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than three pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural Capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Theatre Project

Director, Commercial

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59972)

Gazetted: 05 July 2023

Closing Date: 26 July 2023

Details: Are you our new Director Commercial, for the Canberra Theatre Redevelopment Project?

Major Projects Canberra is responsible for leading the design development and delivery for the redevelopment of the new Canberra Theatre Centre. Lead by the Project Director, Canberra Theatre, the team will be responsible for the procurement, planning, stakeholder and community engagement, design development and construction of a new Canberra Theatre Centre as the foremost Performing Arts Centre in the ACT.

As Director, Commercial you will provide the management on a range of time-critical project controls, procurement activities and project reporting and ongoing financial administration of current engagements in relation to the Canberra Theatre Redevelopment project. Reporting to the Senior Director, the position includes management of the commercial team project support officer.

They key duties are to provide high level project support on day-to-day functions within the Canberra Theatre Redevelopment Project Team, including:

Maintenance of key project controls, including risk, budget and program management.

Development, release and evaluation of procurements for the Canberra Theatre Redevelopment project.

Develop critical commercial, legal, financial and procurement advice for the Canberra Theatre Redevelopment project to support the decision making of the project team, MPC executive, the Project Board and the Minister.

Management of the Canberra Theatre Redevelopment project's financial and contract management on the PMARS platform.

Support the development of a tier one construction business case for the finalisation of design and delivery of the main construction packages, including the development of economic, revenue and operational models.

The Position Description provides more details on this exciting 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements:

Desirable:

Demonstrated commercial experience in the delivery of significant social infrastructure projects would be highly desirable.

A degree or diploma in a relevant commercial or procurement field – or demonstrated relevant equivalent experience.

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

Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated project delivery team, please submit no more than three pages addressing your suitability against the criteria listed in the Professional/Technical Capabilities (Skills and Knowledge) and Behavioural Capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeff Hart (02) 6207 9373 Jeff.Hart@act.gov.au

Project Development and Support

Project Management Office

Work Health and Safety

Assistant Director, WHS and Contract Management

Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 49715)

Gazetted: 04 July 2023

Closing Date: 18 July 2023

Details: Join the team at Major Projects Canberra and participate in the delivery of the ACT Government's infrastructure program and help make Canberra one of the world's most liveable cities.

We are seeking an Assistant Director WHS and Contract Management who will provide advice and support to project teams when procuring and managing construction contracts.

The Assistant Director WHS and Contract Management will work closely with the Superintendent of Works, project teams, contractors and other ACT Government stakeholders to promote safe outcomes on Major Projects Canberra's project sites.

To be successful in this position you will have knowledge and experience in work health and safety and the construction industry.

This full-time ongoing position is ideal for safety officer or auditor looking for their break into ACT Government's infrastructure program.

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 work health and safety and contract management.

Relevant qualifications work health and safety and auditing (or ability to gain relevant qualifications within 12 months).

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Current and former ADF members are encouraged to apply.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Lee Thornton 0409 847 029 michael.lee.thornton@act.gov.au

Project Development and Support

Executive

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 45648)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

Details: Are you an experienced, enthusiastic and dedicated Executive Assistant?

An exciting opportunity exists for you to work for Executive Group Manager, Project Development and Support (EGM) at Major Projects Canberra.

We are seeking an experienced Executive Assistant to provide high-level support to the EGM. Working under limited direction, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare high level correspondence as required, manage the EGM's calendar, travel and invoicing.

In addition, the Executive Assistant will prepare meeting agendas, draft reports, briefs and ministerial correspondence.

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 immediately until 9 December 2023 with 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: 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: Jamie Isaacson (02) 6205 1947 Jamie.Isaacson@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

Project Officer

NoWaste

Waste Education and Partnerships

Project Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 42162, Several)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

Details: If you are committed to working with the community to achieve great sustainability outcomes, then this is the role for you.

ACT NoWaste has an overarching goal of achieving less waste in landfill. The ACT is one of the leading jurisdictions in waste recovery in Australia, but we remain committed to doing more, progressing towards a goal of 90% resource recovery by 2025. To contribute to this goal, the Waste Education and Partnerships (WEP) team aims to inspire and support Canberrans to avoid waste and increase resource recovery.

The Project officer will assist in the delivery of community engagement projects that may include the ACT's Single-use plastic bans, encouraging correct use of waste services, waste avoidance and enhancing recycling and other resource recovery projects as required.

The Project officer will assist the Waste Education and Partnerships team in various aspects of project delivery including project delivery, stakeholder engagement, monitoring and evaluation and reporting.

We are looking for someone with excellent project management skills, communications and marketing skills, strong written communication skills, stakeholder engagement skills and an ability to work in a fast-paced 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:

Driver's licence Class C is essential.

This position does not require a pre-employment medical.

This position does require the ability to obtain a Working with Vulnerable People Check and First Aid Certificate.

An interest, knowledge and understanding of sustainability, waste avoidance and behaviour change would be well regarded but not essential.

Notes: This is a temporary position available immediately for nine months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW).

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

How to Apply: Applicants should submit the following:

A pitch of no more than two pages addressing the selection criteria outlined in the '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.

Contact Officer: Marianne Ching (02) 6205 2077 Marianne.Ching@act.gov.au

Transport Canberra and Business Services

Transport Canberra Bus Operations

Flexible Transport / Accidents and Claims

Administrative Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 20040)

Gazetted: 29 June 2023

Closing Date: 13 July 2023

Details: Expressions of interest (EOI) are sought for a suitably experienced person to temporarily fill the position of Administrative Support Officer, within the Flexible Transport / Accidents and Claims Team.

The Administrative Support Officer is tasked with delivering administrative and associated support to the Flexible Transport Team and the Accident and Claims Team within Transport Canberra Bus Operations. The Flexible Transport Team is responsible for the delivery of specialised passenger transport services catering for Canberra's special needs school students, Canberra's Elderly community and the local Aboriginal and Torres Strait Islander community. The Accident and Claims Team is responsible for managing the administration of Accident and Claim correspondence. This position holds a twofold responsibility providing administrative support to both teams and is based predominantly in Fyshwick, with at least one day working from Tuggeranong each week.

Notes: This is a temporary position available 17 July 2023 for 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: Please provide a copy of your current curriculum vitae including contact details of two referees, along with no more than one-page pitch addressing 'What you Require' within the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Corey (02) 6205 0676 Ian.Corey@act.gov.au

City Services

City Presentation

Sport & Recreation Facilities

General Field Staff

General Service Officer Level 3/4 \$53,867 - \$58,825, Canberra (PN: 14034, several)

Gazetted: 05 July 2023

Closing Date: 26 July 2023

Details: Sport and Recreation Facilities (SRF) is a dynamic and responsive business unit which provides sporting and recreation services for the community. The General Services Officer, GSO 3/4 will work as part of a team of employees engaged in Turf maintenance and cleaning operations of Government Sportsground Facilities.

Eligibility/Other requirements:

1. Preparedness to wear a uniform and to work anywhere in the ACT. This may also involve working alone operating equipment.
2. Permanent resident of Australia
3. Driver's licence (C-class) and be able, plus willingness to obtain a medium ridge truck licence within 12 months of your appointment.
4. Workplace Health and Safety Induction (White Card)
5. Ability to undertake the physical requirements of the tasks listed above and ability to lift weight up to 20 to 25kg (seed and fertiliser bags are of this weight).
6. Asbestos awareness card or a willingness to obtain

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

How to Apply: Please submit a no more than two-page pitch outlining your skills and experience to perform the duties as described in the "What you will do" section of the Position Description.

Please also submit copies of your qualifications and licences where applicable.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dave Mann (02) 6207 5143 Dave.Mann@act.gov.au

City Services

City Presentation

Urban Treescapes

Project Officer, Tree Protection

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 15336)

Gazetted: 05 July 2023

Closing Date: 19 July 2023

Details: Do you thrive in a busy administrative environment providing support to equally supportive managers and team members?

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 809,000 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the Tree Protection Act 2005; the assessment of tree related claims; and the provision of technical advice on tree related matters. Applications are invited to fill the full time, temporary position of Project Officer, Tree Protection for six months beginning as soon as possible with the possibility of extension or permanency.

The Project Officer, Tree Protection is responsible for providing support in the administration of Tree Protection legislation. This includes data storage and management, processing tree applications, co-ordinating development applications, processing of invoices, preparing general correspondence, preparing FOIs, drafting documentation for submission of legal advice, organising and prioritising tasks, and providing training in database management. The position also requires the taking of minutes and organisation of Tree Advisory Panel meetings.

The successful applicant will have experience in interpreting legislation as well as strong communication, time management, and organisational skills.

Please see the Position Description for further information about the role.

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

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

How to Apply: Applications should include -

A statement of two to three pages addressing the 'What You Require' section in the Position Description.

A current curriculum vitae (resume).

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: Mark Diehm (02) 6205 8679 Mark.Diehm@act.gov.au

City Services

City Presentation

Urban Treescapescapes

Tree Worker, Planting

General Service Officer Level 3/4 \$53,867 - \$58,825, Canberra (PN: 54957, several)

Gazetted: 04 July 2023

Closing Date: 25 July 2023

Details: Do you have a growing ambition to work with trees and nurture a greener future for the ACT?

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

Urban Treescapescapes manages and maintains more than 809,000 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the Tree Protection Act 2005; the assessment of tree related claims; and the provision of technical advice on tree related matters. Applications are invited to fill multiple full-time, temporary vacancies for the role of Tree Worker, Planting within the tree planting team beginning as soon as possible.

Tree Workers contribute to a knowledgeable team carrying out tree maintenance tasks within Canberra's urban forest.

Successful applicants will have a passion for trees, an understanding of the importance of teamwork and great customer service and enjoy the benefits of an attractive employment package including superannuation, allowances, and a nine-day fortnight.

Please see the Position Description for further information about the role.

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

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

How to Apply: Applications should include:

A statement of no more than four pages addressing the 'What you require' section in the Position Description

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Carma Sweet (02) 6207 7158 Carma.Sweet@act.gov.au

Roads and Public Transport

Transport Canberra

Belconnen Bus Depot

Administration and Charter Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 20192)

Gazetted: 03 July 2023

Closing Date: 10 July 2023

Details: The Administration and Charter Officer is responsible for coordinating and overseeing the associated administrative duties required to charter Transport Canberra buses. The position is also responsible for the ordering of uniform for new drivers and managing wear and tear applications of 450+ permanent drivers.

Eligibility/Other requirements: Knowledge of the Public Transport Industry, specifically bus operations are highly desirable.

How to Apply: Please submit a response to the selection criteria, keeping each criteria response to less than a page.

Applications should be submitted via the Apply Now button below.

Contact Officer: Malcolm Howard (02) 6207 7640 Malcolm.Howard@act.gov.au

City Services

City Presentation

Urban Treescapes

Assistant Director, Tree Protection

Senior Officer (Technical) Grade C \$114,928 - \$123,710, Canberra (PN: 15333)

Gazetted: 03 July 2023

Closing Date: 24 July 2023

Details: Are you a confident mediator willing to advocate on behalf of Canberra's urban forest? If so, you can help make a difference as a valued member of Urban Treescapes.

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 809,000 trees on parklands and streets throughout ACT.

Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Tree Protection Act 2005*; the assessment of tree related claims; and the provision of technical advice on tree related matters.

Applications are invited to fill the full-time, permanent role of Assistant Director, Tree Protection beginning as soon as possible.

The Assistant Director, Tree Protection is responsible for the administration of the Tree Protection legislation and a team of Technical Officers who oversee tree related claims procedures and provide technical advice on general tree related matters.

As a senior leader within TCCS, this role requires a person who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for supervising, managing, and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key factor of this role as is a value-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, encouraging ongoing development, and engaging the right people to the right roles.

Please see the Position Description for further information about the role.

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

Eligibility/Other Requirements:

Permanent Resident of Australia.

Driver's licence (C-class) is essential.

This position requires a pre-employment medical.

This position requires a Working with Vulnerable People Check.

Technical qualifications in Arboriculture, Forestry, Environmental Science, Urban Park Management, or related technical discipline.

Note: A Merit Pool may be established from this selection process and used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applications should include -

A statement of no more than four pages addressing the 'What You Require' section in The Position Description.

A current curriculum vitae (resume).

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: Samantha Ning (02) 6207 5878 Samantha.Ning@act.gov.au

City Services

City Presentation

Place Management

Amenity Weed Control Coordinator

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 40994)

Gazetted: 03 July 2023

Closing Date: 17 July 2023

Details: The role of Amenity Weed Control Program Coordinator involves overseeing and coordinating the urban Amenity Weed Control program as part of a Canberra wide horticultural maintenance package.

Day to day activities of this position include overseeing operational teams on the design and implementation of the Amenity Weed Control Program. The coordinator will work together with the Environmental Programs Coordinator/team to provide advice on the weed control program and asset management issues that arise, respond to public and ministerial enquiries; liaise with service providers, spray contractors, industry, government agencies and the community.

This role will also focus on continuous improvement of weed control methods and look at alternate practices to increase productivity and meet business and environmental expectations, including the use of alternative chemicals and/or treatments to reduce glyphosate usage across the Territory.

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

Eligibility/Other requirements:

Relevant tertiary qualifications, such as Horticulture, Environmental Science or equivalent is desirable.

AQF-3 Chemical Accreditation is essential.

AQF-4 Chemical Risk Management or a willingness to obtain is highly desirable.

White card

Asbestos Awareness Card

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. 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: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a response that provides evidence of your suitability to the role addressing the criteria under "What you require". Include examples that clearly demonstrate your relevant experience, skills, knowledge and behavioural capabilities. Please also attach a current curriculum vitae and provide names/contact details for two referees (one of which, should be your current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Tessa Roberts 0419001377 Tessa.Roberts@act.gov.au

Chief Operating Officer

Project and Change Manager, Procurement Reform

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44126)

Gazetted: 04 July 2023

Closing Date: 11 July 2023

Details: Are you an experienced Project Manager passionate about bringing people along the journey of change? Then this job could be for you!

Leveraging the whole of Government procurement reform being managed by Procurement ACT, the Project and Change Manager will work closely with key stakeholders and staff in the transition to a new way of doing procurement within TCCS.

Eligibility/Other requirements:

Minimum of three years' experience in delivering culture or people-focused projects or change management.

Prosci change management or similar accreditation is highly desirable.

Certification in Project Management and/or equivalent to a Cert IV or Diploma in program and project management is highly desirable.

Notes: This is a temporary position available 17 July 2023 until 19 April 2024.

How to Apply: Please submit an application of no more than two pages addressing the criteria located in the position description, as well as a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christina Rose (02) 6205 9401 Christina.Rose@act.gov.au

City Services

Roads ACT

Environment and Utilities

Assistant Director, Stormwater

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 56829)

Gazetted: 03 July 2023

Closing Date: 17 July 2023

Details: The position will look after the day-to-day operation of the ACT's Stormwater Utility, ensuring that established processes are followed by contractors when working on the network. The role will undertake design reviews for departures from stormwater standards, provide input to standards, regulatory documents and asset management planning documents. The position will develop and maintain productive relationships with ICON Water, Master Plumbers Association, regulatory authorities and the contractors responsible for undertaking stormwater operation and maintenance works. The role will coordinate access by plumbing companies to repair existing stormwater ties through an established process. The position supervises four asset inspection officers and one administrative officer to deliver the core tasks of operating the utility.

The role has responsibilities related to technical leadership for the stormwater network and contract management/administration. Roads ACT is looking for candidates with qualifications in civil/hydraulic engineering

and/or related experience in the construction industry coupled with project management qualifications and experience.

As a senior leader within TCCS, this role requires a person who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. 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 develop, engage and the right people to the right roles.

There is opportunity for permanent staff to occupy other positions across Roads ACT (at level) for the purposes of backfilling staff whilst on leave and for development purposes.

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 and contract management experience.

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

An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit:

A supporting statement of no more than three pages outlining experience and/or ability and addressing the requirements of "What you Require" section of the attached Position Description.

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: David Hua (02) 6207 0122 David.Hua@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Landscape Architect/ Architect/ Project Manager

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 17933)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

Details: Infrastructure Delivery manage and deliver Capital Works program on behalf of the various business units within the Transport Canberra and City Services directorate including Roads ACT, City Presentation, ACT NOWaste, ACTION, Libraries ACT, Sports and Recreation and others. Types of projects include (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, minor shopping centre upgrades, urban renewal, landfill cells, car park improvements, playgrounds and sportsground infrastructure.

Infrastructure Delivery is seeking a dynamic Project Manager with experience in landscape and urban design focused infrastructure projects.

The position is responsible for the planning, design scope, procurement and execution of key urban and landscape design capital projects for TCCS. The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community.

The position primary responsibilities are to:

Develop and effectively project manage multiple capital works projects through the engagement of ACT Government delivery agencies, consultancies and / or contractors.

Develop and maintain positive relationships and communications with stakeholders, both internal to TCCS, other ACT Government Directorates and importantly with community and relevant stakeholder groups.

Application of well-developed skills in project management and urban realm/ landscape design to meet demanding schedules as well as provide professional advice and assistance to other officers and managers within ID. These skills will include, project planning, project budget management and legislative approvals.

Please see attached Position Description for details of the duties to be undertaken.

Should you have any questions relating to the position, please contact Angela.Hauzer@act.gov.au or 6207 1612.

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: Applicants must hold a relevant professional qualification in Landscape Architecture, Architecture or Project Management or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or have significant urban and landscape design, building or Infrastructure knowledge and/or project management experience.

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

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

How to Apply: Applicants must provide a response (maximum of one page per criteria) addressing the 'What you Require' criteria as per the attached Position Description, highlighting how your skills and experience are relevant to the responsibilities within the role.

Applications should also include a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maria Batzogiannis (02) 6205 3734 Maria.Batzogiannis@act.gov.au

City Services

Infrastructure Delivery

Infrastructure Delivery

Project Director (MRF/FOGO)

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 61743)

Gazetted: 30 June 2023

Closing Date: 14 July 2023

Details: Infrastructure Delivery manage and deliver Capital Works program on behalf of the various business units within the Transport Canberra and City Services directorate including Roads ACT, City Presentation, ACT NOWaste, ACTION, Libraries ACT, Sports and Recreation and others. Types of projects include (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, minor shopping centre upgrades, urban renewal, landfill cells, car park improvements, playgrounds and sportsground infrastructure.

Infrastructure Delivery is seeking an experienced Project Director to lead and effectively manage the project team delivering the Material Recovery Facility (MRF) and Food Organics and Garden Organics (FOGO) projects (the project).

The Project Director provides professional, technical, strategic and policy advice to the industry, asset managers, TCCS executive, the public and relevant Ministers. The Project Director also works with the development industry to deliver effective and efficient services.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development, and develop, engage and the right people to the right roles.

Please see attached Position Description for details of the duties to be undertaken.

Should you have any questions relating to the position please contact Nick Taylor, Nick.Taylor@act.gov.au, 6207 9857.

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: Applicants must hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognized within Australia; or hold a relevant building degree; or have significant building or Infrastructure knowledge and/or project management experience.

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

How to Apply: Applicants must provide a response (maximum of one page per criteria) addressing the 'What you Require' criteria as per the attached position description, highlighting how your skills and experience are relevant to the responsibilities within the role.

Applications should also include a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maria Batzogiannis (02) 6205 3734 Maria.Batzogiannis@act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 6 \$91,315 - \$104,509

Lachlan Puzey, Section 68(1), 3 July 2023

ACT Long Service Leave Authority

Administrative Services Officer Class 5 \$84,749 - \$89,705

Alison Rowe, Section 68(1), 1 July 2023

ACT Teacher Quality Institute

School Leader B \$154,033

Jane Pamerter, Section 68(1), 29 June 2023

Canberra Health Services

Technical Officer Level 1 \$62,599 - \$65,631

Lu Ai, Section 68(1), 29 June 2023

Sterilising Services Health Service Officer Level 3/4/5 \$55,350 - \$63,169 (pending on qualifications)

Armando Banuag, Section 68(1), 29 June 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Jyoti Bhandari, Section 68(1), 29 June 2023

Technical Officer Level 1 \$62,599 - \$65,631

Abigail Castro, Section 68(1), 30 June 2023

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Ahmed Dilraj, Section 68(1), 3 July 2023

Health Service Officer Level 3/4/5 \$55,350 - \$63,169

Jayar Estrella, Section 68(1), 29 June 2023

Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade)

Melissa Ferguson, Section 68(1), 3 July 2023

Health Professional Level 2 \$70,679 - \$97,028

Reshma George, Section 68(1), 3 July 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Sophie Hickman, Section 68(1), 3 July 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Emily Hughes, Section 68(1), 27 June 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Sisy Jacob, Section 68(1), 6 July 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Yerin Jo, Section 68(1), 6 July 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Neala Jocumsen, Section 68(1), 6 July 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Lijo Joseph, Section 68(1), 6 July 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Stephanie Kinnane, Section 68(1), 6 July 2023

Health Professional Level 2 \$70,679 - \$97,028

Thomas Knox, Section 68(1), 1 July 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Courtney Kopada, Section 68(1), 3 July 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Simon Lee, Section 68(1), 6 July 2023

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Timothy Martin, Section 68(1), 26 June 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Jacqueline McGrath, Section 68(1), 6 July 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Natasha McKay, Section 68(1), 1 July 2023

Health Professional Level 2 \$70,679 - \$97,028

Elia MCNAMEE, Section 68(1), 1 July 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Rashma Niraula, Section 68(1), 3 July 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Hyojung Park, Section 68(1), 2 July 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Karen Polglase, Section 68(1), 6 July 2023

Registered Nurse Level 1 \$72,698 - \$97,112

John Remulta, Section 68(1), 1 July 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sita Shrestha, Section 68(1), 29 June 2023

Clinical Coder Level 1 \$89,649 - \$124,387

Penny Want, Section 68(1), 3 July 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Ashleigh Whittaker, Section 68(1), 4 July 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Samantha Woods, Section 68(1), 6 July 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Aimie Wright, Section 68(1), 6 July 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Huiling Xu, Section 68(1), 3 July 2023

Canberra Institute of Technology

General Service Officer Level 6 \$62,860 - \$65,718

Andrew Schwab, Section 68(1), 20 June 2023

Chief Minister, Treasury and Economic Development

Senior Officer Grade B \$135,355 - \$152,377

Ellen Harvey, Section 68(1), 28 June 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Emma Herron, Section 68(1), 5 July 2023

Information Technology Officer Class 1 \$73,920 - \$84,144

Bipanpreet Kaur, Section 68(1), 3 July 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Guru Khanal, Section 68(1), 1 July 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Fiona Krawczyk, Section 68(1), 6 July 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Beth Lonergan, Section 68(1), 3 July 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Leila Rickman, Section 68(1), 1 July 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Rabia Shami, Section 68(1), 3 July 2023

Senior Officer Grade A \$157,201

Phillipa Spears, Section 68(1), 3 July 2023

Senior Officer Grade C \$114,928 - \$123,710

Kim Wickramariyaratne, Section 68(1), 4 July 2023

Community Services

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

Claire Grant, Section 68(1), 3 July 2023

Education

Professional Officer Class 2 \$91,315 - \$104,509

Nicole Withers, Section 68 (1), 1/07/2023

Classroom Teacher \$76,575 - \$114,624

Kayla Forrest, Section 68(1), 17 July 2023

Classroom Teacher \$76,575 - \$114,624

Sally Jones, Section 68(1), 29 June 2023

Classroom Teacher \$76,575 - \$114,624

Sharron Beazley, Section 68(1), 17 July 2023

Classroom Teacher \$76,575 - \$114,624

Tim Brideoake, Section 68(1), 17 July 2023

Classroom Teacher \$76,575 - \$114,624

Christopher Bishop, Section 68(1), 17 July 2023

Classroom Teacher \$76,575 - \$114,624

Lisa Collins, Section 68(1), 2023 17 July 2023

Classroom Teacher \$76,575 - \$114,624

Olga Spivak, Section 68(1), 2023 15 July 2023

School Assistant 2/3 \$51,548 - \$62,857

Bradley Radovanovic, Section 68(1), 30 June 2023

School Assistant 2 \$51,548 - \$56,919

Natalie Soffe, Section 68(1), 28 June 2023

Information Technology Officer Class 1 \$73,920 - \$84,144

Tomislav Vareskic, Section 68(1), 3 July 2023

Environment, Planning and Sustainable Development

Senior Officer Grade C \$114,928 - \$123,710

Jessica Cheung, Section 68(1), 3 July 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Stephanie Illiadis, Section 68(1), 1 July 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Dean Mensinga, Section 68(1), 5 July 2023

Senior Officer Grade B \$135,355 - \$152,377

David Rochford, Section 68(1), 30 June 2023

Justice and Community Safety

Administrative Services Officer Class 3 \$68,685 - \$73,920

Nikolas Blaskovic, Section 68(1), 29 June 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Brittany De Marco, Section 68(1), 26 June 2023

Correctional Officer Class 1 \$69,433 - \$82,797

Hannah Rasmussen, Section 68(1), 19 June 2023

Transport Canberra and City Services

Capital Linen Service Band 1 \$51,001 - \$53,047

Margie Denyer, Section 68(1), 4 September 2023

Capital Linen Service Band 1 \$51,001 - \$53,047

Brendan Gray, Section 68(1), 6 July 2023

General Service Officer Level 3/4 \$53,867 - \$58,825

Muhammad Kanwal, Section 68(1), 22 June 2023

Capital Linen Service Band 1 \$51,001 - \$53,047

Ashesh Shakya, Section 68(1), 6 July 2023

Capital Linen Service Band 1 \$51,001 - \$53,047

Rosita Tagsip, Section 68(1), 6 July 2023

TRANSFERS

ACT Audit Office

Samuel Adjei

From: Classroom Teacher \$76,575 - \$114,624

Education

To: Auditor \$68,685 - \$89,705

ACT Audit Office, Canberra (PN. 25226) (Gazetted 14 April 2023)

ACT Health

Amanda Day

From: Senior Officer Grade C \$114,928

ACT Health

To: Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 45183) (Gazetted 4 May 2023)

Maddisson Kourpanidis

From: Administrative Services Officer Class 6 \$104,509

ACT Health

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health, Canberra (PN. 53264) (Gazetted 8 May 2023)

Canberra Health Services

Tiina Mann

From: Senior Officer Grade C \$123,710

Canberra Health Services

To: Senior Officer Grade C \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 60561) (Gazetted 20 April 2023)

Chief Minister, Treasury and Economic Development

Mary Wong

From: Administrative Services Officer Class 4 \$78,591

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 08109) (Gazetted 10 May 2023)

Education

Narelle Toft

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 50157) (Gazetted 21 September 2022)

Justice and Community Safety

Elise Brazel

From: Senior Professional Officer Grade C \$123,710

Justice and Community Safety

To: Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 46750) (Gazetted 17 May 2023)

PROMOTIONS

ACT Health

Digital Solutions Division

Application Support

Aimee Menzies

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 60862, Several) (Gazetted 5 April 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Population Health Division

Office of the Chief Health Officer

Hoa Mi

From: Senior Officer Grade B \$135,355 - \$152,377

ACT Health

To: †Senior Officer Grade A \$157,201

ACT Health, Canberra (PN. 53408) (Gazetted 8 May 2023)

Policy, Partnerships and Programs

Health Policy and Strategy Branch

Jason Pover

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 45183) (Gazetted 4 May 2023)

Policy, Partnerships and Programs

Health Policy and Strategy Branch

Gayathri Ranasinghe

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 45183) (Gazetted 4 May 2023)

Policy, Partnerships and Programs

Health Policy and Strategy Branch

Juliana Wang

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Health

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health, Canberra (PN. 50344) (Gazetted 4 May 2023)

Population Health Division

Office of the Chief Health Officer

Kirsty Whybrow

From: Senior Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 50208) (Gazetted 8 May 2023)

Canberra Health Services

Gemma Brown

From: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Canberra Health Services, Canberra (PN. 61972) (Gazetted 3 April 2023)

Rehabilitation, Aged and Community Services

Ella Davies

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. 59777) (Gazetted)

Rehabilitation, Aged and Community Services

Community Care Program

Community Care - Nursing

Alaura Devereux

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 28254) (Gazetted 7 December 2022)

Clinical Services

Rehabilitation, Aged and Community Services

Client Support Services

James Harvey

From: Technical Officer Level 1 \$62,599 - \$65,631

Canberra Health Services

To: Senior Stores Supervisor Level 1 \$68,685 - \$70,402

Canberra Health Services, Canberra (PN. 14981) (Gazetted 16 May 2023)

CHS Clinical Services

Karenjit Kaur

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 38049) (Gazetted)

Medical services

Medical Library

Lori Korodaj

From: Classroom Teacher \$76,575 - \$114,624

Education

To: Professional Officer Class 2 \$91,315 - \$104,509

Canberra Health Services, Canberra (PN. 56914) (Gazetted 15 May 2023)

Michelle McKeown

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. 28754) (Gazetted 4 April 2023)

CHS People & Culture

James McVeigh

From: Administrative Services Officer Class 3 \$68,685 - \$73,920
Canberra Health Services
To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Canberra Health Services, Canberra (PN. 60452) (Gazetted 13 February 2023)

Clinical Services

Colin Noonan

From: Registered Nurse Level 4.1 \$130,846
Canberra Health Services
To: †Registered Nurse Level 4.3 \$149,388
Canberra Health Services, Canberra (PN. 54404) (Gazetted 11 May 2023)

Clinical Services

Carla Ormston

From: Health Professional Level 4 \$114,928 - \$123,710
Canberra Health Services
To: †Health Professional Level 5 \$135,355 - \$152,377
Canberra Health Services, Canberra (PN. 40755) (Gazetted 11 May 2023)

Women, Youth and Children's Health

Department of Obstetrics & Gynaecology

Debra Paoletti

From: Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA)
Canberra Health Services
To: Medical Imaging Level 5 \$142,141 - \$159,994
Canberra Health Services, Canberra (PN. 61976) (Gazetted 4 January 2023)

Clinical Services

Mental Health Justice Health , Alcohol & Drug Services

Belinda Robson

From: Registered Nurse Level 3.1 \$115,743 - \$120,506
Canberra Health Services
To: †Registered Nurse Level 3.2 \$130,846
Canberra Health Services, Canberra (PN. 60244) (Gazetted 12 May 2023)

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services

Parika Saini

From: Registered Nurse Level 3.1 \$115,743 - \$120,506
Canberra Health Services
To: †Registered Nurse Level 3.2 \$130,846
Canberra Health Services, Canberra (PN. 34421) (Gazetted 23 May 2022)

Cancer and Ambulatory Services

Cancer Services

Alana Wood

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. 34581) (Gazetted 3 May 2023)

Chief Minister, Treasury and Economic Development

Workforce Capability and Governance

Shared Services Finance Operations

Debt Management

Emma Corby

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. 59315) (Gazetted 15 June 2023)

Digital, Data and Technology Solutions

Customer Engagement Services

Education ICT

Mitchell Darmody

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 17954) (Gazetted 4 May 2023)

Access Canberra

Construction, Utilities and Environmental Protection Branch

Construction and Planning Investigations Team

Jo-Anne Howard

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 50237) (Gazetted)

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.

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Property and Shared Services

ACT Property Group

Corporate Governance

Megan Langford

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 10962) (Gazetted 4 April 2023)

Corporate

People and Capability Branch

Employee Relations

Daniel Leung

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 27965) (Gazetted 5 May 2023)

Access Canberra

Service Delivery and Engagement

Parking Operations

Ansel Reddimalla

From: Administrative Services Officer Class 2 \$60,620 - \$66,939

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 3 \$68,685 - \$73,920
Chief Minister, Treasury and Economic Development, Canberra (PN. 40468) (Gazetted 30 March 2023)

Community Services

Children, Youth and Families

Youth Justice

Joanne Brock

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 02885) (Gazetted 4 May 2023)

Strategic Policy

Office for Aboriginal and Torres Strait Islander Affairs

Adam Buoro

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

Community Services, Canberra (PN. 42170) (Gazetted 14 April 2023)

Children, Youth and Families

Practice and Performance

Relationship Management

Alison Lawrence

From: Senior Officer Grade C \$114,928 - \$123,710

Community Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Community Services, Canberra (PN. 01300) (Gazetted 24 October 2022)

Strategic Policy

Office for Aboriginal and Torres Strait Islander Affairs

Telesha Newman

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

Community Services, Canberra (PN. 32521) (Gazetted 14 April 2023)

Housing ACT

Client Services

Tegan Nickols

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 09046) (Gazetted 29 July 2022)

Education

School Performance and Improvement

North and Gungahlin Network

East Gungahlin High School

Melissa Beattie

From: \$154,033

Education

To: †School Leader B \$154,033

Education, Canberra (PN. 61491) (Gazetted 9 May 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Business Services

Governance and Community Liaison

Information Access

Julia Bowden

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 45273) (Gazetted 16 March 2021)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

North Gunghalin

Majura Primary School

Alessandra Gattuso

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 01986) (Gazetted 23 August 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.

University of Canberra High School Kaleen

Stuart Gilding

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 03360) (Gazetted 26 April 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

South Weston

Alfred Deakin High School

Julie Gnjec

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 52731) (Gazetted 15 May 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Improvement

North and Gungahlin Network

Gungahlin College

Paul Landrigan

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education

To: †Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN. 44153) (Gazetted 15 June 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Improvement

Maribyrnong Primary School

Justine Minchin

From: School Assistant 2/3 \$51,548 - \$62,857

Education

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Education, Canberra (PN. 57442) (Gazetted 26 May 2023)

School Improvement

Tuggeranong Network

Wanniassa Hills Primary School

Nardia Ruhan

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 49155) (Gazetted 14 June 2023)

School Improvement

Gordon Primary School

Madison Samuels

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 32602) (Gazetted 13 June 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

System Policy and Reform

Strategic Policy

Early Childhood Policy

Katherine Walsh-Smith

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 61680) (Gazetted 25 May 2023)

Environment, Planning and Sustainable Development

Planning and Urban Policy

Strategic Planning and Policy

Anthony Burton

From: Senior Officer Grade A \$157,201

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$157,201

Environment, Planning and Sustainable Development, Canberra (PN. 61151) (Gazetted 20 April 2023)

Corporate Services and Operations

Governance, Compliance and Legal

Legal Policy

Phillipa Jacomb

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. 25141) (Gazetted 2 May 2023)

Justice and Community Safety

ACT Courts and Tribunal

Corporate and Strategic Services

Strategic Finance

Lalanka Amarasiri Mestiyage Don

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Justice and Community Safety, Canberra (PN. 43696) (Gazetted 29 September 2022)

Emergency Services Agency

Assistant Commissioner Operations

Toby Keene

From: Ambulance Manager Level 2 \$141,918 - \$149,471

Justice and Community Safety

To: †Senior Officer Grade A \$157,201

Justice and Community Safety, Canberra (PN:07947) (Gazetted 3/04/2023)

Major Projects Canberra

Light Rail

Project Directors Group

Emily Trevenen

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Major Projects Canberra

To: †Senior Officer Grade C \$114,928 - \$123,710

Major Projects Canberra, Canberra (PN. 61676) (Gazetted 25 May 2023)

Transport Canberra and City Services

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Matthew Curtis

From: Infrastructure Officer 1 \$75,792 - \$89,551

Transport Canberra and City Services

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Transport Canberra and City Services, Canberra (PN. 49924) (Gazetted 4 May 2023)

Territory and Business Services

Libraries ACT

Libraries ACT

Ravindu De Fonseka

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services

To: †Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 37656) (Gazetted 11 April 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

Roads ACT

Environment and Utilities

Pranayan Giri

From: Infrastructure Officer 3 \$115,193 - \$126,450

Community Services

To: †Infrastructure Officer 4 \$136,524 - \$155,109

Transport Canberra and City Services, Canberra (PN. 48997) (Gazetted 23 March 2023)

Transport Canberra Business Services

Transport Canberra

Light Rail Operations

Yong Feng LIU

From: Senior Officer Grade B/Infrastructure Officer 4 \$135,355 - \$155,109

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 4 \$136,524 - \$155,109

Transport Canberra and City Services, Canberra (PN. 41123) (Gazetted 4 May 2023)

Territory and Business Services

Libraries ACT

Libraries ACT

Morgan Mikulic

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services

To: †Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 37652) (Gazetted 11 April 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

Roads ACT

Environment and Utilities/Bridges

Malkotuwe Gedra Shameera Amal Thilakarathna

From: Infrastructure Officer 2 \$91,428 - \$105,186

Transport Canberra and City Services

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Transport Canberra and City Services, Canberra (PN. 61366) (Gazetted 28 April 2023)