

# ACT Government Gazette

# Gazetted Notices for the week beginning 05 December 2024

## VACANCIES

### ACT Health

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

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

**Infrastructure, Communications and Engagement Division**

**Infrastructure Policy and Planning**

**Expanding Health Centres Program**

**Project Manager**

**Infrastructure Officer 3 $124,377 - $136,032, Canberra (PN: 67025)**

Gazetted: 10 December 2024

Closing Date: 17 December 2024

Details: Do you want to shape, lead and manage significant Health Infrastructure on behalf of the Territory? Do you want to be part of a small, dynamic, high performing team? This is that opportunity!

The Project Manager will report to the Senior Director, Expanding Health Centres Program, and work closely with the Infrastructure Policy and Planning Branch. The role will be assisting with the technical support for planning, design, and implementation of the Expanding Health Centres Program. The role includes engagement with key partners across Government in the development of ACT Health projects.

The Position also includes supporting the Project Support Officer, Expanding Health Centres Program, in completing a range of high-level administrative functions. This role requires a person who can support senior leaders to inspire, energise and positively influence team and individual outcomes. 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.

If this sounds like you, we encourage you to apply!

The ACT Health Directorate is a key part of the ACT’s health system and aims to improve the health outcomes of people living in the ACT. We are a workforce of skilled, passionate professionals, who together want to support those living in the Canberra community and region to live long and healthy lives.

We encourage applicants from all areas of our community. We recognise and value the unique strengths, knowledge and skills of Aboriginal and Torres Strait Islander peoples, people with a disability and with experience of disability, people from Culturally and Linguistically Diverse communities, and those who identify as LGBTIQ+. We welcome the cultural expertise, insight and lived experience, they bring to the design and development of our strategies, policies and programs and the delivery of work at ACTHD.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements:

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

Hold a relevant processional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have building or infrastructure knowledge and/or project management experience.

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

How to Apply: Please submit a current curriculum vitae, contact details of two referees (one being a current supervisor) and a written statement in the form of a pitch of no more than two pages in response to the ‘Professional / Technical Skills and Knowledge’, and ‘Behavioural Capabilities’ included in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristen Wilson (02) 6207 6564 Kristen.Wilson@act.gov.au

**Infrastructure, Communications and Engagement Division**

**Infrastructure Policy and Planning**

**Expanding Health Centres Program**

**Project Support Officer, Expanding Health Centres**

**Senior Officer Grade C $124,103 - $133,195, Canberra (PN: 66673)**

Gazetted: 10 December 2024

Closing Date: 17 December 2024

Details: Do you want to be part of the team shaping health infrastructure in the Territory? Working in the Infrastructure Policy and Planning Branch with the ACT Health Infrastructure Communication and Engagement Division, you will have the opportunity to support the development and delivery of Health Infrastructure.

The Project Support Officer will work closely with the Infrastructure Policy and Planning Branch in the planning and delivery of complex infrastructure projects. The role will support the Senior Director by providing high level administrative support, assisting with the planning, design, and implementation of various ACT Health projects. The role is suited to someone with a can-do attitude who contributes to a positive workplace culture and enjoys achieving results.

If this sounds like you, we encourage you to apply!

The ACT Health Directorate is a key part of the ACT’s health system and aims to improve the health outcomes of people living in the ACT. We are a workforce of skilled, passionate professionals, who together want to support those living in the Canberra community and region to live long and healthy lives.

We encourage applicants from all areas of our community. We recognise and value the unique strengths, knowledge and skills of Aboriginal and Torres Strait Islander peoples, people with a disability and with experience of disability, people from Culturally and Linguistically Diverse communities, and those who identify as LGBTIQ+. We welcome the cultural expertise, insight and lived experience, they bring to the design and development of our strategies, policies and programs and the delivery of work at ACTHD.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

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

How to Apply: Please submit a current curriculum vitae, contact details of two referees (one being a current supervisor) and a written statement in the form of a pitch of no more than two pages in response to the ‘Professional / Technical Skills and Knowledge’, and ‘Behavioural Capabilities’ included in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristen Wilson (02) 6207 6564 Kristen.Wilson@act.gov.au

**Digital Solutions Division**

**Office of the Chief Information Officer**

**Chief Medical Information Officer**

**Specialist Band 1 - 5/Senior Specialist $188,151 - $254,198, Canberra (PN: 44444)**

Gazetted: 05 December 2024

Closing Date: 10 January 2025

Details:

Develop and sustain a strategic approach to engaging medical staff within the ACT health system and the broader healthcare environment for input into digital strategy, system planning, and implementation.

Provide visionary leadership for change management initiatives and foster clinician engagement during the procurement, adoption, and use of digital health technologies.

Collaborate with healthcare providers across the ACT Health system, leveraging knowledge of patient care, health informatics, and change management to align digital transformation efforts with clinical and operational goals.

Monitor and respond to feedback from clinicians on technology usage and change readiness in their practice areas.

Offer expert insights into ICT investment priorities, identifying opportunities for innovative digital solutions that enhance healthcare delivery and contribute to overall strategic decision-making.

Maintain a comprehensive understanding of healthcare operations to inform decisions that advance service delivery improvements and health system reforms.

Support the management of complex and sensitive issues related to information systems and technology, ensuring alignment with clinical and corporate governance, privacy, security, data ontology, and records management protocols.

Uphold and promote adherence to defined service quality standards, as well as work health and safety policies, to maintain high-quality and secure healthcare services and workplaces.

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Eligibility/Other Requirements:

Mandatory

Experience as a clinician with leadership responsibilities in a complex, multi-specialty healthcare environment.

Registered as a medical practitioner with the Australian Health Practitioner’s Regulation Agency.

Fellowship of the relevant Australian Specialist Medical Colleges or equivalent.

Notes: This is a part-time position (18.38), and the salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a maximum three-page pitch providing examples demonstrating your suitability against the Selection Criteria section of the Position Description. Please also provide a current curriculum vitae, including the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Holger Kaufmann (02) 5124 9000 Holger.Kaufmann@act.gov.au

**Infrastructure, Communication and Engagement Division**

**Infrastructure Delivery**

**Infrastructure Delivery**

**Senior Director, Project Management and Reporting**

**Senior Officer Grade A $167,872, Canberra (PN: 61242)**

Gazetted: 06 December 2024

Closing Date: 13 December 2024

Details: A three-month opportunity (with possibility of extension) is available for an experienced Senior Director to support project governance, reporting and coordination requirements for the suite of health infrastructure projects.

Senior Director will manage the Program Management Office team within the ACT Health Directorate’s Infrastructure Delivery (ID) Branch.

The ID Branch supports the Territory’s health system by:

Providing strategic advice and leadership in infrastructure master planning, strategy and design;

Providing our Non-Government Organisation (NGO) health service partners with fit-for-purpose infrastructure and asset management;

Delivering a safe, sustainable and effective workplace for ACT Health’s workforce through asset, leasing and facilities management; and

Representing the ACT Government’s interests on the trans-Tasman Australasian Health Infrastructure Alliance.

The ID Branch takes a long-term look at ACT health infrastructure, using clinical input, demand scenarios, population projections, community feedback, asset assessment and infrastructure information to manage and plan for health infrastructure that meets community needs. Projects include the Canberra Hospital Master Plan, Southside Hydrotherapy Pool, Watson Precinct redevelopment, and minor and major infrastructure upgrades at health facilities across the Territory.

The Senior Director works within the ID Branch’s Program Management Office to coordinate reporting requirements for the suite of health infrastructure projects.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Notes: This is a temporary position available from 30 December 2024 for a period of three months with the possibility of extension up to 12 months. The selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

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

**Digital Solutions Division**

**Office of the Chief Information Officer**

**Chief Nursing and Midwifery Information Officer**

**Registered Nurse Level 5.4 $170,756, Canberra (PN: 43256)**

Gazetted: 06 December 2024

Closing Date: 10 January 2025

Details: The Chief Nursing and Midwifery Information Officer (CNMIO) serves as an advocate for the use of technology in the clinical setting, engages and builds strong relationships with nurses and midwives, represents their needs and fosters consensus at all levels to support the delivery of digitally enabled clinical services and the ACT Health Digital Health Strategy.

Provide leadership, facilitate engagement with, and represent the views of nurses and midwives across public hospital and health services in the ACT in relation to the procurement, implementation and use of technology.

Combine knowledge of patient care, informatics concepts and change management to effectively address the information and knowledge needs of nurses, midwives and patients to promote safe, effective and efficient use of technology in clinical settings.

Act as a change agent in the identification, development, planning, implementation and value measurement of technology strategies and projects to support quality patient care and professional practice.

Monitor trends, elicit and manage feedback from nurses and midwives and advise the CIO about potential concerns that may impact clinician perspectives about access to and use of technology and/or ability to manage change within their clinical area of practice.

Provide appropriate clinical oversight over all technology matters and manage all clinical safety issues and reviews involving the Division.

Collaborate with the Chief Medical Information Officer and other key stakeholders to provide clinical input and oversight to ensure the successful delivery of projects and support activities.

Identify and respond to learning, development and training needs of nurses and midwives in relation to technology matters.

Provide professional leadership for nurses and midwives within the Digital Solutions Division.

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

Pro-Diversity Statement: We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other requirements:

Mandatory

Registered or eligible to register as a General Nurse OR Midwife with the Australian Health Practitioner Regulation Authority. This is a security assessed position requiring Negative Vetting Level 1 (NV1) clearance. The successful applicant must currently hold or be eligible to hold an NV1 security clearance.

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 maximum three page pitch providing examples demonstrating your suitability against the Selection Criteria section of the Position Description. Please also provide a current curriculum vitae, including the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Holger Kaufmann (02) 5124 9000 Holger.Kaufmann@act.gov.au

**Policy and Transformation**

**Office of Professional Leadership and Education**

**Office of the Chief Nursing and Midwifery Officer**

**Administrative Officer**

**Administrative Services Officer Class 5 $92,855 - $97,987, Canberra (PN: 61448)**

Gazetted: 05 December 2024

Closing Date: 19 December 2024

Details: Are you looking for a dynamic and amazing opportunity? Are you a highly motivated and experienced administration professional who enjoys working in a fast-paced environment with competing priorities? The Office of the Chief Nursing and Midwifery Officer (OCNMO) is looking for a can-do person to join our team.

Working within a culture of collaboration and innovation, you’ll have opportunities for learning and development in a supportive environment, allowing you to grow professionally while contributing to the efficiency and effectiveness of the OCNMO.

In this fast-paced role, you’ll play a crucial part in the smooth running of our office. You’ll have the chance to work on a variety of tasks, projects and programs, from managing stakeholder enquiries and coordinating government business requests to providing high-level secretariat, administrative and events management support. Your ability to hit the ground running and effectively manage competing priorities will be a key asset in this role.

We are seeking someone with high-level administrative skills and experience, strong verbal and written communication skills, excellent organisational skills and attention to detail, and high-level proficiency with Microsoft 365 and records management programs. The ideal candidate will be committed to maintaining effective systems and practices, exercising initiative and flexibility, and proactively problem-solving.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements: Experience in an administration role or a qualification in government business will be considered favourably. Experience using Objective records management system will also be highly regarded.

Notes: This is a temporary position available immediately until 28 February 2025 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only.

A merit pool may be established from this selection process to be used to fill vacancies over the next 12 months. Our workforce is currently operating in a hybrid model, working from home and Bowes Street in Woden. The successful candidate will be provided information about the hybrid format, including how to work from home safely and effectively. 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: Please submit a written application of no more than two pages responding to the capabilities listed under ‘What You Require’ in the Position Description along with your current curriculum vitae and contact details of at least two referees (one being your current or immediate past supervisor). Shortlisted candidates may be required to provide two written referee reports prior to interview.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paige Hughes 02 51249794 Paige.Hughes@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**

**Women Youth and Children**

**General Counsel**

**Executive Level 2.1 $299,009 - $310,975 depending on current superannuation arrangements, Canberra (PN: E1204)**

Gazetted: 11 December 2024

Closing Date: 10 January 2025

Details: The ACT Integrity Commission is seeking an experienced General Counsel for appointment on an executive contract for up to five (5) years.

This is an opportunity to work in an anti-corruption agency, providing advisory, advocacy and leadership, to prevent, investigate and expose corrupt conduct.

The General Counsel works closely with the ACT Integrity Commissioner and CEO to lead the legal services of the Commission. This is a hands-on and varied role, collaborating with teams across the organisation to provide in-house legal services for the Commission’s operational functions, including its assessment and investigation functions. As required, this position undertakes the role of counsel assisting in the Commission’s examinations and represents the Commission in court proceedings and/or the briefing of external counsel on matters.

Key functions and accountabilities include:

Legal advice to the Commissioner, CEO and staff on all aspects of its operations, including the application and interpretation of the Integrity Commission Act 2018.

Leading the Commission’s legal team.

Drafting reports detailing findings and outcomes of investigations.

Appearing as Counsel Assisting the Commissioner in public and private examinations.

Establishing and maintaining relationships with key external stakeholders such as the ACT Director of Public Prosecutions and the ACT Government Solicitor.

Further details can be found in the Position Description.

Remuneration: The position attracts a remuneration package ranging from $299,009 - $310,975 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of $265,927.

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

How to Apply: Please submit a maximum two-page application addressing your suitability in line with the Executive Capabilities and a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: CEO (02) 6207 1883 info@integrity.act.gov.au

### Canberra Health Services

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

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

**Community Care Program - Podiatry**

**Allied Health Assistant 2/3 $64,378 - $85,445 Canberra (PN: 67764 - 02KY2)**

Gazetted: 12 December 2024

Closing Date: 20 December 2024

Details: What can we offer you:

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

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

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

Flexible working conditions.

Access to Employee Assistance Program.

Access to discounted gym membership.

Access to onsite Physiotherapists.

Onsite cafes, staff cafeteria, pharmacy and gift shop.

Up to $12K reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

In this Allied Health Assistant Level 2 role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

We pride ourselves on our continual drive to deliver exceptional patient care. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind. This involves promoting positive patient outcomes through the provision of exceptional clinical services, networking, and health promotion activities under the direction of the Podiatry Manager.

Please note selection may be based with on written application and referee reports only.

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

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

Undergo a pre-employment National Police Check.

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

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

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

Note: This is a part-time permanent position available at 22.05 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Andrew McMillan (02) 5124 1229 Andrew.McMillan@act.gov.au

**People and Capability**

**Senior Director, Industrial Relations**

**Senior Officer Grade A $167,872, Canberra (PN: 677010 - 02K7E)**

Gazetted: 05 December 2024

Closing Date: 10 December 2024

What can we offer you:

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

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

Flexible working conditions.

11.5% Superannuation.

Access to Employee Assistance Program.

Access to discounted gym membership.

Access to onsite Physiotherapists.

Up to $12K reimbursement of relocation expenses for interstate candidates. (subject to review and approval)

About the Role:

Canberra Health Services is seeking a highly experienced Industrial Relations Strategist with outstanding analytical ability to lead a small team of HR Professionals to deliver strategically aligned industrial relations solutions, including the negotiation of several key Enterprise Agreements.

As a key leader within the People and Culture Branch, the Senior Director Industrial Relations will collaborate with leaders across CHS, other agencies and unions to ensure that the industrial framework in CHS is responsive to the organisations needs while having regard to the interests of all stakeholders.

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Steven Linton (02) 5124 9599 steven.linton@act.gov.au

**CHS Finance and Business Intelligence**

**FBI Operations**

**CHS Financial Management**

**Director of Financial Management**

**Senior Officer Grade B $145,253 - $162,877, Canberra (PN: 19006-02KSS)**

Gazetted: 06 December 2024

Closing Date: 12 December 2024

Details: What can we offer you:

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

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

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

Flexible working conditions.

Access to Employee Assistance Program.

Access to discounted gym membership.

Access to onsite Physiotherapists.

Onsite cafes, staff cafeteria, pharmacy and gift shop.

Up to $12K reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The CFO Division develops and maintains budgets, financial management, and provides strong operational finance and performance reporting analysis across Canberra Health Services (CHS).

The Financial Management Unit within the Division of the Chief Financial Officer provides day-to-day, high quality and consistent financial and business management support functions and advice to the Divisions of Canberra Health Services. In liaison with key stakeholders the Financial Management Unit develops and manages the required budgets and contributes to the management and improvement of performance against agreed indicators and targets.

Under limited direction of the Senior Director, leading a team of financial business partners, Directors provide high level operational support in a range of services such as budget preparation, reporting, analysis and other financial support to Divisions within the CHS Directorate.

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

Please note with the End of Year quickly approaching, the successful applicant for this position might not start until the new year.

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Mei Lin Lam (02) 5124 9649 Meilin.Lam@act.gov.au

**CHS Clinical Services**

**Women, Youth and Children's Health**

**Special Care Nursery**

**Registered Nurse Level 2 - Clinical Development Nurse Special Care Nursery**

**Registered Nurse Level 2 $109,637 - $115,894, Canberra (PN: 59599-02KTC)**

Gazetted: 10 December 2024

Closing Date: 6 January 2025

Details: What can we offer you:

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

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

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

Flexible working conditions.

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

To find out more on what a career at CHS can give you, the benefits of working with us and why Canberra is Australia's happiest city click here: Benefits of working with us - Canberra Health Services (act.gov.au)

About the Role:

Are you an experienced Neonatal Registered Nurse keen for a new challenge? This position could be right for you!

The Department of Neonatology is the only tertiary level 5-6 Neonatal Unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 36 funded beds. There are approximately 3,500 births per year at Centenary Hospital for Women and Children (CHWC), and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Together with a team of Clinical Development Nurses (CDN) you will support nursing staff in the SCN to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education occurs across morning and evening shifts, seven days a week.

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Elyse Honeybone 0403 957 405 Elyse.Honeybone@act.gov.au

**CHS Clinical Services**

**Surgery**

**Operating Theatres**

**Registered Nurse Level 3 Grade 1 - Patient Flow Coordinator Operating Theatres**

**Registered Nurse Level 3.1 $124,946 - $129,878, Canberra (PN: 13948-02KWK)**

Gazetted: 09 December 2024

Closing Date: 17 December 2024

Details: What can we offer you:

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

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

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

Flexible working conditions.

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

To find out more on what a career at CHS can give you, the benefits of working with us and why Canberra is Australia's happiest city click here: Benefits of working with us - Canberra Health Services (act.gov.au)

About the Role:

Join Our Team at Canberra Hospital!

The Division of Surgery at Canberra Hospital is seeking dedicated professionals to join our Peri-Operative Unit. We deliver high-quality surgical services and dental health programs for the ACT and surrounding regions, including inpatient and outpatient care, anaesthesia, pain management, and trauma services.

The Patient Flow role is crucial in ensuring efficient movement of patients through our Day Surgery Admissions, Operating Theatres, Post-Anaesthetic Care Unit, and Extended Day Surgery Unit, collaborating closely with the Perioperative Management Team.

If you're passionate, proactive, and ready to make a difference in a fast-paced environment, apply now and be part of an exceptional team!

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

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

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for a period of 11 months with the possibility of extension up to 12 months and/or permanency.

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

Contact Officer: Annie Zheng Meifeng.Zheng@act.gov.au Meifeng.Zheng@act.gov.au

**CHS Chief Executive Officer**

**Office of the CEO**

**Office Of Research and Education**

**Finance Officer - Administrative Service Officer 4**

**Administrative Services Officer Class 4 $84,061 - $90,595, Canberra (PN: 18368-02KTK)**

Gazetted: 09 December 2024

Closing Date: 18 December 2024

Details: What can we offer you:

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

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

Flexible working conditions.

11.5% Superannuation.

Access to Employee Assistance Program.

Access to discounted gym membership.

Access to onsite Physiotherapists.

Access to onsite cafes, staff cafeteria, pharmacy and gift shop.

Up to $12K reimbursement of relocation expenses for interstate candidates. (subject to review and approval)

About the Role:

The Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 1000 participants. These trials are either Pharmaceutical Sponsored trials, Observational or Investigator Led trials that are funded by grants such as the National Health & Medical Research Council.

The Clinical Trials Unit Finance Officer provides key support to clinical research projects undertaken by the Clinical Trials Unit at Canberra Hospital. The main responsibilities of the Finance Officer will be to provide timely, accurate, high quality accounting information and support under supervision. Other responsibilities will include assistance with human resource management activities managed by the Clinical Trials Unit. Proficiency in the use of computerised information systems for financial processing, spreadsheets, word and data processing is essential.

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Christopher Burton (02) 5124 8102 chris.burton@act.gov.au

**Maternity**

**Registered Midwife Level 3 Grade 1 - Maternal and Fetal Medicine Unit**

**Registered Midwife Level 3.1 $124,946 - $129,878, Canberra (PN: 67838 - 02KN3)**

Gazetted: 05 December 2024

Closing Date: 10 December 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

To find out more on what a career at CHS can give you, the benefits of working with us and why Canberra is Australia's happiest city click here: Benefits of working with us - Canberra Health Services (act.gov.au)

About the Role:

Are you a motivated Registered Midwife ready for your next challenge?

The CHWC offers an antenatal continuity of midwifery care service for women receiving care through the Maternal-Fetal Medicine Unit. This service supports pregnant women with severe or complex medical conditions, fetal complications or during the first subsequent pregnancy following pregnancy loss. The Maternal Fetal Medicine unit operates as an outpatient service and is open Monday to Friday.

Reporting to the Clinical Midwifery Manager Antenatal & Gynaecology Outpatients, Registered Midwife 3.1 provides expert clinical care to women and pregnant people, and their families who access the Maternal-fetal medicine service.

The successful applicant will work with members of the multidisciplinary team to ensure the provision of culturally sensitive, evidence-based information to support care coordination and provide expert clinical advice.

The Registered Midwife 3.1 will play a key role in driving innovative service coordination and fostering collaboration to ensure the highest standard of sensitive and respectful care for women accessing the service. As an expert in your field, you will be responsible for coordinating and delivering education and training to both local and referral units in a diverse clinical environment. Additionally, you will provide clinical support to enable women to receive shared high-risk antenatal care within their local community.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Rachael Docker 0478 313 682 Rachael.Docker@act.gov.au

**Child and Adolescent Mental Health Services**

**Registered Nurse Level 1 - CAMHU**

**Registered Nurse Level 1 $80,378 - $105,656, Canberra (PN: 61532, Several-02KSW)**

Gazetted: 06 December 2024

Closing Date: 26 December 2024

Details: What can we offer you:

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

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

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

Flexible working conditions.

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

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About the Role:

Join our dedicated team at Child and Adolescent Mental Health Services (CAMHS) and make a real impact on the lives of young people. We provide specialized care for children and adolescents up to 18 years old, as well as young adults aged 14-25 experiencing their first episode of psychosis.

You'll work in the CAMHS Adolescent Unit, a modern six-bed inpatient facility, delivering evidence-based, recovery-focused care. Collaboration is key, as you’ll work alongside young people, their families, and other services to ensure comprehensive, personalized treatment.

If you're passionate about mental health and want to be part of a supportive, dynamic team, we’d love to hear from you.

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Poonam Pokhrel 02-5124 0814 Poonam.Pokhrel@act.gov.au

**CHS Finance and Business Intelligence**

**CHS Finance and Business Intelligence**

**SNAP Officer - Health Professional Level 3**

**Health Professional Level 3 $108,459 - $122,546, Canberra (PN: 67906 - 02KIE)**

Gazetted: 05 December 2024

Closing Date: 9 December 2024

Details: What can we offer you:

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

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

Flexible working conditions.

11.5% Superannuation.

Access to Employee Assistance Program.

Access to discounted gym membership.

Access to onsite Physiotherapists.

Access to onsite cafes, staff cafeteria, pharmacy and gift shop.

About the Role:

\*Please note this is a multi-classified position and there is only 1 position available that can be filled by either a Registered Nurse or Health Professional\*

Decision Support Unit (DSU) is led by an Executive Group Manager reporting to the Chief Operating Officer within Canberra Health Services (CHS).

The DSU’s role includes:

Promoting accountability to achieve strategic goals and building organisational capability to align Activity Based Funding (ABF) and Operational Planning.

Provision of ICT Services for CHS.

Provision of data quality.

Provision of Health Information Services.

Provision of decision support services to enable operational and non-operational planning and quality reporting.

Sub and Non-Acute Patient (SNAP) Officers work in consultation with clinical teams to accurately assign and report the care type that best describes the primary clinical management intention of a patient during their admission to hospital. Care types are assigned according to Australian National Subacute and Non-Acute Patient (AN-SNAP) classification rules. A patient may have one or more care type changes (Level of Care) changes during their hospital stay as the primary clinical purpose or treatment goal of the patient’s care changes. As CHS transitions to Activity Based Management timely care type changes are necessary for funding optimisation to ensure the financial sustainability of CHS. Care type changes also contribute to quality data for monitoring service activity, benchmarking, research and improving safety and quality.

Reporting directly to the Sub and Non-Acute Patient (SNAP) Team Manager within the Decision Support Unit (DSU), the SNAP Officers undertake and coordinate comprehensive assessments for all sub-acute and non-acute inpatients, including RUG-ADL, FIM, HoNOS65+ and Palliative Phases. These assessment results are mandatory to receive federal funding for sub and non-acute episodes.

Subacute services play an integral part within the health care continuum, supporting patients to maximise their independence and capabilities and, in doing so, minimise long-term health and community care needs. Sub-acute care focuses on care delivered from a multidisciplinary approach and as such promotes communication and facilitates consistent pathways from acute care to discharge.

A merit list will be established from this recruitment to fill any future SNAP Officer HP3 or RN2 permanent positions and/or temporary positions (of a duration up to 12 months with a possibility of extension) in a full time or part time capacity.

For more information regarding the position duties click here for the Health Professional Level 3 Position Description.

For more information regarding the position duties click here for the Registered Nurse Level 2 Position Description.

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

Undergo a pre-employment National Police Check.

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

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

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

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

Contact Officer: Jan Sherman (02) 5124 6035 Jan.Sherman@act.gov.au

**CHS Clinical Services**

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

**Justice Health Services**

**Registered Nurse Level 2 - AOD Justice Health Services**

**Registered Nurse Level 2 $109,637 - $115,894, Canberra (PN: 45092-02KXD)**

Gazetted: 10 December 2024

Closing Date: 6 January 2025

Details: What can we offer you:

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

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

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

Flexible working conditions.

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

To find out more on what a career at CHS can give you, the benefits of working with us and why Canberra is Australia's happiest city click here: Benefits of working with us - Canberra Health Services (act.gov.au)

About the Role:

Are you an experienced Department Registered Nurse, keen to take your next step in your career? This could be the role for you!

JHS provides primary health services and specialist mental health services to people in the criminal justice system in a range of settings including the courts, custody, youth detention and community settings. Custodial Health – Primary Health provides primary, drug and alcohol, complex, and population health services to people in custody and facilitates access to specialist and allied health services, while Custodial Mental Health provides mental health screening, psychiatry services, and crisis mental health services to people in custody.

The Opioid Maintenance Treatment (OMT) service is a part of the division of Mental Health, Justice Health, and Alcohol & Drug Services (MHJHADS), which is a contemporary, evidence-based service providing high quality alcohol and drug services (ADS) guided by the principles of harm minimisation. OMT provides information, advice, referral, intake, assessment, and support for those involved in the criminal justice system at the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre (BYJC) who are struggling with substance use issues.

Under supervision of the Alcohol and other Drug (AOD) RN3, the Registered Nurse role at this level is responsible for the provision of sound clinical services and interventions to clients of OMT Services. This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies. The Registered Nurse position is supported by a cohesive and multi-disciplinary team.

This position(s) may be required to work across multiple sites, participate in overtime, and/or a rotating roster.

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

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

Undergo a pre-employment National Police Check.

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

Undergo a Security Clearance check through ACT Corrective Services.

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

Contact Officer: Felicity O’Neill 02 5124 2428 Felicity.O’Neill@act.gov.au

**CHS Clinical Services**

**Medicine**

**Respiratory & Sleep**

**Specialist in Respiratory and Sleep Medicine - Staff Specialist / Senior Staff Specialist**

**Specialist Band 1 - 5/Senior Specialist $188,151 - $254,198, Canberra (PN: 58955 - 02KTF)**

Gazetted: 09 December 2024

Closing Date: 2 January 2025

Details: What can we offer you: Visit our Senior Medical Officer careers

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at ENTERPRISE AGREEMENTS

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

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

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

Flexible working conditions.

About the Role:

The Department of Respiratory and Sleep Medicine (DRSM) provides both inpatient and outpatient services to the ACT and surrounding region. The department manages approximately 1,300 in-patient admissions annually. The department receives around 2,000 referrals per year for outpatient medical clinics. Our service includes the full range of care including respiratory and sleep diagnostic investigations and therapeutic interventions, interventional bronchoscopy (including EBUS) and specialised services for sleep disorders, TB, cystic fibrosis, severe asthma, interstitial lung disease and respiratory infections.

It is expected that approximately 80% of the staff specialist’s time will be focused on their substantive clinical service delivery role, and approximately 20% to non-clinical duties.

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

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

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

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

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

Hold Specialist registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Meet credentialing requirements and receive an Endorsed scope of clinical practice from the Medical Dental Appointments Advisory Committee (MDAAC)

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Daniel Wang (02) 5124 2066 Daniel.Wang@act.gov.au

**CHS Chief Executive Officer**

**CHS Allied Health**

**Aboriginal and Torres Strait Islander Health and Wellbeing Unit**

**Senior Director of Aboriginal and Torres Strait Islander Health and Wellbeing**

**Senior Officer Grade A $167,872, Canberra (PN: 66732- 02KQJ)**

Gazetted: 09 December 2024

Closing Date: 3 January 2025

Details: What can we offer you:

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

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

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

Flexible working conditions.

Access to Employee Assistance Program.

Access to discounted gym membership.

Access to onsite Physiotherapists.

Onsite cafes, staff cafeteria, pharmacy and gift shop.

Up to $12K reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

An exciting opportunity exists to join team CHS in the Senior Director, Aboriginal and Torres Strait Islander Health and Wellbeing position. In this role you have the opportunity to lead and implement tangible change to how the Aboriginal Liaison Service is structured and delivered to Aboriginal and Torres Strait Islander people and families accessing Canberra Health Services.

This a 10-month fulltime temporary position (with possibility of extension) based within the Division of Allied Health. This position is responsible for leading the strategic direction of Aboriginal and Torres Strait Islander health and wellbeing and implementation of Aboriginal and Torres Strait Islander Staff Social and Emotional Wellbeing outlined in the CHS Wellbeing Strategy 2023-2026 across CHS, to achieve the goals of a holistic, person and family-centred care service, focusing on culturally safe, trauma-informed, and connected care.

Three key deliverables identified for first 12-months:

The amalgamation, formation, and growth of one Aboriginal Liaison Service across CHS.

Support delivery of recommendations from the Aboriginal Liaison Service Model of Care review.

Commence development of a culturally responsive care strategy, aimed at the betterment of Aboriginal and Torres Strait islander health outcomes.

Following formation of the Aboriginal and Torres Strait Islander Health and Wellbeing Service, the position will be responsible for day-to-day leadership, planning and service delivery, ensuring CHS Aboriginal Liaison Service provides practical, social and wellbeing support, to Aboriginal and Torres Strait Islander people across the CHS network including hospital, community based, mental health, justice health and alcohol and other drugs services.

The position is also an important connector with our networks, including professional associations, NGOs, Aboriginal and Torres Strait Islander Consumer Reference Group, ACCHOs and other Aboriginal and Torres Strait Islander Organisations. Through these connections CHS continues to build cultural knowledge and capability that aligns with community expectations.

This is an Identified position in accordance with Section 13(1) of the Public Sector Management Standards 1996 and is only open to an Aboriginal and/or Torres Strait Islander person. Aboriginal and/or Torres Strait Islander cultural identity is considered essential and therefore confirmation of cultural identity may be requested.

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

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

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for a period of 10 months with the possibility of extension up to 12 months and/or permanency.

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

Contact Officer: Felicity Martin (02) 5124 0081 Felicity.Martin@act.gov.au

**CHS Clinical Services**

**Medicine**

**Hospital in the Home**

**Administrative Service Officer 3 - Hospital in the Home**

**Administrative Services Officer Class 3 $76,223 - $81,643, Canberra (PN: 28973-02KS1)**

Gazetted: 05 December 2024

Closing Date: 11 December 2024

Details: What can we offer you:

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

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

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

Flexible working conditions.

Access to Employee Assistance Program.

Access to discounted gym membership.

Access to onsite Physiotherapists.

Onsite cafes, staff cafeteria, pharmacy and gift shop.

Up to $12K reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Hospital in the Home (HITH) is an inpatient service that provides care for people who would usually require an admission to hospital but are treated externally for chronic and acute conditions. The team comprises of medical, nursing, allied health.

The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, initiative, critical thinking and common sense.

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

Note: This is a part-time permanent position available at 22:03 hours per week and the full-time salary noted above will be paid pro-rata.

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

Undergo a pre-employment National Police Check.

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.

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

Contact Officer: Christina Bonato (02) 5124 2923 Christina.Bonato@act.gov.au

**CHS Clinical Services**

**Medicine**

**Division of Medicine**

**Allied Health Manager (Department of Respiratory and Sleep Medicine)**

**Health Professional Level 5 $145,253 - $162,877, Canberra (PN: 28640-02KRY)**

Gazetted: 06 December 2024

Closing Date: 13 December 2024

Details: What can we offer you:

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

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

Flexible working conditions.

11.5% Superannuation.

Access to Employee Assistance Program.

Access to discounted gym membership.

Access to onsite Physiotherapists.

Access to onsite cafes, staff cafeteria, pharmacy and gift shop.

About the Role:

The Department of Respiratory and Sleep Medicine (DRSM) offers comprehensive inpatient and outpatient services to the ACT and surrounding region. Our service includes respiratory and sleep diagnostic investigations and therapeutic interventions, interventional bronchoscopy (including EBUS) and specialised services for sleep disorders, TB, cystic fibrosis, severe asthma, interstitial lung disease and respiratory infections.

This senior leadership role oversees both the Respiratory Physiology Laboratory (RPL), accredited by the Thoracic Society of Australia and New Zealand (TSANZ) and the Sleep Disorders Unit (SDU). The RPL provides clinical services for assessing and monitoring respiratory conditions in both adult and paediatric patients, while the SDU offers 24-hour clinical services for the assessment and management of sleep disorders in adults.

The role includes managing Allied Health staff in respiratory and sleep science disciplines, and involves strategic planning, stakeholder engagement, and change and project management in collaboration with the DRSM multidisciplinary team and Division of Medicine Leadership.

Under limited direction of the Director of Allied Health, Medicine, you will provide leadership, and strategic direction relating to safe and quality service delivery across DRSM to identify areas of high performance and opportunities for improvement while fostering a culture of exceptional patient care, quality assurance and continuous improvement.

Please note: Appointment may be based on written application and referee checks only.

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

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

Undergo a pre-employment National Police Check.

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

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

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

Note: This is a temporary position available for a period of 10 months with the possibility of extension up to 12 months and/or permanency.

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

Contact Officer: Sarah Chapman 0403 190 945 Sarah.C.Chapman@act.gov.au

**North Canberra Hospital**

**Medical & Mental Health**

**Stroke Service**

**Clinical Nurse Educator**

**Registered Nurse Level 3.1 $124,946 - $129,878, Canberra (PN: 7381-02KTW)**

Gazetted: 06 December 2024

Closing Date: 23 December 2024

Details:

What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the Hospital:

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

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

The current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community-based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra’s expanding northside. North Canberra Hospital operates a 24-hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

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

About the role:

Medical Services at North Canberra Hospital includes three inpatient general medical wards and a Medical Assessment Planning Unit (MAPU) delivering general medical care and speciality services.

The CNE of NCH Medical Stream is responsible for the day-to-day educational management of the 4 wards and a small team of CDN’s. The CNE is to provide expert educational leadership and management within the nursing and multidisciplinary team. The CNE will develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate education. It is expected that the CNE will promote, incorporate and maintain the National Safety and Quality Health Standards at an educational level.

There is an expectation that the successful applicant/s will maintain accountability for their own practice standards, education and work collaboratively with the North Canberra Hospital team to support the professional development of the NCH Medical Stream nursing workforce.

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

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

Contact Officer: Kathryn Sliwinski kathryn.sliwinski@act.gov.au kathryn.sliwinski@act.gov.au

**CHS Clinical Services**

**Medicine**

**Emergency**

**Registered Nurse Level 3 Grade 1 - Project Officer ED**

**Registered Nurse Level 3 Grade 1 - Project Officer ED**

**Registered Nurse Level 3.1 $124,946 - $129,878, Canberra (PN: 27030-02KTG)**

Gazetted: 05 December 2024

Closing Date: 13 December 2024

Details: What can we offer you:

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

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

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

Flexible working conditions.

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

To find out more on what a career at CHS can give you, the benefits of working with us and why Canberra is Australia's happiest city click here: Benefits of working with us - Canberra Health Services (act.gov.au)

About the Role:

Are you a senior Emergency Department Registered Nurse, keen for a new challenge? This position could be right for you!

The RN Level 3.1 Project Officer is responsible for providing leadership and coordination of clinical and operational based projects implemented across the Emergency Department. The position requires sound interpersonal and written communication skills and a demonstrated ability to think critically and problem solve. The position is responsible for individual short and long-term projects as well as required to work collaboratively with other members of the team in completing joint projects. Mentoring and support to the wider team and the Division around service development projects is an important part of this role under the broad guidance of the ADON ED.

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Victoria Clarke 0478 302 219 CHS.EDNUM@act.gov.au

**CHS Clinical Services**

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

**Adult Community mental Health Services**

**Registered Nurse Level 3 Grade 1 - Senior Clinical Manger Community Recovery Services**

**Registered Nurse Level 3.1 $124,946 - $129,878, Canberra (PN: 26357- 02KT0)**

Gazetted: 05 December 2024

Closing Date: 13 December 2024

Details: What can we offer you:

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

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

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

Flexible working conditions.

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

To find out more on what a career at CHS can give you, the benefits of working with us and why Canberra is Australia's happiest city click here: Benefits of working with us - Canberra Health Services (act.gov.au)

About the Role:

Are you a motivated Registered Nurse ready to embark on your next career challenge?

The successful applicant will be responsible for a caseload of clients with support from an allocated psychiatrist and the multidisciplinary team they work in as well as high quality governance structures/supports. The applicant will also be required to fulfill the role of Mental Health Officer, executing processes under the MH Act. The successful applicant will deliver face to face care and treatment to clients over a sustained period to enable the person to improve in social and other areas of functioning, require less hospital admissions and engage more actively in treatment. The participation of the people who use the service, including families and carers, is encouraged in all aspects of a person’s care and you will work in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

At this level, the successful applicant will provide high quality interventions and achieve sound outcomes for people under limited supervision, contribute to the multidisciplinary team processes, undertake professional development and professional supervision including the provision of supervision to staff at level RN1 & RN2, Enrolled Nurses and students, and participate in quality initiatives and strategic planning. The successful applicant will undertake Clozapine training and support the team to deliver the teams Clozapine Clinic.

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

\*\*Where this is a temporary position, it may lead to extension or permanency\*\*

\*Selection may be appointed using the written application alone\*

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 a period of six months with the possibility of extension up to 12 months and/or permanency.

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

Contact Officer: Lucy Coffey 02 5124 1269 Lucy.Coffey@act.gov.au

**CHS Chief Executive Officer**

**Office of the CEO**

**Research Operations and Clinical Trials**

**Cluster Manager - Research Operations and Clinical Trials**

**Senior Officer Grade B $145,253 - $162,877, Canberra (PN: 67238-02KNQ)**

Gazetted: 11 December 2024

Closing Date: 3 January 2025

Details: What can we offer you:

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

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

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

Flexible working conditions.

Access to Employee Assistance Program.

Access to discounted gym membership.

Access to onsite Physiotherapists.

Onsite cafes, staff cafeteria, pharmacy and gift shop.

Up to $12K reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Rural, Regional and Remote Clinical Trials Enabling Program (R3-CTEP) is a decentralised clinical trial initiative enabling patients in rural, regional and remote areas of the ACT and NSW to participate in trials by reducing the need for travel to major centres. Distance is a significant healthcare barrier for 30% of Australians living in rural, regional and remote areas. R3-CTEP is an initiative supported by funding from the Australian Government under the Medical Research Future Fund (MRFF) which aims to improve access to innovative healthcare. The Southern Cluster includes Canberra Health Services (CHS), Illawarra-Shoalhaven Local Health District (ISLHD), Murrumbidgee Local Health District (MLHD), and Southern NSW Local Health District (SNSWLHD).

The role of the Cluster Manager is to provide strategic and operational leadership for the Southern Cluster in the R3-CTEP program, ensuring that the cluster achieves its goals of increasing the conduct of, and patient participation in, clinical trials in rural, regional, and remote areas in southern NSW and the ACT.

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

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

• Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of up to two years with the possibility of extension and/or permanency.

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

Contact Officer: August Marchesi (02) 5124 7968 August.Marchesi@act.gov.au

**CHS Clinical Services**

**Women, Youth and Children's Health**

**Women, Youth and Children – Play Therapy**

**Child Life Therapist**

**Health Professional Level 3 $108,459 - $122,546, Canberra (PN: 13338-02KR3)**

Gazetted: 11 December 2024

Closing Date: 3 January 2025

Details: What can we offer you:

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

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

Flexible working conditions.

11.5% Superannuation.

Access to Employee Assistance Program.

Access to discounted gym membership.

Access to onsite Physiotherapists.

Access to onsite cafes, staff cafeteria, pharmacy and gift shop.

Up to $12K reimbursement of relocation expenses for interstate candidates. (subject to review and approval)

About the Role:

The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence-based quality care and advocacy for children and young people in the ACT and surrounding regions with acute and chronic health needs.

The service is child and family centred, as family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. The Centenary Hospital is committed to providing child friendly, child safe and developmentally appropriate care, with opportunities for learning and play seen as fundamental to children’s expression, development and health and wellbeing. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics.

Child Life Therapists utilise specialist knowledge to plan, implement and evaluate developmentally appropriate therapeutic play. Therapeutic and medical play, procedural education, and support to reduce anxiety using coping strategies and distraction are integral to the role. Child Life Therapists work in the Paediatric Inpatient, Outpatient and Day Stay areas and may at times be required to service other areas of the hospital where children are admitted, such as the Emergency Department. Home visits are provided as part of the palliative care program. Child Life Therapists are required to provide expert advice to other health care providers and services and be a resource for staff members to ensure a culture of play and development is maintained.

The Child Life Therapist will report operationally to the Director of Allied Health in Women, Youth and Children and liaise regularly with clinical nursing managers in the Paediatric Medical Ward, Outpatients and Day Stay and Adolescent Ward.

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

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

Undergo a pre-employment National Police Check.

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

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

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

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

Contact Officer: Elissa Jacobs (02) 5124 4236 Elissa.Jacobs@act.gov.au

**CHS Clinical Services**

**Medicine**

**Emergency Department**

**Registered Nurse Level 3 Grade 1 - ED Navigator/Clinical Coordinator**

**Registered Nurse Level 3.1 $124,946 - $129,878, Canberra (PN: 34204-02KX2, several)**

Gazetted: 11 December 2024

Closing Date: 18 December 2024

Details: What can we offer you:

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

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

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

Flexible working conditions.

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

To find out more on what a career at CHS can give you, the benefits of working with us and why Canberra is Australia's happiest city click here: Benefits of working with us - Canberra Health Services (act.gov.au)

About the Role:

Are you an experienced Emergency Department Registered Nurse, keen for a new challenge? This position could be right for you!

The Emergency Department Navigator/Clinical Coordinator holds a senior position within the Department and must possess excellent assessment and clinical judgement skills. You will provide expertise, problem solving and facilitation of patient flow through the busy Department. This role will also provide support to the Emergency Department Clinical Support Nurse, to fulfil all mandatory education requirements and support the development, implementation and evaluation of education programs and continuous professional development initiatives within the Emergency Department.

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

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

Undergo a pre-employment National Police Check.

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

Note: There are several positions available for future vacancies: Full Time, Part Time, Temporary with the possibility of extension and/or permanency and Permanent.

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

Contact Officer: Victoria Clarke 0478 302 219 chs.ednum@act.gov.au

**CHS Clinical Services**

**Cancer and Ambulatory Services**

**Ambulatory Care Support – Central Health Intake**

**Registered Nurse Level 3 Grade 1 - Central Health Intake - Clinical Nurse Consultant**

**Registered Nurse Level 3.1 $124,946 - $129,878, Canberra (PN: 28276-02KSB)**

Gazetted: 11 December 2024

Closing Date: 18 December 2024

Details: What can we offer you:

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

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

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

Flexible working conditions.

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

To find out more on what a career at CHS can give you, the benefits of working with us and why Canberra is Australia's happiest city click here: Benefits of working with us - Canberra Health Services (act.gov.au)

About the Role:

Are you an experienced Registered Nurse, keen to take your next step in your career? This could be the role for you!

Central Health Intake is a highly transactional service unit where the speed of service delivery and quality of output are paramount. We are seeking a dedicated professional with significant service delivery experience and a strong understanding of reporting and quality processes. The successful candidate will be responsible for ensuring the delivery of key performance indicators (KPIs) for their team, managing day-to-day operations, and overseeing the nursing team. If you thrive in a fast-paced environment and are committed to excellence, we would love to hear from you.

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Anne Douglas 0437 945 109 Anne.Douglas@act.gov.au

**CHS Finance and Business Intelligence**

**FBI Operations**

**Supply Services**

**Expression of Interest - Supply Operations Officer - Supply Services**

**Health Service Officer Level 4/5 $64,278 - $70,511, Canberra (PN: 26250- 02KXP, several)**

Gazetted: 11 December 2024

Closing Date: 3 January 2025

Details: What can we offer you:

Competitive pay rates and excellent working conditions with opportunities for overtime.

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

Flexible working conditions in a friendly environment

Access to Employee Assistance Program.

Access to discounted gym membership.

Access to onsite Physiotherapists.

About the Role:

Supply Operations are seeking flexible and adaptable individuals for short-term and future opportunities in our team. A merit list will be maintained for the next 12 months to support staff movements as needed.

Supply Operations is a vital team that ensures the seamless supply and distribution of medical supplies to government hospitals and healthcare facilities across the Territory. Our efforts enable frontline teams to provide exceptional patient care and contribute to a positive patient experience.

We live by our core values: Reliable, Progressive, Respectful, and Kind, and work in a meaningful, fast-paced environment. This role requires physical activity, including walking, bending, and lifting, so being comfortable with an active workday is essential.

If you’re ready to be part of a dynamic team making a real difference in healthcare, we’d love to hear from you!

Please note that this is an expression of interest for various short-term opportunities within Supply Operations, and a long-term contract is not guaranteed. Appointment may be based on written application only.

Who We’re Looking For?

We offer the chance to learn and contribute to a meaningful healthcare environment and seek individuals with the following attributes:

Welcoming various lifestyles: Ideal for individuals on a gap year, retirees or those seeking additional income.

Motivated and Proactive: Capable of working both independently and collaboratively to achieve team objectives.

Good Communication Skills: Ability to communicate clearly and professionally with clients and team members.

Making a Difference Behind the Scenes: Takes pride in contributing to a positive patient experience by supporting those in need.

Desired Experience: Ideal for those with experience in supply chain, logistics, or operations, but training can be provided.

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

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

• Undergo a pre-employment National Police Check.

Note: There are several positions available for future vacancies: Full Time, Part Time, Casual, Temporary with possibility of extension - please reach out to the contact officer to discuss these options.

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

Contact Officer: Rita Wood 0428026411 Rita.Wood@act.gov.au

**CHS Clinical Services**

**Rehabilitation, Aged and Community Services**

**Psychology and Counselling**

**Manager of Psychology and Counselling**

**Health Professional Level 5/Psychologist Level 4 $132,115 - $162,877, Canberra (PN: 66363-02KWU)**

Gazetted: 11 December 2024

Closing Date: 17 December 2024

Details: What can we offer you:

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

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

Flexible working conditions.

11.5% Superannuation.

Access to Employee Assistance Program.

Access to discounted gym membership.

Access to onsite Physiotherapists.

Access to onsite cafes, staff cafeteria, pharmacy and gift shop.

Up to $12K reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Division of Rehabilitation Aged and Community Services (RACS) is seeking a motivated and supportive manager for our Psychology and Counselling Services team.

We are seeking a P4 Clinical Psychologist or Neuropsychologist experienced in working in areas of rehabilitation, aged and community services to backfill the RACS Psychology and Counselling manager role available immediately until 30 April 2025. If we are unable to attract a suitably trained and experienced psychologist, we are seeking to backfill the role with a HP5 Allied Health manager from within RACS to manage two Allied Health service teams.

The successful applicant will work under limited supervision of the Director of Allied Health in collaboration with the broader allied health management team, and your broader multidisciplinary colleagues. This role is responsible for the direct management of the Psychology and Counselling Services delivered at our University of Canberra Hospital (UCH) inpatient and outpatient rehabilitation services, as well as our Canberra Hospital (CH) Aged Care inpatient services. The team consists of Clinical Neuropsychology, Clinical Psychology, Psychology, and Rehabilitation Counselling positions.

Please note there is only one position available and it is dependent on the successful candidate as to the classification they will sit in.

For more information regarding the position duties for the Health Professional Level 5 click here for the Position Description.

For more information regarding the position duties for the Psychologist Level 4 click here for the Position Description.

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

Undergo a pre-employment National Police Check.

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

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

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

Note: This is a temporary position available for a period of five months with the possibility of extension up to less than 12 months.

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

Contact Officer: Barb Bolton (02) 5124 0017 Barb.Bolton@act.gov.au

**North Canberra Hospital**

**Medical & Mental Health**

**GRACE unit**

**Registered Nurse Level 2 - GRACE Team**

**Registered Nurse Level 2 $109,637 - $115,894, Canberra (PN: 600468-02KVF, several)**

Gazetted: 11 December 2024

Closing Date: 23 December 2024

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the Hospital:

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

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

The current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community-based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra’s expanding northside. North Canberra Hospital operates a 24-hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

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

About the role:

This role is part of a team of Registered Nurses (RNs) in the North Canberra (NCH) Geriatric Rapid Acute Care Evaluation (GRACE) Service who liaise between Residential Aged Care Facility (RACF) residents, their family and carers, GPs, Emergency Department (ED) staff, inpatient units of North Canberra Hospital, Canberra hospital and ACT Ambulance Service (ACTAS), for improved care delivery to acutely unwell residents.

The primary aim of the position is to provide assessment and clinical management of residents of Residential Aged Care Facilities (RACFs) in order to prevent avoidable presentations to public Emergency Departments (EDs). The position will report to the Level 3.2 CNC, GRACE Service.

GRACE services include:

• An outreach service including advice / support / education resource to RACF staff,

• Acute assessment and clinical support to acutely unwell RACF residents at their place of residence,

• A co-ordinated single-entry point for those residents requiring transfer for acute care to an ACT public hospital,

• Case management and advocacy for RACF residents within the ED, with post-discharge support, and

• Case management and advocacy for RACF residents admitted to hospital, with post-discharge support.

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

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

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

Contact Officer: Louise Roberts Louisee.Roberts@act.gov.au Louisee.Roberts@act.gov.au

**CHS Clinical Services**

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

**Director of Clinical Services**

**Director of Electroconvulsive therapy (ECT) - Staff Specialist / Senior Staff Specialist**

**Specialist Band 1 - 5/Senior Specialist $188,151 - $254,198, Canberra (PN: 47564 - 02KQ0)**

Gazetted: 09 December 2024

Closing Date: 2 January 2025

Details: What can we offer you: Visit our Senior Medical Officer careers

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at ENTERPRISE AGREEMENTS

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

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

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

Flexible working conditions.

Generous leave provisions, including up to 4 weeks training/education leave and up to 5 weeks annual leave per annum (Pro Rata Part Time)

Medical Education expenses allowance reimbursement up to $21,037 (Pro Rata Part Time)

VISA/Sponsorship for eligible candidates.

Attraction and Retention Incentive - $50,000 - $75,000pa (Pro Rata for part time) - reviewed every 2 years -

Note: ARIn amount will be specified in line with the classification of the successful candidate.

Reimbursement of relocation expenses for interstate candidates on permanent and long term appointments (Conditions apply and subject to review and approval)

About the Role:

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

Adult Acute Mental Health Services (AAMHS) provides voluntary and involuntary psychiatric care and treatment for people with a mental illness who require hospitalisation.

Services include:

Adult Mental Health Unit, ward 12B (Canberra Hospital) and Acacia Ward (North Canberra Hospital) provide a safe and supportive environment for people receiving short term individualised care with acute mental illness or disorder to return to the community

Mental Health Short Stay Unit (Canberra Hospital) provides a safe environment for people experiencing a mental health crisis.

Mental Health Consultation and Liaison (Canberra Hospital and North Canberra Hospital) provides a comprehensive consultation and liaison service to inpatients in the general hospital as well as mental health triage, crisis and risk assessment, treatment, education, and management planning to patients at the Emergency Department, Canberra Hospital.

This position is a territory wide role and will have responsibilities across Canberra Health Services.

The successful applicant will have specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and skills relevant to both inpatient and community services, including the provision of ECT services.

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

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

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

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

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

Hold Specialist registration with the Australian Health Practitioner Regulation Agency

Meet credentialing requirements and receive an Endorsed scope of clinical practice from the Medical Dental Appointments Advisory Committee (MDAAC)

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Alanna Wren (02) 5124 2124 Alanna.J.Wren@act.gov.au

**CHS Clinical Services**

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

**Justice Health Services**

**Registered Nurse Level 3 Grade 1 - Bimberi Clinical Coordinator**

**Registered Nurse Level 3.1 $124,946 - $129,878, Canberra (PN: 42555-02KVK)**

Gazetted: 11 December 2024

Closing Date: 17 December 2024

Details: What can we offer you:

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

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

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

Flexible working conditions.

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

To find out more on what a career at CHS can give you, the benefits of working with us and why Canberra is Australia's happiest city click here: Benefits of working with us - Canberra Health Services (act.gov.au)

About the Role:

Are you a senior Registered Nurse, keen for a new challenge? This might just be the next role for you? If you have the required experience in Mental Health, Health Promotion, Sexual and/or Adolescent Health, we encourage you to apply.

JHS provides primary health services and specialist mental health services to people in the criminal justice system in a range of settings including the courts, custody, youth detention and community settings. Custodial Health – Primary Health provides primary, drug and alcohol, complex, and population healthcare services to people in custody and facilitates access to specialist and allied health services, while Custodial Mental Health provides mental health screening, psychiatry services, and crisis mental health services to people in custody.

The Registered Nurse role at this level is responsible for the provision of sound, clinical primary healthcare services and interventions to clients of Justice Health Services at the Bimberi Youth Justice Centre (BYJC). This includes supporting the delivery of healthcare services provided by the specialist teams for alcohol and other drugs, and complex care; as well as the provision of developmentally appropriate, evidence-based, trauma-informed, client-centred, confidential, holistic, inclusive, and trustworthy health care to adolescents and young people at BYJC.

This role also includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies. This Registered Nurse position is supported by a cohesive and multi-disciplinary team.

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

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

Undergo a pre-employment National Police Check.

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

Undergo a Security Clearance check through ACT Corrective Services.

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

Contact Officer: Leigh Thompson 0478276 336 Leigh.R.Thompson@act.gov.au

**CHS Chief Executive Officer**

**Office of the CEO**

**Office Of Research and Education**

**Senior Service Design and Development Manager - Senior Research Officer 1**

**Senior Research Officer 1 $92,855 - $97,987, Canberra (PN: 58245-02KTL)**

Gazetted: 10 December 2024

Closing Date: 18 December 2024

Details: What can we offer you:

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

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

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

Flexible working conditions.

Access to Employee Assistance Program.

Access to discounted gym membership.

Access to onsite Physiotherapists.

Onsite cafes, staff cafeteria, pharmacy and gift shop.

Up to $12K reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 1000 participants. These trials are either Pharmaceutical Sponsored trials, Observational or Investigator Led trials that are funded by grants such as the National Health & Medical Research Council.

The Senior Service Design and Development Manager will be a key role in the expansion of clinical trials capabilities within the Research Operations and Clinical Trials Support Unit (ROCTSU). This position involves developing staff competencies and establishing feedback mechanisms to foster continuous improvements in quality, safety, and efficiency of service delivery. The manager will ensure that all ROCTSU processes are effectively designed, communicated, and implemented both internally and externally. This will require direct engagement with management, staff, medical units, service partners, sponsors, and patients to gather feedback on service processes. When appropriate, they will co-develop solutions to service challenges and oversee the training of internal and external stakeholders to lead improvement initiatives.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Chris Burton (02) 5124 8102 Chris.Burton@act.gov.au

**CHS Finance and Business Intelligence**

**FBI Operations**

**Procurement and Supply**

**Finance & Administration Officer - Procurement and Supply**

**Administrative Services Officer Class 5 $92,855 - $97,987, Canberra (PN: 35141-02KUL)**

Gazetted: 10 December 2024

Closing Date: 3 January 2025

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions in our brand-new Distribution Centre, with free onsite parking.

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

Flexible working conditions.

Access to Employee Assistance Program.

Access to discounted gym membership.

Access to onsite Physiotherapists.

Onsite cafes, staff cafeteria, pharmacy and gift shop.

Up to $12K reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Procurement & Supply are seeking an experienced Finance and Administration Officer. Could it be it you?

If so, we have the perfect role come and join our team!

As the Finance & Administration Officer, you’ll play a key role in ensuring the smooth and efficient operations of our Supply Chain. Working closely with our Supply Director and other key stakeholders, you’ll help manage core functions such as operational budgets, human resources, and staff development. You’ll also contribute to risk management, project planning, and continuous improvement initiatives that drive our success.

Here, you will benefit from a supportive environment that champions work-life balance, invests in your professional growth, and encourages ongoing learning and development.

While this is a full-time position, part time hours and considerations for flexible arrangements can be considered. We are looking for the right person to join our team and for that right person we would consider supporting part-time work or job share.

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Kelly Lancsar (02) 5124 3109 kelly.lancsar@act.gov.au

**CHS Clinical Services**

**Cancer and Ambulatory Services**

**Cancer Services**

**Specialist in Clinical haematology - Staff Specialist / Senior Staff Specialist**

**Specialist Band 1 - 5/Senior Specialist $188,151 - $254,198, Canberra (PN: 68005 - 02KPH)**

Gazetted: 11 December 2024

Closing Date: 2 January 2025

Details: What can we offer you: Visit our Senior Medical Officer careers

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at ENTERPRISE AGREEMENTS

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

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

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

Flexible working conditions.

Generous leave provisions, including up to 4 weeks training/education leave and up to 5 weeks annual leave per annum (Pro Rata Part Time)

Medical Education expenses allowance reimbursement up to $21,037 (Pro Rata Part Time)

Reimbursement of relocation expenses for interstate candidates on permanent and long term appointments (Conditions apply and subject to review and approval)

About the Role:

CHS is seeking to appoint at 0.6FTE (with 0.1FTE rural) Specialist clinical haematologist to the Haematology Department of the Canberra Region Cancer Centre (CRCC) at the Canberra Hospital. The Haematology Department currently occupies new facilities with the administration, offices, outpatient and ambulatory treatment facilities within the CRCC which opened in 2015. There is a purpose built, state of the art, dedicated Haematology inpatient ward consisting of 28 beds (14A) which opened in 2020.

The successful applicant will join a team of 12 other Clinical haematologists and 5 advanced trainees in Haematology, all committed to excellence in the provision of a tertiary level, academic Haematology service. The successful applicant will report to the Clinical Director of Haematology. The applicant will be expected to participate in clinical inpatient and outpatient duties, ward service, on call as well as provide monthly rural/regional clinic service to Moruya as part of this position, long term.

The Clinical Haematology Department is a unit of the CRCC and provides care for people living in the ACT and South East NSW. It incorporates an autologous bone marrow transplantation, apheresis unit and major Haemophilia treatment service, as well as care for both malignant and non-malignant disorders. It is also responsible for outreach clinics at Goulburn, Bega and Moruya in NSW.

The successful applicant will be strongly encouraged to participate in the research activities of the Department, which include a strong clinical trials research unit maintained within the Clinical Trials Unit. The appointee would be strongly encouraged to pursue an active research interest. Strong research links between the Haematology Department and the ANU, John Curtin School of Medical Research have been developed and form an integral part of departmental activities with plans for further expansion with the construction of a research hub within the CRCC in 2025. The successful applicant will also be invited to participate in teaching of medical students of the ANU Medical School, as well as to post-graduate medical trainees in Internal Medicine, Clinical and Laboratory Haematology. There will also be participation in other educational activities at the Canberra Hospital. A fully equipped medical library is available on site with a large collection of hard copy books, textbooks and online journals.

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

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

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

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

Hold MBBS, FRACP haematologist qualifications

It would be desirable to hold FRCPA, Masters, PhD

Hold Specialist registration with the Australian Health Practitioner Regulation Agency

Meet credentialing requirements and receive an Endorsed scope of clinical practice from the Medical Dental Appointments Advisory Committee (MDAAC)

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Dr Maya Latimer (02) 5124 8514 maya.latimer@act.gov.au

**CHS Clinical Services**

**Women, Youth and Children's Health**

**Department of Neonatology**

**Specialist in Neonatology - Staff Specialist / Senior Staff Specialist**

**Specialist Band 1 - 5/Senior Specialist $188,151 - $254,198, Canberra (PN: 68047 - 02KY9)**

Gazetted: 11 December 2024

Closing Date: 2 January 2025

Details: What can we offer you: Visit our Senior Medical Officer careers

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at ENTERPRISE AGREEMENTS

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

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

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

Flexible working conditions.

Generous leave provisions, including up to 4 weeks training/education leave and up to 5 weeks annual leave per annum (Pro Rata Part Time)

Medical Education expenses allowance reimbursement up to $21,037 (Pro Rata Part Time)

Attraction and Retention Incentive (ARIn) - $45,000 to 70,000 pa (Pro Rata for part time)

Note: ARIn amount will be based within this relevant classification for the successful candidate - reviewed every 2 years

About the Role:

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

The Neonatal Department at Canberra Hospital provides perinatal and surgical neonatal care to the ACT and surrounding regions. Canberra Hospital has more than 3700 deliveries per year and is a principal referral centre for high risk pregnancies. It is the only tertiary care neonatal unit in the region, which has a delivery population of 10,000. The Centenary Hospital for Women Youth can has recently undergone a redevelopment, which included a state of the art facility with a family integrated model of care. The neonatal department has 20 NICU/HDU and 18 SCN beds with 700-800 admissions per year, 300 requiring respiratory support. The Department has a busy developmental follow up clinic and forms the ACT branch of the NSW Emergency Transport Service.

The department is supported by six Neonatologists, one SCMO, four advanced trainees (fellows), nine Neonatal Registrars, and 3 residents.

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

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

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

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

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

Hold Specialist registration with the Australian Health Practitioner Regulation Agency

Meet credentialing requirements and receive an Endorsed scope of clinical practice from the Medical Dental Appointments Advisory Committee (MDAAC)

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Dr Hazel Carlisle (02) 5124 7565 hazel.carlisle@act.gov.au

**CHS Clinical Services**

**Chief Operating Officer**

**Liaison and Navigation Service**

**Registered Nurse Level 2 - Care Navigator**

**Registered Nurse Level 2 $109,637 - $115,894, Canberra (PN: 61799-02KNG)**

Gazetted: 10 December 2024

Closing Date: 3 January 2025

Details: What can we offer you:

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

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

Flexible working conditions.

11.5% Superannuation.

Access to Employee Assistance Program.

Access to discounted gym membership.

Access to onsite Physiotherapists.

Access to onsite cafes, staff cafeteria, pharmacy and gift shop.

Up to $12K reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

\*Please note this is a multi-classified position and there is only 1 position available that can be filled by either a Registered Nurse, Health Professional or Psychologist\*

The Care Navigator will take on a key role in the implementation of the Primary Care Pilot, working collaboratively with colleagues, GPs, consumers, and external agencies to maximise the success of the pilot.

The role will work with individual consumers and their care supports to provide system navigation, advocacy, support, and connection with appropriate services. It will champion person-centred care and actively promote the needs of consumers for navigational support.

The Care Navigator will attend care planning with consumers and their supports and, where possible, with the consumer’s GP (or representative of their practice). The Care Navigator will work with the practice to provide supplementary care planning, navigation, timely access and liaison support across ACT and regional services. The Care Navigator will work with the consumer and nominated GP to assist the consumer to stay well in the community and avoid ED presentation and/or hospital admission.

This unique role is an opportunity to build relationships with individual consumers and their supports, GPs, diverse acute and community services, and external agencies, to anticipate and reduce the challenges that people with complex health needs, and their supports, can face. It is an opportunity to ensure the highest quality of care, information and support is provided when consumers and their supports need it, to optimise their health and wellbeing and assist them to navigate the complexities of their care.

The role will be a point of coordination with GPs and other external health and human services, and work with CHS services and current specialty care coordinators to support consumers and improve the formal networks and pathways for information sharing, coordination, and ED avoidance.

The position will work to develop the clinical scope of the role with the intention to undertake practical clinical support and interventions to reduce the need for emergency department presentations, and to work directly with outpatient and community services to minimise the need for acute care presentation.

As a member of the LaNS team you will remain committed to, and focused on:

Placing people with complex health needs, and their families, at the centre of their own care.

Involving the consumer and their supports in care planning.

Anticipating and removing barriers to care.

Assisting consumers and their supports to make durable connections to the services and supports they need.

Helping to solve problems, coordinate clinical care, and improve the flow of information between the care team and the consumer and their supports.

Listening to consumers and their supports and acknowledging that they are experts in their own health.

As a key part of the Primary Care Pilot, you will remain committed to the above, with a particular focus on maintaining strong relationships with participating GPs in support of consumers. In addition, you will work to achieve the aims of the pilot, contribute to pilot progress reviews, make suggestions, implement adaptations, and participate in evaluation activities.

For more information regarding the position duties click here for the Health Professional Level 3/ Psychologist Level 3 Position Description.

For more information regarding the position duties click here for the Registered Nurse Level 2 Position Description

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

Undergo a pre-employment National Police Check.

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

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

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

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

Note: This is a temporary position available up to six months with the possibility of extension up to 12 months.

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

Contact Officer: Phyo Courtis (02) 5124 5030 Phyo.Courtis@act.gov.au

**CHS University of Canberra Hospital**

**UCH Rehabilitation**

**Social Work**

**Social Work Clinical Lead**

**Health Professional Level 4 $124,103 - $137,742, Canberra (PN: 61432-02KWW)**

Gazetted: 10 December 2024

Closing Date: 3 January 2025

Details: What can we offer you:

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

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

Flexible working conditions.

11.5% Superannuation.

Access to Employee Assistance Program.

Access to discounted gym membership.

Access to onsite Physiotherapists.

Access to onsite cafes, staff cafeteria, pharmacy and gift shop.

Up to $12K reimbursement of relocation expenses for interstate candidates. (subject to review and approval)

About the Role:

The Social Work Clinical Lead role for the Division of Rehabilitation Aged and Community Services (RACS) is part of the RACS Social Work department’s leadership team. In coordination with the broader Social Work leadership team, it is responsible for coordinating and providing clinical leadership, supervision, and mentoring. It supports clinicians across a range of sites and clinical expertise areas including inpatients at Canberra Hospital and University of Canberra Hospital, and community clients through outpatient services and at Community Health Centres. The role requires clinical knowledge and skills to support clients in rehabilitation, aged care, and community health related settings.

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

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

Undergo a pre-employment National Police Check.

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

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

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

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

Contact Officer: Barbara Bolton (02) 5124 0213 Barbara.Bolton@act.gov.au

**CHS Clinical Services**

**Women, Youth and Children's Health**

**Women, Youth and Children – Play Therapy**

**Camp Quality Child Life Therapist**

**Health Professional Level 2 $88,252 - $105,569, Canberra (PN: 66754-02KR2)**

Gazetted: 11 December 2024

Closing Date: 3 January 2025

Details: What can we offer you:

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

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

Flexible working conditions.

11.5% Superannuation.

Access to Employee Assistance Program.

Access to discounted gym membership.

Access to onsite Physiotherapists.

Access to onsite cafes, staff cafeteria, pharmacy and gift shop.

Up to $12K reimbursement of relocation expenses for interstate candidates. (subject to review and approval)

About the Role:

This is an exciting opportunity to join the Play Therapy service at the Centenary Hospital for Women and Children, in the new Camp Quality Child Life Therapist position. Camp Quality are very generously sponsoring this position as they have in other hospital programs across Australia.

The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence-based quality care and advocacy for children and young people in the ACT and surrounding regions with acute and chronic health needs.

The service is child and family centred, as family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. The Centenary Hospital is committed to providing child friendly, child safe and developmentally appropriate care, with opportunities for learning and play seen as fundamental to children’s expression, development and health and wellbeing. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics.

Child Life Therapists utilise specialist knowledge to plan, implement and evaluate developmentally appropriate therapeutic play. Therapeutic and medical play, procedural education, and support to reduce anxiety using coping strategies and distraction are integral to the role. Child Life Therapists work in the Paediatric Inpatient, Outpatient and Day Stay areas and may at times be required to service other areas of the hospital where children are admitted, such as the Emergency Department. Home visits are provided as part of the palliative care program. Child Life Therapists are required to provide expert advice to other health care providers and services and be a resource for staff members to ensure a culture of play and development is maintained.

The Camp Quality Child Life Therapist will report operationally to the Director of Allied Health in Women, Youth and Children and liaise regularly with clinical nursing managers in the Paediatric Medical Ward, Outpatients and Day Stay and Adolescent Ward.

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

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

Undergo a pre-employment National Police Check.

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

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

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

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

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

Contact Officer: Elissa Jacobs (02) 5124 4236 Elissa.Jacobs@act.gov.au

**CHS Clinical Services**

**Rehabilitation, Aged and Community Services**

**Community Care Program**

**Community Care Pelvic Health Physiotherapy Lead**

**Health Professional Level 4 $124,103 - $137,742, Canberra (PN: 61708-02KXR)**

Gazetted: 11 December 2024

Closing Date: 9 January 2025

Details: What can we offer you:

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

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

Flexible working conditions.

11.5% Superannuation.

Access to Employee Assistance Program.

Access to discounted gym membership.

Access to onsite Physiotherapists.

Access to onsite cafes, staff cafeteria, pharmacy and gift shop.

Up to $12K reimbursement of relocation expenses for interstate candidates. (subject to review and approval)

About the Role:

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community-based care across a range of settings. Community Care Physiotherapists have strong peer support where we work collaboratively with other professionals and participate in regular clinical supervision. We pride ourselves on our continual drive to deliver exceptional care and maintain a positive workplace culture. Our team is committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

Community Care Physiotherapy services are offered from community health centres across the ACT. The team supports patients with a wide range of presentations including musculoskeletal injury, post-surgery rehabilitation, frailty and aged, impaired balance and mobility, and pelvic health.

Community Care Physiotherapists work to their strengths and share knowledge to facilitate an environment of curiosity, innovation, and excellence to assist each other to achieve positive patient outcomes through the provision of exceptional clinical services. We are a high performing team that is engaged in continuous quality improvement and research.

Staff wellbeing is high priority, and the Community Care Physiotherapy team is an inclusive team that cares and takes the time to listen, show empathy and understanding towards each other, and our consumers.

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Jason Whittingham (02) 5124 1362 Jason.Whittingham@act.gov.au

### Canberra Institute of Technology

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

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

**Education Futures & Students**

**Health, Community & Science**

**CIT SCIENCE**

**Animal Care Attendant**

**General Service Officer Level 3 $65,941 - $68,871, Canberra (PN: 13052, several)**

Gazetted: 11 December 2024

Closing Date: 31 December 2024

Details: Canberra Institute of Technology (CIT) is seeking enthusiastic and experienced staff to fill casual vacancies in the CIT Dog Day care program.

Do you love working with animals? Are you self-motivated, a team player, and great with customer service? Canberra Institute of Technology’s Science Department at Bruce Campus offers a Dog Day Care program as part of the teaching area in Animal studies. CIT Dog Day Care is open 4 days per week during school terms, offering work experience to current students.

CIT Dog Day care attendants will be required to:

Provide Dog Day Care dogs with exercise, fun and training. Monitor dog interactions, wellbeing and behaviour.

Oversee student work experience, provide guidance and instruction on Dog Day care procedures.

Maintain cleanliness and housekeeping of the Dog day care yard and Dog House.

Undertake record keeping tasks, provide clients with pertinent information on their pets in Dog Day care.

Work outdoors in all kinds of weather.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements: You would preferably have experience working with dogs in an animal care setting or hold qualifications in animal studies such as Certificate III in companion animal, Certificate III in dog behaviour and training.

Notes: This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata. A register of suitable applicants will be established from this process and will be used to fill casual vacancies until the end of the calendar year.

How to Apply: Please fill in the attached application, along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Costigan (02) 6207 5515 Nicole.Costigan@cit.edu.au

**Corporate Services**

**Data and Digitalisation**

**Data and Security**

**Senior Director, Data and Security**

**Senior Officer Grade A $167,872, Canberra (PN: 63919)**

Gazetted: 10 December 2024

Closing Date: 24 December 2024

Details:

Why CIT?

Award-Winning Excellence: Join an award-winning Institution celebrated for its cutting-edge contributions to education and innovation.

Impactful Work: Play a pivotal role in shaping the future workforce of the ACT and beyond.

Dynamic Environment: Thrive in a vibrant, diverse, and inclusive workplace that champions creativity and collaboration.

Professional Growth: Engage in continuous learning and development opportunities to skyrocket your career while mentoring your amazing team.

Why You’ll Love This Role:

Lead the Charge: Shape and implement innovative data strategies and cybersecurity measures. Support executives to build a culture that values and uses data effectively.

Innovate: Drive the use of data to inform decisions and enhance educational services.

Collaborate & Create: Work with a talented team and engage with stakeholders across the board.

Impact: Play a pivotal role in the future of vocational education in the ACT.

What We’re Looking For:

Trailblazers: Leaders who can inspire and guide teams toward ICT excellence while managing risks.

Data Intelligence Expertise: Strong understanding of data governance and control to develop data-driven insights and intelligence.

Security Expertise: In-depth knowledge of cybersecurity principles to protect data, mitigate risks, and ensure a secure digital environment.

Strategic Visionary: Experience in data governance, cybersecurity, and project delivery, with the ability to align technology strategies with business goals.

Communicator: Excellent interpersonal and stakeholder management skills to drive collaboration across teams.

Perks of the Job:

Dynamic Environment: Be part of a forward-thinking institution.

Career Growth: Opportunities for professional development and advancement.

Inclusive Culture: Join a workplace that values diversity and innovation.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/ Other Requirements:

Tertiary qualifications and/or significant experience in data governance, cybersecurity, or ICT innovation. Practical experience in these areas within a public sector or education environment is highly desirable.

Understanding of Vocational Education and Training sector including data and reporting requirements

Strong knowledge of cybercrime and methods for managing the risk of cybercrime as set out in ISO/IEC 27032:2012.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Opportunities for flexible working options could include hybrid working, being a combination of working from home, designated office based and FlexiSpace working locations across the ACT.

How to Apply: If you found yourself nodding throughout this amazing job opportunity, we want to hear from you! Submit:

Your two-page pitch addressing the Selection Criteria to showcase why you're the perfect fit for this role.

Contact Officer: BiancaX Da Silva (02) 6205 2172 BiancaX.DaSilva@cit.edu.au

**Education and Training Services**

**College of Technology and Design**

**CIT Hairdressing and Beauty Therapy**

**Administration Support Officer**

**Administrative Services Officer Class 4 $84,061 - $90,595, Canberra (PN: 57668)**

Gazetted: 09 December 2024

Closing Date: 16 December 2024

Details: Expressions of Interest (EOI) are invited for the acting role of Administration Officer ASO4 Hairdressing and Beauty Therapy Department Commencing 13 January 2025 for 3 months with the possibility of extension up to 12 months

The Acting ASO4 reports to the Head of Department- Hair and Beauty Therapy (MEL1) and has a wide range of responsibilities, including:

Undertake appropriate administrative tasks and incidental duties as required by the Head of department.

Perform reception duties for the Hair and Beauty student clinics, including booking and scheduling clients, using the Shortcuts system, answering phone calls, and handling routine enquiries. Co-ordinating with staff from across CIT Hair and Beauty Therapy department to establish requirements.

First point-of-contact for all Hairdressing, Barbering, Beauty Therapy and Make-up program enquires. Answering queries regrading Australian School-Based Apprenticeships (ASBAs), apprentices/trainee, international students, and industry employers.

Complete enrolments and re-enrolments; use of student information systems, including Banner; and specialist student services, including referrals to appropriate services and information sources. Share up-to-date quality information to ensure a consistent and streamlined approach to client-centred services.

Oversee the collection of Public Monies including checking, balancing, and banking and authorisation of transactions as required.

Ensure all interactions of the department are consistent with the CIT cultural traits.

Create an environment that values and utilises the contribution of others.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements:

Desirable:

Preferable but not limited to experience within the Hairdressing, Barbering, or Beauty Therapy Industry

Knowledge of the student administration operations in an educational institution desirable.

Knowledge of the collection and reconcile of public monies.

Qualifications, relevant skills, and experience in an associated field

Experience using Microsoft office products (word, excel, PowerPoint, Teams, Webex), TRIM, CRM and Banner9

Notes: This is a temporary position available from 13 January 2025 for three months with the possibility of extension up to 12 months. This is a part-time position, and the salary noted above will be pro-rata. 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 us with a one-page pitch addressing why you are the most suitable person for the role against the Selection Criteria in the Position Description (attached) and include a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Teresa LoPilato (02) 6205 2491 Teresa.LoPilato@cit.edu.au

**Health Community Science**

**Health Community Science**

**Science**

**Veterinary Nursing Educator**

**Educator Level 1 $104,403 - $120,036, Canberra (PN: 38936)**

Gazetted: 09 December 2024

Closing Date: 30 December 2024

Details: Are you a skilled and passionate veterinary nurse looking for a new career path? We are seeking a dedicated professional to work in the rewarding field of vocational education and training (VET). As a VET Educator, you’ll have the opportunity to share your expertise and make a lasting impact on the next generation of veterinary professionals. With your hands-on experience and clinical knowledge, you can help shape the future of the industry while enjoying the benefits of a dynamic and fulfilling teaching career. Join us and turn your passion for veterinary care into an inspiring teaching role.

CIT Science is seeking an experienced veterinary nurse to join our teaching team. The CIT Science Department delivers a range of training in the areas of Animal Studies, Forensics and Laboratory Skills. Training is delivered through full time, part time and flexible study modes. The department also manages a commercial authentic learning environment in CIT Dog Day Care. We work collaboratively with industry and with other areas across the College of Health, Community & Science and CIT to create unique innovative learning opportunities for students.

Working at CIT: With an impressive 95-year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels. The benefits of working at CIT include:

· Access to facilities to support your health and wellbeing, including CIT Fit & Well Fitness centre at Bruce Campus, as well as a strong Employee Assistance Program

· Good work life balance

· Opportunities for professional development and training

· Working with a diverse team where your skills and knowledge will be highly valued

· Free parking

The successful candidate will be required to:

· Provide educational guidance to students within the veterinary nursing and animal care programs.

· Support student progression and provide a quality student experience.

· Demonstrate understanding of, or readiness to learn about, national VET standards including industry currency, assessment principles and rules of evidence.

· Provide support to the development of programs and teaching resources through industry and key stakeholder engagement.

· Demonstrate capacity in the use of technology and willingness to further develop digital literacy to a high level.

· Possess current knowledge of, or readiness to learn about, the VET sector.

· Demonstrate experience in working collaboratively and effectively with teams with minimal supervision.

· Develop and maintain working relationships with industry and key stakeholders.

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.

Eligibility/Other Requirements:

QUALIFICATIONS AND EXPERIENCE

Applicants do not have to possess direct teaching experience, as we can train you on how to become a great VET Teacher. We place more value on people with the relevant qualifications, industry experience and right attitude.

To be successful in this position you must:

· possession a relevant formal qualification, and

· demonstrate a broad range of current industry skills and experience.

To become a teacher at CIT you must:

· hold a Training and Assessment Certificate IV (such as a TAE40116 or equivalent)

OR

· where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs; and

· complete the full qualification within 12 months of engagement and be supervised by a suitably qualified person.

Note If you do not hold a qualification but you are still interested in the role, people contact the contact office for more information on eligibility.

DESIRABLE

· Current experience working in a veterinary practice.

· Ability to understand training packages and industry needs.

Notes: This is a temporary position available 3 February 2025 until 2 February 2026. This position is part-time at (29:40) hours per week and the full-time salary noted above will be pro-rata.

Selection may be based on applications and referee reports only.

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

How to Apply: Interested applicants should submit:

A pitch of no more than two pages. Your suitability will be assessed based on your skills and knowledge in relation to the duties/responsibilities of the role and clearly linked to the Selection Criteria. Please ensure that each criterion is addressed in your response.

Applications should include a current curriculum vitae and contact details of two referees.

You may be asked to provide referee reports on short-listing.

For assistance in applying for positions in the ACT Public Service

Contact Officer: Nicole Costigan (02) 6207 5515 Nicole.Costigan@cit.edu.au

**Education and Training Services**

**CIT Technology and Design**

**CIT Information Communication and Technology**

**Educator Level 1**

**Educator Level 1 $104,403 - $120,036, Canberra (PN: 51164)**

Gazetted: 06 December 2024

Closing Date: 13 December 2024

Details: The ICT department is seeking an experienced Vocational Education and Training Practitioners to join their team as an Educator for commencement in 2024.

WHAT DO WE WANT?

We seek an experienced VET teacher with a strong understanding of quality assessment, learning resource development and learning management systems (i.e., E-Learn).

WHAT WILL YOU DO?

The Educator will complete various collaborative activities in curriculum delivery, providing education and support to a range of student cohorts. Building strong continuous relationships with internal and external Industry partners and within the ICT team. You will have sound knowledge and experience in computer-based management systems, and IT capabilities, including skills and knowledge, in either Networking, Programming and Web Applications, or the ability to deliver and assess against a range of different Programming languages. You will be responsible for implementing innovative teaching and assessment practices and model a commitment to continuous learning.

WHAT DO I NEED?

To be successful in this position you will be able to inspire, energize, and positively influence team and individual outcomes. You will be an experienced VET practitioner passionate about passing on your knowledge and experience. Putting the student’s journey at the centre of your work, enabling you to easily navigate compliance requirements, relationships with industry and best practice learning and development.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/ Other Requirements:

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

Refer to the ACTPS CIT Educators EA 2023-2026, sub-Clause M10.4.

All new employees at engaged at or below the Educator Level 1.2 (TL1.6) with Vocational Education Training (VET) responsibilities must:

o hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); or

o where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs; and

o complete the full qualification within 12 months of engagement and be supervised by a suitably qualified person.

Clause M10.8 states that all employees at Educator Level 1.3 (TL1.7) to the Head of Department Level 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 M10.10 of the ACTPS CIT Educators EA 2023 - 2026.

o All employees at Educator 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. This includes programming. Network Administration and Network Infrastructure

DESIRABLE

Certificate IV in Information Technology or higher

Relevant Industry Certifications

Relevant Industry Experience in Information Technology and Quality education including Programming, Networking and Infrastructure, and Cyber Security

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to Apply: Please submit:

A two-page application response to the Selection Criteria.

Your current curriculum vitae and details of two referees.

Contact Officer: Monique Roeton (02) 6205 4470 Monique.Roeton@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.

### 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, Workforce Governance and Recruitment**

**Temporary Vacancy (13 December 2024 to 13 June 2025)**

**Office of Industrial Relations and Workforce Strategy**

**Public Sector Employment Group**

**Workforce Governance and Recruitment Branch**

**Position: E1327**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA, MPC Infrastructure Managers

Date circulated: 6 December 2024

The Office of Industrial Relations and Workforce Strategy was established within CMTEDD to ensure consistent implementation of Government policies and to promote stronger relationships between unions, workers and the Public Service at all levels.

Within OIRWS, the Workforce Governance and Recruitment Branch, is seeking an experienced leader to fill the position of Executive Branch Manager, Workforce Governance and Recruitment from 13 December 2024 to 13 June 2025. During which period recruitment will be undertaken to fill the role long term.

The Executive Branch Manager, Workforce Governance and Recruitment role reports to the Executive Group Manager Public Sector Employment and is responsible for leading the Workforce Governance and Recruitment Branch with responsibility for the following functions:

• Boards and Committees Governance principles;

• Delegations;

• Executive Service employment and recruitment advice, position management, policy and strategy;

• Statutory Office holders;

• Aboriginal and Torres Strait Islander Elected Body governance;

• Policy, advice and interpretation of Annual Report Directions, Boards and Committees, Caretaker Conventions, general Parliamentary conventions and issues, Conflict of Interest, Reportable Conduct and Travel;

• Recruitment services;

• Secure employment – including the Secure Employment Policy, Same Job Same Pay, Insourcing Assessment;

• Remuneration, classification, and work level standards and the conduct of reviews;

• Compliance and Assurance – including appeals, ARINs, Overpayments, Waivers, Underpayments and Secure Employment Conversion; and

• Providing Secretariat support to the Remuneration Tribunal.

We are looking for a highly motivated and skilled person who can demonstrate their ability to lead the Whole of Government Recruitment strategy and framework. The successful candidate will demonstrate they can create and strengthen working partnerships with customers and colleagues to enhance service delivery and customer experience and work collaboratively with other areas within the OIRWS to inform, implement and lead work to modernise the ACTPS.

Candidates should be dynamic, have exceptional leadership and executive management skills to further develop the business area through leading and establishing improved ways of thinking. This involves leading and managing the Branch in a changing environment, particularly in response to changing technological and customer demands. Legal qualifications would be highly regarded.

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

Remuneration: The position attracts a remuneration package ranging from $281,899 - $293,175 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $250,582.

To apply: Applicants should submit a ‘one page pitch’ and curriculum vitae addressing their suitability and availability for the role to Robert Wright via email, Robert.Wright@act.gov.au by COB Monday, 9 December 2024.

Contact Officer: Robert Wright (02) 620 76019 Robert.Wright@act.gov.au

**Chief Finance Officer, Strategic Finance**

**Temporary Vacancy (21 January 2025 – 6 February 2025)**

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

**Position: E834**

**(Remuneration equivalent to Executive Level 2.4)**

Circulated to: ACTPS Band 1 and Band 2 Executive List

Date circulated: 10 December 2024

The Chief Financial Officer (CFO) reports directly to the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Director-General providing high level advice and managing the complex financial activities of the Directorate. The Chief Finance Officer (CFO) works with senior colleagues to ensure planning and budgeting activities meet corporate goals, key legislative and business obligations and improve business productivity.

Under the guidance of the Chief Finance Officer (CFO), Strategic Finance assists business unit executives and senior managers to meet their corporate responsibilities including:

• Establishing and directing the organisation’s varied and complex financial administrative activities and operational procedures to ensure the financial position is protected.

• Planning the financial operations of the organisation and providing financial information and interpretations to the HoS and UT, the Senior Executive Group (Deputy Director General’s/Deputy Under Treasurer’s), ACT Executive and independent agencies.

• Coordinating the development, implementation and monitoring of financial accounting and related systems.

• Leading the preparation of the budget and financial reporting, including liaison with multiple business unit finance teams.

• Developing annual budgets and forward forecasts annual financial statements.

Strategic Finance is responsible for delivery of a range of services to support efficient and effective management of financial resources across CMTEDD. Strategic Finance works in collaboration with a network of business partners, providing localised financial management advice and information.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field of study and membership in an appropriate professional body (e.g. CPA/CA) are essential.

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 $368,020 - $382,772 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $327,821.

To apply: Interested applicants are requested to submit an EOI of no more than one page addressing the attached selection documents, a current curriculum vitae and contact details for two referees to Sally Druhan via email, sally.druhan@act.gov.au COB Tuesday 17 December 2024.

Contact Officer: Sally Druhan (02) 620 72697 sally.druhan@act.gov.au

**Executive Group Manager, Public Sector Employment**

**Temporary Vacancy (18 December 2024 to 17 January 2025)**

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

**Office of Industrial Relations and Workforce Strategy**

**Position: E714**

**(Remuneration equivalent to Executive Level 2.4)**

Circulated to: ACTPS Band 1 and Band 2 Executive List

Date circulated: 10 December 2024

Expressions of interest (EOI) are sought for the position of Executive Group Manager, Public Sector Employment within Office of Industrial Relations and Workforce Strategy. This temporary vacancy commences 18 December 2024 to 17 January 2025.

The position is responsible for providing Whole of Government and directorate support, advice, and strategy across a range of payroll, human resources, industrial relations, and governance functions.

It requires strong stakeholder engagement skills and experience with public sector employment matters. It is a high profile, fast paced role with a great team to work with.

For further information please see the Executive Capabilities attached.

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

Remuneration: The position attracts a remuneration package ranging from $368,020 - $382,772 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $327,821

To apply: Interested candidates should submit a one page pitch, current curriculum vitae and details of two referees via email to Robert.Wright@act.gov.au by COB Wednesday 11 December 2024

Contact Officer: Robert Wright (02) 6207 0569 Robert.Wright@act.gov.au

**Executive Branch Manager, People and Capability**

**Temporary Vacancy (ASAP to 31 January 2025 with the possibility of extension)**

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

**Corporate**

**Position: E421**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA, MPC Infrastructure Managers

Date circulated: 5 December 2024

Expressions of interest are sought for the position of Executive Branch Manager, People and Capability. This is a temporary vacancy starting ASAP to 31 January 2025 with the possibility of extension.

The People and Capability Branch is responsible for the delivery of human resources in CMTEDD, including the following: policy settings, culture training and capability development, employment programs, executive engagements, safety, wellbeing, conduct, performance, reportable conduct scheme, case management, employee relations, reward and recognition, workforce data and analytics functions.

The successful candidate will possess outstanding leadership, strategic, relationship management, communication, and change management skills with a strong background in leading strategic human resource initiatives across a complex and diverse workforce.

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.

Remuneration: The position attracts a remuneration package ranging from $281,899 - $293,175 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $250,582.

To apply: Interested candidates should submit a short Expression of Interest, of no more than one page addressing the Executive Capabilities, details of two referees and a current curriculum vitae to Steven Wright via email to steven.wright@act.gov.au by COB Tuesday 10 December 2025.

Contact Officer: Steven Wright (02) 6207 1356 steven.wright@act.gov.au

**Procurement ACT**

**Goods and Services**

**Sourcing, Advice and Supply**

**Procurement Officer**

**Administrative Services Officer Class 6 $99,654 - $113,315, Canberra (PN: 03114, several)**

Gazetted: 11 December 2024

Closing Date: 30 January 2025

Details: The Sourcing, Advice and Supply (SAS) team within Procurement ACT is looking for enthusiastic and capable applicants to fill a number of Procurement Officer positions within the team.

In addition to generalist public sector procurement skills, we are looking to develop our staff’s capability across a range of general areas, such as strategic and analytical thinking, teamwork, project management, communication, negotiation, written and representational skills. We are continually updating and improving our systems, knowledge, and processes, and want staff who can adapt and work with others in a dynamic environment.

The successful applicants will be self-motivated, responsive, show initiative, have sound judgement, professional resilience, and personal drive. We are looking for applicants that can think on their feet and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with Territory strategic goals.

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

Eligibility/Other Requirements: Relevant tertiary qualifications of interest include a Certificate IV in Government (Procurement & Contracting) or a Certificate VI Advanced Diploma of Government (Procurement & Contracting); or the ability to obtain certification based on prior experience; or tertiary qualifications in law, commerce, business administration or the equivalent or evidence of study would be an advantage

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

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

Opportunities for flexible working options could include hybrid working, being a combination of working from home, designated office based and FlexiSpace working locations across the ACT, part-time hours, job-sharing, flexible start, and finish times.

How to Apply: Please submit a maximum three-page written submission responding to the selection criteria. Applicants should also submit a current curriculum vitae and contact details for two referees.

Contact Officer: Joshua Rae (02) 6205 1939 Joshua.Rae@act.gov.au

**Procurement ACT**

**Goods and Services**

**Sourcing, Advice and Supply**

**Senior Director, Sourcing, Advice and Supply**

**Senior Officer Grade A $167,872, Canberra (PN: 37713, several)**

Gazetted: 11 December 2024

Closing Date: 15 January 2025

Details: Do you have what it takes to manage an effective team to increase capability and deliver quality advice and support for the procurement and supply of goods and services on behalf of the ACT Government?

Then we want to hear from you!

Procurement ACT is excited to invite applications for a Senior Director who can work across the Procurement Goods and Services Branch. As a Senior Director you will lead a team, who engages with a collective group of Territory entities to deliver procurement advice and facilitate complex procurement projects in accordance with the scale scope and risk of the procurement.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Notes: A merit pool may be used to fill identical temporary vacancies up to 12 months or identical permanent vacancies that arise during the next 12 months. Selection may be based on application and referee reports alone.

How to Apply: Your application must include your current curriculum vitae and a two-page letter addressing the Selection Criteria outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Riaan Visser (02) 6205 2483 Riaan.Visser@act.gov.au

**Budget, Procurement, Investments and Finance**

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

**Finance Shared Services**

**Finance Operations - Accounts Payable**

**Team Leader**

**Administrative Services Officer Class 5 $92,855 - $97,987, Canberra (PN: 28905, Several)**

Gazetted: 10 December 2024

Closing Date: 17 December 2024

Details: The Accounts Payable team within Shared Services Finance Operations currently has two temporary Team Leader (ASO5) vacancies.

The Shared Services Finance Operations team provide accounts payable, customer experience service desk, banking, and business intelligence functions for the ACT Government. The team are experts in their field providing a customer focused business area that works collaboratively with stakeholders and partners to deliver integrated finance service operations on behalf of the Territory.

We are seeking enthusiastic and highly motivated individuals to join our team. In this role, as Team Leader, you will be responsible for coordinating and leading a range of support services and processing functions in an Accounts Payable environment.

You will be someone who has demonstrated leadership capability, is a strong and clear communicator with exceptional time management skills and a proven commitment to identifying and promoting business improvement initiatives.

You will possess well-developed problem solving and analytical skills and be able to effectively prioritise workloads across your area of operations and responsibility in order to meet tight deadlines in a fast-paced operational environment.

To be successful in this role you should have a strong understanding of the work practices and procedures that underpin a successful finance operations or similar environment.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, neurodiverse and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: Previous experience in an Accounts Payable role with call centre experience is highly desirable.

Notes: This is a temporary position available immediately until July 2025 with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be made on application and referees report only.

How to apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the “What you will do” and “What you require” sections and submit a personal pitch of no more than 500 words.

Your personal pitch should include information that provides evidence of your capabilities against the professional and technical skills and the behavioural capabilities and importantly highlights your skills and experience in a finance operations or similar environment. A current curriculum vitae must be provided.

Applications should be submitted via the Apply Now Button below.

Contact Officer: Tash Grant Tash Grant (02) 6205 4066 Tash.Grant@act.gov.au

**Access Canberra**

**Licensing and Registration Branch**

**Births, Deaths and Marriages**

**Administration Officer**

**Administrative Services Officer Class 4 $84,061 - $90,595, Canberra (PN: 42548)**

Gazetted: 10 December 2024

Closing Date: 17 December 2024

Details: Are you interested in seeing the positive impact your work has in the ACT community? Are you an effective regulator? If so, we may have the perfect role for you!

As an Administration Officer you will be part of a highly productive team responsible for registering life events and issuing identity documents. You will need to provide high quality customer service and administrative support to the team leader and have the ability to adapt well to change and balance competing priorities in a dynamic regulatory environment.

Successful applicants must be able to demonstrate their ability to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. This will be used to manage and resolve complex queries from customers and stakeholders and respond to enquiries with minimum supervision.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements: Experience working in a regulatory environment is highly desirable.

Notes: This is a permanent position available from February 2025. A Merit Pool will be established from this selection process and may be used to fill identical vacancies in the Licensing and Registration branch over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Wytkamp (02) 6207 8774 Melissa.Wytkamp@act.gov.au

**Corporate**

**People and Capability**

**Senior Director, Safety and Wellbeing**

**Senior Officer Grade A $167,872, Canberra (PN: 36891)**

Gazetted: 09 December 2024

Closing Date: 16 December 2024

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) People and Capability Branch is seeking a highly motivated and experienced leader to fill the role of the Senior Director, Safety and Wellbeing.

The Senior Director, Safety and Wellbeing works closely with Directorate executives, managers, WHS coordinators, Health and Safety representatives and other stakeholders to support the development and implementation of WHS management arrangements. The role is responsible for leading the Safety and Wellbeing team to:

Maintain the CMTEDD’s wok health and safety management system and WHS policies;

Provide advice on work health and safety across the Directorate, including conducting risk assessments and investigations;

Develop and deliver the CMTEDD WHS Annual Assurance Program;

Deliver the CMTEDD Health and wellbeing programs including the annual Influenza Vaccination Program;

Support CMTEDD Leaders and Executives in meeting due diligence requirements, and

Provide WHS support and advice during emergencies.

Hear about CMTEDD from some of our staff.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements: Relevant Tertiary Qualifications in Work Health Safety, or related field are highly desirable. Extensive industry experience will be highly regarded.

Notes: This is a temporary position available immediately until 30 June 2025 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit no more than a two-page written response addressing the Selection Criteria outlined in the Position Description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Raphaela Higginbotham (02) 6205 0290 Raphaela.Higginbotham@act.gov.au

**Access Canberra**

**Corporate Support and Capability**

**Digital Design and Delivery**

**Project Manager**

**Senior Officer Grade C $124,103 - $133,195, Canberra (PN: 63862, Several)**

Gazetted: 09 December 2024

Closing Date: 16 December 2024

Details: Do you want to make a positive impact on the Canberra community and be part of a team that makes life easier for Canberrans? This role presents a real opportunity to make a difference, a chance to take pride in your work and see your work benefit the community.

The Digital Design and Delivery section is responsible for managing a range of digital capabilities and ICT systems that enable and support the evolution of services that Access Canberra provides. The team successfully delivers digital initiatives and supports ongoing the digital touchpoints with Access Canberra's services.

We are a diverse, innovative and professional team who come from a wide variety of backgrounds. We welcome people with experience from the community, private and public sectors and believe the more diverse our knowledge base is, the better our results will be.

We are seeking applications for Project Managers to successfully manage and deliver digital projects. As a Project Manager you will be responsible for leading and contributing to the delivery of a range of projects associated with the regulatory and service delivery functions that Access Canberra provides the community.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/ Other Requirements:

Relevant tertiary qualifications are highly desirable.

Competency in the use of relevant Project Management tools and techniques, like PRINCE2 are desirable.

Note: These are temporary positions available for a period of six months with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this recruitment and used to fill similar vacancies over the next 12 months. This position is part of a workplace that is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit:

A pitch of no longer than two pages. Your pitch should address the Selection Criteria set out in the Duty Statement.

Your curriculum vitae.

Contact Officer: Samantha Cleary (02) 6207 9131 Samantha.Cleary@act.gov.au

**Access Canberra**

**Corporate Support and Capability**

**Digital Design and Delivery**

**Director, Portfolio Management Office**

**Senior Officer Grade B $145,253 - $162,877, Canberra (PN: 54193)**

Gazetted: 09 December 2024

Closing Date: 16 December 2024

Details: Do you want to make a positive impact on the Canberra community and be part of a team that makes life easier for Canberrans? This role presents a real opportunity to make a difference, a chance to take pride in your work and see your work benefit the community.

The Digital Design and Delivery section is responsible for managing a range of digital capabilities and ICT systems that enable and support the evolution of services that Access Canberra provides. The team successfully delivers digital initiatives and supports ongoing the digital touchpoints with Access Canberra's services.

We are a diverse, innovative and professional team who come from a wide variety of backgrounds. We welcome people with experience from the community, private and public sectors and believe the more diverse our knowledge base is, the better our results will be.

We are seeking applications for a Director - Portfolio Management Office to lead a team of program and project managers to deliver digital initiatives. You will be integral in strategic planning and uplifting digital capabilities and services.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Note: This is a temporary position available for a period of 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 used to fill similar vacancies over the next 12 months.

How to Apply: Submit:

A two-page pitch addressing the Selection Criteria outlined in the Position Description.

Your curriculum vitae and details of two referees.

Contact Officer: Samantha Cleary (02) 6207 9131 Samantha.Cleary@act.gov.au

**Budget, Procurement, Investments and Finance (BPIF)**

**Shared Services Finance**

**Finance Operations**

**Coordinator, Banking Initiatives**

**Administrative Services Officer Class 6 $99,654 - $113,315, Canberra (PN: 64022)**

Gazetted: 09 December 2024

Closing Date: 30 December 2024

Details: The Finance Operations Team at Shared Services is excited to welcome a dynamic Senior Assistant to our team! In this role, you will be the key to building and nurturing a strong partnership between the Territory and its Banking service provider through continuous communication and collaboration.

Beyond managing relationships, you'll be at the forefront of exciting initiatives. You'll tackle and resolve any contractual matters from the Whole of Government Banking Agreement and play a pivotal role in evaluating and adopting cutting-edge banking products and services. This ensures the Territory stays ahead in the digital banking space. As a valued team member, you'll also support various banking sector projects and governance issues. Your enthusiasm and collaborative spirit will be highly appreciated.

Effective communication is at the heart of this role, as it is essential for building and maintaining strong relationships. A proactive approach and a commitment to fostering positive connections are key.

Join us and make a significant impact on how the Territory government engages with its community through its banking arrangements. Apply now for the Senior Assistant position and be part of this exciting journey!

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/ Other Requirements:

Recent relevant experience in finance, particularly in either Government or commercial banking sectors, is highly desirable for this role.

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable Children Check.

Note: This is a temporary position available immediately for a period of 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. Opportunities for flexible working options could include hybrid working, being a combination of working from home, designated office based and FlexiSpace working locations across the ACT, part-time hours, job-sharing, flexible start, and finish times.

How to Apply:

Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the “What you will do” and “What you require” sections and submit a personal pitch of no more than two pages. Your personal pitch should demonstrate your capabilities by providing evidence of your Professional and Technical Skills, as well as your Behavioural Competencies. Highlight your experience in the commercial banking sector and/or in a contract management role.

Please ensure you include a current curriculum vitae.

Contact Officer: Guiseppe Moscaritolo (02) 6205 0298 Guiseppe.Moscaritolo@act.gov.au

**Office of Industrial Relations and Workforce Strategy**

**Public Sector Employment and Industrial Relations**

**Integrity Policy**

**Director**

**Senior Officer Grade B $145,253 - $162,877, Canberra (PN: 62541)**

Gazetted: 06 December 2024

Closing Date: 13 December 2024

Details: Public Sector Employment (PSE) in the Office of Industrial Relations and Workforce Strategy (OIRWS) has a temporary opportunity for a Director in the Integrity Policy Branch. The Integrity Policy Branch develops policy and implements the Government agreed recommendations from the recent reviews of the Integrity Commission Act 2018 (IC Act) and the Public Interest Disclosure Act 2012 (PID Act) completed in 2023. The Integrity Policy Branch may also assist with developing and coordinating Government responses to matters concerning integrity and the ACTPS signature values and behaviours.

The Director will be an experienced legal policy officer, with a strong legal background and excellent communication and leadership skills, enabling them to effectively and efficiently developing and delivering sound policy initiatives to achieve the ACT Government's objectives. You will need to be highly organised, engage critically with challenging and complex legal policy issues, possess high attention to detail, be a strong team player, and be able to communicate effectively with a broad range of integrity stakeholders

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/ Other Requirements:

Knowledge or experience in integrity and/or the public sector employment framework, or the ability to gain this quickly, will be an asset.

Relevant tertiary qualifications in law or a related field are highly desirable but not essential to this role.

Note: This is a temporary position available immediately for a six-month period 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: Interested applicants are requested to submit:

A pitch of no more than two pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description

A current curriculum vitae including the details for two referees.

Contact Officer: Chantel Potter (02) 6207 4780 Chantel.Potter@act.gov.au

**Economic, Revenue and Insurance**

**ACT Insurance Authority**

**Assistant Director Finance**

**Senior Officer Grade C $124,103 - $133,195, Canberra (PN: 67991)**

Gazetted: 09 December 2024

Closing Date: 6 January 2025

Details: Do you have experience in delivering the full range of financial services in a public sector environment?  Do you have excellent technical and analytical skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy working in a lively and passionate team? Then this may well be the perfect job for you!

To be a strong contender for this role, you will be a skilful communicator with a strong record in financial operation, reporting and budget. You will have the capacity to communicate with influence. An ability to impart the vision of financial services and develop and maintain cohesion and productivity will be highly regarded.

The Position:

Assist with developing, maintaining and managing financial reporting and all other related processes for the Authority including the preparation of Financial Statements and management of the annual audit process.

Assist with developing, maintaining and managing the development and on-going monitoring of the Authority’s budgets, forecasts and related financial processes.

Develop, maintain and manage the Authority’s accounts processing, financial systems and associated processes and assist with driving the development, maintenance and implementation of financial policies and procedures relevant to the delivery of services in the Authority.

Collaborate with the Authority’s managers and external stakeholders to ensure an eﬀective compliance, governance and monitoring process and applicable mitigation strategies are in place for addressing key operational business and financial risks, and meeting business objectives.

Assist in the development, implementation and monitoring of strategies that enable eﬀective interaction and communication with the Authority’s clients and drive continuous improvement in relation to financial management.

Promote and support the Authority’s policies, procedures, mission, values, and standards of ethics and integrity.

 This position may involve direct supervision of staﬀ

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements: Tertiary qualifications in accounting or a related field and CA/CPA qualification or progress toward same is highly desirable.

Notes: This is a temporary position available immediately 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.

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. Opportunities for flexible working options could include hybrid working, being a combination of working from home, designated office based and FlexiSpace working locations across the ACT, part-time hours, job-sharing, flexible start, and finish times.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Ralph Guo (02) 6205 9812 Ralph.Guo@act.gov.au

**Strategic Finance**

**Senior Finance Officer**

**Administrative Services Officer Class 6 $99,654 - $113,315, Canberra (PN: 54350)**

Gazetted: 05 December 2024

Closing Date: 2 January 2025

Details: We are seeking a financial professional to join our high-performing team in the Strategic Finance Division. This position will primarily be responsible for supporting month-end activities for the Directorate, including preparing journals, reconciliations, finance reports, and meeting with stakeholders to discuss their performance. You will also have opportunities to work on the preparation of the annual financial statements, develop internal finance policies, and investigating complex accounting issues.

This role would suit individuals with an accounting, auditing, or finance background.

You will have a strong level of autonomy in carrying out your tasks and will be actively supported in finding new and more efficient ways to deliver your work.

We are passionate about growing our people and will support your ongoing professional development by providing financial and study leave support for a range of courses, and reimbursement of costs for your professional memberships.

We are also a national leader in the adoption of flexible work arrangements, with several options available to staff including flexible working hours, work from home arrangements, and recovery leave options.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements:

Tertiary qualification in an accounting/finance discipline and CAANZ or CPA Australia professional membership is desirable.

Previous experience working in financial auditing or financial accounting, would be an advantage.

Notes: This is a temporary position available for 12 months with a possibility for an extension up to 12 months and/or permanency. Selection will be based on the application, referee reports and interview. A merit pool may be established to fill future similar vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sandy Chen (02) 6207 9057 Sandy.Chen@act.gov.au

**Office of Industrial Relations and Workforce Strategy**

**Payroll Services**

**Payroll Operations**

**Compensation Project Officer**

**Administrative Services Officer Class 5 $92,855 - $97,987, Canberra (PN: 67699, several)**

Gazetted: 09 December 2024

Closing Date: 16 December 2024

Details: A Compensation Project Officer is responsible for the oversight, preparation and undertaking of time sensitive workers compensation audits to ensure legislated timeframes are met. The role involves building and maintaining important business partnerships and working relationships, an in-depth understanding of payroll processes and an ability to interpret, advise on and apply complex workers compensation legislation and employment matters.

The Compensation Project Officers roles are but not limited to:

Manual pay audits for periods of accepted workers compensation

Responsibility and maintenance of comprehensive audit tracker workbook

Provide weekly reporting to internal and external stakeholders on the progress of audits

Liaise with various stakeholders on the status and outcome of audits

Regular communication with external provider (EML) on status of audits and for the provision of required paperwork

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Notes: This is a temporary position available immediately for a period of 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:

Your curriculum vitae;

Names and contact details of two professional referees; and

A written pitch of no more than two pages, providing evidence of your suitability for the role. The pitch should clearly address the Professional, Technical Skills and Behavioural capabilities included in the Position Description and provide relevant examples of your experience aligning with those capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Gray (02) 6205 9907 Lisa.Gray@act.gov.au

**Access Canberra**

**Fair Trading and Compliance**

**Compliance**

**Inspector**

**Administrative Services Officer Class 5 $92,855 - $97,987, Canberra (PN: 42500)**

Gazetted: 06 December 2024

Closing Date: 3 January 2025

Details: Are you ready to step into a dynamic role where every day brings new challenges and opportunities? Access Canberra's Compliance team is looking for an enthusiastic and detail-oriented person to join the team in a regulatory inspector role.

The Compliance team is responsible for regulating a large variety of legislation, including liquor, security, tobacco, agents, traders, gaming, casino, controlled sports, and more. We work closely with investigation and licensing teams to ensure consistency in service delivery to both industry and the ACT public.

The successful applicant will conduct inspections, participate in compliance programs and investigations, and respond to complaints. Applicants need an eye for detail, strong communication skills, an ability to work under changing priorities and pressures, and must be able to work effectively as part of a team.

If you are ready to take on a rewarding role that makes a difference in the community, we want to hear from you! Please refer to the 'How to Apply' section.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements:

1. A full driver’s licence is essential.

2. 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 - Apply for or renew a WWVP registration - Access Canberra (act.gov.au)

3. Qualifications or experience in related roles is highly desirable but not required.

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

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

How to Apply:

To apply for this role, please:

1. Provide your curriculum vitae, including details of two referees (including your current supervisor); and

2. A two-page (maximum) pitch detailing why your Skills, Knowledge, Behaviour, and qualifications make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura Gillan (02) 6205 2758 Laura.Gillan@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**

**Executive Group Manager, Children Youth and Families**

**Temporary vacancy (ASAP to 28 February 2025 with the possibility of extension)**

**Community Services Directorate**

**Office of the Director-General**

**Position: E386**

**(Remuneration equivalent to Executive Level 2.4)**

Circulated to: ACTPS Band 1 and Band 2 Executive List

Date circulated: 10 December 2024

An exciting opportunity exists for an experienced Executive to lead the functions in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours. Applications are sought for the role of Executive Group Manager, Children, Youth and Families.

The Executive Group Manager, reports to the Deputy Director-General, Children, Families and Strategic Reform and is responsible for leading the delivery of service functions in: Child and Youth Protection Services and Early Intervention and Prevention Services. The Executive Group Manager is a member of the Community Services Directorate Board of Management.

The Children Youth and Families Division is undertaking large scale reform to embed leading practice Child Safety and Out of Home Care across the ACT. The Division is responsible for both government service delivery as well as strategy and stewardship of the Children, Youth and Family Service system regarding improving service access and quality to achieve greater outcomes for families by implementing an early support approach to delivering family services.

A significant area of work is in building capability and capacity to support Aboriginal and Torres Strait Islander self-determination and family led decision making across the continuum while embedding the Aboriginal and Torres Strait Islander Placement principle in practice and developing systems to support practitioners in their work. Leadership of the Aboriginal Services Branch and the Next Steps Reform Branch is an essential part of this delivery.

Working with the ACT Inaugural Chief Practitioner to embed clinical governance and support quality practice across all aspects of the service system is also a key priority in 2025.

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 $368,020 - $382,772 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $327,821.

To apply: Provide your curriculum vitae, a one-page pitch aligned to the ACTPS Executive Capabilities that address why you are the best person for this role, plus the contact details for two referees to Anne-Maree Sabellico via email, AnneMaree.Sabellico@act.gov.au by COB Tuesday 17 December 2024.

Contact Officer: Anne-Maree Sabellico 02 6207 1552 or AnneMaree.Sabellico@act.gov.au

**Children, Youth and Families**

**CYF Operations**

**Information, Resources and Referrals**

**Assistant Disability Liaison Officer**

**Administrative Services Officer Class 6 $99,654 - $113,315, Canberra (PN: 63746)**

Gazetted: 10 December 2024

Closing Date: 24 December 2024

Details: Children Youth and Families Division (CYF) within the Community Services Directorate (CSD) is seeking applications from suitable candidates for the position of Assistant Disability Liaison Officer.

The role will support the Disability Liaison Officer and CYF to improve experiences and access to services for young people with a disability involved with Children, Youth and Families. The role works closely with CYF staff and relevant agencies to improve collaboration and the sharing of information. This will be achieved through projects, provision of information, policy, procedure, decision making and relevant legislation.

The role will also support the development of a cross-system community of practice that will identify and address systemic barriers that impact access to justice for people with disability. The community of practice will support a cultural shift in justice agencies to identify and meet the needs of people with disability through coordination of training, resource adaption and engaging with service user.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements:

• Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science, Education or an allied health position (speech therapist, occupational therapist) are desirable but not essential.

• At least 2 (two) years of practical experience working with children, young people and their carers and families within a disability service is highly desirable.

• This position requires a Working with Vulnerable People Check. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 will be required. For further information on Working with Vulnerable people registrations, refer to Access Canberra.

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

• Driver’s license (C class) is essential.

• The successful candidate will work in accordance with and uphold the ACT Public Service Values and Signature Behaviours, ACT Government’s Respect, Equity and Diversity Framework and the Directorate’s Work Health and Safety System.

As the successful candidate is likely to work with Aboriginal and Torres Strait Islander families and young people, cultural awareness, and capacity to work with Aboriginal and Torres Strait Islander people is highly desirable for this position

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

How to Apply: 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 submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracey Mcfarlane (02) 6207 6408 Tracey.Mcfarlane@act.gov.au

**Inclusion**

**Support Services for Children**

**Child Development Service**

**Allied Health Assistant**

**Allied Health Assistant 3 $77,496 - $85,445, Canberra (PN: 36157)**

Gazetted: 09 December 2024

Closing Date: 30 December 2024

Details: Are you an Allied Health Assistant with experience, and an interest in child development and early intervention for infants and young children?

Allied health Assistants, in the Child Development Service team will aid Child Development Service Health Professionals in their provision of client care through the implementation of individual or group therapy programs for clients of the Child Development Service.

Successful applicants will work under the supervision and delegation of health professionals in a variety of settings, including clinics and community settings. You may also be required to provide supervision to allied health assistant students on placement.

As part of the team, you will collaborate within a social, supportive, multidisciplinary team environment to develop and deliver health promotion, group programs and direct service for children with developmental delay and their families. You will have access to professional development and a community of practice, and there is some flexibility in working hours. More information about the role can be found in the position description.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements:

1. Certificate IV in Allied Health Assistance, or associate diploma in relevant field

2. Experience working as an Allied Health Assistant

3. The successful candidate will work with or are likely to work with Aboriginal and Torres Strait Islander families and young people, cultural awareness, and capacity to work with Aboriginal and Torres Strait Islander people is highly desirable for this position

4. 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 - Apply for or renew a WWVP registration - Access Canberra (act.gov.au)

5. Current Australian Drivers Licence

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: Applicants are required to address the Professional / Technical skills/ Knowledge, and Behavioural Capabilities sections of the Position Description. (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees.

Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melinda Connor (02) 6205 9004 Melinda.Connor@act.gov.au

**Corporate**

**People, Capability and Culture**

**Learning and Development**

**Senior Advisor, Learning and Development**

**Administrative Services Officer Class 6 $99,654 - $113,315, Canberra (PN: 58255)**

Gazetted: 05 December 2024

Closing Date: 19 December 2024

Details: The Community Services Directorate (CSD), Learning and Development Team, is seeking a learning and development professional to assist with developing and managing learning resources and programs to enhance the capability and performance of the Directorate.

The successful applicant will be required to contribute to the delivery, promotion, and evaluation of CSD training courses including liaising with internal stakeholders and external providers. They will have responsibility for assisting with the development and procurement of face-to-face/virtual learning activities, including co-delivery of monthly new starter information sessions, and will also contribute to various capability-building projects, particularly eLearn and other online content creation.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements: Experience and/or qualifications in learning and development is highly desirable.

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

How to Apply:

Please provide:

1. A maximum two-page pitch, outlining your suitability for the role, focusing on providing workplace examples aligning with the duties (WHAT YOU WILL DO), and capabilities and behaviours (WHAT YOU REQUIRE) required to be successful for this role.

2. A current curriculum vitae.

3. Contact details of two current referees including your most recent supervisor. Please

note: no referees will be contacted without permission

4. If shortlisted for the position you may be asked to complete an interview to assess your suitability for the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jordan Scarr (02) 6207 9228 Jordan.Scarr@act.gov.au

**Housing Assistance**

**Client Services**

**Tribunal Services**

**Assistant Director, Tribunal Services**

**Legal Officer Grade 1 /Senior Officer Grade C $78,288 - $133,195, Canberra (PN: 48238)**

Gazetted: 05 December 2024

Closing Date: 19 December 2024

Details: The Client Services Branch at the Community Services Directorate (CSD) supports the management of over 11,000 public housing tenancies. Advice and support are provided to public housing clients and stakeholders on diverse, and often complex, issues.

The Tribunal Services team provides secretariat support for the Tenancy Early Intervention Review Panel (TEIR) that considers matters likely to progress to the ACT Civil and Administrative Tribunal (ACAT). The Assistant Director, Tribunal Services is responsible for managing the operations of the Tribunal Services team including the management of Housing ACT matters before the ACAT and other Courts or Tribunals in accordance with agreed parameters. The role will lead and develop the Tribunal Advocates to enable them to effectively represent the Social Housing Commissioner in the ACAT.

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 this position can be offered at the Legal Officer Grade 1 classification or the Senior Officer Grade C classification depending on qualifications.

Relevant legal qualifications required for Legal Officer 1.

Relevant skills and experience are required for SOGC.

Driver’s license is essential.

This position does require a Working with Vulnerable People Check. Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Apply for or renew a WWVP registration - Access Canberra (act.gov.au)

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

How to Apply:

Applicants should submit a 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 submit a copy of your current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure one of the referees is your current or immediate past supervisor.

Contact Officer: Laura Black (02) 6205 3804 Laura.Black@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**

**Executive Group Manager, People, Governance and Communications**

**Temporary Vacancy (From 16 December 2024 to 13 January 2025 inclusive)**

**People, Governance and Communications**

**Education Directorate**

**Position: E717**

**(Remuneration equivalent to Executive Level 2.3)**

Circulated to: ACTPS Band 1 Executive and ACTPS Band 2

Date circulated: 11 December 2024

The Education Directorate has a short term opportunity to fill the position of Executive Group Manager People, Governance and Communications (Chief Operating Officer) from 16 December 2024 to 13 January 2025 inclusive.

The Executive Group Manager People, Governance and Communications (Chief Operating Officer) is a member of the Executive Governance Committee (EGC). The EGC provides strategic leadership for the ACT in school education and early childhood education and care.

Key to this position will be the provision strategic leadership to ensure the delivery of high quality and relevant business services. The Executive Group Manager People, Governance and Communications (Chief Operating Officer) leads a team of senior management specialists in human resources, administration, and governance, communications, ministerial services and coordination.

The Executive Group Manager People, Governance and Communications (Chief Operating Officer) will work with the Director-General and the ACT Government to:

• Provide high quality policy and strategic advice to the Minister and government;

• Provide strategic and operational stewardship of the Education Directorate;

• Improvement in the delivery of enabling support services to improve the performance of public education in the ACT;

• Design and build services and products that enable the delivery of high-quality education services;

• Foster a united leadership approach across the Directorate, and

• Develop a learning culture.

The Executive Group Manager People, Governance and Communications (Chief Operating Officer) is responsible for:

• Investing in people;

• Providing leadership in relation to business integrity and accountability;

• Building organisational capability to ensure ongoing business improvement and sustainability;

• Effective stakeholder engagement;

• Design and improvement of the business service model to deliver on Government objectives and ensure schools and students are at the centre of all we do;

• Evaluation and reporting of impact;

• Effective and efficient management of the Directorate, its resources and people;

• Provision of registration and regulatory functions using a responsive regulatory model; and

• Good governance of the Directorate as a member of the Senior Executive Team.

The Executive Group Manager People, Governance and Communications (Chief Operating Officer) must have a comprehensive understanding of effective public sector governance, be able to provide strategic commercial advice, and lead complex projects and programs of work.

The role requires a person with exceptional leadership, administrative, analytical and management skills. An ability to collaborate and work with clients, stakeholders and colleagues across the ACT Public Service is also required.

The successful candidate will:

• Provide visionary, astute and resilient leadership with a passion for education.

• Demonstrate an ability and commitment to work collaboratively across the Directorate and the ACT Government.

• Demonstrate a sophisticated understanding of complex systems and the demands of public sector accountability.

• Demonstrate a level of personal drive, energy and commitment to learning and fostering development of people.

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 $344,954 - $358,775 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $307,134.

To apply: : Interested candidates should submit an Expression of Interest of no more than one page addressing the ACT Public Service Executive Capabilities, outlining what you could contribute to this critical role, as well as a current curriculum vitae and contact details of two referees to David Matthews via email at david.matthews@act.gov.au by COB 12.00pm Friday, 13 December 2024.

Contact Officer: David Matthews david.matthews@act.gov.au

**Deputy Director-General**

**Temporary Vacancy (2 January 2025 to 2 February 2025)**

**Education**

**Position: E716**

**(Remuneration equivalent to Executive Level 3.3)**

Circulated to: ACTPS Band 2 Executive and ACTPS Band 3 Executive

Date circulated: 11 December 2024

The Education Directorate has a temporary vacancy commencing 2 January 2025 to 2 February 2025 to fill the position of Deputy Director-General.

The Deputy Director-General (DDG) will assist the Director-General (DG) to achieve a reduction in the equity gap, an increase in learning gain demonstrated within each school and a high level of student and family engagement.

The DDG will assist the DG to ensure the effective implementation of the ACT Education Directorate Strategic Plan 2022-25.

The DDG will work closely with other senior leaders, school leaders and key stakeholders to improve a system level approach to education reform and school improvement. The DDG will lead the organisational approach to implementation of strategic priorities and national reform initiatives.

The DDG will monitor and accelerate system level improvement that results in improved learning and development outcomes for students.

The Deputy Director-General will work with and may deputise for the Director-General to:

• provide high level policy advice to the Minister for Education;

• develop a culture of safety first and build capability to strengthen inclusive education services;

• foster quality teaching by building the professional capability of school leadership and educators;

• implement ACT Government policy on early childhood education and care and school education; and

• manage and drive continuous improvement in the delivery of public education.

The Deputy Director-General will:

• lead integration of policy and services across the organization

• promote a strong and collaborative culture through effective communication and links with internal and external partners and the broader community;

• implement ACT Government policy on school education for all school age students;

• drive continuous improvement in the delivery of early childhood, primary, secondary and senior secondary education in ACT public schools; and

• monitor enterprise and strategic risk.

• The function also provides direct advice to the Director-General for the Minister and the Cabinet as required.

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 $420,384 - $437,249 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $374,784.

To apply: Interested candidates should submit a one-page Expression of Interest and a current curriculum vitae (including the contact details of two referees) by 5 pm Sunday 15 December 2024.

Contact Officer: Peter Steele (02) 6205 2179 EDUDirectorGeneralOffice@act.gov.au

**Service Design & Delivery**

**Complex Behaviour Support & WHS Branch**

**Work Health & Safety Advisor**

**Administrative Services Officer Class 5 $92,855 - $97,987, Canberra (PN: 41505)**

Gazetted: 10 December 2024

Closing Date: 24 December 2024

Details: We are seeking a Work Health and Safety (WHS) Officer to assist in the implementation of the Education Directorate’s Work Health and Safety Strategic Plans and support continuous improvement of the Safety Management System. You will support safety compliance and provide advice to implement best-practice procedures through a proactive and collaborative approach to WHS.

Based at Hedley Beare Centre for Teaching and Learning, the position requires a flexible, capable, and willing officer with a keen interest in workplace safety. The WHS Advisor will be required to work flexibly across the broader WHS team to support management of emerging work pressures.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements:

Desirable: Willingness to undertake a Certificate IV or Diploma in Work Health and Safety with the support of the workplace.

Notes: This is a temporary position available immediately until 30 May 2025 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a response to the Selection Criteria (maximum two pages), a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jim Rice (02) 6207 5915 Jim.Rice@act.gov.au

**School Improvement**

**Tuggeranong Network**

**Wanniassa School**

**Executive Teacher English & HaSS**

**School Leader C $142,082 - $145,189, Canberra (PN: 48424)**

Gazetted: 06 December 2024

Closing Date: 13 December 2024

Details: Wanniassa School is seeking a dynamic and motivated executive teacher for our English/HaSS faculty (Senior Campus Yr 7-10), to inspire a love of learning in our students and be part of a collaborative and dedicated leadership team.

As a member of the school executive team, support the principal to lead the school as a Professional Learning Community (PLC) to improve learning outcomes for all students in accordance with the School Plan.

Lead and manage the English, HaSS and Languages team to implement curriculum, pedagogy and assessment strategies that engage all learners.

Support staff to establish and maintain positive and respectful relationships with students, parents and stakeholder groups in the wider community.

Undertake an appropriate teaching load and other duties as determined by the Principal.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/ Other Requirements: Prior to commencing in this role:

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

A current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI).

A current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to -<https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804>.

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

How to Apply: Applicants are to provide:

Statement of claims based on the leadership capabilities outlined in the application package (maximum five pages size 12 font).

A curriculum vitae that includes three referees (maximum four pages).

Contact Officer: Kate Marshall (02) 6142 1878 kate.marshall@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 & Reform**

**Strategic Policy**

**Early Childhood Policy**

**Early Childhood Community Coordinator**

**School Leader C $142,082 - $145,189, Canberra (PN: 49695)**

Gazetted: 10 December 2024

Closing Date: 17 December 2024

Details:

EDUCATION DIRECTORATE

The Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of government schools across the ACT and for regulating non-government school and early childhood education providers. A link to the Directorate’s organisational chart is available via [https://www.education.act.gov.au/about‐us/who‐we](https://www.education.act.gov.au/about%E2%80%90us/who%E2%80%90we)‐ are. Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>.

STRATEGIC POLICY BRANCH

The Strategic Policy Branch leads strategic reforms that deliver better outcomes for children and young people in the ACT. This is achieved by driving the strategic vision for education in the ACT; engaging meaningfully with strategic partners to conceptualise and design solutions to local challenges; and leveraging research, evidence, and expertise in innovative ways to meet the ACT context. This includes Strategic Delivery of priority initiatives, Strategic Coordination of cross directorate priorities, and Strategic Partnering with other parts of the directorate on joint commitments.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/ Other Requirements:

MANDATORY 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 <www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804>

Australian citizenship and/or permanent residency status is required.

Note: This is a temporary position available 5 February 2025 until 30 January 2026 with the possibility of extension up to 12 months. This role will involve extensive travel to connect with services and families and may involve full days away from the physical workplace. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Opportunities for flexible working options could include hybrid working, being a combination of working from home, designated office based and FlexiSpace working locations across the ACT.

How to Apply: Please provide:

A statement of no more than two pages, based on the five leadership capabilities outlining experience and/or ability across the four Selection Criteria.

Highly developed interpersonal skills, including the ability to foster partnerships, liaise and consult, and build rapport with a wide range of people from varying backgrounds.

Demonstrated understanding of contemporary early childhood practice and experience in supporting others through quality practices.

Ability to engage in critical reflection and opportunities for continuous improvement and work with others to implement sustainable solutions, whilst prioritising and managing work in a high quality, timely manner.

Understanding of ACT Public Service Values, demonstrated self-awareness, professionalism and a proven commitment to ongoing cultural awareness. Demonstrated awareness of and ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

2. A current curriculum vitae.

3. The name and 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. One referee should be able to speak to your ability to establishing and maintain relationships and community connections. Please note, you may be asked to provide further referees.

Contact Officer: Jantiena Batt (02) 6207 4082 Jantiena.Batt@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.

**People, Governance & Communications**

**People & Performance**

**People & Conduct**

**Director - HR Business Partners and Injury Management**

**Senior Officer Grade B $145,253 - $162,877, Canberra (PN: 42207)**

Gazetted: 10 December 2024

Closing Date: 24 December 2024

Details: We are seeking an experienced and truly passionate HR professional to lead the HR and Injury Management Business Partner (HR and IMBP) function for the ACT Education Directorate. The HR and IM Business Partner function works within the People and Conduct Team of the People and Performance Branch. The team provides fast paced, high quality, client focused human resources services to ensure the Directorate maintains a highly skilled, sustainable workforce.

The Director HR and IMBP is required to provide expert advice and assistance to managers and senior executives on a broad range of strategic HR management activities in accordance with relevant legislation, policies and guidelines. We need an excellent communicator with the ability to build and maintain positive working relationships and provide effective operational leadership to the HR Business Partnering team. The Director HR and IMBP is often required to attend a variety of schools in any one day, sometimes at a moment's notice to provide site specific supports. Therefore, understanding and embracing our Directorate's vision is essential!

The successful candidate will be an experienced HR professional with demonstrated experience in performing in a large and complex working environment and have a genuine passion for all things HR. You will be solutions focussed, agile and have the ability to work well in a fast-paced environment with competing and changing priorities. If this sounds like you, and you would like to join a team that thrive in their roles, we would love to see your application!

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/ Other Requirements:

Desirable relevant tertiary qualifications or extensive experience in a similar role would be advantageous.

Recent similar experience in an education setting would be advantageous.

Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/Practicing Certificate.

Note: This is a temporary position available 13 January 2025 until 30 January 2026. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide:

A two-page statement addressing 'What You Require' as per the Position Description.

A current curriculum vitae and details of two referees.

Contact Officer: Justine Fisher 0468 563 432 Justine.Fisher@act.gov.au

**Deputy Director-General**

**Executive Level 3.3 $420,384 - $437,249 depending on current superannuation arrangements, Canberra (PN: E716)**

Gazetted: 11 December 2024

Closing Date: 3 January 2025

Details: The Education Directorate has a temporary vacancy commencing 3 February 2025 for a period of six months, with the possibility of extension up to nine months, to fill the position of Deputy Director-General.

The Deputy Director-General (DDG) will assist the Director-General (DG) to achieve a reduction in the equity gap, an increase in learning gain demonstrated within each school and a high level of student and family engagement.

The DDG will assist the DG to ensure the effective implementation of the ACT Education Directorate Strategic Plan 2022-25.

The DDG will work closely with other senior leaders, school leaders and key stakeholders to improve a system level approach to education reform and school improvement. The DDG will lead the organisational approach to implementation of strategic priorities and national reform initiatives.

The DDG will monitor and accelerate system level improvement that results in improved learning and development outcomes for students.

The Deputy Director-General will work with and may deputise for the Director-General to:

provide high level policy advice to the Minister for Education;

develop a culture of safety first and build capability to strengthen inclusive education services;

foster quality teaching by building the professional capability of school leadership and educators;

implement ACT Government policy on early childhood education and care and school education; and

manage and drive continuous improvement in the delivery of public education.

 The Deputy Director-General will:

lead integration of policy and services across the organization

promote a strong and collaborative culture through effective communication and links with internal and external partners and the broader community;

implement ACT Government policy on school education for all school age students;

drive continuous improvement in the delivery of early childhood, primary, secondary and senior secondary education in ACT public schools; and

monitor enterprise and strategic risk.

The function also provides direct advice to the Director-General for the Minister and the Cabinet as required.

To apply: Interested candidates should submit a one-page Expression of Interest and a current curriculum vitae (including the contact details of two referees).

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

The preferred commencement date of the successful applicant is 3 February 2025 however, this is subject to negotiation.

Remuneration: The position attracts a remuneration package ranging from $420,384 - $437,249 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $374,784.

Applications should be submitted directly to the contact officer.

Contact Officer: Peter Steele (02) 6205 2179 EDUDirectorGeneralOffice@act.gov.au

**Narrabundah Early Childhood School**

**Teacher Librarian**

**Teacher Level (EDU) $88,615 - $125,582, Canberra (PN: 59003)**

Gazetted: 05 December 2024

Closing Date: 12 December 2024

Details: Lyons Early Childhood School and Narrabundah Early Childhood School are seeking a qualified Teacher Librarian to work across both schools. It is a requirement that the successful applicant has either completed or is undertaking Teacher Librarianship study.

The successful applicant will work on Mondays and Tuesdays at Narrabundah Early Childhood School and Wednesdays and Thursdays at Lyons Early Childhood School. Fridays will alternate between the two schools.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/ Other Requirements:

MANDATORY

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

An appropriate teacher librarian qualification (see below) or be studying towards a recognised teacher librarian qualification.

Teacher Librarian Qualifications

Graduate Diploma of Education (Teacher Librarianship)

Master of Applied Science (Teacher Librarianship)

Master of Education (Teacher Librarianship)

Master of Information Services (Teacher Librarian)

Current teaching registration with the ACT Teacher Quality Institute.

Current Working with Vulnerable People registration.

Note: This is a temporary position available from 27 January 2025 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply:

They are required to provide evidence of qualification (see above) and a one-to-two page statement outlining their suitability for the position.

Applicants are to provide a curriculum vitae and the details of two referees.

Contact Officer: Christopher Antram (02) 6142 3828 Christopher.Antram@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 Performance and Improvement Division**

**Tuggeranong Network**

**Erindale College**

**Youth Worker**

**School Assistant 4 $77,198 - $83,199, Canberra (PN: 68044)**

Gazetted: 06 December 2024

Closing Date: 13 December 2024

Details: Erindale College employs a team of highly skilled educators, youth workers and support staff who are able to support students in all aspects of their learning. We are seeking a highly motivated Youth Worker to work as part of our Student Wellbeing Team supporting young people on their learning journey.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/ Other Requirements:

Mandatory - must have a current ACT Working With Vulnerable People (WWVP) Registration

Highly Desirable - Certificate IV or Tertiary qualification in Youth Work or a related field

Desirable - First Aid Certificate or a willingness to undertake appropriate training

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

How to Apply: Applicants please submit a two page application addressing the Selection Criteria and attach your current curriculum vitae and referees report.

Contact Officer: Mark Armstrong (02) 6142 2977 Mark.Armstrong@ed.act.edu.au

**Service Design & Delivery**

**Engagement & Wellbeing Support Services**

**Clinical Practice**

**Social Worker**

**Health Professional Level 2 $88,252 - $105,569, Canberra (PN: 66475)**

Gazetted: 06 December 2024

Closing Date: 9 January 2025

Details: Clinical Practice is comprised of the School Psychology, Allied Health Service and Wellbeing in Schools teams. These teams employ a range of allied health professionals and support staff, including psychologists, social workers, speech language pathologists, occupational therapists, physiotherapists, senior youth workers and administration staff. In joining the team, you will have opportunity to undertake a range of direct social work roles across the Allied Health Service and Wellbeing in Schools team.

Allied Health Service: The Allied Health Service Social Work team are part of a multidisciplinary team who work

directly and indirectly with children, young people, and their families to support engagement and participation in school. Social Workers deliver psychosocial interventions to students and families, and provide advice, consultation, and professional learning to schools to improve wellbeing and educational outcomes.

Wellbeing in Schools (WINS) Program: The WINS team delivers school-based social work services with a focus on providing services at the targeted, selected and universal interventions. The WINS team work closely with school staff to identify the needs of their students and work collaboratively to improve student attendance, engagement in learning and wellbeing outcomes. The WINS team works in partnership with community organisations to deliver psychosocial support for students and families, particularly those with complex and ongoing support needs.

The ideal candidate will be experienced in working with children and families and have a strong understanding of support options available in the ACT. They will be able to work independently and part of a team as well as have excellent interpersonal and collaborative skills. They will have the skills and capacity to impact positively on student outcomes through their delivery of psychosocial interventions in collaboration with students, families and the interprofessional team.

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Eligibility/ Other Requirements:

MANDATORY

Tertiary qualifications in Social Work

A minimum of 1-2 years post-graduate experience as a Social Worker.

Membership with the Australian Association of Social Workers or eligibility for membership.

Current drivers licence essential, including access to a private vehicle for work purposes.

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

HIGHLY DESIRABLE

Relevant experience in education or a related area.

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: In four pages or less your Statement of Claims against the Selection Criteria should summarise how your Skills, Personal Qualities and Experiences would enable you to fulfil the responsibilities of the position. It is therefore in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them. Applications must include

A statement against the selection criteria.

A current Curriculum Vitae

Provide names and contact details of two referees with a thorough knowledge of your work performance and outlook. Ensure that one of the referees is your current or immediate past supervisor.

Contact Officer: Rebecca Russell Please email Rebecca.Russell@ed.act.edu.au

**Service Design & Delivery**

**Engagement & Wellbeing Support Services**

**Allied Health Service**

**Physiotherapist**

**Health Professional Level 2/3 $88,252 - $122,546, Canberra (PN: 46527)**

Gazetted: 05 December 2024

Closing Date: 9 January 2025

Details: Engagement and Wellbeing Support Services Branch values the role allied health professionals play in improving the educational outcomes for children and young people. We are currently seeking Physiotherapists at Health Professional 2/3 level to grow and expand our service offer. In joining the Engagement and Wellbeing Support Services Branch team, you will have opportunity to undertake a wide range of roles including providing direct support to schools, supporting our Flexible Education programs, Allied Health Teams, Targeted Support Teams and more.

Allied Health Team: The Allied Health team provides advice and supports to schools to improve the educational outcomes for all children and young people.

You will be a core member of wider Allied Health team, and will work closely with other professions including Speech Language Pathologists, Occupational Therapists, Social Workers, Psychologists and Allied Health Assistants. At times, you may be tasked with leading this multidisciplinary team to achieve your aims.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/ Other Requirements:

MANDATORY REQUIREMENTS

Tertiary qualification or equivalent in Physiotherapy.

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

Eligibility for membership with the Australian Physiotherapy Association.

Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with relevant Workplace Health and Safety standards.

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 - Apply for or renew a WWVP registration - Access Canberra (act.gov.au)

Current drivers licence essential.

Note: This is a temporary position available for a period of up to 12 months with the possibility of permanency. Flexible start date available until late February 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:

In four pages or less please submit your Statement of Claims against the Selection Criteria should summarise how your Skills, Personal Qualities and Experiences would enable you to fulfil the responsibilities of the position. It is therefore in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Please also provide a current curriculum vitae and contact details for two referees.

Contact Officer: Genevieve Mcinnes (02) 6142 0483 Genevieve.Mcinnes@ed.act.edu.au

**Service Design & Delivery**

**Digital Strategy, Service & Transformation**

**School Digital Service Management**

**Information Technology Officer**

**Administrative Services Officer Class 4 $84,061 - $90,595, Canberra (PN: 00620)**

Gazetted: 05 December 2024

Closing Date: 19 December 2024

Details: Our ideal candidate has experience in providing administrative and ICT support in a busy corporate environment. The ability to deliver excellent customer service and provide day-to-day support across the team is critical to this role. You will have excellent organisational skills and enjoy helping others. You will be familiar with providing first point of contact support to customers, as well as responding professionally and efficiently to general enquiries.

You will be flexible, motivated and capable of prioritising your work. Having the ability to form productive working relationships with colleagues and stakeholders should be a core professional strength. Our ideal candidate will take ownership of their work and will have demonstrated the ability to work productively as part of a team.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/ Other Requirements:

MANDATORY REQUIREMENTS

Working With Vulnerable People check

Driver’s licence and access to a private vehicle

HIGHLY DESIRABLE

Experience with Atlassian Jira platform and or other service ticketing software

Experience maintaining ICT laptop devices.

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: Applicants are to address the Selection Criteria located in the Position Description.

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Demonstrated ability to multi-task and work as part of a team, with strong time management and prioritisation skills to achieve deliverables for a range of systems, devices, and programs.

Experience in, or an aptitude for, processing service requests and related administrative tasks in a timely manner.

Highly developed customer service, verbal and written communication skills enabling effective liaison with stakeholders, including third-party suppliers, hardware vendors and delivery agents.

Practical experience handling data and the ability to manipulate and analyse data.

The capacity, and a willingness, to physically move hardware devices, within safe working limits and adhering to OHS requirements.

Experience maintaining laptop devices, including Chromebooks.

Contact Officer: Ken Dodds (02) 6205 1511 Ken.Dodds@act.gov.au

**Service Design and Delivery**

**Education Programs and Services**

**Aboriginal and Torres Strait Islander Education**

**Policy and Projects Officer**

**Administrative Services Officer Class 5 $92,855 - $97,987, Canberra (PN: 46699)**

Gazetted: 05 December 2024

Closing Date: 13 January 2025

Details: The Aboriginal and Torres Strait Islander Education Section are looking for a Policy and Programs officer to support the Section in developing and achieving Directorate strategic and administrative goals to ensure the delivery of high quality, service-focussed programs to embed Cultural Integrity in ACT public schools, and contribute to program and policy review, analysis, evaluations and communications, including the preparation of briefs, reports and ministerial responses.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Notes: This is a temporary position available from 02 February 2025 until 04 August 2025 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a response to the Selection Criteria (max three pages) current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patrick Chapman (02) 6205 0156 Patrick.Chapman@act.gov.au

### Environment, Planning and Sustainable Development

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

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

**Executive Branch Manager, ACT Parks and Conservation Service**

**Temporary Vacancy (29 January 2025 to 16 March 2025 with the possibility of extension up to nine months)**

**Environment, Planning and Sustainable Development Directorate**

**Environment, Heritage and Parks**

**Position: E610**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: #ACTPS Senior Executive List #MPC Infrastructure Managers

Date circulated: 12 December 2024

Expressions of Interest (EOI) are sought for Executive Branch Manager (EBM), ACT Parks and Conservation Service for the period 29 January 2025 to 16 March 2025, with the possibility of extension up to nine months.

The Executive Branch Manager (EBM), ACT Parks and Conservation Service (PCS) reports to the EGM Environment, Heritage and Parks. The role is responsible for the management of the Territory’s national park, nature reserves and softwood plantations; development and delivery of an annual bushfire operations plan and providing exceptional experiences to connect people with nature, along with supporting the aspirations of Traditional Custodians to Care for Country.

The PCS is made up of a diverse range of land management professionals, with a focus on partnering with the community to deliver best practice land management services. Your skills in people management and program delivery will be supported by a strong and collaborative senior management team which oversights the direction and delivery of government priorities.

The role will expose you to a range of innovative projects, all of which have established and developing links with community, industry and the scientific community.

The role requires high level of leadership and communication skills and a proven capacity work collaboratively, lead engagement activities and provide strong representation for the group and Directorate by identifying and realising the changing needs of community and government.

This Senior Executive role within the Directorate will enable you to demonstrate your leadership and executive management skills and contribute to the culture and direction of the directorate.

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 $281,899 - $293,175 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $250,582.

To apply: Interested candidates should submit a one page pitch on why they would be a good fit for the role and a copy of a current curriculum vitae with contact details for two referees to Bren Burkevics via email, bren.burkevics@act.gov.au by COB Thursday 19 December 2024.

Contact Officer: Bren Burkevics (02) 6207 8628 bren.burkevics@act.gov.au

**Statutory Planning Division**

**Leasing Services**

**Assessment Officer**

**Administrative Services Officer Class 5 $92,855 - $97,987, Canberra (PN: 13578)**

Gazetted: 11 December 2024

Closing Date: 18 December 2024

Details: The Statutory Planning Division are looking for an enthusiastic and motivated person to join the Leasing Services Team. We’re after team members who will contribute to the delivery of services across the ACT leasehold system.

The successful applicants must be team oriented with the ability to work independently, identify solutions to problems and deliver consistently high levels of customer service to the community and industry on a wide range of development assessment matters.

Duties include provision of information and advice in relation to the ACT leasehold system, determination of development applications for Crown lease variations, preparation of Crown leases, granting licences for the use of unleased Territory land, lease interpretations, administration of lease variation charge, overseeing the lease registration process and providing assistance in the delivery of other lease and land management services.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements: Experience or qualifications in Customer Services, Urban Planning, Law or Government Administration would be an advantage.

Notes: This is a permanent position available to start immediately. A merit pool will be established from this selection process, to be used to fill identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

How to Apply: Please provide your curriculum vitae and a pitch (two page maximum) of your suitability that, as much as possible, addresses the selection criteria and relates to the duties described in this Position Description. Please provide names, relationship and contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kym Strudwicke (02) 6205 2654 Kym.Strudwicke@act.gov.au

**Climate Change, Energy and Water**

**Office of Water**

**Water Policy and Planning**

**Water Policy Officer**

**Administrative Services Officer Class 6 $99,654 - $113,315, Canberra (PN: 55265, several)**

Gazetted: 10 December 2024

Closing Date: 31 December 2024

Details: The ACT Office of Water is seeking to fill several water policy roles in the Water Policy and Planning section.

The Office of Water aims to preserve and enhance the quality and sustainability of our water resources by providing a central point for the coordination of water management, and single point of contact for government and the community. As well as ACT water resources, the Office also works with interstate and national governments, organisations and forums to progress coordinated water resource management and Murray-Darling Basin water reforms.

This is a unique opportunity to join the Water Policy and Planning Section and contribute to the development and implementation of ACT water policies and strategies, in response to Government’s needs, priorities and feedback. It provides interesting and fulfilling work in a government environment where you can see the impact you have on the Canberra community.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field would be highly regarded, but not essential. Successful candidates may come from a range of backgrounds.

Notes: There are two positions available, one Permanent and one Temporary two-year contract. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply:

Applications are sought from potential candidates and should include:

Supporting statement that addresses the Selection Criteria (maximum two pages)

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Hannah Evans (02) 6207 2993 Hannah.Evans@act.gov.au

**Environment, Heritage and Parks**

**ACT Heritage**

**Director ACT Heritage Systems Reform**

**Senior Officer Grade B $145,253 - $162,877, Canberra (PN: 61652)**

Gazetted: 10 December 2024

Closing Date: 17 December 2024

Details: ACT Heritage is seeking an experience program manager to lead improvements to business systems including the heritage database. The position will lead a small team to oversee the development, delivery and implementation of a highly functional spatial database to create business efficiencies and improve the ability to partner with key stakeholders. The position will suit a motivated individual with strong stakeholder engagement and problem-solving skills including an understanding of business systems.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements: Skills, experience and qualifications in the development of business systems in an environmental or heritage related field are highly desirable.

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

How to Apply: Applicants must submit a current curriculum vitae and a written response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maryclare Swetekelly (02) 6207 6902 Maryclare.Swetekelly@act.gov.au

**Corporate Services and Operations**

**Finance and Business Services**

**External Budgets and Systems**

**Director, External Budgets and Systems**

**Senior Officer Grade B $145,253 - $162,877, Canberra (PN: 44759)**

Gazetted: 06 December 2024

Closing Date: 20 December 2024

Details:

Our Business

The ACT Public Service (ACTPS) operates a one government model built on its core values of respect, innovation, collaboration and integrity. The Environment, Planning and Sustainable Development Directorate's vision is to shape the ACT’s future while acknowledging and respecting our natural environment. This vision, and the objectives that drive our direction are detailed in the EPSDD 2022-25 Strategic Plan.

Our responsibilities include policies and programs ranging from climate change, energy, nature conservation, environment protection, strategic and statutory planning, development approvals, building and land management through to heritage and water. The Directorate includes the ACT Parks and Conservation Service which manages nature reserves, national parks, commercial softwood forests and rural lands to ensure Canberra provides open and safe spaces for its community. The Directorate also provides corporate and governance support for our broader portfolio which includes the Suburban Land Agency and the City Renewal Authority.

Our Workforce

We are committed to attracting and retaining people with the skills, knowledge, and behaviours that will ensure we can deliver our Strategic Plan's vision, objectives and strategic indictors. We welcome creative thinkers who can communicate with candour, clarity and respect and have the focus and dedication to help lead projects from conception through to delivery. Our purpose together is to plan and sustain our natural and built environments and make the ACT a place of choice today and into the future. We aim to be informed, connected, adaptive and innovative in everything we do.

Corporate Services and Operations provides corporate and governance support across the Directorate and our broader portfolio which includes the Suburban Land Agency and the City Renewal Authority, through our branches:

People and Capability.

Governance, Compliance and Legal.

Digital, Data and Information.

Finance and Business Services.

The Finance and Business Services branch is led by the Chief Financial Officer, and centrally managers the Directorate’s finances and business services functions including procurement, fleet, facilities, and sustainability.

Who we are

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery.

What we offer

Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.

The opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise.

A flexible workplace including hybrid work from home arrangements and state of the art accommodation enabling activity-based work in a fun and creative environment.

The team you will work in

Strategic Finance supports the Directorate through the provision of a financial framework supported by financial reporting, accounting operations, and co-ordination and/or input into the annual budget and estimate functions. The Strategic Finance team undertake, but not limited to:

Provision of strategic and operational financial support and advise.

Development and allocation of internal and external budgets (including co-ordination of the Directorate’s input into the development of the ACT Government’s annual budget papers).

Preparation of financial performance reports for management and other key stakeholders.

Accounting for the Directorate’s assets including co-ordination of the annual asset revaluation program.

Accounts receivable and accounts payable processing.

Development and maintenance of financial management information systems and processes.

Preparation of the Directorate’s annual financial statements.

The External Budget and Systems team within Strategic Finance is responsible for the administration of the Directorates financial reporting system (TM1), co-ordinating the preparation of, and supporting the development of the Directorates’ input to the ACT Government’s annual budget.

The External budgets and Systems team is the main contact point between Treasury and the Directorate. The team works closely with Senior Executives and a range of internal and external stakeholders, to ensure the Directorates’ budget are accurate, comprehensive, and addresses the Government’s strategic priorities. In addition to managing the external budget process the team also leads the preparation of the Statement of Performance, managing the directorates reporting on non-financial measures.

The team operates in a high pace and dynamic environment, where multi-taking is necessary. The team operates in a supportive manner, with ample opportunity to apply strategic thinking, and build on your technical, communication and critical analysis skills.

Duties / Responsibilities

Under broad direction, the Director, External Budgets and Systems main responsibilities are, but not limited to leading a small team in the management and co-ordination of:

The Directorate’s External Budget function, including:

preparation annual external budget statements, including the coordination of business cases, briefs, and required adjustments during the external budget development process within ACT Treasury’s timetables and requirements;

accountability indictor development and management including half yearly and annual statement of performance, and other related reporting requirements;

input for the financial statements and annual report where applicable;

reviews into the directorates cost recovery activities and charging;

top-down budget allocations, based on EPSDD’s external budget and initiatives; and

other arrangements under the Financial Management Act 1996.

2. Administration of the Directorate’s internal Financial Reporting system (TM1), including:

Provide comprehensive financial systems advice to Senior Management and Executives to facilitate the delivery of robust reporting and analytical solutions;

Coordinate the efforts of both contract and in-house resources responsible for managing the TM1 reporting system, ensuring optimal performance;

Proactively drive efficiencies and streamline processes through the development of sophisticated data models and reporting enhancements, ensuring information is accurate, timely, and fit for purpose;

Oversee the project management of system improvements, and working closely with internal and external experts, including IT specialists and software vendors, to ensure successful implementation and adherence to project timelines and budgets;

Ensure the execution of appropriate internal controls and reviews to maintain accuracy, satisfy governance and audit obligations, and guarantee that financial information is clear, concise, and readily available for decision-making;

Conduct thorough reviews and ensure that procedures for financial systems are meticulously documented, incorporating best practices in system documentation and user training materials; and

Collaborate with business areas and finance teams to establish appropriate structures for the monitoring and recording of costs, to support strategic planning and operational efficiency.

3. Management of the directorate’s relationship with Chief Minister, Treasury and Economic Development Directorate;

4. Management of high level advise provided and review of treasury reporting/business cases, cash management;

5. Provide strategic and high level advice to the Chief Financial Officer and the Senior Management Team on financial trends and specific proposals;

6. Oversee and provide advice, review and assistance in relation to budget policies and rules including regarding review of business cases;

7. Manage and undertake consultation and high level negotiations, liaison and coordination across the Minister’s office, Directorate and with other government agencies;

8. Oversee and undertake high level research, reviews or investigations, including drafting and preparation of reports, and associated papers executive level briefs, replies to Parliamentary questions Ministerial representations and other briefing material;

9. Develop, implement, and management of robust and appropriate financial controls and policy frameworks in close consultation with internal stakeholders and ACT Treasury;

10. Management of a team including provision of advice, guidance and mentoring of team members;

11. Contribute to delivery of the day-to-day activities of the Strategic Finance Team with a view to delivering the unit’s common business goals and objectives; and

12. As directed, undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements:

Highly Desirable:

Tertiary Qualifications in Accounting, Finance, Commerce or a related field, and Professional membership (or currently working towards) of CPA Australia/CAANZ or comparable bodies.

A minimum of two years’ experience in External Budget management

Experience in Government Budget Management System (GBMS) will be highly regarded

Notes: This is a temporary position available until 30 June 2025 with the possibility of extension up to 12 months and/or permanency. During peak operational periods applicants may be required to work in the office, and understand the role may involve weekend or after hours work during peak budget periods.

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

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

How to Apply:

Applicants are required to submit:

A current curriculum vitae, including names and contact details of two referees (one should be a current supervisor/manager); and

A written response of no more than two pages addressing the skills, knowledge and behavioural capabilities outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Sleeman (02) 6205 4754 Amy.Sleeman@act.gov.au

**Environment**

**Parks and Conservations Services**

**Operations Coordination and Planning**

**GIS and Data Officer**

**Technical Officer Level 3 $87,011 - $97,669, Canberra (PN: 16754)**

Gazetted: 09 December 2024

Closing Date: 23 December 2024

Details: The ACT Parks and Conservation Service is seeking a highly motivated, details-focussed person to support projects relating to the delivery of core park management operational programs by providing business systems support, spatial analysis, data management for spatial asset systems and Geographical Information Systems (GIS) technical support.

The position will work closely with PCS staff as well as staff from the Office of Nature Conservation and Biosecurity and Rural Services teams in the Division. It will support the team and report to the Manager, Operations Coordination.

Duties and responsibilities include:

Support projects, workflows and systems for operational planning within the ACT conservation estate.

Ensure data systems meet business needs and work with large data sets to capture, store, validate and create reports as well as ensuring good data governance, access and operational data management.

In a team and independently perform spatial analyses of data in the ACT conservation estate, provide mapping support and present information across a range of innovative spatial formats.

Work with and link large core spatial datasets including producing comprehensive metadata.

Communicate and liaise with internal and external stakeholders on GIS and business systems projects.

Assist in the development and delivery of communications and training packages (written and verbal) for multiple stakeholders across key projects.

Provide GIS and technical support, problem solving and training to staff including in use of ArcMap, ArcGIS Pro, ArcGIS Portal, ArcGIS Online and Field Maps.

Prioritise multiple demands and adapt to changing requirements while supporting team priorities and goals.

Other duties as required by the Manager - Operations Coordination.

You will also be required to:

Work flexibly within an Activity Based Working Environment.

Understand and work within the ACTPS Code of Conduct, ACT Government Signature Values and Behaviours, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

Maintain records in accordance with the Territory Records Act 2002.

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Eligibility/Other Requirements:

Mandatory:

Demonstrated experience and working knowledge of the ESRI suite of products

Current manual driver’s licence class C.

Highly Desirable:

Experience using PowerBI, cloud database skills, creation of Arcade and Python scripting or ability to learn.

Qualifications in Geographical Information Systems or related field and/or equivalent demonstrated experience.

Experience or understanding of relational database management systems.

Notes: This is a temporary position available from 03 February 2025 until 30 June 2025 with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 300 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Allan Bendall (02) 6207 7632 Allan.Bendall@act.gov.au

**Environment, Water and Emissions Reduction**

**Resilient Landscapes**

**ACT Natural Resource Management**

**Aboriginal NRM Project Officer**

**Administrative Services Officer Class 5 $92,855 - $97,987, Canberra (PN: 53801)**

Gazetted: 06 December 2024

Closing Date: 12 December 2024

Details: The ACT Natural Resource Management unit is seeking an experiences Aboriginal project officer for two days per week. The role will be focused on engaging young people through dedicated programs designed to enhance their connection to country and provide support to at risk youth. This is a unique opportunity to join a diverse and passionate team and contribute programs that make a difference to the lives of our younger generations.

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Eligibility/Other Requirements:

This is an Identified position in accordance with Section 27(4) of the Public Sector Management Act 1994 and is only open to an Aboriginal and/or Torres Strait Islander person. Aboriginal and/or Torres Strait Islander lived experience, and cultural capability is considered essential and therefore confirmation of Aboriginal and/or Torres Strait Islander heritage may be requested.

Highly desirable:

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

A current Drivers Licence.

Willingness to work with computers for long periods of time.

Willingness and ability to work in remote locations, on boats, out of hours and in adverse weather conditions, and the ability to work independently in the field if required.

 Desirable:

A Certificate in Conservation and Land Management (or equivalent) or evidence that you are currently completing such a qualification; otherwise, previous work experience in roles of a similar nature focusing on natural resource management in an environmental and or land management.

Notes: This is a temporary position available immediately for a period of three years. This is part-time position (14:42), and the salary noted above will be pro-rata. This position is intended to be filled at two days per week. Selection may be based on application and referee reports only.

How to Apply: Please provide a 1–2 page pitch and a curriculum vitae including referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jackson Taylor-Grant 0401368898 Jackson.Taylor-Grant@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**

 **Director-General**

**Temporary Vacancy (27 January 2025 to 30 April 2025)**

**Justice and Community Safety Directorate**

**Position: E902**

**(Remuneration equivalent to Executive Level 4.3)**

Circulated to: ACTPS Band 3 and Band 4 Executive List

Date circulated: 9 December 2024

The Head of Service is seeking applications for the short-term filling of Director-General, Justice and Community Safety Directorate from 27 January 2025 to 30 April 2025 inclusive.

Note: This opportunity is only open to ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from $476,605 - $495,739 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $425,206.

To apply: Interested applicants are requested to submit an email expressing their interest to the Head of Service. A detailed application is not required. Please submit to Kathy Leigh, by NOON

Friday, 13 December 2024.

Contact Officer: Kathy.Leigh@act.gov.au

**Emergency Services Agency**

**Assistant Commissioner, Operations**

**Assistant Director, Geospatial Intelligence**

**Senior Officer Grade C $124,103 - $133,195, Canberra (PN: 07948)**

Gazetted: 11 December 2024

Closing Date: 25 December 2024

Details: Are you ready to take the next step and manage a high performing multi-disciplinary team and still have some exciting operational responsibilities? The ESA is searching for an experienced Assistant Director to manage the delivery of the ESA’s contemporary centralised spatial intelligence/Geographic Information System (GIS) capabilities.

You will be required to operate Esri and other spatial software solution to undertake complex spatial data analysis and map making. Your role will include working closely with various stakeholders, including the operational services for the provision of GIS support and organisations with spatial data holdings of interest to the ESA. Additionally, you will perform operational duties as part of an Incident Management Team when required.

Under the guidance of the Director, ESA Intelligence, you will also be responsible for managing the ESA’s Mapping and Planning Support team of volunteers.

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Eligibility/ Other Requirements:

Experience working in an emergency services or high-pressure environment is highly desirable.

The occupant of this position may be required to undertake part of the duties outside normal business hours and on weekends in response to emergencies.

Driver’s licence C class is essential.

This position does require a Working with Vulnerable People Check.

Note: This is a temporary position available immediately until 18 May 2025 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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. See the attached Position Description for further information about the role.

Your tailored curriculum vitae and the contact details of at least two referees.

Contact Officer: Jake Bradley 0428104733 Jake.Bradley@act.gov.au

**Human Rights Commission**

**Health Services, Discrimination, Disability & Community Services Commissioner**

**Senior Investigator & Conciliator**

**Senior Officer Grade C $124,103 - $133,195, Canberra (PN: 49992)**

Gazetted: 11 December 2024

Closing Date: 8 January 2025

Details: The Discrimination, Health Services and Disability & Community Services Commissioner is seeking experienced, highly motivated, proactive people to join the complaints team in the role of Senior Investigator and Conciliator.

The complaints team form part of the ACT Human Rights Commission – we are an independent agency established by the Human Rights Commission Act 2005. The role of the ACT Human Rights Commission is to:

Handle complaints in relation to health, disability and community services, privacy, abuse of vulnerable people and complaints under discrimination law.

Increase awareness of the rights and responsibilities of service users and service providers, and encourage service improvement.

Provide advice to government and others regarding their human rights obligations

Advocate for children, young people and adults experiencing vulnerability

Advocate for and support victims of crime

The Senior Investigator and Conciliator will manage a caseload of complex complaints across multiple jurisdictions including, health services, human rights, discrimination, code for health workers, disability services, privacy, victims of crime charter of rights, occupancy disputes, children and young people services, vulnerable persons, retirement villages, older persons and sexuality and gender identity conversion practices.

In addition to the investigation and conciliation (alternative dispute resolution) of complaints the role also includes undertaking research, policy and project work and community education.

The successful applicant will have a good knowledge, or capacity to quickly gain a good knowledge, of the functions of the ACT Human Rights Commission and a strong understanding of a statutory complaint handling function. The applicant should have highly developed communication skills and a demonstrated ability to be proactive, flexible and to manage competing priorities. Managing complaints within tight timelines, the position requires the ability to use sound judgment, problem-solve and to work directly with the ACT community members.

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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: <https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804position>.

Relevant tertiary qualifications in law or health are highly desirable.

Qualifications and experience in statutory investigation are desirable.

Qualifications and experience in conciliation/alternative dispute resolution are desirable.

To be eligible for permanent or temporary employment within the ACT Public Service (ACTPS) you must be an Australian citizen, a permanent resident or hold a valid work visa.

If an officer no longer holds a visa that permits them to work in Australia, their employment with the ACT Public Service (ACTPS) will be terminated.

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

How to Apply:

Create a maximum two-page pitch that tells the selection panel about your ability to perform the duties (Knowledge, Experience, Skills, Behaviour) and why you are the best person for this role. The pitch should demonstrate your capacity to perform the duties and responsibilities detailed in “What You Require” section of the Position Description and include examples of how you have done this in the past.

Please also submit a copy of your curriculum vitae and details of two referees.

Contact Officer: Alison Murley (02) 6205 4102 Alison.Murley@act.gov.au

**Emergency Services Agency**

**Assistant Commissioner, Operations**

**Geospatial Intelligence Officer**

**Administrative Services Officer Class 6 $99,654 - $113,315, Canberra (PN: 07949)**

Gazetted: 11 December 2024

Closing Date: 25 December 2024

Details: Do you like to get your hands dirty in the world of spatial software? Are you keen to test your skills in a fast-paced high output operationally focused team? The ESA is searching for an experienced Geospatial Intelligence Officer to help deliver the ESA’s contemporary centralised spatial intelligence/Geographic Information System (GIS) capabilities.

The suitable candidate will be comfortable with Operating ESRI ArcMap/ArcPro and other spatial software solutions, as well as willing to keep up to date with technological advancements in the field. Additionally, you will perform operational duties as part of an Incident Management Team (IMT) when required and may be required to work outside of normal hours on a rotational ‘on-call’ roster to support a response to emergencies.

This role also assists with management of spatial data holdings (including data updates, data validation etc.) and the day-to-day management and coordination of the ESA’s mapping and planning support group volunteers.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/ Other Requirements:

A Diploma, Advanced Diploma or qualifications relevant to the role are highly desirable, or equivalent work experience.

Experience working in an emergency services or high-pressure environment is highly desirable.

The occupant of this position may be required to undertake part of the duties outside normal business hours and on weekends in response to emergencies.

Driver’s licence C class is essential.

This position does require a Working with Vulnerable People Check.

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

How to Apply: Applicants should submit:

A response of no more than two-pages addressing the position capabilities. See the attached Position Description for further information about the role.

Your tailored curriculum vitae and the contact details of at least two referees.

Contact Officer: Richard Verkuylen 0438620700 Richard.Verkuylen@act.gov.au

**Legislation, Policy and Programs**

**Justice Reform**

**Director**

**Senior Officer Grade B $145,253 - $162,877, Canberra (PN: 55188)**

Gazetted: 09 December 2024

Closing Date: 15 January 2025

Details: The Justice Reform Branch drives the ACT Government’s justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending. The Branch develops and administers policy and program initiatives related to reducing recidivism, justice reinvestment, crime prevention, restorative practices, victims of crime; and tackling the overrepresentation of First Nations people in the justice system. It also manages the ACT Policing Arrangement and Purchase Agreement.

In this role you will have opportunities to contribute directly to improved outcomes for those in contact with the ACT Criminal Justice System. Leading a small team, you will be working on policy and program development to deliver:

Reduced reoffending and incarceration rates

Justice reinvestment, including funding for initiatives promoting early intervention and diversion and providing targeted integrated rehabilitation and reintegration program for offenders

Measures to reduce the over-representation of Aboriginal and Torres Strait Islander people in the criminal justice system.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/ Other Requirements:

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People registration.

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

How to Apply: Applicants should submit:

A one-to-two-page pitch outlining how your skills and experience will enable you to successfully undertake this role.

A copy of your current curriculum vitae and the name and contact details of two referees.

Contact Officer: Jacob Campbell (02) 6205 1140 Jacob.Campbell@act.gov.au

**Emergency Services Agency**

**ACT Ambulance Service**

**Education Officer (Clinical)**

**Ambulance Manager Level 2 $152,049 - $159,868, Canberra (PN: 24901)**

Gazetted: 06 December 2024

Closing Date: 5 January 2025

Details: The ACT Ambulance Service (ACTAS) is responsible for providing emergency and non-emergency ambulance services to the ACT community. As an Education Officer (Clinical), often referred to as a Clinical Educator, you will be at the forefront of paramedic professional development and deliver a range of training and assessment services across both ACTAS and the Emergency Services Agency.

We are seeking highly motivated individuals to fill current and upcoming vacancies who will bring enthusiasm, innovation, and recent experience in the delivery clinical education to the team. Being a member of a small team, Education Officers (Clinical) are productive team members who can be relied upon to identify gaps and eliminate duplication of effort whilst remaining proactive. An effective Education Officer (Clinical) embraces a team ethos whilst at the same time can achieve directed outcomes with minimal supervision.

To be successful in the role, an Education Officer (Clinical) will be capable of researching and developing new teaching products (not just rehashing old ones), be adept at the delivery of education to individuals ranging from first aid providers through to experienced paramedics, possess strongly established operational skills and embody the ACTAS Leadership Framework. They will have a demonstrated commitment to professional development beyond in-service training and embrace reflective practice in leadership, operational, and educational senses.

As a registered paramedic and holding an ACTAS Authority to Practice, an Education Officer (Clinical) is also a leader who can maintain professional relationships across the entire ACT Emergency Services Agency (ESA). They may at times be required to attend meetings as the Education Team representative (or as a proxy for the General Manager, Education) and will be expected to understand and embrace the interface that exists between high quality education and patient care. A successful Education Officer (Clinical) is an individual who communicates clearly, shares information, promotes consistent messaging and prioritises patient safety.

Working closely with Ambulance Manager Level 2 (AM2) colleagues in the Operations, Clinical Governance, and Emergency Management Units, the Education Officer (Clinical) will be expected to advocate the work of the Education Team whilst empowering ACTAS emergency and non-emergency staff to provide high quality pre-hospital care. In recognition of the ongoing development of paramedicine as a profession, a successful Education Officer (Clinical) will be heavily invested in their own development as an educator, clinician and member of the wider ESA; they will possess (or be working towards) relevant post graduate qualifications (or be able to provide evidence of their professional development with a focus on excellence in clinical teaching) and will possess (or be willing to obtain) an appropriate skillset or qualification in vocational training and assessment.

What you will do:

Whilst support from the wider Education Team is always available, an Education Officer (Clinical) may be called upon at short notice to: deliver paramedic In Service training (at both Ambulance Paramedic and Intensive Care Paramedic levels); coordinate a Graduate Group; conduct scenario based training for individuals and groups; participate in Authority to Practice assessments; and deliver training to groups outside of ACTAS including university students, ESA volunteers and partner agencies.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements:

Mandatory

Applicants must be registered with the Paramedicine Board of Australia (without conditions).

Applicants must hold a current Authority to Practice as an ACTAS Ambulance Paramedic or Intensive Care Paramedic with a minimum of three years’ current experience in this role. Successful external applicant(s) with comparable experience will receive training and assessment to achieve their ACTAS Authority to Practice.

Relevant recent experience as an educator in an organisation engaged in the delivery of emergency ambulance (pre-hospital) services to the community is essential.

A current ACT class C Drivers Licence (or equivalent) is essential.

Desirable

Possession of post-graduate qualifications in clinical education (or other relevant health related fields) would be highly regarded.

Possession of a TAE40122 (or higher) would be highly regarded.

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

How to Apply: Applicants must submit (prior to the closing date) the following:

A two-page A4 statement addressing the capabilities for this position (as listed in the position description), showing your experience and what you can bring to the position of Education Officer (Clinical) with ACTAS;

A brief employment history/resume (not more than two pages);

A copy of your relevant qualifications (i.e. Diploma of Paramedical Science, Bachelor of Paramedical Science or equivalent post graduate qualification along with any relevant additional qualifications);

# A completed Statutory Declaration (found in attached documents);

# A scanned copy of your Paramedicine Board of Australia registration;

# A copy of your current authority to practice/certificate to practice as a paramedic issued by your employer (must be a jurisdictional ambulance service);

# A scanned copy of both sides of your Class C unrestricted (or interstate equivalent) driving licence;

# A points demerit transcript (no more than 6 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 personal and medical information release consent form (found in attached documents).

These items are only required to be submitted by applicants who are not already employed by ACTAS.

Late applications will not be accepted.

Applicants should note that 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 your 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 JACSACTASRecruitment@act.gov.au JACSACTASRecruitment@act.gov.au

**Emergency Services Agency**

**ACT Ambulance Service**

**ACTAS Support Services**

**Medical Logistics Officer**

**Administrative Services Officer Class 5 $92,855 - $97,987, Canberra (PN: 67759)**

Gazetted: 06 December 2024

Closing Date: 3 January 2025

Details: Would you like an opportunity to contribute to our ACT community? Are you self-motivated, enthusiastic, and dedicated to your work? An opportunity exists in ACT Ambulance Service (ACTAS) to be part of ACTAS Operations Support team as the ‘ACTAS Medical Logistics Officer’ (Administrative Service Officer Grade 5).

This role performs a variety of critical functions from logistics support, overseeing the medical products and consumable items inventory, reporting any shortages. You will also assist in deploying equipment to support mass casualty incidents when required.

Additionally, the ideal candidate will be able to research and prepare high quality information for acquisition of specialist and non-catalogue medical stock lines, as well as conduct joint reviews with the Chief Officer of ACTAS to determine appropriate stock levels.

This is a combination role of desk and field work, no two days will be the same. In return, you will be provided with a supportive team environment, an excellent opportunity to broaden your skills and capabilities, and your contribution to the ACT Ambulance Service will be critical to ensure positive and tangible outcomes for the ACT Community.

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Eligibility/Other Requirements:

Holding, or the ability to obtain an Advanced First Aid Certificate (HLTAID014) is highly desirable.

Demonstrated computer literacy with experience in the use of Windows based computer applications is highly desirable.

Current ACT MR driver’s license or interstate equivalent.

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 - Apply for or renew a WWVP registration - Access Canberra (act.gov.au)

Incident and Emergency Management or Work Place Health and Safety Qualifications are highly desirable.

To be eligible for permanent or temporary employment within the ACT Public Service (ACTPS) you must be an Australian citizen, a permanent resident or hold a valid work visa.

If an officer no longer holds a visa that permits them to work in Australia, their employment with the ACT Public Service (ACTPS) will be terminated.

Please

note:

Proof of MR driving licence and Working with Vulnerable People Registration will also be required prior to commencement in the role.

It is recommended that you make contact with the Contact Officer Paul Woods to discuss the role and its responsibilities prior to submitting your application.

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. Please see the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Woods (02) 6207 8328 Paul.Woods@act.gov.au

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

**ACT Corrective Services**

**Service Improvement and Community Operations**

**Intelligence Unit**

**Senior Intelligence Analyst**

**Administrative Services Officer Class 6 $99,654 - $113,315, Canberra (PN: 38180)**

Gazetted: 06 December 2024

Closing Date: 20 December 2024

Details: ACT Corrective Services (ACTCS) is seeking two motivated and conscientious people to fill the position of Senior Intelligence Analyst (ASO6), in the Intelligence Unit.

The Intelligence Unit is a discrete unit which reports directly to the Assistant Commissioner, Service Improvement & Community Operations Division.

The successful applicant will support an intelligence-led, risk-based intelligence capability for ACTCS and be responsible for collecting, collating and evaluating information to produce intelligence.

As a Senior Intelligence Analyst, you will prepare written intelligence reports and deliver oral briefings to a range of stakeholders in line with organisational standards and requirements and use, maintain and monitor various ACTCS databases and systems (i.e. prisoner telephone system, offender management system, iBase) to identify patterns, trends or potential threats.

In addition, you will assist in the delivery of intelligence specific training to employees across ACTCS and maintain contemporary knowledge of intelligence concepts and best practice in the criminal justice system and correctional environment.

To be successful, you will be required to demonstrate exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents and demonstrate a commitment to integrity and professionalism in all work.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements:

Experience working in an intelligence environment will be highly regarded.

The position holder must be able to obtain and maintain a Negative Vetting Level 1 security clearance upon appointment to the position as a condition of employment. If the candidate does not already hold this level clearance, ACTCS will sponsor their clearance.

The successful candidate will be required to undergo a National Police check.

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

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

How to Apply: To apply, applicants are required to submit two items: (1) a one-to-two-page written response addressing the Professional/Technical Skills and Knowledge, Behavioural capabilities, having regard for the job requirements; and (2) a current curriculum vitae including 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: Christopher Popple (02) 6207 9215 Christopher.Popple@act.gov.au

### Suburban Land Agency

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

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

**Suburban Land Agency**

**Strategy, People and Governance**

**People and Culture**

**Assistant Director People and Culture**

**Senior Officer Grade C $124,103 - $133,195, Canberra (PN: 68116)**

Gazetted: 09 December 2024

Closing Date: 16 December 2024

Details: The People and Culture team at the SLA are seeking an enthusiastic HR professional, we are a small team that supports a diverse range HR and Corporate Services activities. You will have the opportunity to work on interesting programs of work that support our workforce.

The Assistant Director, People & Culture is a diverse position reporting to the Director, People & Culture, that is responsible for the management of key projects and initiatives across the Agency.

The Assistant Director, People & Culture provides high level operational and technical HR, learning and development, and employee relations advice that supports our Agency’s people, strategic priorities, and organisational objectives. The position plays an important role between Agency senior managers, business areas, Executive and a range of internal and external stakeholders.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements:

Demonstrated experience of contemporary human resource management practices including workplace relations, training and development programs and delivery of HR project initiatives.

Demonstrated ability to interpret and provide practical and sound advice relating to public sector accountabilities, legislative frameworks, Public Sector Management Act (PSMA) and Enterprise Agreements.

Proven technical skills to analyse and interpret data to provide recommendations and meet reporting requirements.

Demonstrated high level written and verbal communication skills to develop guidelines, briefs, business documents and reporting including the ability to liaise and negotiate to influence positive outcomes

Highly Desirable

Relevant HR qualifications or extensive HR experience in a similar role.

Learning and Development experience

Notes: This is a temporary position available immediately until 27 June 2025 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities 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: Amy Nilon (02) 6205 0032 Amy.Nilon@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**

**Transport Canberra**

**Light Rail Operations**

**Senior Director Commercial and Contracts**

**Infrastructure Manager/Specialist 1 $186,430, Canberra (PN: 41124)**

Gazetted: 11 December 2024

Closing Date: 15 December 2024

Details: Do you love Light Rail and have contract management experience? This might be the job for you!

The Senior Director Commercial and Contracts is responsible for leading a small team to deliver contract management, commercial negotiations and assurance of Canberra Metro’s performance and delivery under the Public Private Partnership (PPP) Project Agreement. The Senior Director Commercial and Contracts supports the Executive Branch Manager Light Rail Operations by providing advice and leadership on commercial, contractual, and financial elements of light rail operations.

To be successful, you will possess exceptional interpersonal, organisational and communication skills necessary to build rapport and work collaboratively and respectfully with a diverse range of stakeholders, in addition to demonstrated experience in contracts/ project management. Our ideal candidate will be interested in transport operations, enthusiastic and have a willingness to learn.

Our staff are dedicated and passionate about the jobs they do. We work together closely to support the operations of light rail to deliver a service that is clean, safe and efficient for all Canberrans.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements:

Post graduate qualifications or higher education in project management or law with a focus on commercial or infrastructure performance-based contracts is highly desirable.

This position may require a pre-employment Rail Worker Health Assessment Category 3 prior to engagement.

The incumbent in this position may be required to participate in drug and/or alcohol testing in accordance with Rail Safety National Law as part of Canberra Metro’s safety requirements.

Experience in a transport or infrastructure environment is highly desirable.

The successful candidate will be required to undergo a criminal record check.

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

Selection may be based on application and referee reports only.

Note: This is a temporary position available for a period of up to five weeks with the possibility of extension of up to six weeks and a further period of 14 June 2024 to 3 August 2024.

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. Opportunities for flexible working options could include hybrid working, being a combination of working from home, designated office based and FlexiSpace working locations across the ACT, part-time hours, job-sharing, flexible start, and finish times.

Selection may be based on application and referee reports only.

How to Apply: Expressions of Interest are sought from potential candidates and should include:

a one-to-two-page (max) pitch addressing the Professional/Technical Skills and Knowledge and Behavioural capabilities found in the Position Description; and

a current curriculum vitae, including the names and contact details of two referees (one should be a current Supervisor/Manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Haraldson (02) 6207 5345 Anthony.Haraldson@act.gov.au

**City Services**

**City Operations**

**City Presentation/Urban Treescapes**

**Supervisor, Operations**

**General Service Officer Level 9 $95,112 - $100,498, Canberra (PN: 09883, several)**

Gazetted: 09 December 2024

Closing Date: 23 December 2024

Details: URBAN TREESCAPES manages and maintains more than 833,700 trees on parklands and streets throughout the ACT. A diverse combination of evergreen and deciduous trees, Canberra's urban forest provides important ecological and amenity advantages for its inhabitants and wildlife.

Specific responsibilities include, the 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 Urban Forest Act 2023; the assessment of tree related claims; and the provision of technical advice to tree related matters.

Our team 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.

About the opportunity:

Applicants are invited to fill the role of Supervisor, Operations. Multiple full-time permanent positions are available immediately working across several depots in Canberra.

As a representative of the ACT Government, you will require a passion for trees and an understanding of the importance of teamwork and great customer care.

What we can offer you:

A role with purpose: you will see how you are playing a part in making Canberra a better place.

Benefits and Perks: permanent full-time positions with an attractive employment package, including bi-annual pay rises, allowances, plus 11.5% superannuation. We also offer various employee health and well being programs including discounted memberships to over 100 gyms and locations.

Opportunity to grow: we provide up skilling opportunities, training and networking to ensure you are constantly able to grow within your career.

Balance: you will have a fantastic work life balance with the opportunity to work a 9-day fortnight and access generous leave entitlements.

Please see the Position Description for further information about the role.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements:

Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited duration visas may be offered permanent employment for the duration of their visas.

Certificate III in Horticulture or Arboriculture are essential.

Driver's licence Class MR (Medium Rigid) is essential, or the ability to obtain.

Highly desirable:

Chainsaw certificate and elevated work platform ticket.

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

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: Asbestos Awareness Training - WorkSafe ACT

Desirable:

Authority to implement Traffic Control Plans & Traffic Controller training.

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 - Apply for or renew a WWVP registration - Access Canberra (act.gov.au)

A pre-employment medical may be required. Background/Security clearance checks will be conducted.

This position requires a willingness to wear a uniform, work anywhere in the ACT as required and participate in an on-call roster.

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

How to Apply:

A statement of two to three pages addressing the 'Selection Criteria' section of the Position Description

A current curriculum vitae

Contact details for 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: Lachlan Taylor 0408 789 370 Lachlan.Taylor@act.gov.au

**Chief Operating Officer**

**People and Capability**

**Workforce Planning and Culture**

**Assistant Director, Human Resources**

**Senior Officer Grade C $124,103 - $133,195, Canberra (PN: 25135)**

Gazetted: 09 December 2024

Closing Date: 16 December 2024

Details: Transport Canberra and City Services (TCCS) is an ACT Government directorate that is dedicated to converting quality service into real outcomes for the Canberra community. Through developing ideas and policies that make our city healthy, inclusive and sustainable we deliver services that make a positive difference to the everyday lives of your family, friends and community.

We have an exciting opportunity for an Assistant Director to work in the People and Capability Branch. This position involves managing the workforce reporting, insourcing and recruitment processes for the Directorate. Additionally, the position provides support to coordinate and manage entry level programs, strategies, and initiatives. The role requires a broad understanding of HR functions, particularly workforce planning and recruitment, while managing diverse competing priorities at a high standard.

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Eligibility/ Other Requirements:

Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.

Tertiary qualification in Human Resources, Business Management or related field is highly desirable

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

How to Apply: Applicants should address the numbered Selection Criteria, listed on the Position Description, in a maximum two page 'pitch style' response and submit along with a current curriculum vitae and contact details of two referees.

Contact Officer: Milena Tassarotti (02) 6207 8916 Milena.Tassarotti@act.gov.au

### Worksafe ACT

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

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

**WorkSafe ACT**

**WorkSafe ACT**

**Compliance & Enforcement**

**Senior Inspector**

**Regulatory Inspector 6 (WorkCover Officer 6) $99,654 - $113,315, Canberra (PN: 01873, Several)**

Gazetted: 09 December 2024

Closing Date: 6 January 2025

Details: Do you want to work with clever, innovative, and highly motivated people in a dynamic environment? Have you always been interested in expanding your work health and safety career but not sure what your options are? Imagine where your career as a WorkSafe ACT Inspector could take you.

WorkSafe ACT is growing our inspector team, and we are looking for passionate, committed individuals who are ready to play a key role in making sure that all workers, in all workplaces are healthy and safe.

We have several permanent inspector positions available as part of our current recruitment campaign. The Inspectorate is responsible for providing compliance and enforcement services across workplaces in the ACT and Jervis Bay Territory.

So….why choose us?

Here at WorkSafe ACT we are proud of the work we do. We are committed to improving the physical and psychosocial health and safety of Territory workers. In this role you will receive excellent training and will have access to range of great benefits such as generous leave entitlements and health and wellbeing initiatives.

Depending on your skills, background, and experience, you could find yourself working in one of the following areas:

Construction

Civil Construction

General (retail, hospitality, education sectors etc)

Psychosocial

Labour Hire Licensing

Workers' Compensation

Investigations, and

Occupational Hygiene

We achieve our objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation activities. We are responsible for monitoring and enforcing compliance by duty holders in accordance with the WHS Act and Regulation and associated legislation for Dangerous Substances, workers' compensation, and Labour Hire Licensing. More information can be found on the WorkSafe ACT website: <https://www.worksafe.act.gov.au>.

If you want to be part of something bigger and are committed to improving health and safety outcomes, please consider applying. You could be the new WorkSafe ACT inspector we are looking for!

Have any questions about the role? Please reach out to the contact officer and who would be happy to answer any questions you may have.

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Eligibility/ Other Requirements:

Ability to perform the functions of an authorised Inspector in accordance with all relevant legislation, including completion of required mandatory training for Workers’ Compensation legislation as a delegated/appointed person/Authorised officer by the WHS Commissioner.

Current unrestricted driver’s licence.

Willingness to:

participate in an after-hours on-call and telephone roster when required.

wear a uniform.

participate in programmed after hours compliance activities when required, and

undergo a pre-employment police check.

undergo baseline health monitoring.

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

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

A supporting written pitch of no more than two pages demonstrating your skills and experience relevant to the Selection Criteria listed under ‘Ideal Candidate’ in the Position Description. Please address all of the points under ‘Ideal Candidate’ and provide examples to demonstrate your experience. Please ensure you meet the ‘Essential Requirements’ of the role as detailed in the Position Description.

Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

Contact Officer: MattE Davis (02) 6205 2618 MattE.Davis@worksafe.act.gov.au

### Infrastructure 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**

**Infrastructure Project Solutions**

**Executive Assistant to Executive Group Manager, Infrastructure Project Solutions**

**Administrative Services Officer Class 5 $92,855 - $97,987, Canberra (PN: 45648)**

Gazetted: 06 December 2024

Closing Date: 6 January 2025

Details: The Executive Assistant is responsible for providing high-level executive and administrative support to the Executive Group Manager for Infrastructure Project Solutions. Working closely, under limited supervision, with the Group’s Executive Branch Manager, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the diary of the EGM (and other Senior Executives as required) including appointment bookings, meetings and prepare travel arrangements for the broader team. In addition to that, the Executive Assistant will provide administrative support in preparing meeting agendas and minutes, reports, briefs as well as facilitation of ministerial correspondence.

The role requires an ability to prioritise while supporting a diverse team with variable requirements. A high level of independence and impartiality is also important.

Coordinate and review communication and incoming and outgoing documentation for the Executive Group Manager;

Prioritise and monitor tasks and activities for the Executive Group Manager, including research information as required, and respond in a timely manner as appropriate;

Prepare confidential correspondence, reports, briefs, including the assembly of supporting documentation necessary for Ministerial correspondence, meetings and forums;

Manage the diary and schedule including arrangement of appointments, meetings and travel as directed;

Coordinate responses on a range of issues for MPC in an efficient manner, as required.

Prepare agendas and papers required for meetings including recording, transcribing and distribution of minutes for meetings.

Monitor correspondence tracking systems to ensure quality control and timeliness of responses is maintained.

Provide administrative support to the broader Infrastructure Project Solutions Division as required; and

Examine, evaluate and take appropriate action on reports, submissions and information submitted to the Executive Group Manager to ensure relevance, completeness and accuracy.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/ Other Requirements:

Professional/Technical Skills and Knowledge

Demonstrated experience in prioritising, coordinating and managing support arrangements for the effective and efficient functioning of a valued executive support services to senior executive.

Effective communication (verbal and written), interpersonal, liaison and problem solving skills and the demonstrated ability to prepare classified correspondence and reports with accuracy and attention to detail.

Proven proficiency in the use of various standard computer applications, ministerial procedures, correspondence tracking systems and experience in initiating and managing associated reporting procedures and programs.

Behavioural Capabilities

Demonstrated understanding and commitment to the ACT Government and Major Projects Canberra Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice and industrial democracy principles and practice.

Note: This is a temporary position available immediately until 6 June 2025 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: Please submit:

No more than a two page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the Position Description

A current curriculum vitae and contact details for two referees.

Contact Officer: Daniel Lloyd (02) 6205 4227 Daniel.Lloyd@act.gov.au

**Property and Government Insourcing**

**Property Service operations and Insourcing**

**Integrated Facilities Management – Property Maintenance and Upgrades**

**Assistant Director, Specific Workplan – HVAC / Assistant Director, Property, Reporting and Compliance / Assistant Director, Client Specific Workplan**

**Infrastructure Officer 3 $124,377 - $136,032, Canberra (PN: 45885, several)**

Gazetted: 06 December 2024

Closing Date: 13 December 2024

Details: These role/s lead small teams providing property reporting and planned maintenance services to ACT Government owned properties. The person in this position uses their technical knowledge and expertise to provide professional advice, design and implement planned building activities, liaise with industry professionals and make recommendations to property owners. The Person in this position is responsible for procuring, managing and overseeing Planned maintenance contracts. This is a challenging and dynamic role requiring good coordination and interpersonal skills.

Property and Government Insourcing 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. Property and Government Insourcing operates on a fee for service basis with a requirement to provide a dividend to government.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements:

Qualifications in a relevant technical field (eg. Project Management, Property Management, or similar) and/or building trades certification with significant building and infrastructure and/or project management experience, or

Hold a relevant professional qualification in Engineering, Architecture or Project Management, or accreditation with a professional body recognised within Australia, or

Hold a relevant building degree, or

Have significant building or Infrastructure knowledge and/or project management experience.

Qualification/s in Management, Procurement, Contract Management or Work Health and Safety are highly desirable

In addition, applicants must:

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

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: Asbestos Awareness Training - WorkSafe ACT

Hold a current driver’s licence (car).

Membership of a relevant professional association and qualification/s in Procurement, Contract Management or Work Health and Safety are highly desirable.

Notes: This position is available to ACT Government officers and employees only. This is a temporary position available from 16 December 2024 until 03 February 2025. Selection may be based on application and referee reports only.

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

How to Apply:

Please review the Position Description/s 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 one-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

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

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

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

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

Contact details of at least one referee.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Ferguson 0479 188 844 James.Ferguson@act.gov.au

**Property and Government Insourcing**

**Property Service operations and Insourcing**

**Property Maintenance and Upgrades**

**Senior Project Officer**

**Infrastructure Officer 2 $99,771 - $114,016, Canberra (PN: 36007, several)**

Gazetted: 06 December 2024

Closing Date: 27 December 2024

Details: This position manages an allocated program of property upgrade projects on ACT Government properties. Using technical skill and experience in maintenance and upgrade of properties, the person in this role delivers projects from inception to the completion of the defects period, assisting clients to ensure the ACT Government receives high quality, technically proficient services in a timely manner. People in these roles will generally have a building trades or building management background and are able to provide technical advice when required.

Property and Government Insourcing 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. Property and Government Insourcing operates on a fee for service basis with a requirement to provide a dividend to government.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities 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

Hold a Relevant building trade qualification, or

Have significant building or Infrastructure knowledge and/or project management experience.

In addition, applicants must:

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

 Silica Awareness.

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

Hold or have the capacity to obtain Work Health and Safety qualifications (Certificate IV);

Hold a current driver’s licence (car).

Membership of a relevant professional association and qualification/s in Procurement, Contract Management or Work Health and Safety are highly desirable.

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

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

How to Apply:

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: James Ferguson 0479 188 844 James.Ferguson@act.gov.au

**Infrastructure**

**Work Health and Safety**

**Director Construction WHS**

**Senior Professional Officer Grade B $145,253 - $162,877, Canberra (PN: 62605)**

Gazetted: 06 December 2024

Closing Date: 20 December 2024

Details: Infrastructure Canberra is seeking a Director Construction WHS who will provide coaching, education, and support to Project Teams in the effective execution of iCBR’s Project Delivery Services and WHS Management System.

The Director Construction WHS will partner with project teams to support site walks, provide specialist WHS advice, support risk reduction, improvement and assurance activities, review site incidents and verify control implementation.

To be successful in this position you will be a qualified safety or project leader with construction industry experience.

What we offer

· A hybrid working model focused on collaboration and teamwork.

· Competitive salary and work-life balance initiatives.

· Working in a passionate team of WHS and project management professionals.

· Meaningful work contributing to safe outcomes on ACT Government construction sites.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/ Other Requirements:

· Qualification in WHS, Engineering, Architecture or Project Management; and

· Experience in the construction industry.

Note: This is a temporary position available immediately until 5 December 2026 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. 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. Opportunities for flexible working options could include hybrid working, being a combination of working from home, designated office based and FlexiSpace working locations across the ACT, part-time hours, job-sharing, flexible start, and finish times.

How to Apply: Please submit:

No more than a two-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the Position Description.

A current curriculum vitae and contact details for two referees.

Contact Officer: Michaelee Thornton on Michaelee.Thornton@act.gov.au or 0409847029

**Office of Director-General**

**Chief Operating Office**

**Governance Audit and Risk**

**Freedom of Information Officer**

**Administrative Services Officer Class 6 $99,654 - $113,315, Canberra (PN: 46503)**

Gazetted: 06 December 2024

Closing Date: 13 December 2024

Details: Become the Guardian of Governance: Your Mission Awaits!

Are you passionate about making a real impact in your community? Infrastructure Canberra (iCBR) is searching for a dedicated Freedom of Information Officer to join our vibrant team! In this permanent role, you won’t just be crunching numbers and processing applications; you’ll be the superhero of transparency.

You will prepare detailed responses to information requests, maintain a comprehensive database, and liaise with the ACT Ombudsman to ensure legislative compliance. Your keen analytical skills will be essential as you contribute to the effective management of corporate and governance services for the directorate.

If you’re excited to don your superhero cape and champion the cause, we want you on our team, where your powers of organisation, communication, and problem-solving will help us build a brighter, more inclusive future for our community.

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

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

How to Apply:

So, are you ready to embark on this heroic journey? Please submit a written response of no more than two pages explaining why you are the perfect fit for this position. Be sure to highlight your experience related to the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description. Along with your response, include a current curriculum vitae and contact details for two referees.

Apply now and let’s make Canberra a better place—one piece of information at a time!

Applications should be submitted via the Apply Now button below.

Contact Officer: Izzie Gosling, 0420 718 130, Izzie.gosling@act.gov.au

**Infrastructure**

**Light Rail**

**Director, Commercial**

**Senior Officer Grade B $145,253 - $162,877, Canberra (PN: 60458)**

Gazetted: 10 December 2024

Closing Date: 24 December 2024

Details: Infrastructure Canberra is responsible for the planning and delivery of light rail infrastructure for the people of Canberra. A dedicated light rail team within the directorate, led by the Light Rail Project Director, progresses light rail development activities on behalf of the ACT Government.

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 Commercial Manager role reports to the Senior Director, Commercial and is responsible for leading the management and coordination of all supporting procurement, finance reporting and transaction management aspects of the Light Rail Project.

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Eligibility/ Other Requirements:

Desirable:

A degree or diploma in a relevant commercial or procurement field (a copy needs to be provided with your application) – or demonstrated relevant equivalent experience.

Demonstrated relevant experience in the management of procurement; and

A good working knowledge of government business records management systems, including Objective, will be an advantage.

Note: This is a temporary position available immediately until 12 June 2025 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. Opportunities for flexible working options could include hybrid working, being a combination of working from home, designated office based and FlexiSpace working locations across the ACT, part-time hours, job-sharing, flexible start, and finish times. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit:

No more than a two-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the Position Description.

A current curriculum vitae and contact details for two referees.

Contact Officer: Ashleigh Leewai (02) 6207 9616 Ashleigh.Leewai@act.gov.au

**Property and Government Insourcing**

**Property Strategy and Management**

**Community and Government Engagement**

**Customer Relationship Manager**

**Administrative Services Officer Class 6 $99,654 - $113,315, Canberra (PN: 16985)**

Gazetted: 09 December 2024

Closing Date: 16 December 2024

Details: Are you a space manager shooting for the stars? A person that can expertly orbit data, manage systems and produce analytics as pretty as the Milky Way? Join us at Property and Government Insourcing (PGI) as we lead the way in property and space management for the ACT Government.

PGI provides expert property management and maintenance services to the ACT Government and the community. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services.

Role Overview:

Lead and Administer: Manage and administer ‘Engage’ ACT Government’s wayfinding system. Provide expert advice to senior management on accommodation use patterns and data.

System Champion: Be the go-to person for PGI customers using Engage, ensuring our services meet their needs and standards.

Collaborate: Work with various parts of ACT Government to deliver exceptional high quality accommodation solutions.

Support Decision Making: Draft high-quality reports and briefings for senior executives and ministers.

Optimize Tenancies: Using systems and data, advise and guide accommodation decisions to maximize optimal use and minimize vacancies.

Tech Savvy: Use Microsoft Office, Serraview Engage and property management software to achieve great results.

Additional Duties: Take on other tasks that support our team and organization.

Uphold Values: Adhere to the ACTPS Code of Conduct and values of respect, integrity, collaboration, and innovation.

What You Need:

Team Player: Ability to support and work within a customer-focused team.

Excellent Communicator: Strong written and oral communication, interpersonal, and negotiation skills.

Experienced: Background in leasing and/or property management highly desirable.

We are committed to creating an inclusive environment where people with diverse thoughts, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/ Other Requirements:

Highly desirable:

Experience with Serraview Engage

A current driver’s licence (car)

Note: This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Please submit no more than:

A two-page Expression of Interest addressing why you are best suited for this position and your experience against the Professional / Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements / Qualifications outlines in the Position Description.

A current curriculum vitae and contact details for two referees.

Contact Officer: Kate Kennedy (02) 6207 6390 Kate.Kennedy@act.gov.au

**Portfolio and Programs Management**

**Executive Assistant**

**Administrative Services Officer Class 5 $92,855 - $97,987, Canberra (PN: 63590)**

Gazetted: 10 December 2024

Closing Date: 17 December 2024

Details: Are you looking for an opportunity to support our Executive delivering a significant infrastructure Program?

Infrastructure Canberra is delivering the Electrification of Government Gas Assets Program supporting the ACT Government in meeting its target for net zero emissions from Government operations by 2040. The Program involves the asset replacement works and coordination of associated electricity network upgrade works by Evoenergy for the electrification of over 1,000 gas assets in facilities owned and operated by the ACT Government over the next 16 years.

Reporting to the Executive Group Manager, the Executive Assistant will provide administrative support to the Executive Group Manager, Project Director, and the broader Electrification of Government Gas Assets team. We are a small team in the early stages of our Program, so the work will be varied, and you might be asked to help out in many areas. If you bring extra skills and experiences, you may have opportunity to utilise them.

As Executive Assistant you will:

· Manage the diaries and schedules of the Executive Group Manager and Project Director including arrangement of appointments, meetings and travel as directed.

· Provide secretariat function for meetings: agenda preparation; coordination of papers; minutes / meeting record preparation; tracking of action items.

· Prepare confidential correspondence, reports, briefs, including the assembly of supporting documentation necessary for Ministerial correspondence, meetings and forums.

· Provide administrative support including account processing, expenditure reconciliation and general business support needs.

The Position Description provides more details on this exciting opportunity.

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Eligibility/ Other Requirements:

Desirable:

· Working knowledge of Records Management systems such as Objective.

Note: This is a temporary position available 3 January 2025 until 25 February 2025 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:

No more than a two-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the Position Description.

A current curriculum vitae and contact details for two referees.

Contact Officer: HayleyC Bell 0440101119 HayleyC.Bell@act.gov.au

## APPOINTMENTS

### ACT Audit Office

**Auditor Band 1 $76,223 - $97,987**

Jiaoji Waqainabete, Section 68 (1), 10 December 2024

**Auditor Band 1 $76,223 - $97,987**

Samali Samarathunga, Section 68 (1), 10 December 2024

### ACT Health

**Administrative Services Officer Class 6 $99,654 - $113,315**

Paisley Brooks, Section 68(1), 5 December 2024

**Administrative Services Officer Class 6 $97,182 - $110,708**

Malizgani Mhango, Section 68(1), 11 December 2024

**Senior Officer Grade C $124,103 - $133,195**

Shivangi Singh, Section 68(1), 10 December 2024

### ACT Integrity Commission

**Senior Officer Grade C $121,389 - $130,392**

Mark Kalleske, Section 68(1), 9 December 2024

### Canberra Health Services

**Enrolled Nurse Level 1 $73,374 - $78,043**

Binisha Balampaki, Section 68(1), 2 December 2024

**Assistant in Nursing $63,013 - $64,973**

Dinesh Bhattarai, Section 68(1), 5 December 2024

**Registered Nurse Level 2 $109,637 - $115,894**

Daniel Byrne, Section 68(1), 11 December 2024

**Assistant in Nursing $63,013 - $64,973**

Ashmita Chapagain, Section 68(1), 18 January 2025

**Health Service Officer Level 2/3 $62,860 - $69,293 (Retention Point CHS only $64,379 - $69,293)**

Sherub Chezom, Section 68(1), 19 December 2024

**Administrative Services Officer Class 6 $99,654 - $113,315**

Pema Choden, Section 68(1), 27 November 2024

**Health Professional Level 2/3 $85,893 - $114,070**

Karma Choki, Section 68(1), 5 December 2024

**Health Service Officer Level 3/4 $62,860 - $66,543**

Edward Collins, Section 68(1), 6 December 2024

**Registered Nurse Level 1 $80,378 - $105,656**

Muminat Dauda, Section 68(1), 6 February 2025

**Registered Nurse Level 1 $80,378 - $105,656**

Chimi Dorjee, Section 68(1), 5 December 2024
This appointment is to a non-advertised vacancy and is made in accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2023-2026 common core clause 64.

**Administrative Services Officer Class 5 $92,855 - $97,987**

Virginia Elton, Section 68(1), 9 December 2024

**Registered Nurse Level 1 $78,097 - $103,125**

Victoria Garlick, Section 68(1), 3 December 2024

**Registered Nurse Level 1 $78,097 - $103,125**

Ana Garufi, Section 68(1), 7 December 2024
This appointment is to a non-advertised vacancy and is made in accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2023-2026 common core clause 64.

**Health Service Officer Level 2/3 $56,697 - $62,157 (Retention Point CHS only $62,256 - $67,121)**

Tenzing Gurung, Section 68(1), 5 December 2024

**Registered Nurse Level 1 $80,378 - $105,656**

Charmagne Imbisan, Section 68(1), 6 December 2024

**Health Service Officer Level 2 $56,697 - $58,507 (Retention Point $59,496 CHS only)**

Sandeep Kaur, Section 68(1), 5 December 2024

**Registered Nurse Level 1 $78,097 - $103,125**

Bijo Kumbukkattu Varghese, Section 68(1), 5 December 2024

**Assistant in Nursing $63,013 - $64,973**

Annu Lama, Section 68(1), 19 December 2024

**Enrolled Nurse Level 1 $73,374 - $78,043**

Kiana Main, Section 68(1), 4 December 2024
This appointment is to a non-advertised vacancy and is made in accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2023-2026 common core clause 64.

**Registered Nurse Level 1 $80,378 - $105,656**

Tiffany Noy, Section 68(1), 2 December 2024

**Registered Nurse Level 1 $80,378 - $105,656**

Jisna Panackaparambil Xavier, Section 68(1), 8 December 2024

**Health Professional Level 2 $88,252 - $105,569**

Karma Penjor, Section 68(1), 6 January 2025

**Registered Nurse Level 1 $78,097 - $103,125**

Siya Robin, Section 68(1), 9 December 2024
This appointment is to a non-advertised vacancy and is made in accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2023-2026 common core clause 64.

**Registered Nurse Level 1 $80,378 - $105,656**

Mayamol Shibi, Section 68(1), 12 December 2024

**Assistant in Nursing $63,013 - $64,973**

Bebina Shrestha, Section 68(1), 19 January 2025

**Assistant in Nursing $63,013 - $64,973**

Sapana Shrestha, Section 68(1), 3 December 2024

**Administrative Services Officer Class 3 $76,223 - $81,643**

Taelor Sullivan, Section 68(1), 6 December 2024

**Registered Nurse Level 1 $78,097 - $103,125**

Sita Sunuwar, Section 68(1), 5 December 2024

**Health Service Officer Level 3/4 $62,860 - $66,543**

Dragan Tancheski, Section 68(1), 12 December 2024

**Registered Nurse Level 1 $80,378 - $105,656**

Lilu Thomas, Section 68(1), 5 December 2024
This appointment is to a non-advertised vacancy and is made in accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2023-2026 common core clause 64.

**Registered Nurse Level 1 $80,378 - $105,656**

Bernard Tristan Tiu, Section 68(1), 5 December 2024
This appointment is to a non-advertised vacancy and is made in accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2023-2026 common core clause 64.

**Health Service Officer Level 3/4 $62,860 - $66,543**

Chencho Wangdi, Section 68(1), 5 December 2024

**Administrative Services Officer Class 6 $97,182 - $110,708**

Joshua Yesberg, Section 68(1), 9 December 2024

**Specialist /Senior Specialist, $188,151 - $254,198**

Dr Wei Yang Chou, Section 68(1), 03 January 2025

**Specialist /Senior Specialist, $188,151 - $254,198**Dr Wendy Gallimore, Section 68(1), 04 December 2024
 **Specialist /Senior Specialist, $188,151 - $254,198**Dr Fern McAllan, Section 68(1), 02 December 2024 **Specialist /Senior Specialist, $188,151 - $254,198**Dr Amber Khanna, Section 68(1), 02 December 2024 **Specialist /Senior Specialist, $188,151 - $254,198**Dr Sam Mirazee, Section 68(1), 03 February 2025

**Enrolled Nurse $71,163 - $75,785**

Maria Espinoza Ramirez, Section 68 (1), 9 December 2024

**Registered Nurse 1 $78,097 - $103,125**

Felicia Ngan, Section 68 (1), 16 December 2024

**Health Service Officer 4 $62,157 - $64,399**Glenn Dalton, Section 68 (1), 9 December 2024

**Registered Nurse 1 $78,097 - $103,125**Nitya Shrestha, Section 68 (1), 13 January 2025

**Registered Nurse 1 $78,097 - $103,125**Kezang Choden, Section 68 (1), 3 February 2025

**Registered Nurse 1 $78,097 - $103,125**Daniel Pereira, Section 68 (1), 13 January 2025

**Registered Nurse 1 $78,097 - $103,125**Esther Eschauzier, Section 68 (1), 3 February 2025

**Specialist /Senior Specialist, $188,151 - $254,198**Dr Ruth Frampton, Section 68(1), 1 February 2025

### Canberra Institute of Technology

**Administrative Services Officer Class 2/3 $67,872 - $81,643**

Arianna Venus, Section 68(1), 6 December 2024

### Chief Minister, Treasury and Economic Development

**Administrative Services Officer Class 3 $73,983 - $79,349**

Kanya Barber, Section 68(1), 4 December 2024

**Administrative Services Officer Class 3 $73,983 - $79,349**

Jordan Biancolin, Section 68(1), 4 December 2024

**Administrative Services Officer Class 4 $84,061 - $90,595**

Wichada Coombes-Pearce, Section 68(1), 11 December 2024

**Administrative Services Officer Class 3 $73,983 - $79,349**

Elena Franco, Section 68(1), 4 December 2024

**Administrative Services Officer Class 4 $84,061 - $90,595**

Kate Jackson, Section 68(1), 12 December 2024

**Administrative Services Officer Class 5 $90,451 - $95,531**

Armeen Khan, Section 68(1), 9 December 2024

**Administrative Services Officer Class 3 $73,983 - $79,349**

Ranjana Kunwar, Section 68(1), 4 December 2024

**Administrative Services Officer Class 4 $84,061 - $90,595**

Na Li, Section 68(1), 9 December 2024

**Administrative Services Officer Class 4 $84,061 - $90,595**

Lacie-Rose O'Kane, Section 68(1), 9 December 2024

**Administrative Services Officer Class 3 $73,983 - $79,349**

Manami Shibata, Section 68(1), 4 December 2024

**Administrative Services Officer Class 3 $73,983 - $79,349**

Supreet Singh, Section 68(1), 3 December 2024

**Administrative Services Officer Class 3 $73,983 - $79,349**

Hayden Sutton, Section 68(1), 4 December 2024

**Administrative Services Officer Class 6 $99,654 - $113,315**

Ellanor Webb, Section 68(1), 7 December 2024

**Administrative Services Officer Class 3 $73,983 - $79,349**

Kim Yen Thai, Section 68(1), 4 December 2024

### Community Services

**Youth Worker 1 $76,223 - $81,643**

Peter Agbeteti, Section 68(1), 4 December 2024

**Administrative Services Officer Class 6 $99,654 - $113,315**

Rachel Gould, Section 68(1), 27 November 2024

**Child and Youth Protection Professional Level 2 $85,882 - $113,848**

Tanvir Hasan, Section 68(1), 5 December 2024

**Child and Youth Protection Professional Level 2 $85,882 - $113,848**

Hui Pee, Section 68(1), 29 November 2024

**Senior Officer Grade B $145,253 - $162,877**

Andrew Stead, Section 68(1), 11 December 2024

### Education

**Cleaning Services Officer 2 $70,964 - $74,854**

Asmita Adhikari, Section 68(1), 9 December 2024

**School Assistant 3 $64,815 - $69,424**

Pia Billington, Section 68(1), 10 December 2024

**School Assistant 2/3 $55,880 - $67,474**

Connor Brown, Section 68(1), 12 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

Sonam Choden, Section 68(1), 19 November 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

Tshering Choden, Section 68(1), 12 December 2024

**Cleaning Services Officer 2 $68,776 - $72,627**

Namgay Chophel, Section 68(1), 12 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

Chencho Dema, Section 68(1), 14 November 2024

**Cleaning Services Officer 2 $68,776 - $72,627**

Karma Dema, Section 68(1), 4 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

Tsheten Dema, Section 68(1), 1 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

Tashi Dorji, Section 68(1), 9 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

Duptho Duptho, Section 68(1), 12 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

Tandin Gem, Section 68(1), 1 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

KHEM RAJ GHALLEY, Section 68(1), 12 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

Lham Gyeltshen, Section 68(1), 12 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

Sherab Gyeltshen, Section 68(1), 12 December 2024

**Cleaning Services Officer 3 $82,594 - $87,199**

Leko Leko, Section 68(1), 10 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

Tshering Lham, Section 68(1), 9 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

Yeshi Lhamo, Section 68(1), 5 December 2024

**School Assistant 2/3 $57,714 - $69,424**

Liana Martiniello, Section 68(1), 18 November 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

Tenzin Penjor, Section 68(1), 9 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

Dorji Phuntsho, Section 68(1), 9 December 2024

**School Assistant 2/3 $57,714 - $69,424**

Summer Rees, Section 68(1), 18 November 2024

**Cleaning Services Officer 2 $68,776 - $72,627**

Karma Sonam, Section 68(1), 4 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

Sonam Tobgay, Section 68(1), 14 November 2024

**Building Service Officer 3 $88,930 - $93,146**

Clayton Tranter, Section 68(1), 9 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

Penpa Tshering, Section 68(1), 9 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

Rinchen Tshering, Section 68(1), 10 December 2024

**Cleaning Services Officer 2 $68,776 - $72,627**

Euden Tshomo, Section 68(1), 4 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

SAMTEN WANGCHUK, Section 68(1), 12 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

Choki Wangmo, Section 68(1), 9 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

Kencho Wangmo, Section 68(1), 12 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

SONAM YANGCHEN, Section 68(1), 15 November 2024

**Teacher Level (EDU) $88,615 - $125,582**Martin Jones, Section 68(1), 20 January 2025

**Teacher Level (EDU) $88,615 - $125,582**Julian Murray, Section 68(1), 20 January 2025

**Teacher Level (EDU) $88,615 - $125,582**Madeline Collins, Section 68(1), 20 January 2025

**Teacher Level (EDU) $88,615 - $125,582**Kushaal Aggarwal, Section 68(1), 20 January 2025

**School Psychologist $95,649 - $135,047**Peta Meyerink, Section 68(1), 28 January 2025

**Teacher Level (EDU) $88,615 - $125,582**Brendon Barratt, Section 68(1), 19 December 2024

**Teacher Level (EDU) $88,615 - $125,582**
Jaswinder Mehar, Section 68(1), 19 December 2024

**Teacher Level (EDU) $88,615 - $125,582**
Vidya Nath, Section 68(1), 19 December 2024

**Teacher Level (EDU) $88,615 - $125,582**
Aaron Powell, Section 68(1), 19 December 2024

**Teacher Level (EDU) $88,615 - $125,582**
Bradley Stevenson, Section 68(1), 19 December 2024

**Teacher Level (EDU) $88,615 - $125,582**
Jordan Harrison, Section 68(1), 19 December 2024

**Teacher Level (EDU) $88,615 - $125,582**
Mohammad Bin Jabar, Section 68(1), 19 December 2024

**Teacher Level (EDU) $88,615 - $125,582**
Nadine Hartley, Section 68(1), 19 December 2024

**Teacher Level (EDU) $88,615 - $125,582**
Nur Alfiah, Section 68(1), 19 December 2024

**Teacher Level (EDU) $88,615 - $125,582**
Osa Akioya, Section 68(1), 19 December 2024

**Teacher Level (EDU) $88,615 - $125,582**
John Jennings, Section 68(1), 19 December 2024

**Teacher Level (EDU) $88,615 - $125,582**

Margaret Gummow, Section 68(1), 19 December 2024

**Teacher Level (EDU) $88,615 - $125,582**

Robert Laaring, Section 68(1), 19 December 2024

**Teacher Level (EDU) $88,615 - $125,582**

Sally Grant, Section 68(1), 19 December 2024

**Cleaning Services Officer 2 $70,964 - $74,854**

Tandin Gem, Section 68 (1), 01 December 2024

**School Psychologist $95,649 - $135,047**
Manuel Pazoz, Section 68 (1), 28 January 2025

**School Psychologist $95,649 - $135,047**
Amity Langford, Section 68 (1), 28 January 2025

**Teacher Level (EDU) $88,615 - $125,582**

Julian Laffan, Section 68(1), 27 January 2025

**Teacher Level (EDU) $88,615 - $125,582**

Natalie Devereux, Section 68(1), 29 January 2025

**Teacher Level (EDU) $88,615 - $125,582**

Clare Henman, Section 68(1), 20 January 2025

**Teacher Level (EDU) $88,615 - $125,582**

Francis Vega, Section 68(1), 27 January 2025

**Teacher Level (EDU) $88,615 - $125,582**

Jea Lee, Section 68(1), 27 January 2025

### Environment, Planning and Sustainable Development

**Senior Professional Officer Grade C $124,103 - $133,195**

Sayani Dey, Section 68(1), 2 December 2024

**Infrastructure Officer 3 $124,377 - $136,032**

Renee Duarte, Section 68(1), 9 December 2024

**Senior Officer Grade C $124,103 - $133,195**

Rinzin Lhamo, Section 68(1), 12 December 2024

**Administrative Services Officer Class 4 $84,061 - $90,595**

Emilia Pelle, Section 68(1), 5 December 2024

**Administrative Services Officer Class 5 $92,855 - $97,987**

Nita Sebastian, Section 68(1), 9 December 2024

**Administrative Services Officer Class 6 $99,654 - $113,315**

Natalia Weir, Section 68(1), 9 December 2024

**Senior Officer Grade C $124,103 - $133,195**

Tshering Yangzom, Section 68(1), 2 December 2024

**Administrative Services Officer Class 5 $92,855 - $97,987**Saerom Ahn, Section 68 (1), 04 December 2024

### Justice and Community Safety

**Administrative Services Officer Class 4 $81,743 - $88,213**

Milena Alba Aranguren, Section 68(1), 12 December 2024

**Correctional Officer Class 1 $76,998 - $90,833**

Terence Bennett, Section 68(1), 10 December 2024

**Senior Officer Grade C $121,389 - $130,392**

Christie Bishop, Section 68(1), 9 December 2024

**Correctional Officer Class 1 $76,998 - $90,833**

Dorasi Chikukwa, Section 68(1), 10 December 2024

**Correctional Officer Class 1 $76,998 - $90,833**

Dawa Dawa, Section 68(1), 9 December 2024

**Correctional Officer Class 1 $76,998 - $90,833**

Sam Durrell, Section 68(1), 10 December 2024

**Para Legal Grade 2 $75,744 - $81,743**

Codie Ewards, Section 68(1), 4 December 2024

**Senior Officer Grade C $124,103 - $133,195**

Fiona Gavagan, Section 68(1), 29 November 2024

**Senior Officer Grade B $145,253 - $162,877**

Andrew Gibson, Section 68(1), 12 December 2024

**Correctional Officer Class 1 $76,998 - $90,833**

Jessica Griffiths, Section 68(1), 12 December 2024

**Senior Officer Grade C $121,389 - $130,392**

Stojan Stefanovic, Section 68(1), 9 December 2024

### Transport Canberra and City Services

**City Ranger 1 $67,872 - $74,415**

Alana Batho, Section 68(1), 9 December 2024

**Administrative Services Officer Class 4 $81,743 - $88,213**

Ana Fatima, Section 68(1), 9 December 2024

**Administrative Services Officer Class 5 $92,855 - $97,987**

Nicole Milne, Section 68(1), 12 December 2024

**City Ranger 1 $67,872 - $74,415**

Delaney Parton, Section 68(1), 9 December 2024

**Professional Officer Class 1 $76,028 - $95,217**

Meredith Tibbitts, Section 68(1), 9 December 2024

### Infrastructure Canberra

**Infrastructure Officer 4 $146,463 - $165,706**

Arjun VijayKumar, Section 68(1), 9 December 2024

## TRANSFERS

### ACT Health

**Ocean Wilson**

From: Administrative Services Officer Class 6 $99,654 - $113,315

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 $99,654 - $113,315

ACT Health, Canberra (PN. 23182) (Gazetted 23 July 2024)

### Chief Minister, Treasury and Economic Development

**Lara Hogan**

From: Administrative Services Officer Class 5 $99,654 - $113,315

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 $99,654 - $113,315

Chief Minister, Treasury and Economic Development, Canberra (PN. 35590) (Gazetted 9 May 2024)

**Vidhi Saxena**

From: Senior Officer Grade C $124,103 - $133,195

Environment, Planning and Sustainable Development

To: Senior Officer Grade C $124,103 - $133,195

Chief Minister, Treasury and Economic Development, Canberra (PN. 61841) (Gazetted 8 April 2024)

### Community Services

**Joshua Smith**

From: Administrative Services Officer Class 5 $92,855 - $97,987

Community Services

To: Administrative Services Officer Class 5 $92,855 - $97,987

Community Services, Canberra (PN. 14077) (Gazetted 24 September 2024)

### Education

**Parveen Kumar**

From: Administrative Services Officer Class 4 $84,061

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 $84,061 - $90,595

Education, Canberra (PN. 16298) (Gazetted 14 October 2024)

### Justice and Community Safety

**Sophie Selfe**

From: Senior Officer Grade B $145,253 - $162,877

Justice and Community Safety

To: Senior Officer Grade B $145,253 - $162,877

Justice and Community Safety, Canberra (PN. 50746) (Gazetted 9 October 2024)

### Suburban Land Agency

**Hyojung Kim**

From: Administrative Services Officer Class 6 $97,182 - $110,708

Suburban Land Agency

To: Administrative Services Officer Class 6 $97,182 - $110,708

Suburban Land Agency, Canberra (PN. 41803) (Gazetted 25 September 2024)

### Transport Canberra and City Services

**Joe Zuzek**

From: $145,253 - $162,877

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C $124,103 - $133,195

Transport Canberra and City Services, Canberra (PN. 49509) (Gazetted 25 October 2024)

## PROMOTIONS

### ACT Health

**Population Health**

**Research Programs and Scientific Services**

**ACT Government Analytical Laboratory**

**Madushani Amarasiri**

From: Health Professional Level 2 $88,252 - $105,569

ACT Health

To: Health Professional Level 3 $108,459 - $122,546

ACT Health, Canberra (PN. 26161) (Gazetted 26 September 2024)

**Policy Partnerships and Programs**

**Health Policy and Strategy**

**Health Policy Unit**

**Olympia Balopitos**

From: Graduate Administrative Assistant $84,061 - $86,479

ACT Health

To: Administrative Services Officer Class 5 $92,855 - $97,987

ACT Health, Canberra (PN. 24112)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**Corporate and Governance**

**People Strategy and Culture**

**People Strategy and Culture**

**Christopher Ellwood**

From: Graduate Administrative Assistant $84,061 - $86,479

ACT Health

To: Administrative Services Officer Class 5 $92,855 - $97,987

ACT Health, Canberra (PN. 67876)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**Policy Partnerships and Programs**

**Ageing and End of Life**

**HR Palliative Care**

**Conor Flannery**

From: Graduate Administrative Assistant $84,061 - $86,479

ACT Health

To: Administrative Services Officer Class 5 $92,855 - $97,987

ACT Health, Canberra (PN. 67904)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**Population Health**

**Health Protection Service**

**Public Health Regulation and Projects**

**Joseph Hadaway**

From: Graduate Administrative Assistant $84,061 - $86,479

ACT Health

To: Administrative Services Officer Class 5 $92,855 - $97,987

ACT Health, Canberra (PN. 54297)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**Policy Partnerships and Programs**

**Health Policy and Strategy**

**Social Policy**

**Alexandra Hill**

From: Graduate Administrative Assistant $84,061 - $86,479

ACT Health

To: Administrative Services Officer Class 5 $92,855 - $97,987

ACT Health, Canberra (PN. P43032)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**Policy Partnerships and Programs**

**Health Policy and Strategy**

**Social Policy**

**Milica Kukic**

From: Graduate Administrative Assistant $84,061 - $86,479

ACT Health

To: Administrative Services Officer Class 5 $92,855 - $97,987

ACT Health, Canberra (PN. 59615)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**Policy Partnerships and Programs**

**Ageing and End of Life**

**HD Palliative Care**

**Hannan Lewsley**

From: Graduate Administrative Assistant $84,061 - $86,479

ACT Health

To: Administrative Services Officer Class 5 $92,855 - $97,987

ACT Health, Canberra (PN. 67903)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**Corporate and Governance**

**Governance and Risk**

**Governance and Risk**

**Riley Madsen**

From: Graduate Administrative Assistant $84,061 - $86,479

ACT Health

To: Administrative Services Officer Class 5 $92,855 - $97,987

ACT Health, Canberra (PN. P68004)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**Policy Partnerships and Program**

**Health Policy and Strategy**

**Health Policy Unit**

**Emily Olston**

From: Graduate Administrative Assistant $84,061 - $86,479

ACT Health

To: Administrative Services Officer Class 5 $92,855 - $97,987

ACT Health, Canberra (PN. 59619)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**Policy Partnerships and Programs**

**Ageing and End of Life**

**HD Palliative Care**

**Duy Pham**

From: Graduate Administrative Assistant $84,061 - $86,479

ACT Health

To: Administrative Services Officer Class 5 $92,855 - $97,987

ACT Health, Canberra (PN. 67871)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**Policy Partnerships and Programs**

**Health Policy and Strategy**

**Health Policy Unit**

**Tegan Somerville**

From: Graduate Administrative Assistant $84,061 - $86,479

ACT Health

To: Administrative Services Officer Class 5 $92,855 - $97,987

ACT Health, Canberra (PN. 59619)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

### Canberra Health Services

**Medical Services**

**Pathology**

**Laboratory Haematology**

**Surya Gijo**

From: Technical Officer Level 2 $75,265 - $85,446

Canberra Health Services

To: Health Professional Level 2 $88,252 - $105,569

Canberra Health Services, Canberra (PN. 30573) (Gazetted 27 June 2024)

**CHS Infrastructure Management and Maintenance**

**Infrastructure and Health Support Services Recurrent**

**Operational Support Services**

**Kinlay Gyeltshen**

From: Health Service Officer Level 3 $62,860 - $69,293 (Retention Point CHS only $64,379 - $69,293)

Canberra Health Services

To: Administrative Services Officer Class 3 $76,223 - $81,643

Canberra Health Services, Canberra (PN. 68118) (Gazetted )

**Clinical Services**

**Women, Youth and Children**

**Women & Babies**

**Ebony Hedley**

From: Registered Midwife Level 1 $80,378 - $105,656

Canberra Health Services

To: Registered Midwife Level 2 $109,637 - $115,894

Canberra Health Services, Canberra (PN. 43970) (Gazetted 16 October 2024)

**CHS Chief Executive Officer**

**CHS Allied Health**

**Acute Allied Health Services**

**Olivia Laslett**

From: Health Professional Level 3 $108,459 - $122,546

Canberra Health Services

To: †Health Professional Level 4 $124,103 - $137,742

Canberra Health Services, Canberra (PN. 64287) (Gazetted 28 October 2024)

**CHS Clinical Services**

**Women, Youth and Children's Health**

**Director of Nursing and Midwifery**

**Madison Milde**

From: Registered Midwife Level 1 $80,378 - $105,656

Canberra Health Services

To: Registered Midwife Level 2 $109,637 - $115,894

Canberra Health Services, Canberra (PN. 22310) (Gazetted 16 October 2024)

**CHS Clinical Services**

**Women, Youth and Children's Health**

**Director of Nursing and Midwifery**

**Jessica Pitt**

From: Registered Midwife Level 1 $80,378 - $105,656

Canberra Health Services

To: Registered Midwife Level 2 $109,637 - $115,894

Canberra Health Services, Canberra (PN. 22512) (Gazetted 16 October 2024)

**Clinical Services**

**Surgery**

**Operating Room**

**Riya Rayamajhi**

From: Enrolled Nurse Level 1 $73,374 - $78,043

Canberra Health Services

To: Registered Nurse Level 1 $80,378 - $105,656

Canberra Health Services, Canberra (PN. 65711) (Gazetted )

This promotion is to a non-advertised vacancy and is made in accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2023-2026 common core clause 53

**CHS Clinical Services**

**Women, Youth and Children's Health**

**Director of Nursing and Midwifery**

**Kelly Vandersee**

From: Registered Midwife Level 1 $80,378 - $105,656

Canberra Health Services

To: Registered Midwife Level 2 $109,637 - $115,894

Canberra Health Services, Canberra (PN. 68053) (Gazetted 16 October 2024)

**CHS Clinical Services**

**Medicine**

**Silei Zhao**

From: Administrative Services Officer Class 2 $67,872 - $74,415

Canberra Health Services

To: Administrative Services Officer Class 3 $76,223 - $81,643

Canberra Health Services, Canberra (PN. 40836) (Gazetted 27 August 2024)

**North Canberra Hospital**

**DSU**

**Clinical Performance**

**Pooja Arora**

From: Senior Officer C $121,389 - $130,392
North Canberra Hospital

To: Senior Officer B $ 142,329 - $ 159,780

North Canberra Hospital, Canberra (PN. LP7018) (Gazette 8 December 2023)

### Canberra Institute of Technology

**Corporate Services**

**People and Culture**

**Corey Uncles**

From: Administrative Services Officer Class 6 $99,654 - $113,315

Canberra Institute of Technology

To: †Senior Officer Grade C $124,103 - $133,195

Canberra Institute of Technology, Canberra (PN. 38381) (Gazetted 8 August 2024)

### Chief Minister, Treasury and Economic Development

**OIRWS**

**Payroll and HR Systems**

**HR Service Desk**

**Emma Georgiou**

From: Senior Officer Grade B $145,253 - $162,877

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B $145,253 - $162,877

Chief Minister, Treasury and Economic Development, Canberra (PN. 50297) (Gazetted 15 May 2024)

**BPIF**

**Finance Shared Services**

**Finance Operations - Accounts Payable**

**Louise Johnson**

From: Administrative Services Officer Class 6 $99,654 - $113,315

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 $99,654 - $113,315

Chief Minister, Treasury and Economic Development, Canberra (PN. 66158) (Gazetted 25 September 2024)

**Economic and Financial**

**Executive**

**Yichang Liu**

From: Graduate Administrative Assistant $84,061 - $86,479

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 $92,855 - $97,987

Chief Minister, Treasury and Economic Development, Canberra (PN. 52592) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**OIRWS**

**Payroll & HR Systems**

**Salary Packaging**

**Marc Macor**

From: Administrative Services Officer Class 3 $76,223 - $81,643

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 $92,855 - $97,987

Chief Minister, Treasury and Economic Development, Canberra (PN. 66383) (Gazetted 24 June 2024)

**Access Canberra**

**Construction, Utilities and Environment Protection**

**Office of the Environment Protection Authority**

**Arif Mirza**

From: Professional Officer Class 2 $99,654 - $113,315

Chief Minister, Treasury and Economic Development

To: Professional Officer Class 2 $99,654 - $113,315

Chief Minister, Treasury and Economic Development, Canberra (PN. 05167) (Gazetted 3 January 2023)

**Policy and Cabinet Division**

**Regional, Infrastructure, Planning and Transport Branch**

**Nil**

**Emily Wheatley**

From: Administrative Services Officer Class 5 $92,855 - $97,987

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 $99,654 - $113,315

Chief Minister, Treasury and Economic Development, Canberra (PN. 60592) (Gazetted 5 March 2024)

### Community Services

**Children, Youth and Families**

**Divisional Governance and Business Services**

**Amy Cash**

From: Administrative Services Officer Class 5 $92,855 - $97,987

Community Services

To: Administrative Services Officer Class 5 $92,855 - $97,987

Community Services, Canberra (PN. 08269) (Gazetted 13 March 2024)

**Children, Youth and Families**

**Child and Youth Protection Services**

**Jessica Gay**

From: Senior Officer Grade C $124,103 - $133,195

Community Services

To: †Child and Youth Protection Professional Level 4 $132,847 - $142,168

Community Services, Canberra (PN. 09242) (Gazetted 27 November 2023)

**Children, Youth and Families**

**Children Youth and Families Operations**

**Chelsea Gutterson**

From: Senior Officer Grade C $124,103 - $133,195

Community Services

To: †Child and Youth Protection Professional Level 6 $175,419

Community Services, Canberra (PN. 04386) (Gazetted 18 June 2024)

**Strategic Policy**

**Commissioning, Policy and Service Design**

**Human Services Policy**

**Shanice Kannangara**

From: Graduate Administrative Assistant $84,061 - $86,479

Community Services

To: Administrative Services Officer Class 5 $92,855 - $97,987

Community Services, Canberra (PN. 54035) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**Corporate**

**Executive Group Manager and Executive Support Corporate**

**Executive Support Corporate**

**Alexandra Murphy**

From: Graduate Administrative Assistant $84,061 - $86,479

Community Services

To: Administrative Services Officer Class 5 $92,855 - $97,987

Community Services, Canberra (PN. 68012)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**Children, Youth and Families**

**Divisional Governance and Business Services**

**Shanil Patwary**

From: Administrative Services Officer Class 5 $92,855 - $97,987

Community Services

To: Administrative Services Officer Class 5 $92,855 - $97,987

Community Services, Canberra (PN. 60068) (Gazetted 13 March 2024)

**Children, Youth and Families**

**Child and Youth Protection Services**

**Eleanor Scott**

From: Child and Youth Protection Professional Level 3 $116,812 - $128,037

Community Services

To: †Child and Youth Protection Professional Level 4 $132,847 - $142,168

Community Services, Canberra (PN. 33734) (Gazetted 27 November 2023)

**Inclusion**

**DFSVO Strategy**

**DFSVO Strategy Oversight Policy**

**Campbell Winnett**

From: Graduate Administrative Assistant $84,061 - $86,479

Community Services

To: Administrative Services Officer Class 5 $92,855 - $97,987

Community Services, Canberra (PN. 67804)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

### Education

**Service Design & Delivery**

**Complex Behaviour Support & WHS Branch**

**Occupational Violence & Complex Case Management**

**Sarah Driscoll**

From: Administrative Services Officer Class 5 $92,855 - $97,987

Education

To: †Senior Officer Grade C $124,103 - $133,195

Education, Canberra (PN. 47526) (Gazetted 13 November 2024)

**Safe at School**

**Complex Behaviour Support & WHS Branch**

**OV & CCM Team**

**Jacqui Fisher**

From: Administrative Services Officer Class 4 $84,061 - $90,595

Justice and Community Safety

To: Administrative Services Officer Class 5 $92,855 - $97,987

Education, Canberra (PN. 33401) (Gazetted 15 April 2024)

**Service Design & Delivery**

**Engagement & Wellbeing Support Services Branch**

**Sadhana Kunwar**

From: Health Professional Level 2 $88,252 - $105,569

Education

To: Health Professional Level 3 $108,459 - $122,546

Education, Canberra (PN. 66478) (Gazetted 10 October 2024)

**School Performance & Improvement**

**North Canberra/Gungahlin School Network**

**Harrison School**

**Linda Kwong**

From: Administrative Services Officer Class 3 $76,223 - $81,643

Education

To: Administrative Services Officer Class 4 $84,061 - $90,595

Education, Canberra (PN. 60450) (Gazetted 6 August 2024)

**School Improvement**

**Belconnen**

**Macgregor Primary School**

**Eileen Muscat**

From: School Assistant 2/3 $57,714 - $69,424

Education

To: School Assistant 4 $77,198 - $83,199

Education, Canberra (PN. 67805) (Gazetted 22 November 2024)

**School Performance and Improvement**

**Belconnen Network**

**Strathnairn School**

**Nicole Nicholson**

From: School Leader A1 $187,299

Education

To: †School Leader A 2 $201,365

Education, Canberra (PN. 67316) (Gazetted 14 October 2024)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

**School Performance & Improvement**

**Tuggeranong Network**

**Erindale College**

**Patrick Phaiyakounh**

From: Administrative Services Officer Class 4 $84,061 - $90,595

Education

To: Administrative Services Officer Class 5 $92,855 - $97,987

Education, Canberra (PN. 61189) (Gazetted 17 September 2024)

**Service Design & Delivery**

**Engagement & Wellbeing Support Services Branch**

**Shradha Shakya**

From: Health Professional Level 2 $88,252 - $105,569

Education

To: Health Professional Level 3 $108,459 - $122,546

Education, Canberra (PN. 37345) (Gazetted 10 October 2024)

**School Improvement**

**School Operations**

**Elizabeth Watt**

From: Senior Officer Grade C $124,103 - $133,195

Education

To: †Senior Officer Grade B $145,253 - $162,877

Education, Canberra (PN. 44970) (Gazetted 30 September 2024)

### Environment, Planning and Sustainable Development

**Environment, Heritage and Parks**

**ACT Heritage**

**Richard Hekimian**

From: Administrative Services Officer Class 6 $99,654 - $113,315

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C $124,103 - $133,195

Environment, Planning and Sustainable Development, Canberra (PN. 28313) (Gazetted 14 November 2024)

### Justice and Community Safety

**ACT Corrective Services**

**Offender Reintegration**

**Nil**

**Dairinn Bannister**

From: Administrative Services Officer Class 4 $84,061 - $90,595

Justice and Community Safety

To: Administrative Services Officer Class 6 $99,654 - $113,315

Justice and Community Safety, Canberra (PN. 58053) (Gazetted 21 October 2024)

**Public Trustee and Guardian**

**Client Services**

**Decision Making Support.**

**Jessica Bekavac**

From: Administrative Services Officer Class 6 $99,654 - $113,315

Justice and Community Safety

To: †Senior Officer Grade C $124,103 - $133,195

Justice and Community Safety, Canberra (PN. 38282) (Gazetted 24 October 2024)

**Emergency Services**

**ACT Ambulance Services**

**Emergency Operations**

**Jessie Cawte**

From: Graduate Paramedic Intern $85,302 plus penalties (10/14 SHIFT)

Justice and Community Safety

To: †Ambulance Paramedic 1 $88,786 - $99,243 plus penalties (44 Hour Shift Pattern)

Justice and Community Safety, Canberra (PN. 66584)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2023-2026

**Emergency Services**

**ACT Ambulance Services**

**Emergency Operations**

**Angus Ellicott**

From: Graduate Paramedic Intern $85,302 plus penalties (10/14 SHIFT)

Justice and Community Safety

To: †Ambulance Paramedic 1 $88,786 - $99,243 plus penalties (44 Hour Shift Pattern)

Justice and Community Safety, Canberra (PN. 66580)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2023-2026

**Emergency Services**

**ACT Ambulance Services**

**Emergency Operations**

**Bridget Foot**

From: Graduate Paramedic Intern $85,302 plus penalties (10/14 SHIFT)

Justice and Community Safety

To: †Ambulance Paramedic 1 $88,786 - $99,243 plus penalties (44 Hour Shift Pattern)

Justice and Community Safety, Canberra (PN. 66581)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2023-2026

**Legislation, Policy and Programs**

**Criminal Law**

**Stephanie Johns**

From: Legal Officer Grade 1 $76,028 - $149,502

Justice and Community Safety

To: †Senior Officer Grade B $145,253 - $162,877

Justice and Community Safety, Canberra (PN. 67848) (Gazetted 26 February 2024)

**Emergency Services**

**ACT Ambulance Services**

**Emergency Operations**

**Matthew Jones**

From: Graduate Paramedic Intern $85,302 plus penalties (10/14 SHIFT)

Justice and Community Safety

To: †Ambulance Paramedic 1 $88,786 - $99,243 plus penalties (44 Hour Shift Pattern)

Justice and Community Safety, Canberra (PN. 66585)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2023-2026

**Emergency Services Agency**

**Assistant Commissioner Corporate**

**ESA Programs**

**Amanda Lyristakis**

From: Senior Officer Grade B $145,253 - $162,877

Justice and Community Safety

To: †Senior Officer Grade B $145,253 - $162,877

Justice and Community Safety, Canberra (PN. 11102) (Gazetted 9 October 2024)

**ACT Corrective Services**

**Custodial Operations**

**Helene Minton**

From: Administrative Services Officer Class 4 $84,061 - $90,595

Justice and Community Safety

To: Correctional Officer Class 1 $76,998 - $90,833

Justice and Community Safety, Canberra (PN. 43278) (Gazetted 23 August 2023)

**Emergency Services**

**ACT Ambulance Services**

**Emergency Operations**

**Erin Olesen**

From: Graduate Paramedic Intern $85,302 plus penalties (10/14 SHIFT)

Justice and Community Safety

To: †Ambulance Paramedic 1 $88,786 - $99,243 plus penalties (44 Hour Shift Pattern)

Justice and Community Safety, Canberra (PN. 66582)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2023-2026

**Emergency Services**

**ACT Ambulance Services**

**Emergency Operations**

**Oscar Purtell**

From: Graduate Paramedic Intern $85,302 plus penalties (10/14 SHIFT)

Justice and Community Safety

To: †Ambulance Paramedic 1 $88,786 - $99,243 plus penalties (44 Hour Shift Pattern)

Justice and Community Safety, Canberra (PN. 66583)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2023-2026

**Corporate**

**Strategic Finance**

**Sylvia Webb**

From: Senior Officer Grade B $145,253 - $162,877

Justice and Community Safety

To: †Senior Officer Grade A $167,872

Justice and Community Safety, Canberra (PN. 62812) (Gazetted 11 September 2024)

**ACT Courts and Tribunal, ACT Corrective Services, ACT Emergency Services Agency**

**Brock Winkler**

From: Senior Officer Grade B $145,253 - $162,877

Justice and Community Safety

To: †Senior Officer Grade B $145,253 - $162,877

Justice and Community Safety, Canberra (PN. 67084, Several) (Gazetted 11 September 2024)

### Transport Canberra and City Services

**Transport Canberra and Business Services**

**Libraries ACT**

**Dickson Library**

**Kelly Carpenter**

From: Administrative Services Officer Class 5 $92,855 - $97,987

Transport Canberra and City Services

To: Administrative Services Officer Class 6 $99,654 - $113,315

Transport Canberra and City Services, Canberra (PN. 37656) (Gazetted 15 October 2024)

**Chief Operating Officer**

**People and Capability**

**Organisational Development**

**Cassandra Chan**

From: Graduate Administrative Assistant $84,061 - $86,479

Transport Canberra and City Services

To: Administrative Services Officer Class 5 $92,855 - $97,987

Transport Canberra and City Services, Canberra (PN. 67193)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**City Services**

**Infrastructure Delivery**

**Marjia Haque**

From: Graduate Administrative Assistant $84,061 - $86,479

Transport Canberra and City Services

To: Infrastructure Officer 1 $83,581 - $97,827

Transport Canberra and City Services, Canberra (PN. 33236)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**City Services**

**Roads ACT**

**Environment And Utilities**

**Teah Kneipp**

From: Graduate Administrative Assistant $84,061 - $86,479

Transport Canberra and City Services

To: Infrastructure Officer 1 $83,581 - $97,827

Transport Canberra and City Services, Canberra (PN. 03138)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**Transport Canberra and Business Services**

**Strategic Policy and Programs**

**Road Safety and Active Travel**

**Angelique Milevski**

From: Graduate Administrative Assistant $84,061 - $86,479

Transport Canberra and City Services

To: Administrative Services Officer Class 5 $92,855 - $97,987

Transport Canberra and City Services, Canberra (PN. 12449)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**City Services**

**Infrastructure Planning**

**Strategic Planning and Development**

**Hangyu Qiu**

From: Graduate Administrative Assistant $84,061 - $86,479

Transport Canberra and City Services

To: Infrastructure Officer 1 $83,581 - $97,827

Transport Canberra and City Services, Canberra (PN. 67677)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**Office of the Director General**

**Communications**

**Leilani Richmond**

From: Graduate Administrative Assistant $84,061 - $86,479

Transport Canberra and City Services

To: Administrative Services Officer Class 5 $92,855 - $97,987

Transport Canberra and City Services, Canberra (PN. 67445)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**Transport Canberra and Business Services**

**Planning and Delivery**

**Fleet Operations**

**Andrew Roffey**

From: EGSO4.4 - Workshop Staff $86,122

Transport Canberra and City Services

To: †TGSO5/TGSO6/TGSO7 Workshop Staff $96,485 - $107,305

Transport Canberra and City Services, Canberra (PN. NWM011) (Gazetted 14 June 2024)

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**

**Infrastructure Planning**

**Strategic Planning and Development**

**James Rogers**

From: Graduate Administrative Assistant $84,061 - $86,479

Transport Canberra and City Services

To: Infrastructure Officer 1 $83,581 - $97,827

Transport Canberra and City Services, Canberra (PN. 37994)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**City Services**

**Roads ACT**

**Works**

**Mark Thompson**

From: General Service Officer Level 5/6 $74,854 - $82,594

Transport Canberra and City Services

To: †General Service Officer Level 7 $84,061 - $87,199

Transport Canberra and City Services, Canberra (PN. 26317) (Gazetted 24 September 2024)

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**

**Yuanyuan Zhao**

From: Administrative Services Officer Class 6 $99,654 - $113,315

Transport Canberra and City Services

To: Administrative Services Officer Class 6 $99,654 - $113,315

Transport Canberra and City Services, Canberra (PN. 18300) (Gazetted 24 September 2024)

### Infrastructure Canberra

**Infrastructure Project Solutions**

**Social Infrastructure**

**Fox Chudleigh**

From: Graduate Administrative Assistant $84,061 - $86,479

Major Projects Canberra

To: Infrastructure Officer 1 $83,581 - $97,827

Major Projects Canberra, Canberra (PN. 68039)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**Property and Government Insourcing Group**

**ACT Property Group**

**Integrated Facilities Management**

**Richard Furniss**

From: General Service Officer Level 10 $102,225 - $110,708

Canberra Institute of Technology

To: †Infrastructure Officer 3 $121,660 - $133,200

Major Projects Canberra, Canberra (PN. 27392) (Gazetted 27 September 2024)

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.

**Deputy Director General**

**Finance**

**Ginita Gooroochurn**

From: Administrative Services Officer Class 5 $92,855 - $97,987

Major Projects Canberra

To: Administrative Services Officer Class 5 $92,855 - $97,987

Major Projects Canberra, Canberra (PN. 63481) (Gazetted 10 October 2024)

**Infrastructure**

**Light Rail**

**Lachlan Janke**

From: Senior Officer Grade C $124,103 - $133,195

Justice and Community Safety

To: †Senior Officer Grade C $124,103 - $133,195

Major Projects Canberra, Canberra (PN. 38645) (Gazetted 2 August 2024)

**Office of Deputy Director - General**

**Canberra Theatre Redevelopment**

**Mubeenah Sanni**

From: Graduate Administrative Assistant $84,061 - $86,479

Major Projects Canberra

To: Infrastructure Officer 1 $83,581 - $97,827

Major Projects Canberra, Canberra (PN. 68038)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**Property and Government Insourcing Group**

**ACT Property Group**

**Integrated Facilities Management**

**Ethan Zissler**

From: Infrastructure Officer 2 $97,298 - $111,402

Major Projects Canberra

To: †Infrastructure Officer 3 $121,660 - $133,200

Major Projects Canberra, Canberra (PN. 62392) (Gazetted 27 September 2024)

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.