

# ACT Government Gazette

# Gazetted Notices for the week beginning 12 June 2025

## VACANCIES

*Due to machinery of government changes the following will apply from 1 July 2025:*

*Positions currently held in the division of Digital, Data and Technology Solutions of the Chief Minister, Treasury and Economic Development directorate and division Digital Solutions of the ACT Health Directorate, will fall under the new directorate* ***Digital Canberra.***

*Transport Canberra and City Services Directorate and Environment Planning and Sustainable Development Directorate will cease to exist and positions will fall under the new directorate* ***City and Environment Directorate (CED).*** *The divisions of Access Canberra and the branch Better Regulations within the Chief Minister, Treasury and Economic Development directorate will also transfer to CED.*

*ACT Health Directorate and Community Services Directorate will cease to exist and positions will fall under the new directorate* ***Health and Community Services Directorate (HSDD)****. The Office of LGBTIQA+ of Chief Minister, Treasury and Economic Development directorate will transfer to HSDD.*

*Further information on machinery of government changes are available here* [*ACTPS-2025-Taskforce-Report.pdf*](https://www.act.gov.au/__data/assets/pdf_file/0004/2845687/ACTPS-2025-Taskforce-Report.pdf)

### ACT Health

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

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

**Policy Partnerships and Programs**

**Health Policy and Strategy**

**Health Service Policy**

**Director**

**Senior Officer Grade B $146,705 - $164,506, Canberra (PN: 54537)**

Gazetted: 17 June 2025

Closing Date: 1 July 2025

Details: The Health Service Policy team within the Health Policy and Strategy Branch has an exciting and dynamic work agenda which influences the health outcomes of Canberrans – especially the most vulnerable.

Amongst other things, the Branch shapes policy and drives reform in primary care, with responsibility for the development of strategic policy advice as well as implementation and delivery of a number of local priority projects and programs. We have an opportunity for you to join the Branch as a Director and lead a small team responsible for managing the relationship and funding arrangements with Healthdirect and the delivery of the Area of Need Program; as well as lead the Inter-Governmental relations for Health.

We are looking for an experienced Director who is seeking a dynamic role that will draw on your experience working across complex health ecosystems – state, federal and community levels.

It requires you to balance strategic, system-oriented thinking with disciplined delivery and operational excellence. You will need to work across the Branch, the Division and the Directorate to deliver your responsibilities, as well as make system linkages to identify broader synergies and opportunities.

Note: 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.

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

How to Apply: A personal pitch (of no more than two pages) addressing both the Professional/Technical Skill and Knowledge and Behavioural Capabilities outlined under the "What you require" section of the Position Description. Specific examples should be provided using the Situation, Task, Action, Result (STAR) method where appropriate.

Applicants should also provide a current curriculum vitae with details of two referees.

Applications should be submitted via the Apply Now Button below.

Contact Officer: Jacqui Bear (02) 5124 9426 Jacqui.Bear@act.gov.au

**Infrastructure, Communications and Engagement**

**Communications and Engagement**

**Media and PR**

**Assistant Director, Media and PR**

**Senior Officer Grade C $125,344 - $134,527, Canberra (PN: 38682)**

Gazetted: 17 June 2025

Closing Date: 1 July 2025

Details: Are you a creative communicator who wants to work closely with the media, Ministerial Offices and the directorate to inform and educate Canberrans about critical health initiatives, programs, and priorities? If so, then the Assistant Director, Media and PR, at ACT Health may be the role for you!!

We are looking for someone to join our Branch to provide best practice media and PR planning, delivery and support to the directorate. In this role, you will be a part of an established and dynamic team, where you will oversee the delivery of impactful and responsive media and PR activities. You will support the Director of Media and PR to drive the directorate’s media and PR activities to ensure the protection and promotion of the directorate’s reputation and dissemination of important health information for the benefit of the Canberra community.

In this role some of the key activities you will work on include:

Lead and manage reactive media activities received by the directorate and Ministerial Offices.

Develop creative media opportunities and stories across ACT Government channels that share the critical work we do and that of the broader ACT health system to educate the community and stakeholders.

Provide detailed strategic media advice to the directorate that puts our community at the heart of public health programs, emergencies, policies and services, resulting in better health related decision-making and improved service delivery.

Seek to continuously improve team and branch processes and delivery through data, feedback, insights and research.

Support the leadership and development of junior members of the Communications & Engagement Branch

Work collaboratively across the Branch and in partnership with business and policy teams and the broader ACT Public Service to deliver coordinated communication and engagement activities.

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 communications, public relations or media (or equivalent), or equivalent experience are desirable. Minimum 5-8 years’ experience in a media or journalism focused role is highly desirable.

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

How to Apply: Please submit a two-page pitch and curriculum vitae along with the details of two references.

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

Contact Officer: Sally-Anne Clark (04) 0233 5650 Sally-Anne.Clark@act.gov.au

**Population Health Division**

**Preparedness, Planning and Surveillance Branch**

**Public Health Response and Capability**

**Senior Director – Public Health Response and Capability**

**Senior Officer Grade A $169,551, Canberra (PN: 53661)**

Gazetted: 17 June 2025

Closing Date: 1 July 2025

Details: Do you enjoy working with passionate and dynamic teams? Are you interested in leading operational responses for ACT Health, and coordinating appropriate planning, investigation and preparedness measures in response to current and emerging public health threats? Then we may have the job for you!

ACT Health Directorate (soon to be Health and Community Services Directorate) is looking for a dynamic senior director to provide a strong focus on strategic policy, operational and planning advice in relation to the ACT’s response to current and emerging public health threats.

The senior director is responsible for managing two diverse and committed teams – the Public Health Response Unit and the Health Emergency Management Unit. The senior director also works closely with other areas of the Preparedness, Planning and Surveillance Branch, the Population Health Division and across ACT Government Directorates.

We are looking for someone who can demonstrate effective leadership and support, good stakeholder liaison skills and the ability to pivot and respond to a rapidly changing environment. Key requirements include:

Providing effective leadership and support, including demonstrated experience in leading teams in a response situation

Ability to represent the Directorate in liaising and negotiating with stakeholders as appropriate

Preparation of critical and complex documentation, including operational plans, reports and briefs.

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 and experience:

High level contemporary leadership skills, including the development of staff capabilities, financial, administrative and human resource management and successful management of team performance to achieve desired outcomes.

Exceptional problem solving, critical thinking, strategic policy development, program design and evaluation skills, especially in a public health context.

A proven ability to deliver critical projects within a complex and constantly changing environment, whilst managing competing priorities.

Exceptional organisational skills and demonstrated ability to be proactive and flexible, and to manage competing priorities while working under pressure and in a dynamic work environment.

Highly developed interpersonal skills and demonstrated ability to establish and maintain positive working relationships with others, including team members, internal and external clients, stakeholders and service providers.

A strong record of leading, motivating and developing people in an environment focused on continuous improvement.

Formal qualifications in Emergency Management or Public Health would be highly desirable.

Position may be required to work after hours or weekends and takes part in an after-hours close-call roster.

Note: This is a temporary position available immediately until 28 November 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 vacancies over the next 12 months. This position has access to hybrid work arrangements being a combination of working from home and workplaces (including 2-6 Bowes St Phillip and 25 Mulley Street Holder) designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk and can use FlexiSpace working locations across the ACT.

How to Apply: Please provide:

A two-page application addressing the Selection Criteria in relation to the Position Description.

A curriculum vitae, including contact details of two referees.

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

Contact Officer: Vanessa Dal Molin (02) 5124 9401 or 0413 993 282 Vanessa.DalMolin@act.gov.au

**Policy Partnership and Programs**

**Ageing and End of Life Branch**

**Ageing and End of Life Policy Team**

**Senior Policy Officer**

**Administrative Services Officer Class 6 $100,650 - $114,448, Canberra (PN: 58201)**

Gazetted: 16 June 2025

Closing Date: 30 June 2025

Details: The Senior Policy Officer is a dynamic position within the fast-paced Ageing and End of Life Policy team, the role will be coordinating and developing high-level briefings to support the Director-General and Minister for Health; provide strategic advice on aged care and dementia issues; and contribute to key discussions on health reform issues. This position also supports commissioning and oversight of community services, procurements and contract management.

The team manages a broad range of policy areas, so the ability to work flexibly and efficiently, both individually and as part of a team, to respond quickly to business needs and meet tight timeframes is essential.

This position works closely with the Voluntary Assisted Dying Implementation Taskforce and will contribute to policy and programs on Voluntary Assisted Dying and other end-of-life programs.

The Senior Policy Officer must have well-developed written, verbal communication skills, as well as the ability to liaise with a diverse range of stakeholders.

The position requires sound judgement and strong organisational skills.

The successful applicant will be comfortable working across sensitive issues with compassion, empathy and resilience.

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

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

Sound ability to think strategically, understand and analyse policy, make judgements in a sensitive and complex area, and contribute to the production of strategic health policy advice.

Well-developed written communication skills with demonstrated ability to research and prepare a range of documents, including briefs, submissions, and reports.

Ability to assist in the planning, development and implementation of policy initiatives and projects, in a dynamic environment and under tight timeframes.

Compliance Requirements/Qualifications

Experience working in a human services policy or public health setting, and/or experience working in aged care, dementia or cancer policy or intergovernmental relations is desirable but not mandatory.

Prior to commencement successful candidates may be required to undergo a pre-employment National Police Check.

Notes: A merit pool will be established from this selection process and may 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.

How to Apply:

A current curriculum vitae

A written response of no more than two pages which:

demonstrates how your Skills, Knowledge and Experience address the criteria outlined in the ‘What you require’ section of the Position Description, and

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

Contact details for two referees, one of which must be your most recent supervisor.

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

Contact Officer: Casey Wotton (02) 5124 9727 Casey.Wotton@act.gov.au

**Population Health Division**

**Research, Programs and Scientific Services**

**ACT Government Analytical Laboratory**

**Director Forensic Toxicology**

**Health Professional Level 5 $146,705 - $164,506, Canberra (PN: 26223)**

Gazetted: 13 June 2025

Closing Date: 4 July 2025

Details: The ACT Government Analytical Laboratory (ACTGAL) is seeking an experienced and strategic leader to join our team as the Director of Forensic Toxicology. In this pivotal role, you will oversee the day-to-day operations of the Forensic Toxicology service, ensuring the delivery of high-quality analytical services that support justice and public health outcomes in the ACT. You will be responsible for maintaining robust quality systems, managing the operational budget, and providing expert technical advice. Reporting to the Senior Director of ACTGAL, you will also engage closely with law enforcement agencies, academic institutions, forensic practitioners, and other key stakeholders to drive continuous improvement and innovation in forensic toxicology services.

Eligibility/Other Requirements: Please see the Position Description for further information about the role.

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

How to Apply: Please submit a two-page pitch in response to the ‘What You Require’ section of the Position Description, outlining your relevant skills, knowledge, and experience along with your current curriculum vitae and contact details of two referees (one must be current or recent supervisor).

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

Contact Officer: Amy Sutton (02) 5124 9185 Amy.M.Sutton@act.gov.au

**Population Health**

**Research, Programs and Scientific Services**

**ACT Government Analytical Laboratory**

**Microbiologist**

**Health Professional Level 2 $89,134 - $106,625, Canberra (PN: 26166)**

Gazetted: 12 June 2025

Closing Date: 3 July 2025

Details: Are you a passionate microbiologist, whether just starting out or with years of experience, looking to make a meaningful impact in a dynamic and specialised team? The ACT Government Analytical Laboratory is seeking a highly qualified and enthusiastic microbiologist to join our Microbiology Unit. In this role, you will be responsible for conducting routine work that supports various operations within the unit and plays a crucial part in maintaining our ISO 17025 accreditation. You will have the opportunity to perform microbiological analysis on food, water, and environmental samples, contributing to the health and safety of our community. Join us in Canberra and be part of a small, yet highly specialized team where your expertise will be valued, and your contributions will make a difference.

Eligibility/Other Requirements: Applicants must hold an undergraduate degree in science (Major and/or postgraduate studies in microbiology highly desirable).

Note: This is a temporary position available from 14 July 2025 until 20 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 submit a two-page pitch in response to the ‘What You Require’ section of the Position Description, outlining your relevant skills, knowledge, and experience along with your current curriculum vitae and contact details of two referees (one must be current or recent supervisor).

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

Contact Officer: Victoria Wansink (02) 5124 9168 Victoria.Wansink@act.gov.au

**Policy, Partnerships and Programs**

**Ageing and End of Life**

**Ageing and End of Life Policy**

**Director, Ageing and End of Life**

**Senior Officer Grade B $146,705 - $164,506, Canberra (PN: 61459)**

Gazetted: 13 June 2025

Closing Date: 27 June 2025

Details: The Ageing and End of Life Branch is seeking a dynamic and flexible leader for the Ageing and End of Life Policy Team.  This team does more than policy, delivering a range of services and initiatives across aged care, dementia care, end of life care (including policy on voluntary assisted dying), and palliative care. The team undertakes strategic policy analysis and development; management of community services; Commonwealth-Territory relations and funding agreements; and supports Canberra Health Services. The team routinely manages significant and sensitive issues, including aged respite care and voluntary assisted dying.

To be successful in this role, you will have experience leading a high-performing team. You will be resilient and experienced in managing multiple competing issues with strict deadlines. You will have exceptional stakeholder and communication skills. And you will be a flexible, innovative and strategic problem-solver.

This role works hand-in-glove with Canberra Health Services and the Voluntary Assisted Dying Implementation Taskforce, so the ability to collaborate with multidisciplinary teams on sensitive issues is essential.

Note: This is a temporary position available from 1 August 2025 until 31 July 2026. 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.

This role is transitioning to the Health and Community Services Directorate from July 2025.

How to Apply: To apply, please submit a written pitch of no more than two A4 pages providing evidence of your abilities against the points under "What you Require" in the Position Description.  Please also submit a current curriculum vitae no longer than three pages and the details of two referees (one of whom should be a current supervisor).

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

Contact Officer: Toby Keene 0408 663 116 Toby.Keene@act.gov.au

### ACT Long Service Leave Authority

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

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

**Long Service Leave Authority**

**Executive**

**Executive Officer**

**Administrative Services Officer Class 5 $93,784 - $98,967, Canberra (PN: 41137)**

Gazetted: 18 June 2025

Closing Date: 2 July 2025

Details: The ACT Long Service Leave Authority (ACT Leave) is a Statutory Authority of the ACT Government responsible for the administration of portable long service leave benefit schemes for covered industries within the ACT.

Under the direction of ACT Leave’s Strategic Plan, we are in an exciting time of innovation and change, and with several major transformation projects in progress, strong executive and governance support will be essential.

We are looking for an Executive Officer who:

Loves a challenge in a changing environment.

Can solve problems effectively and creatively.

Has experience providing administrative and governance support.

Appreciates the importance of communicating well – particularly in writing.

Pays attention to the tiny details.

Is excited about playing an important role in transforming ACT Leave.

If this sounds like you, we encourage you to apply for this exciting opportunity. We can’t wait to have you on board!

Eligibility/Other Requirements: Reporting to the Chief Executive Officer and Registrar, you will be responsible for:

Providing executive support to the Chief Executive Officer and Registrar including email, diary and travel management, organisation of and preparation for stakeholder meetings.

Providing whole-of-organisation administrative support including liaison with ACT Government Directorates, and service providers, management of stationery supplies, coordination of facilities management (office repairs etc), and assist with the administration of recruitment processes.

Coordinating governance processes related to the Governing Board, Audit and Risk Committee, ACT Leave Executive Team, ACT Leave Leadership Team and Work Health and Safety Committee, including preparing agendas, coordinating agenda papers, managing board portal software, drafting meeting minutes, managing and following up actions arising, and making preparations for each meeting.

Coordinating the delivery of the Internal Audit Program, assisting with the establishment of procurement processes to support engagements, and monitoring audit recommendations for reporting to the Audit and Risk Committee in coordination with the responsible officer.

Coordinating the development, implementation and review of organisational policies and procedures, including managing the review schedule, and associated reporting.

Managing the legislative compliance register, ensuring it is updated and reported against appropriately.

Promoting and embodying ACT Public Service values and ethical standards, through professionalism, workplace respect, equity and diversity work practices, and workplace health and safety principles and practices.

Note: This is a temporary position available from 1 July 2025 until 30 June 2026 with the possibility of permanency.  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 must submit a current curriculum vitae including details of two referees and a two-page pitch addressing why you would be ‘our ideal candidate’ which can be found in the Position Description.  ACT Leave may administer a writing task as part of the interview and selection process.

More information about ACT Leave can be found on our website <www.actleave.act.gov.au>.

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

Contact Officer: Cassandra Webeck 0412 114 636 cassandra.webeck@actleave.act.gov.au

**ACT Long Service Leave Authority**

**Corporate Services**

**Communication and Engagement**

**Assistant Director, Strategic Communications**

**Senior Officer Grade C $125,344 - $134,527, Canberra (PN: 62112)**

Gazetted: 16 June 2025

Closing Date: 30 June 2025

Details: The ACT Long Service Leave Authority (ACT Leave) is a Statutory Authority of the ACT Government responsible for the administration of portable long service leave benefit schemes for covered industries within the ACT.

Under the direction of ACT Leave’s Strategic Plan, we are in an exciting time of innovation and change, and with several major transformation projects in progress, strong and effective communications and stakeholder engagement is essential.

Reporting to the Deputy Registrar, you will be responsible for:

Brand identity management in accordance with ACT Leave’s Brand Guidelines.

Content creation (including website copy, scheme information, newsletters, stakeholder communiques, corporate documentation, education and training materials, presentations etc.).

Social media design, delivery and engagement.

The development and management of communications, marketing and engagement strategies.

Change management strategy and delivery.

Provision of strategic and tactical advice on communications and engagement.

We are looking for an Assistant Director Strategic Communications who:

Loves a challenge in a changing environment.

Is both forward thinking and responsive and can solve problems effectively and creatively.

Has extensive experience leading the design and delivery of communications, marketing and engagement strategies and services.

Can deliver impactful and effective communications and marketing that promotes understanding of complex issues.

Has managed a budget and can establish excellent working relationships with service contractors.

Has worked effectively and collaboratively as part of a leadership team and advising boards and senior executives.

If this sounds like you, we encourage you to apply for this exciting opportunity.

Eligibility/Other Requirements: Highly desirable: Tertiary qualifications, or commensurate experience, in a related discipline such as marketing and communications.

Note: This is a permanent position.

How to Apply: Applicants must submit a current curriculum vitae including details of two referees and a two-page pitch addressing the requirements under “Our Ideal Candidate’ which can be found in the Position Description.  ACT Leave may administer a writing task as part of the interview and selection process.

The position may be filled based on application only.

More information about ACT Leave can be found on our website <www.actleave.act.gov.au>.

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

Contact Officer: Anne Miller 0417000519 [Anne.miller@actleave.act.gov.au](mailto:Anne.miller@actleave.act.gov.au)

### Canberra Health Services

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

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

**Chief Operating Officer**

**General Manager Canberra Hospital**

**Nursing & Midwifery and Patient Support Services**

**2026 Graduate Program: Registered Midwife Level 1**

**Registered Midwife Level 1 $81,181 - $106,712, Canberra (PN: 02N17)**

Gazetted: 16 June 2025

Closing Date: 4 July 2025

Details: Are you a recent graduate or third year student looking for an exciting and rewarding opportunity to begin your career with Team CHS?

We are now seeking applications for our 2026 New Graduate Programs for Canberra Hospital and North Canberra Hospital…and you don’t have to be a graduate yet to seek your place.

Join an organisation that will support your development and reach out to us today!

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.

12% Superannuation.

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:

Canberra Health Services is undergoing massive growth, and we want you to be a part of our team!

The New Graduate Program is a supportive framework for registered midwives during their first 12 months of clinical practice. The New Graduate Program provides participants with ongoing education and training opportunities.

You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for the community within Canberra and surrounding regions.

Preferences will be taken for the following campus’ – rotations are completed within the campus you are assigned.

The Canberra Hospital campus and The North Canberra Hospital campus.

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

Note: These are permanent positions to be filled at Full Time or Part Time hours.

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.

Demonstrate successful graduation in Nursing or Midwifery within the last year.

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA)

Confirm availability for weekend and after-hours work in most clinical rotations

Be a Permanent Resident of Australia or an Australian Citizen (this includes New Zealand citizens) OR hold a VISA with full working rights.

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

Contact Officer: Workforce Unit, Nursing and Midwifery. CHS.NMnewgrad@act.gov.au

**CHS - Chief Operating Officer**

**General Manager Canberra Hospital**

**Facilities Management**

**Senior Director Engineering Services**

**Infrastructure Manager/Specialist 2 $201,374, Canberra (PN: 53057-02N29)**

Gazetted: 12 June 2025

Closing Date: 20 June 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:

As part of the Infrastructure and Health Support Services Division, the Facilities Management (FM) Branch includes a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, safety and risk management, utilities management, and contracts and leasing for the Canberra Health Services (CHS) property portfolio.

In leading multiple teams, the Senior Director will ensure projects are compliant with the FM standard inclusions and specifications and FM project engagement processes while maintaining productive and positive relationships.

The role will also manage selected highly technical engineering services contracts, such as Electrical Main Switchboard (EMSB) and Generator maintenance contract, the Building Management System Contract and the Resident Engineer consultancy agreement. A broad range of general knowledge will be required for the following engineering services: Electrical, Hydraulics, Heating Ventilation and Air Conditioning (HVAC), Medical Gases, Building and Carpentry elements and Building Management Systems (BMS).

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: Chris Tarbuck Chris.Tarbuck@act.gov.au

**North Canberra Hospital**

**Allied Health & Palliative Care**

**Registered Nurse Level 1 - Inpatient Unit**

**Registered Nurse Level 1 $81,181 - $106,712, Canberra (PN: LP7877 - 02N39)**

Gazetted: 12 June 2025

Closing Date: 1 July 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.

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

Flexible working conditions.

 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-bed 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:

Clare Holland House provides Specialist Palliative Care Services throughout the ACT including Home-based, Inpatient, Outpatient settings along with outreach to Residential Aged Care Facilities and North Canberra Hospital.  The Inpatient Hospice, situated on the shores of Lake Burly Griffin in Barton, provides admission for end-of-life care, symptom management & optimisation and carer respite for patients diagnosed with a life-limiting illness.

Registered nurses form a key part of the multidisciplinary team delivering evidence-based, patient centred care to inpatients at this Specialist Palliative care unit.

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

Note: This is a permanent position.

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

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

Contact Officer: Tina Edwards 5103 7352 tina.edwards@act.gov.au

**CHS - Chief Operating Officer**

**General Manager Canberra Hospital**

**Facilities Management**

**Contracts Manager, Facilities Management**

**Administrative Services Officer Class 6 $100,650 - $114,448, Canberra (PN: 33905-02N3K)**

Gazetted: 12 June 2025

Closing Date: 19 June 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 Infrastructure and Health Support Services (IHSS) Group is responsible for the infrastructure delivery and maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation.

The Canberra Hospital Expansion Project includes the design and construction of a new 44,000m² acute clinical services building on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, cardiac care unit and inpatient beds.

The CSB is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services (CHS).

Construction completion of the CSB project is Q1 2024 and go live of the facility for clinical services is Q3 2024. The Facilities Management branch within IHSS will be responsible for all planned and on demand maintenance activities.

The Contracts Manager will report to the Assistant Director Contracts and will coordinate the establishment of maintenance contracts including the development of Statement of Requirements, tender process and evaluation of applications in preparedness for CSB.

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: Suzi Vrbat 0466609977 Suzi.Vrbat@act.gov.au

**CHS - Chief Operating Officer**

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

**Adult Community mental Health Services**

**Mental Health Clinician - Older Persons Mental Health Community Team**

**Health Professional Level 2/Psychologist Level 2 $89,134 - $115,738, Canberra (PN: 27067-02N3R)**

Gazetted: 13 June 2025

Closing Date: 19 June 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 Older Persons Mental Health Community Team (OPMHCT) is a specialist mental health service that provides community-based specialist assessment, care planning and treatment for older adults experiencing (or suspected of experiencing) a mental illness or mental disorder who are living at home or in a Residential Aged Care Facility within the ACT.

The position is situated within Adult Community Mental Health Services (ACMHS), providing evidenced based and personalised care planning, collaborating with carers, nominated persons, supports and other key stakeholders. ACMHS teams operate across the Australian Capital Territory, adhering to both the Adult Community Mental Health Model of Care and the Older Persons Community Mental Health Model of Care.

ACMHS program area services the community’s mental health needs in the areas of intake, recovery, supported and therapeutic accommodation, therapy, older persons, neuropsychology, assertive community outreach, homeless outreach, and intensive home treatment. The Intake Services Teams – ACMHS, includes Access Mental Health Team (AMHT) - Triage and Comprehensive Services, Home Assessment and Acute Response Team (HAART) which includes Police Ambulance Clinician Early Response (PACER), Rapid Response, and Intensive Home Treatment (IHT) service.

OPMHCT offers specialist advice, expertise, consultation to other health care providers, plus a range of interventions including assessment, advice, advocacy, short term treatment and interventions, intensive or assertive outreach treatment, clinical management, physical health review, Clozapine initiation / review, and care coordination.

The successful applicant may be asked to work with any of the areas as directed by the OPMHCT Team Manager. The position reports to the OPMHCT Team Manager and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists, and Medical Officers). This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Applicants may apply using the CHS online employment website and must attach two recent referee reports, one which must be from your current line manager, a current resume and no more than a two-page written response that demonstrates your experience against the selection criteria.

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.

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

Contact Officer: Amber Carroll (02) 5124 1980 Amber.Carroll@act.gov.au

**CHS - Chief Operating Officer**

**General Manager Canberra Hospital**

**Infrastructure and Health Support Services**

**Senior Director Maintenance and Service Delivery**

**Infrastructure Manager/Specialist 2 $201,374, Canberra (PN: 66240-02N34)**

Gazetted: 13 June 2025

Closing Date: 20 June 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 Senior Director, Maintenance and Service Delivery will ensure that maintenance activities are delivered and are compliant with Australian Standards, Facilities Management (FM) standard inclusions and engineering guidelines. The role will collaborate with other FM Senior Director’s and the IHSS Executive Branch Manager to proactively manage complex building services to maintain service and building compliance, ensure continuity of operation and to minimise unexpected building service outages.

The role will be responsible for the financial management of maintenance works across the portfolio to ensure that maintenance works are delivered within budget, with financial risks identified and escalated to the IHSS EBM.

Extensive facilities management experience and highly developed organisational leadership skills will be required to execute the duties listed in the Position Description below.

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: Chris Tarbuck +61 (02) 5124 3186 Chris.Tarbuck@act.gov.au

**CFO Division**

**Procurement & Supply**

**Supply**

**Supply Operations Officer, Inventory Workflow**

**Health Service Officer Level 7 $76,017 - $79,985, Canberra (PN: 60577 - 02N1R)**

Gazetted: 13 June 2025

Closing Date: 19 June 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 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 a flexible and adaptable individual for an exciting opportunity 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!

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.

Note: This is a permanent position.

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

**CHS - Chief Operating Officer**

**General Manager Canberra Hospital**

**Women, Youth and Children**

**Gynaecology Oncology Unaccredited Senior Registrar**

**Senior Registrar $158,634, Canberra (PN: 59077-02N3V)**

Gazetted: 13 June 2025

Closing Date: 19 June 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

11.5% Superannuation

VISA/Sponsorship for eligible candidates

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

About the role:

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

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at: ACTPS Medical Practitioners Enterprise Agreement 2021-2022

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

The Centenary Hospital for Women and Children is the level 6 tertiary referral centre for the ACT and surrounding region with over 3700 births.  It has a busy Neonatal Intensive Care Unit with a regional role extending throughout southern NSW and over 200 level 3 admissions each year.  The service is strongly committed to providing care that is child, family and woman focused. The WYC is made up of a highly qualified team of medical, nursing and midwifery and allied health practitioners, administrative and other support services. The service has a significant teaching, training and research program as well as strong clinical and professional governance structures and processes to ensure delivery of safe, high-quality healthcare.

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

Gynaecology Oncology – Unaccredited Senior Registrar (SRGO)

The Gynaecology Oncology service at Canberra Health Services was established in 2024. The duties of the SRGO within the role of this service include:

Management of Gynaecology Oncology inpatients

Maintaining an overview of the oncology operating lists and patients on the waiting list

Participating in, preparing, and following up on patients discussed at the gynaecology oncology multidisciplinary meeting.

Attendance at Gynaecology Oncology operating lists. Including assisting at Private Hospitals.

Supervision of the attached ITP trainee (three-month rotation) and RMO/ SRMO (three-month rotation).

Management and supervision of the laparoscopic training curriculum and laparoscopic training equipment in partnership with the laparoscopic training program coordinator. Participate in the after-hours roster as required for completion of advanced training modules and professional development. For year six trainees this will include the opportunity to undertake senior registrar lists and oversee acute services as the acting consultant on call.

Prior to commencement, the 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 regarding the position details click here for the Position Description

Note: Applications are sought for a February 2026 commencement for a period of 12 months with possible extension. To be eligible for this position applicants must be PGY7+ by February 2026.

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

Contact Officer: Steven Adair (02) 5124 0000 Steven.Adair@act.gov.au

**Chief Operating Officer**

**General Manager Canberra Hospital**

**Surgery**

**Registered Nurse Level 3 Grade 2 - Clinical Nurse Consultant Ward 5B**

**Registered Nurse Level 3.2 $141,990, Canberra (PN: 22380 - 02N3H)**

Gazetted: 13 June 2025

Closing Date: 25 June 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:

Join the Frontline of Surgical Excellence – Clinical Nurse Consultant (Ward 5B)

Step into a key leadership role at Canberra Hospital’s vibrant Surgical Inpatient Wards! Ward 5B is a dynamic 28-bed unit delivering high-quality care in Orthopaedics, Plastics, ENT, and Maxillofacial Surgery. We’re powered by a passionate nursing team using the Team Nursing model to achieve outstanding patient outcomes.

As our Clinical Nurse Consultant, you’ll lead operations, guide clinical excellence, and drive innovation in care delivery. Bring your leadership, communication, and clinical coordination skills to shape the future of surgical nursing.

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

Note: This is a permanent position.

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: Leanne Kelly 02-5124 5091 Leanne.kelly@act.gov.au

**Chief Operating Officer**

**General Manager Canberra Hospital**

**Women, Youth & Children**

**Registered Nurse Level 3 Grade 2 - Clinical Nurse Manager Paediatrics**

**Registered Nurse Level 3.2 $141,990, Canberra (PN: 23971, several - 02N3I)**

Gazetted: 18 June 2025

Closing Date: 25 June 2025

What can we offer you:

* City living without the traffic – click here to see why you should live in [Canberra](https://canberra.com.au/live/moving-to-canberra/lifestyle).
* 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)](https://www.canberrahealthservices.act.gov.au/careers/benefits-of-working-with-us)

About the Role:

Join the dynamic team at the Centenary Hospital for Women and Children, a leading tertiary centre delivering specialised paediatric and neonatology care to the ACT and surrounding regions. As Clinical Nurse Manager in our vibrant Paediatric Unit, you'll step into a leadership role where you’ll drive excellence in care across high-acuity inpatient services, outpatient clinics, and day procedures. Partnering with the Sydney Children’s Hospital Network, you'll lead and inspire a passionate nursing team, working closely with multidisciplinary professionals to deliver outstanding outcomes for children and their families.

For more information regarding the position duties click here for the [*Position Description.*](https://www.canberrahealthservices.act.gov.au/careers/position-descriptions/nursing-and-midwifery-position-descriptions/n-and-m-june-advertisements/registered-nurse-level-3-grade-2-clinical-nurse-manager-paediatrics)

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 temporary positions available immediately for a period of three to six months with the possibility of extension and/or permanency.

*For more information on this position and how to apply “*[*click here*](https://acthealth.taleo.net/careersection/external/jobdetail.ftl?job=02N3I&tz=GMT%2B10%3A00&tzname=Australia%2FSydney)*”*

Contact Officer: Libby Coonan on [libby.coonan@act.gov.au](mailto:libby.coonan@act.gov.au)

**North Canberra Hospital**

**Women & Children**

**Enrolled Nurse - Neonatal Care**

**Enrolled Nurse Level 1 $74,108 - $78,823, Canberra (PN: LP7065, several - 02N1F)**

Gazetted: 18 June 2025

Closing Date: 27 June 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.

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-bed 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:

The Enrolled Nurse will prepare the required nutrition for neonates in the Special Care Nursey (SCN) and Maternity Unit. The Enrolled Nurse will also provide direct care to neonates and their families under the direction and supervision of experienced Registered Neonatal Nurse/Midwives.

The Enrolled Nurse will take responsibility for their own professional development.

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

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

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: Lauren Parker 51036038 Lauren.A.Parker@act.gov.au

**CHS - Chief Operating Officer**

**General Manager Canberra Hospital**

**Allied Health**

**Senior Speech Pathologist**

**Health Professional Level 3 $109,543 - $117,878 (up to $123,772 on achieving a personal upgrade), Canberra (PN: 40149-02N4K)**

Gazetted: 16 June 2025

Closing Date: 27 June 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:

An exciting opportunity has arisen for a highly motivated and suitably experienced senior Speech Pathologist to join the Brindabella Day and Ambulatory Rehab Services. The successful applicant will lead the delivery and planning of speech pathology rehabilitation services for adults accessing the service including provision of communication and swallow therapy for a broad range of populations. The successful applicant will work closely with the MDT and leadership/ management team to ensure optimal service delivery, with opportunity to engage in quality improvement and research.

This position is available immediately.

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.

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

Contact Officer: Megan Sullivan (02) 5124 0079 Megan.Sullivan@act.gov.au

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

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

**Health Professional (Occupational Therapist/ Social Worker/ Psychologist)**

**Health Professional Level 3/Psychologist Level P3 $109,543 - $131,180, Canberra (PN: 50779 - 02MNG)**

Gazetted: 18 June 2025

Closing Date: 20 June 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.

About the Role:

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

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

Please

note: This is being readvertised to amend an administrative error and that previous applicants need not reapply. Selection may be based on written application and referee checks only.

This is a temporary position available for 11.5 month with possibility of extension and/ or permanency.

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: Jordan Brown (02) 5124 6530 jordan.brown@act.gov.au

**Chief Operating Officer**

**General Manager Canberra Hospital**

**Women, Youth and Children**

**Registered Nurse Level 4 Grade 3 - Assistant Director of Nursing Paediatrics**

**Registered Nurse Level 4.3 $161,380, Canberra (PN: 26091 - 02N1P)**

Gazetted: 18 June 2025

Closing Date: 9 July 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:

Step into a pivotal leadership role with the Division of Women, Youth and Children—home to some of the ACT’s most advanced and compassionate paediatric and maternity services. As the Assistant Director of Nursing (Paediatrics), you’ll lead and empower a dedicated nursing team across high-acuity wards, short stay and hospital-in-the-home services, and specialist outpatient care. From neonates to adolescents, your leadership will directly impact the lives of children and their families, ensuring safe, high-quality care every step of the way.

Working closely with the Director of Nursing, you’ll shape strategy, drive innovation, and create a culture where excellence thrives. This is more than a job—it’s a rare opportunity to influence the future of paediatric care in a progressive, supportive health division that values clinical leadership and meaningful outcomes.

If you're ready to lead with purpose and make a lasting difference, we’d love to hear from you.

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

Note: This is a permanent position.

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: Donna Cleary 51248655 donna.cleary@act.gov.au

**Executive Director Nursing and Midwifery**

**Nursing & Midwifery Professional Pathways**

**Nursing and Midwifery Education Unit**

**Registered Nurse Level 2 - Clinical Development Nurse**

**Registered Nurse Level 2 $110,733 - $117,053, Canberra (PN: 56904-02N4H)**

Gazetted: 18 June 2025

Closing Date: 25 June 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 passionate about supporting and developing the next generation of nurses and midwives? The Nursing and Midwifery Education Unit (NMEU) at Canberra Hospital is seeking a dynamic and dedicated professional to play a key role in welcoming and guiding new nursing staff into our organisation. You’ll work closely with educators across the Canberra Health Services (CHS) network to ensure a smooth transition for new nurses, clearly setting expectations for clinical practice and professional conduct. This role also involves coordinating and providing clinical support to undergraduate student nurses and midwives, graduate and novice nurses, returning professionals, and international recruits. It's a unique opportunity to make a meaningful impact by fostering confidence, capability, and connection in our growing workforce.

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: Suvechha Ghimire 02-5124 3178 suvechha.ghimire@act.gov.au

**Chief Operating Officer**

**General Manager Canberra Hospital**

**Acute Allied Health Services - Canberra Hospital**

**Social Worker - Acute Allied Health Services**

**Health Professional Level 3 $109,543 - $117,878 (up to $123,772 on achieving a personal upgrade), Canberra (PN: 21616 - 02N5I)**

Gazetted: 18 June 2025

Closing Date: 29 June 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:

We are inviting applicants from suitably qualified Social Workers with more than 3 years' experience to join the Social Work Department at the Canberra Hospital. Our department comprises of four business hours teams: Medical, Surgical, Maternity and Paediatrics and Acute Response. The advertised position will have an opportunity to work across all teams on a rotational basis and develop skills in key areas.

We support suitably qualified social workers embarking on a career move into hospital social work by providing skill development support from our Social Work Clinical Educator, regular supervision and access to professional development.

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

Note: This is a Permanent position.

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: Patrice Higgins (02) 5124 2316 Patrice.Higgins@act.gov.au

**Chief Operating Officer**

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

**Child and Adolescent Mental health Services**

**Allied Health Assistant - CAMHS Cottage Program**

**Allied Health Assistant 2/3 $65,021 - $86,300, Canberra (PN: 37821 - 02N3W)**

Gazetted: 18 June 2025

Closing Date: 24 June 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 Child and Adolescent Mental Health Services (CAMHS) sits within the Mental Health, Justice Health and Alcohol and Drug division of CHS. CAMHS provides assessment and treatment for children and young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The Cottage Adolescent Day Program is a therapeutic group program for young people between the ages of 12 and 18 in the ACT who are experiencing moderate to severe mental health issues impacting long term on their ability to attend schooling. The Cottage has a recovery focus, and the program aims to reduce the severity of mental health symptoms to achieve functional gains in schooling, social functioning and fostering life skills. The program partners with the Education Directorate.

The role contributes to the success of CHS through collaboration with Education to assist in the recovery of adolescents with moderate to severe mental health concerns requiring supported school transitions.

Selection may be based on written application and referee checks only. Please provide a two-page response to selection criteria as well as your curriculum vitae.

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

Note: This is a permanent position.

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: Lorna Indrele (02) 5124 1880 Lorna.Indrele@act.gov.au

**Chief Operating Officer**

**General Manager Canberra Hospital**

**Infrastructure and Health Support Services**

**Senior Director Engineering Services**

**Infrastructure Manager/Specialist 2 $201,374, Canberra (PN: 53057 - 02N29)**

Gazetted: 13 June 2025

Closing Date: 20 June 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:

As part of the Infrastructure and Health Support Services Division, the Facilities Management (FM) Branch includes a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, safety and risk management, utilities management, and contracts and leasing for the Canberra Health Services (CHS) property portfolio.

In leading multiple teams, the Senior Director will ensure projects are compliant with the FM standard inclusions and specifications and FM project engagement processes while maintaining productive and positive relationships.

The role will also manage selected highly technical engineering services contracts, such as Electrical Main Switchboard (EMSB) and Generator maintenance contract, the Building Management System Contract and the Resident Engineer consultancy agreement. A broad range of general knowledge will be required for the following engineering services: Electrical, Hydraulics, Heating Ventilation and Air Conditioning (HVAC), Medical Gases, Building and Carpentry elements and Building Management Systems (BMS).

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

Note: This is a Permanent Position.

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: Chris Tarbuck 0466 478 145 Chris.Tarbuck@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 and Students**

**Education, Design and Delivery**

**Technology and Design**

**Senior Educator**

**Educator Level 2 $125,397 - $128,556, Canberra (PN: 39096)**

Gazetted: 12 June 2025

Closing Date: 26 June 2025

Details: Canberra Institute of Technology (CIT), Department of Creative & Design Industries is seeking an experienced VET Practitioner to join their team as an Educator Level 2 commencing 21 July 2025.

We are seeking an experienced teacher with a strong understanding of CIT Policy and Procedure, Quality Assessment, Learning Resource Development, and Learning Management systems. The successful applicant will be passionate about building capability within the team through the mentoring and support of fellow teachers in training and assessment. We are seeking someone who is student centric, with an eye for detail.

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:

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).

Desirable:

Industry Experience within the Creative and Design Industries

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

How to Apply: Interested applicants should apply and provide us with your current curriculum vitae, details of two referees' and your two-page pitch against the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shelley Campton (02) 6207 3749 Shelley.Campton@cit.edu.au

### Chief Minister, Treasury and Economic Development

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

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

**Executive Branch Manager, Corporate Support and Capability**

**Temporary Vacancy (17 June to 30 June 2025, with possibility of extension)**

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

**Access Canberra**

**Position: E105**

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

Circulated to: ACTPS SOGA, iCBR Infrastructure Managers, Band 1 Executives List

Date circulated: 12 June 2025

Expressions of Interest are sought for the position of Executive Branch Manager, Corporate Support and Capability and CEO of the Gambling and Racing Commission.

In this unique role, the Executive Branch Manager, Corporate Support and Capability, is also the Chief Executive Officer (CEO) of the Gambling and Racing Commission (GRC). Under the leadership and governance of the independent GRC Board, the CEO of the GRC manages the complex and diverse operations of the GRC, while overseeing proactive compliance work and enforcement action consistent with relevant laws.

Corporate Support and Capability Branch provides the enabling services to support Access Canberra’s delivery of services to the community. The branch provides quality advice on matters including work health and safety, workforce capability, investment and improvements in digital services and ICT systems, records management, finance and budget management and strategic accommodation, to support Access Canberra’s vision of a safe and liveable city.

As Executive Branch Manager of the Corporate Support and Capability Branch, you will work alongside the Deputy Director-General, Chief Operating Officer and other Executive Branch Managers to ensure Access Canberra leads the way in being an accessible, agile and responsive public agency.

Access Canberra Executive Branch Managers are required to think outside the box to find solutions; must love a challenge; and be known among their peers as a helper and someone who delivers. To be successful in this role, you will also require excellent judgement, be able to demonstrate accountability for achieving outcomes and have experience in developing change management strategies in complex environments.

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 and a current curriculum vitae to the Access Canberra Business Manager via email (ACOfficeoftheDDG@act.gov.au) by COB 13 June 2025.

Contact Officer: Josh Rynehart (02) 6205 3740 josh.rynehart@act.gov.au

**Executive Branch Manager, Goods and Services**

**Temporary Vacancy (27 June 2025 to 25 July 2025)**

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

**Budget, Procurement, Investments and Finance**

**Position: E685**

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

Circulated to: Band 1’s and SOGAs

Date Circulated: 17 June 2025

Treasury is seeking a high-performing senior executive to join Procurement ACT as Executive Branch Manager, Goods and Services. Reporting to the Executive Group Manager, you will work in a dynamic and fast-paced environment to lead the work of the Branch, including:

•providing tiered support services to Territory entities to support the pursuit of value for money in goods and services procurement under the Tiered Services Delivery model;

•supporting Territory entities in undertaking their own procurements by providing a Service Desk which responds to ad hoc questions, supports the release and closing of tenders and publishes notifiable contracts;

•supporting suppliers and the public through the Service Desk, including in relation to submission of tenders, inquiries and complaints; and

•applying contemporary category procurement knowledge and contract management skills to establish and manage cost effective whole of government arrangements for categories such as travel, electricity, stationery and fleet.

The role leads the work of the Sections within the branch to ensure consistently accurate, timely, and customer-focused advice and support to Directorates and agencies, suppliers and the public through all phases of the procurement lifecycle. Advice will support evidence-based decision making that is conducted with probity and can withstand scrutiny.

Note: Selection may be based on written application (and referee reports if required) 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 applicants. This includes a cash component of $250,582.

Contract: The successful applicant will be engaged under a short-term contract for the period stated.

To Apply: Interested candidates are requested to submit a one-page EOI application addressing the ACT Public Service Executive Capabilities, outlining relevant skills and experience, as well as a current curriculum vitae and the name and contact details of two referees to the contact officer via email by COB Tuesday 24 June 2025.

Contact Officer: Riaan Visser (02) 6205 2483 Riaan.Visser@act.gov.au

**Chief Operating Officer, Access Canberra**

**Temporary Vacancy (17 June to 30 June 2025 with possibility of extension)**

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

**Position: E847**

**(Remuneration equivalent to Executive Level 2.3)**

Circulated to: ACTPS Band 1 and Band 2 Executive List

Date circulated: 12 June 2025

Are you looking for an opportunity to develop or grow your senior executive skills by managing an operationally diverse and busy agency that performs both regulatory and customer service functions, and is the front face of the ACT Government? An exciting opportunity is coming up to temporarily perform the role of Chief Operating Officer (Executive Group Manager) Access Canberra.

At Access Canberra, we seek to help community organisations, business and individuals work with the ACT Government and constantly look for new and improved ways to deliver our services. We actively engage in a risk and harm approach to support regulatory compliance outcomes across a broad range of industry sectors to help build a strong economy, safe community and sustainable environment.

The Chief Operating Officer position reports directly to the Head of Access Canberra and is responsible for managing day-to-day operations right across the organisation.

In this role you will lead and support the Access Canberra executive group to deliver outcomes for government and our community. The role demands effective engagement with our Minister/s, key external stakeholders including unions, and the ability to apply sound judgement and a high level of integrity to all work. The role also plays a primary role in managing corporate matters relating to the operations of the agency, representing Access Canberra at key inter-directorate meetings and working groups, and supporting the transition to the new City and Environment Directorate.

Remuneration: The position attracts a remuneration package ranging from $344,954 to $358,775 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $307,134

To apply: If you have what it takes and are up for a challenge that will take your leadership and organisational skills to the next level, please send a pitch of no more than one page along with a copy of your current curriculum vitae to ACOfficeoftheDDG@act.gov.au by COB Friday 13 June 2025.

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

Contact Officer: Josh Rynehart (02) 6205 3740 Josh.Rynehart@act.gov.au

**Economic Development**

**National Arboretum Canberra and UC Stromlo Forest Park**

**Events and Community Engagement**

**Events Officer**

**Administrative Services Officer Class 6 $100,650 - $114,448, Canberra (PN: 18557)**

Gazetted: 18 June 2025

Closing Date: 25 June 2025

Details: Join our passionate team at one of Canberra’s most iconic destinations, where tourism, conservation and natural beauty meet unforgettable events. We’re seeking an Events Officer to support the delivery of events and tours across our award-winning venue.

While you’ll support the delivery of memorable onsite events at the National Arboretum, much of your time will be spent behind the scenes ensuring everything runs like clockwork. From managing tour bookings to coordinating event approvals and processes, to ensuring safe and seamless bump-ins by contractors, your attention to detail and communication skills will be key.

You’ll bring strong event coordination experience, excellent organisational and communication skills, and a practical, hands-on approach. Confident working independently and under pressure, you’ll liaise with clients, contractors, the onsite catering team and Arboretum staff to deliver safe, high-quality events, both internal and external.

Based at the National Arboretum Canberra, our branch also manages events at Stromlo Forest Park. In this diverse setting, you will have exposure to a range of projects and contribute as part of the broader team. This full-time role may include some after-hours and weekend work.

Eligibility/Other Requirements:

Current First Aid Certificate.

Current Driver's licence.

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

Note: This is a temporary position available immediately until 8 August 2025, with the possibility of extension up to 6 months. 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.

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

How to Apply: Please provide:

A maximum two-page pitch detailing your experiences relevant to the 'What You Require' section.

A current curriculum vitae and the contact details for two referees with a thorough knowledge of your work performance.

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

Contact Officer: Reahn Barr (02) 6205 8865 Reahn.Barr@act.gov.au

**Economic Development**

**Strategic Infrastructure Coordination**

**Director, Project Controls and Governance**

**Senior Officer Grade B $146,705 - $164,506, Canberra (PN: 67702)**

Gazetted: 18 June 2025

Closing Date: 25 June 2025

Details: Are you our new Director, Project Controls and Governance? Do you like a challenge and want to be a key part of a high performing team who work to progress city shaping projects?

The Strategic Infrastructure Coordination Branch (SIC) is responsible for infrastructure coordination for Economic Development within CMTEDD.  This includes the development of capital works projects which, when realised, will have a transformative effect on Canberra’s liveability and will contribute significant value to the ACT economy.

As Director, Project Controls and Governance, you will be responsible for overseeing and supporting the governance and project controls for these projects. You will perform a key liaison and coordination role between key ACT Government stakeholders including Infrastructure Canberra, to implement the reporting requirements across a range of shared infrastructure projects

We are seeking an individual with exceptional organisational, interpersonal, and communications skills, who prides themselves on having a level of professionalism, sensitivity and discretion always. You will be goal-oriented, self-motivated, organised, and dedicated, and can multi-task with a keen eye for detail. If you enjoy writing and editing this role will enable you to make a difference in our team.

Eligibility/Other Requirements: An understanding of public service agency operations, and business processes as related to government initiatives, policies, and procedures, including procurement and financial management is highly desirable.

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

Please note, this position will be within workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

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.

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: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge criteria, as well as Behavioural Capabilities criteria, a current curriculum vitae, and contact details of two referees you would be happy for us to contact.

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

Contact Officer: Harriet Spring (04) 1483 2771 Harriet.Spring@act.gov.au

**Office of Industrial Relations and Workforce Strategy**

**Work Safety Group - Policy Branch**

**Secure Local Jobs Code**

**Senior Regulatory Officer**

**Administrative Services Officer Class 6 $100,650 - $114,448, Canberra (PN: 39687)**

Gazetted: 17 June 2025

Closing Date: 1 July 2025

Details: The Secure Local Jobs Code Branch is looking for a Senior Regulatory Officer to join our team. Working in a small and collaborative team environment, the occupant of this role will perform a range of duties to support the Registrar in administering the Secure Local Jobs Code and the Ethical Treatment of Workers Evaluation.  The occupant needs to be a strategic thinker who can interpret legislation and communicate effectively with a range of stakeholders to promote compliance with Code obligations.

Eligibility/Other Requirements:

Certificate IV in Government Investigations or equivalent (or willingness to complete within 12 months) will be highly regarded

This position does not require a pre-employment medical check

This position does not require a Working with Vulnerable People Check.

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

Selection may be based on application and referee reports only.

How to Apply: Interested applicants should submit a one-page pitch addressing the Selection Criteria and their curriculum vitae with contact details of two referees.

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

Contact Officer: Jordan James (02) 6207 4484 Jordan.James@act.gov.au

**Economic Development**

**Skills Canberra**

**VET Program Operations**

**Administration Officer**

**Administrative Services Officer Class 4 $84,901 - $91,501, Canberra (PN: 02408)**

Gazetted: 17 June 2025

Closing Date: 1 July 2025

Details: Do you have great customer service skills? Are you an organised person who can prioritise effectively to keep on top of things? Have you demonstrated strong administration skills and attention to detail in past roles? Do you like working in a supportive, hard-working team? Do you want to contribute to programs that help young people and adults earn a new qualification so they too can land their dream job? If this is what you are looking for, we may have the perfect role for you!

What will you do?

You will work as part of a small but passionate team in Skills Canberra called the Vocational Education and Training (VET) Program Operations team. As an Administration Officer you will assist with managing pay runs for multiple VET initiatives. You will liaise with clients and stakeholders, providing timely and accurate oral and written advice about a wide range of issues relating to VET programs. You will interpret legislation, policies and program guidelines to inform sound decisions.

What you require?

You will have strong communication, administration and stakeholder liaison skills. You will bring your aptitude for working efficiently to assisting Skills Canberra meet stakeholder and business needs. Your excellent attention to detail and record management abilities will set you apart from the rest.

About Skills Canberra

Skills Canberra is the Territory Training Authority responsible for the administration of vocational education and training (VET) programs and regulation of Australian Apprenticeships in the ACT. Skills Canberra also manages ACT and Australian Government funding directed to VET programs in the ACT.

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:

Experience in the vocational education and training sector.

Experience managing information in a database and ability to use Excel spreadsheets.

Experience onboarding new staff or supervising trainees.

Note: This is a temporary position available 14 July 2025 until 13 July 2026 with the possibility of extension up to 12 months and/or permanency. Applications may be decided based on written application, curriculum vitae and referee reports only. Alternatively, the selection panel may decide to use a work sample task in addition to your written application, curriculum vitae and referee reports. A merit pool will be established from this recruitment round and may be used to fill similar vacancies over the next 12 months. This position will be in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To enable us to assess your merit, your application should include your:

Curriculum vitae: Provide a current curriculum vitae. This is your introduction to the selection committee.

Address each Selection Criteria: Using the 'Position Overview' information and 'What You Require' criteria in the Position Description, provide a supporting statement, of no more than 2000 words, providing evidence of your suitability for the role. Address each Selection Criteria separately and include examples clearly demonstrating your relevant skills, knowledge, attitudes, values and behavioural capabilities.

Two referees: Provide two referees with a thorough knowledge of your work performance and outlook. Ensure at least one of the referees is your current or immediate past supervisor/manager. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. Referees will not be contacted without your knowledge.

Contact Officer: Chau Lam (02) 6205 7034 Chau.Lam@act.gov.au

**Procurement ACT**

**Goods and Services**

**Procurement ACT Service Desk**

**Service Desk Manager**

**Senior Officer Grade C $125,344 - $134,527, Canberra (PN: 56051)**

Gazetted: 17 June 2025

Closing Date: 1 July 2025

Details: Are you a solutions-focused leader with a customer-centric approach? Can you translate complex processes into seamless support experiences?

If so, come and take charge of our Service Desk team, guiding them to deliver high-quality procurement support and advisory services to the ACT Public Service and our suppliers!

We are looking for a natural leader who can mentor, develop, and inspire a high-performing team. Strong emotional intelligence is essential for building trust and credibility across diverse audiences. Sharp strategic and analytical skills are valued, as we seek problem-solvers and innovators. Excellent communication and negotiation skills are crucial for delivering procurement advice that is clear, effective, and impactful. Procurement knowledge, including experience in project management, would be beneficial.

As the Service Desk Manager of the Procurement ACT Service Desk, you’ll lead a team that’s the first point of contact for all procurement enquiries, manage the Tenders ACT platform, and oversee contract and invoice notifications. You’ll work closely with internal stakeholders and suppliers to ensure our services are responsive, accurate, and aligned with the ACT Government Procurement Framework.

This is a great opportunity for someone who thrives in a dynamic environment, enjoys building strong relationships, and is passionate about delivering excellent service. If you’re ready to lead from the front and make a real impact, we’d love to hear from you.

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

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

A merit pool will be established from this selection process and may be used to fill other temporary or permanent vacancies over the next 12 months.

Hybrid working is possible for this role, being a combination of working from home and/or designated office-based and FlexiSpace working locations across the ACT. Due to the nature of the work, the successful applicant should expect to work from a designated ACT Government office at least two days per week.

The Procurement ACT Service Desk currently operates between 8:30am and 4:30pm Monday to Friday.

This position is based in an office designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Your application must include your curriculum vitae and a two-page pitch addressing the Selection Criteria outlined in the What you require section of the Position Description with consideration to the duties and responsibilities listed under What you will do.

Contact Officer: Inge Miladinovic (02) 6207 0963 inge.miladinovic@act.gov.au

**Access Canberra**

**Environment, Land and Technical Regulation Environment, Land and Technical Regulation**

**Land Titles, Planning and Building Services**

**Customer Service Officer – Team Leader**

**Administrative Services Officer Class 4 $84,901 - $91,501, Canberra (PN: 15064, several)**

Gazetted: 16 June 2025

Closing Date: 23 June 2025

Details: The Land, Planning and Building Services Team within Access Canberra is seeking highly motivated individuals for our Team Leader positions. As a Team Leader you will need to have excellent communication and people skills, including the ability to motivate and develop individuals and be committed to the goals of the Access Canberra’s strategic plan. Successful applicants will be required to assist with coordinating and directing the work of our staff, who provide innovative, high quality customer services through the Access Canberra - Land, Planning and Building Services Shopfront.

Eligibility/Other Requirements: Applicants must have well developed telephone and written communication skills, including excellent spoken and written English. This position does involve direct supervision of personnel.

Note: This is a temporary position available immediately until 23 October 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 based on application and referee reports only.

How to Apply: Please review the position description details about the role associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit a written application, of no more than two pages, curriculum vitae and the contact details of at least two referees. The written application should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description but indicate your capacity to perform the duties and responsibilities at the specified classification.

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

Contact Officer: Steve Bowen (02) 6207 6955 Steve.Bowen@act.gov.au

**Procurement ACT**

**Procurement Policy and Capability**

**Policy and Capability**

**Senior Director, Procurement Policy and Capability Branch**

**Senior Officer Grade A $169,551, Canberra (PN: 30418)**

Gazetted: 16 June 2025

Closing Date: 30 June 2025

Details: Do you want to be at the forefront of shaping procurement policy? Are you interested in strategic leadership and inspiring a team?

Procurement ACT has a temporary Senior Director (SOGA) vacancy within the Procurement Policy Section available immediately until 14 October 2025, inclusive, with the possibility of extension and/ or permanency.

We are looking for a candidate who will be able to work across the Procurement Policy and Capability Branch, though generally focusing on the work of the Procurement Policy Section.

As a Senior Director you will lead a small section and report to the Executive Branch Manager - Procurement Policy and Capability. You may also undertake work across Procurement ACT, including within the Goods and Services Branch, as needed.

The Procurement Policy Section shapes the development and implementation of effective and practical procurement legislation, policies and advice that can be readily applied to procurement. A key focus of this team is how legislation and policy can assist Territory entities to achieve social, environmental and ethical outcomes through procurement.

The Procurement Capability and Governance Section focuses on uplifting procurement capability across ACT Government, including through leading the design and delivery of procurement learning and development initiatives. This Section also acts as the secretariat to the Government Procurement Board, administers the Goods and Services Accreditation Program (including reviewing applications for accreditation and making recommendations to the governing body) and managing other fora such as the Procurement Community of Practice.

Procurement ACT is committed to creating an inclusive environment where people with diverse thoughts, lived experiences and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community.

Procurement ACT strongly encourages Aboriginal and Torres Strait Islander people, people living with a disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, people returning to work, and LGBTQIA+ people to apply.

Procurement ACT will also consider part-time work and job-sharing arrangements.

Eligibility/Other Requirements:

Relevant tertiary qualifications and/or 5+ experience working in the fields of procurement, policy, law and/ or data analysis are highly desirable but not mandatory.

Experience working with Power BI, SharePoint, Articulate Rise and Squiz Matrix are also highly desirable but not mandatory.

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

Shortlisted applicants may be required to complete a short-written assessment and/or provide examples of work products as part of the application process.

Note: This is a temporary position available immediately until 14 October 2025 with the possibility of extension and/or permanency. Selection may be based on applications only. A merit pool may be established from this selection process and may be used to fill similar permanent and temporary vacancies over the next 12 months.

How to Apply: Applicants should submit:

a one-page pitch addressing the Selection Criteria within the Position Description.

two referee reports, including one from a current supervisor, against the Selection Criteria within the Position Description using the template available here: <https://www.jobs.act.gov.au/how-we-hire/selection-forms>;

a current curriculum vitae of no more than three pages; and

a short statement on preference to work in a particular team, or part-time, or job-sharing arrangements (which is in addition to the one-page pitch).

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

Contact Officer: Nithya Sambasivam (02) 6205 2680 Nithya.Sambasivam@act.gov.au

**Procurement ACT**

**Procurement Policy and Capability Branch**

**Capability and Governance Section**

**Director, Procurement Policy and Capability Branch**

**Senior Officer Grade B $146,705 - $164,506, Canberra (PN: 01405, several)**

Gazetted: 16 June 2025

Closing Date: 30 June 2025

Details: Do you want to be at the forefront of shaping procurement policy and driving procurement capability? Are you interested in strategic leadership and inspiring a team?

Procurement ACT has up to two temporary Director (SOGB) vacancies available immediately for a six-month period with the possibility of extension and/or permanency. We are looking for candidates who will be able to work across the Procurement Policy and Capability Branch, though generally focusing on the work of either the Procurement Policy or Procurement Capability and Governance Section.

As a Director you will assist to lead a small section and report to a Senior Director within the Procurement Policy and Capability Branch. A Director may also undertake work across Procurement ACT, including within the Goods and Services Branch, as needed.

The Procurement Policy Section shapes the development and implementation of effective and practical procurement legislation, policies and advice that can be readily applied to procurement. A key focus of this team is how legislation and policy can assist Territory entities to achieve social, environmental and ethical outcomes through procurement.

The Procurement Capability and Governance Section focuses on uplifting procurement capability across ACT Government, including through leading the design and delivery of procurement learning and development initiatives. This Section also acts as the secretariat to the Government Procurement Board, administers the Goods and Services Accreditation Program (including reviewing applications for accreditation and making recommendations to the governing body) and managing other fora such as the Procurement Community of Practice.

Procurement ACT is committed to creating an inclusive environment where people with diverse thoughts, lived experiences and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community.

Procurement ACT strongly encourages Aboriginal and Torres Strait Islander people, people living with a disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, people returning to work, and LGBTQIA+ people to apply.

Procurement ACT will also consider part time work and job-sharing arrangements.

Eligibility/Other Requirements:

Relevant tertiary qualifications and/or 3+ experience working in the fields of procurement, policy, law and/ or data analysis are highly desirable but not mandatory.

Experience working with Power BI, SharePoint, Articulate Rise and Squiz Matrix are also highly desirable but not mandatory.

These positions do not require a pre-employment medical.

These positions do not require a Working with Vulnerable People Check.

Shortlisted applicants may be required to complete a short-written assessment and / or provide examples of work products as part of the application process.

Note: These are temporary positions available immediately for a period of six months with the possibility of extension and/or permanency. Selection may be based on applications only. A merit pool may be established from this selection process and may be used to fill similar permanent and temporary vacancies over the next 12 months.

How to Apply: Applicants should submit:

a one-page pitch addressing the Selection Criteria within the Position Description.

two referee reports, including one from a current supervisor, against the Selection Criteria within the Position Description using the template available here: <https://www.jobs.act.gov.au/how-we-hire/selection-forms>;

a current curriculum vitae of no more than three pages; and

a short statement on preference to work in a particular team, or part-time, or job-sharing arrangements (which is in addition to the one-page pitch).

Contact officer: Lauren Blundell, Senior Director – Procurement Policy and Capability, Lauren.Blundell@act.gov.au.

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

**Budget, Procurement, Investment and Finance**

**Executive Officer**

**Senior Officer Grade C $125,344 - $134,527, Canberra (PN: 33132)**

Gazetted: 12 June 2025

Closing Date: 19 June 2025

Details: We are looking for a proactive and enthusiastic Executive Officer to provide high level support to the Deputy Under Treasurer, Budget, Procurement, Investments and Finance (BPIF). You will play a key role in working closely with the executive and teams across BPIF and other directorates, Ministers’ Offices, and other key stakeholders.

As the Executive Officer, you will have overall accountability for facilitating workflow through the DUT’s office, coordinating all communication and the management and prioritisation of all executive administrative functions.

You will be counted on to critically examine, evaluate and take appropriate action on matters submitted to the BPIF DUT, and ensure that all documents in relation to a diverse range of executive activities are accurately prepared and submitted or distributed in a timely manner. You will provide coaching and guidance to other administrative staff.

You must have HR management experience, be able to organise and manage large events and anticipate changing circumstances and be able to plan, organise and prioritise activities in a high-pressure environment including establishing and maintaining effective and diverse stakeholder partnerships.

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 experience in HR management and providing strategic and organisational support to a senior Executive will be highly regarded.

Notes: This is a temporary position available from 07 July 2025 until 26 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 may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Flexible working arrangements are supported, including working from home arrangements.

How to Apply: To apply for this role, tell us in two pages or less why you are the best candidate for the role addressing the Duties/Responsibilities outlined in the Position Description, together with a copy of your curriculum vitae and the names of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Susan Cameron 0401007229 Susan.Cameron@act.gov.au

**Office of Industrial Relations and Workforce Strategy**

**Professional Standards Unit**

**Senior Investigator**

**Senior Officer Grade C $125,344 - $134,527, Canberra (PN: 08530)**

Gazetted: 13 June 2025

Closing Date: 20 June 2025

Details: We are seeking a high-performing and results-orientated Senior Investigator to join our team. Our ideal candidate has relevant experience in workplace performance and misconduct issues and/or relevant investigative experience. You will be values driven and demonstrate a strong focus on the impacts of misconduct and workplace complaints on people and their relationships.

As a Senior Investigator, you will facilitate formal misconduct investigations across the ACTPS, presenting a valuable opportunity to develop a broad range of relationships and networks. You will research and gather evidence, analyse information, and present persuasive arguments to delegates with recommendations about the occurrence of misconduct.

Your innovation skills will facilitate continuous improvement of behaviour and integrity related outcomes across the whole ACTPS, with opportunities for you to identify systemic issues, and contribute to contemporary whole-of-government policy, training and education requirements.

You may be exposed to sensitive and potentially distressing material and be required to undertake a trauma informed approach when liaising with participants of the process.

Eligibility/Other Requirements:

Relevant investigative qualifications such as a Certificate IV in Government Investigations are highly desirable.

Educational and professional qualifications checks may be undertaken prior to employment.

Criminal history checks will be conducted prior to employment.

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

How to Apply: In applying for this position, you are not required to address individual Selection Criteria. Rather, you should provide a statement of no more than two pages outlining your background, capabilities, and experiences and how these align with the duties (WHAT YOU WILL DO), and capabilities and behaviours (WHAT YOU REQUIRE) required to be successful for this role.

You should also provide a curriculum vitae to a maximum of two pages.

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

Contact Officer: Gemma Hogben (02) 6205 9546 Gemma.Hogben@act.gov.au

### Community Services

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

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

**Executive Branch Manager, Domestic, Family and Sexual Violence Office**

**Temporary vacancy from 7 July 2025 to 18 July 2025 (with the possibility of extension)**

**Community Services Directorate**

**Domestic, Family and Sexual Violence Office**

**Position: E1127**

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

Circulated to: Band 1s + SOGAs + Ims

Date Circulated: 13 June 2025

The (Health and) Community Services Directorate has an exciting short-term opportunity to backfill the position of Executive Branch Manager, Domestic, Family and Sexual Violence Office from 7 to 18 July 2025 with the possibility of extension.

The Executive Branch Manager, Domestic, Family and Sexual Violence Office supports the Domestic, Family and Sexual Violence Coordinator-General and the Executive Group Manager, Inclusion. The Office leads and improves an informed, capable, and connected response to address domestic, family and sexual violence in the ACT. The Office provides strategic leadership coordination, policy analysis and innovation expertise to drive cultural change and system reform. The role of the Office includes developing new and sustainable ways of working across government and community that focuses on intervening earlier, reducing barriers to access, joining up and integrating services, responding to diverse needs, maximising collective impact and holding perpetrators to account.

The Executive Branch Manager, Domestic, Family and Sexual Violence Office supports and represents the Coordinator-General, who also holds statutory responsibility for the ACT domestic and family violence death review. The Executive Branch Manager will liaise with government and non-government stakeholders to ensure effective consultation and engagement processes. The Executive Branch Manager will also provide strategic policy advice to inform office priorities; have oversight of the Office’s responsibilities for ACT reporting on implementation of agreed recommendations and strategies, including national commitments; and develop key whole of government outcomes to drive cultural change.

To be successful in this role, you will have extensive experience in human services service delivery and program management and an understanding of the relationships between the Directorate, Government, portfolio Ministers and community agencies and peak bodies. You will also be able to demonstrate superior management and leadership capabilities and the ability to think strategically as well as excellent interpersonal, organisational and communication skills.

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 $288,060 - $298,258 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $254,964.

To apply: Please submit no more than one page addressing the capabilities within the Position Description, a current curriculum vitae and contact details of two referees via email to Mimi.Dyall@act.gov.au by COB Friday 20 June 2025

Contact Officer: Mimi Dyall – via Teams or Mimi.Dyall@act.gov.au

**Corporate**

**Governance**

**Ministerial and Government Services**

**Senior Director, Ministerial and Government Services**

**Senior Officer Grade A $169,551, Canberra (PN: 58105)**

Gazetted: 18 June 2025

Closing Date: 25 June 2025

Details: Reporting to the Executive Branch Manager, Governance, the Senior Director, Ministerial and Government Services will be responsible for fostering working relationships across the ACT Public Sector on a wide range of Ministerial and Government matters. The Senior Director requires highly developed leadership skills, excellent communication, strategic thinking, and collaboration skills. The Senior Director also requires sound knowledge, or the ability to quickly acquire it, of the structure of the ACT Public Service and government business processes including Budget Estimates, Annual Report Hearings, and the Cabinet and Legislation Program. They will also have an established ability to provide timely and high-level strategic and operational advice and direction regarding ministerial and government business processes to support Ministers and the directorate.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQA+) people.

Note: This is a temporary position available immediately for a period of six months with the possibility of extension not exceeding 12 months.

A merit pool or merit list 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:

A pitch of no more than two pages demonstrating your skills and experience relevant to the position capabilities under the ‘What you Require’ section in the Position Description.

A current curriculum vitae

Contact details of at least two relevant referees.

Selection may be based on written applications and referee reports only.

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

Contact Officer: Emma Best-Prothero (02) 6207 3143 Emma.Best-Prothero@act.gov.au

**Inclusion**

**Women, Youth Engagement and Multicultural Affairs**

**The National Multicultural Festival**

**Senior Event Officer**

**Administrative Services Officer Class 6 $100,650 - $114,448, Canberra (PN: 41258)**

Gazetted: 17 June 2025

Closing Date: 1 July 2025

Details: Are you ready to take the next step in your events career and be part of one of Canberra’s most loved major events?

The National Multicultural Festival is looking for a Senior Event Officer to join its small, dynamic team. This is a fantastic opportunity to contribute to the planning and delivery of a vibrant celebration that brings the community together.

In this role, you’ll be responsible for coordinating the festival’s stallholder program, supporting procurement activities, and providing secretariat support to key government and stakeholder groups. You’ll also assist with a range of event logistics, from researching equipment to processing invoices and sensitively managing communications with participants and partners.

We’re looking for someone who’s organised, adaptable, and confident working under pressure. You’ll need to be comfortable working and progressing tasks with limited supervision, managing competing priorities, and collaborating across teams. If you’re passionate about events and community engagement, we’d love to hear from you.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Relevant experience working in events within a government environment is highly desirable. The ability to work flexibly under limited supervision is required.

Note: This is a permanent position available from 1 August 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 no more than two pages, please address the Selection Criteria as per the Position Description, outlining how your skills and experience make you the best candidate for the role. Please also provide your current curriculum vitae and the details of at least two referees.

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

Contact Officer: SamC Nielsen (02) 6207 7569 SamC.Nielsen@act.gov.au

**Children, Youth and Families**

**Clinical Services and Practice Assurance (CSPA)**

**Capability Development**

**Case Analysis Officer**

**Health Professional Level 3 $109,543 - $117,878 (up to $123,772 on achieving a personal upgrade), Canberra (PN: 63412)**

Gazetted: 17 June 2025

Closing Date: 1 July 2025

Details: The Case Analysis Team is focussed on supporting the continuous improvement of CYF practice and decision making. The case analysis officer will be part of the team responsible for identifying areas of practice improvement to assist CYF to meet statutory obligations.

This will be done by conducting analysis of individual cases taking into consideration all the information held by CYF. The team will provide independent advice, quality assurance and guidance to practitioners and team leaders having considered the historic and current risks, the impact and risk of cumulative harm, any identified vulnerabilities to the safety of children and young people and the protective factors which mitigate these vulnerabilities. The themes identified within individual cases will be used to strengthen training, policy and procedures and practice guidance to staff.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Tertiary qualifications (or equivalent) in human services, allied health, or a related discipline are essential.

At least 5 years’ experience working in human services fields is essential.

This position requires 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

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

Driver’s license (C class) is essential.

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

A merit pool or merit list may 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 three pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

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

Contact Officer: Thomas Peasley (02) 6207 3320 Thomas.Peasley@act.gov.au

**Inclusion**

**Women, Youth and Multicultural Affairs**

**The National Multicultural Festival**

**Event Project Officer**

**Administrative Services Officer Class 5 $93,784 - $98,967, Canberra (PN: 43842)**

Gazetted: 17 June 2025

Closing Date: 1 July 2025

Details: The National Multicultural Festival is looking for enthusiastic and motivated individuals to help deliver one of Canberra’s most iconic events. As part of a small, collaborative, and high-performing team, you’ll play a key role in facilitating the planning, operations, and delivery of this vibrant celebration of culture and community.

This role is ideal for someone who thrives in a fast-paced environment and enjoys working across a variety of tasks. You’ll be responsible for coordinating administrative functions, including managing the festival’s general phone line and inbox, processing invoices, and providing secretariat support for meetings and stakeholder engagement.

Strong organisational and communication skills are essential, as you’ll be liaising with a wide range of participants and partners. If you’re passionate about community engagement and events, and want to contribute to something meaningful, we’d love to hear from you.

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 experience working in events within a government environment is desirable. The ability to work flexibly under limited supervision is required.

Notes: This is a permanent position available from 1 August 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 no more than two pages, please address the selection criteria as per the Position Description, outlining how your skills and experience make you the best candidate for the role. Please also provide your current curriculum vitae and the details of at least two referees.

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

Contact Officer: SamC Nielsen (02) 6207 7569 SamC.Nielsen@act.gov.au

**Inclusion**

**Women, Youth, and Multicultural Affairs**

**National Multicultural Festival**

**Assistant Director, Creative and Engagement**

**Senior Officer Grade C $125,344 - $134,527, Canberra (PN: 66286)**

Gazetted: 16 June 2025

Closing Date: 30 June 2025

Details: Join the team behind one of Canberra’s most iconic events – the National Multicultural Festival. Held annually in the city centre, the festival attracts hundreds of thousands of attendees and celebrates cultural diversity through food, music, dance, and community connection.

We’re seeking an experienced Event or Program Manager with a strong background in delivering large-scale public events or programs. You’ll lead the development and delivery of the festival’s entertainment program, including artist engagement, grant management, scheduling, and program logistics.

The role also supports sponsorship, volunteer coordination, and year-round engagement with multicultural communities, businesses, and government stakeholders. Strong project, people, contract, and financial management skills are essential.

You’ll supervise a small core team throughout the year and manage a larger workforce during the event period.

If you’re passionate about events and thrive in a dynamic, government environment, we’d love to hear from you.

Apply now to help shape one of the ACT’s most loved cultural celebrations.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: This is a permanent position. 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.

Community Services Directorate 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.

How to Apply: Please provide your curriculum vitae and a written pitch addressing the Selection Criteria. The pitch should be no more than two pages.

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

Contact Officer: Petra McNeilly Rutledge (02) 6207 9176 Petra.McNeillyRutledge@act.gov.au

**Strategic Policy**

**Housing Inclusive Policy**

**Disability Reform Taskforce**

**Senior Policy Officer**

**Administrative Services Officer Class 6 $100,650 - $114,448, Canberra (PN: 53393)**

Gazetted: 16 June 2025

Closing Date: 30 June 2025

Details: This permanent vacancy provides an exciting opportunity to join the Housing Inclusive Policy Branch, CSD. This position will be located within the Disability Reform Taskforce which has been established to implement the ACT Government's disability reform policy and planning. This role provides a unique opportunity for a suitably experienced and qualified person to contribute to the realisation of a significant reform agenda with an opportunity to further develop skill and experience in contributing to emerging public policy.

The successful candidate will demonstrate high-level written and inter-personal communication skills with attention to detail and accuracy when preparing executive briefs, policy documents, ministerial communications and sensitivity in liaison with internal and external stakeholders. The successful candidate will also demonstrate a high level of self-motivation, with an ability to work collaboratively within a small team to realise deliverables in a timely manner. Future professional development opportunities may arise to work in other policy areas within the branch.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: This is a permanent ongoing position.

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

How to Apply: Applicants should submit a written application (no longer than three pages) addressing each of the Selection Criteria by providing examples that demonstrate how you meet the requirements to perform this role. Please also include a resume outlining your qualifications and relevant work experience including the names of two referees.

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

Contact Officer: Fiona Holihan (02) 5124 3267 Fiona.Holihan@act.gov.au

### Education

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

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

**Executive Branch Manager, Strategic Policy**

**Temporary Vacancy (14 July 2025 until 2 September 2025, with the possibility of extension up to 9 months)**

**Education Directorate**

**System Policy and Reform**

**Position: E826**

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

Circulated to: ACTPS SOGA, iCBR Infrastructure Managers, Band 1 Executives List

Date circulated: 16 June 2025

The Education Directorate has a short-term opportunity to fill the position of Executive Branch Manager, Strategic Policy. The position is available 14 July 2025 to 2 September 2025, with the possibility of extension up to 9 months.

The Executive Branch Manager, Strategic Policy works to the Executive Group Manager, System Policy (EGM SPR) and Reform as a member of the Directorate’s executive team to provide policy development and strategy formulation in context of the ACT Government’s Future of Education Strategy. The Executive Branch Manager provides advice to Director-General (DG), Deputy Director-General, other members of the organisation’s executive team and the Minister and Cabinet.

This Executive supports the DG and EGM SPR to lead policy and legislative reform, research and development, and business innovation across the Directorate and is accountable for the design and delivery of key elements of the Directorate’s policy and transformation program. The Executive Branch Manager leads a range of improvement programs, business transformation initiatives and ensures alignment with National Priority Initiatives under the National Schools Reform Agreement and associated bilateral agreement.

The Executive Branch Manager, Strategic Policy reports to the Executive Group Manager, System Policy and Reform.

•Supports the DG and Senior Executive Team to lead a range of education reforms.

•Develops and implements transformational policy and programs to ensure ongoing business improvement and sustainability.

•Designs and implements organisational change management and program management systems including communication strategies.

•Manages the effective and efficient delivery of Directorate assets, resources and people, to assist the achievement of Government objectives, policies and priorities.

•Provides leadership to ensure the continuous improvement of education outcomes in the ACT; and

•Actively participates in the management of the Directorate as a member of the Corporate Executive Team.

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 $288,060 - $298,258 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $254,964.

To apply: Interested candidates should submit an Expression of Interest of no more than one page outlining what you could contribute to this role and a current curriculum vitae, including the contact details of two referees, to Nicole Moore, via email at nicole.moore@act.gov.au by COB Monday 30 June 2025.

Contact Officer: Nicole Moore nicole.moore@act.gov.au

**Schools Performance and Improvement Division**

**Tuggeranong Network**

**Erindale College**

**Front Office - Administrative Officer**

**Administrative Services Officer Class 3 $76,985 - $82,459, Canberra (PN: 68581)**

Gazetted: 17 June 2025

Closing Date: 24 June 2025

Details: Erindale College is seeking a highly motivated and customer focused individual to join our team in an administration role which entails a number of facets of school life.  This role is an integral part of the Erindale College front office team and is often the first point of contact for all students, families, staff and visitors to the school and as such you will demonstrate your exceptional communication skills, friendly demeanour and uphold our values as a positive, inclusive and welcoming member of staff.

This position is an active member of the Erindale College Administration team assisting with the operations of the school business and is accountable to the ACT Education Directorate.  This Administration role will work under general direction in relation to established priorities, task methodology and work practices to provide support to the Business Manager in the day-to-day administration of the school in line with school requirements and Directorate priorities.

Eligibility/Other Requirements:

Demonstrated high level of administrative skills including the ability to operate a variety of computer programs, graphic design software, school management systems and experience in the operation and the use of general office equipment and technology.

Proven organisational skills with the ability to work effectively in busy situations, in a team environment or independently and the ability to meet deadlines with minimal supervision

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

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

How to Apply: All interested candidates are invited to submit a curriculum vitae and Statement of Claims addressing each of the Selection Criteria. The statement of claims should be no longer than three pages.  Applicants are strongly encouraged to contact the school's Business Manager prior to submitting an application to learn more about the school and the specifics of the role.

Please note selections may be based on application and referee reports only.

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

Contact Officer: Nigel Bourke (02) 6142 2977 Nigel.Bourke@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.

**South Weston Network**

**School Improvement**

**Torrens Primary School**

**Student Service Coordinator - Torrens Primary School**

**Administrative Services Officer Class 4 $84,901 - $91,501, Canberra (PN: 65907)**

Gazetted: 17 June 2025

Closing Date: 24 June 2025

Details: This position is a valuable member of our small front office team. As the first point of contact you will demonstrate your exceptional communication skills, uphold our values as a positive, inclusive, and welcoming as you will be working directly supporting students, visitor to our school including parents and carers, and school staff.

The Student Service Coordinator will provide a high standard of administrative assistance and support to school including to the executive team and teachers. The position works as part of the front office team in the Day-to- Day administrative tasks of the school including accurate student attendance data in line with Directorate/ ACTPS requirements, customer service, reception duties, telephone enquiries, administrative support including enrolment, excursion, and first aid.

You will need to be able to work in a fast paced ever changing team environment, set and maintain priorities and deadlines.

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 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)

Experience in an administration role is highly desirable.

First Aid Certificate or a willingness to undertake appropriate training.

Knowledge of school specific software including Sentral and Xero or similar is highly desirable.

Knowledge and understanding of issues, educational and social needs of students with additional needs and/or intellectual and/or physical disabilities 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.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.

How to Apply: All interested candidates are invited to submit a curriculum vitae and Statement of Claims addressing each of the Selection Criteria, identified in the Position Description, along with two referee reports. The statement of claim should be no longer than two pages. Applicants are strongly encouraged to contact the school Business Manager prior to submitting an application, to learn more about the school and the specific role of the Student Service Coordinator at Torrens Primary School.

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

Contact Officer: Sommai Burge (02) 6142 0780 Sommai.Burge@ed.act.edu.au

**School Improvement**

**North Gungahlin Network**

**Shirley Smith High School**

**School Leader C - Eat Move Thrive (Health, Physical Education, Food Technology, Social and Emotional Learning)**

**School Leader C $143,503 - $146,641, Canberra (PN: 64455)**

Gazetted: 16 June 2025

Closing Date: 30 June 2025

Details: Shirley Smith High School is located in the Gungahlin district of Canberra and opened to an inaugural cohort of year 7 students in 2024. The school will cater for up to 800 students from years 7 to 10 and up to 90 teaching and ancillary staff when at capacity. The school provides high quality contemporary indoor and outdoor learning environments. These inclusive facilities support students with a diverse range of learning and social needs.

We are seeking a dynamic, flexible, and collaborative school leader with an unwavering passion for and commitment to our school’s guiding pedagogical principles, values, and vision. The successful applicant will be a highly motivated leader who is ready to develop an aspirational learning culture for staff and students through their dynamic presence and ability to authentically connect with staff, students, and families. This position will join our team in January 2026.

When addressing the capabilities, it will be essential that you are able to demonstrate your skills and experience in the following:

Leading the collaborative design and embedment of a dynamic, inclusive, and futures skills focused eat-move-thrive curriculum with students at the centre. This includes a strong focus on UDL, integrative teaching and learning, and co-teaching

Leading and managing the collection and analysis of critical school data and coordinate responses, in support of whole-school priorities

Leading highly collaborative data informed PLCs and whole school practices using evidence to improve teaching practices and learning outcomes for all students

Building teacher and support staff capacity through effective coaching and mentoring and instructional leadership

Engaging proactively as a member of the school community, fostering and maintaining effective partnerships with relevant stakeholders including parents for optimal educational and social outcomes

Leading restoratively utilising our Yindyamarra Framework to promote a positive culture that prioritises learning, effective relationships, and wellbeing for all

Being an effective and collaborative member of the Shirley Smith High School leadership team, taking responsibility for the ongoing growth of yourself, your colleagues, and our school community

Undertaking an appropriate teaching load and other duties as determined by the Principal.

Note: This position commences in January 2026. 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.

How to Apply: Provide a statement (max 6 pages) addressing the 5 School Leader C Capabilities and detailing how your skills and experience will ensure your success as School Leader C - Creative and performing Arts at Shirley Smith High School.

Contact Officer: Rebecca Pearce (02) 6142 0004 Rebecca.Pearce@ed.act.edu.au

**People, Governance and Communications**

**People & Performance**

**Office of Executive Branch Manager, Bus Operations**

**Executive Support Officer**

**Administrative Services Officer Class 5 $93,784 - $98,967, Canberra (PN: 61732)**

Gazetted: 13 June 2025

Closing Date: 27 June 2025

Details: The Executive Branch Manager, People & Performance in the Education Directorate is seeking applications for the Executive Support Officer (ESO) role. The ESO will provide high level administrative support in the Executive Branch Manager, People & Performance. The ESO will provide timely, accurate and effective senior executive support to the EBM. The EBM, P&P Office operates in a fast pace and busy environment and the ESO will need to manage workload based on shifting priorities within challenging timelines. The role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing priorities.

Note: This is a temporary position available from 1 July 2025 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.

How to Apply: Please submit your curriculum vitae, a written pitch to the role of up to two pages with two referees who have a thorough knowledge of your work performance and outlook.

Pitch: The pitch is integral to the application and should be based on the position information.

Curriculum Vitae: Your curriculum vitae should be current and provide relevant information about your education, employment history, experience, and workplace achievements.

Referees: In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

Selection may be based on written application only.

Applications should be submitted via the Apply Now Button below.

Contact Officer: Shannon Corrigan (02) 6207 9343 Shannon.Corrigan@act.gov.au

**School Improvement & Performance**

**South Weston Network**

**Hughes Primary School**

**Business Manager - Hughes Primary School**

**Administrative Services Officer Class 6 $100,650 - $114,448, Canberra (PN: 57033)**

Gazetted: 12 June 2025

Closing Date: 26 June 2025

Details: Join the Leadership Team at Hughes Primary School – Business Manager Opportunity.  Hughes Primary School is seeking a strategic and dynamic Business Manager to join our school leadership team and play a pivotal role in supporting our students, staff, and broader community. This is an exciting opportunity to contribute to a vibrant, high-energy learning environment that celebrates diversity, inclusion, and student wellbeing.

As Business Manager, you will lead the operational and strategic business functions of the school. This includes: Strategic Planning and Financial Management, Facilities Oversight and Human Resources Leadership, Procurement and Contract Administration, Compliance, Risk Management, and Governance, Communications and Stakeholder Engagement.

You will provide expert advice to the Principal, manage support and administration staff, and ensure the school meets all legislative and policy requirements set by the ACT Education Directorate. Your leadership will be key in driving continuous service improvement and operational excellence.

We are looking for a candidate with: Proven ability to manage complex workflows and competing priorities, Strong interpersonal and communication skills to engage with a diverse range of stakeholders, A proactive, solutions-focused mindset aligned with our school’s values of inquiry, respect, and global citizenship.

If you are ready to make a meaningful impact in a forward-thinking educational setting, we would love to hear from you.  Apply now and help shape the future at Hughes Primary School—where every child is supported to thrive.

We encourage you to discuss this role with the contact officer prior to submitting your application.

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 - Apply for or renew a WWVP registration - Access Canberra

Highly Desirable:

Qualification or equivalent in Business Administration, Finance or

Experience in a business-related role and financial qualifications and/or relevant experience.

Knowledge of office practices and procedures.

Knowledge of Microsoft Office packages.

First Aid qualification. A First Aid Certificate or a willingness to undertake appropriate training.

Note: This is a temporary position available immediately for a period of 12 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to Apply: Please submit a two-page pitch in response to the ‘What You Require’ section of the Position Description, outlining your relevant skills, knowledge, and experience along with your current curriculum vitae and contact details of two referees (one must be current or recent supervisor).

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

Contact Officer: Nina McCabe (02) 6142 0730 Nina.McCabe@ed.act.edu.au

**Schools Performance and Improvement Division**

**Tuggeranong Network**

**Erindale College**

**Information Technology Officer**

**Information Technology Officer Class 1 $82,459 - $93,151, Canberra (PN: 60368)**

Gazetted: 12 June 2025

Closing Date: 26 June 2025

Details: Erindale College is looking for an Information Technology Officer Level 1 Officer to support the school with managing our worksite ICT services.

Erindale College is a complex site which incorporates the College, Active Leisure Centre, Erindale Library and Erindale Theatre.  The school is looking for an individual to deliver quality IT support and direction for IT related fields.  The ITO would be required to be part of a dynamic team to work on technical support and other related activities.  With over 900 students and 90 staff our ITO would require highly developed communication skills, the ability to coordinate tasks with the Business Manager to achieve results, work within complex environments and operate independently as needed. The position is a full-time position.

Eligibility/Other Requirements:

Completion or completion by the end of the year in which applications invited, of an associate diploma or higher qualification in Computing/Information Science or significant relevant work experience (generally two or more years).

Mandatory: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Apply for or renew a WWVP registration - Access Canberra

Desirable: A current First Aid certificate or willingness to undertake appropriate training. Fire Warden Training or a willingness to undertake appropriate training

Note: Please note selection may be based on application and referees reports only. 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.

How to Apply: The online application form requires a written response addressing the Selection Criteria and a current curriculum vitae.

Please provide details of referee names as this position may be filled based on application and referee reports only.

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

Contact Officer: Nigel Bourke (02) 6142 2977 [Nigel.Bourke@ed.act.edu.au](mailto:Nigel.Bourke@ed.act.edu.au)

**People Governance and Communications**

**Communications, Engagement and Government Support**

**Director, Ministerial and Corporate Reporting**

**Senior Officer Grade B $146,705 - $164,506, Canberra (PN: 35232)**

Gazetted: 12 June 2025

Closing Date: 26 June 2025

Details: The Director, Ministerial and Corporate Reporting is a senior member of the team and supports the Senior Director in meeting the team’s responsibilities.

The Director, Ministerial and Corporate Reporting is responsible for the coordination, preparation and delivery of key corporate reporting and accountability functions for the Directorate including the annual report, non-financial components of the budget papers, the Statement of Performance process; Parliamentary and Governing Agreement reporting and other whole of government reports. This position also manages the coordination and provision of secretarial support for the Director-General’s key stakeholder meetings.

The position works closely with a range of key stakeholders, including the Education Directorate Executive and Leadership team, as well as other areas within the Directorate, across the ACT Government and other agencies both government and non-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.

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

How to Apply: Please submit a two-page pitch highlighting capabilities and skills in line with the Position Description, along with your current curriculum vitae and two referees, one of who is your current supervisor and have a thorough knowledge of your work performance.

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

Contact Officer: Emma Burn (02) 6205 6869 Emma.Burn@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**

**Environment and Planning**

**ACT Parks and Conservation Service**

**Environmental Offsets - Planning, Monitoring and Research**

**Monitoring Ecologist**

**Professional Officer Class 2 $100,650 - $114,448, Canberra (PN: 39931)**

Gazetted: 18 June 2025

Closing Date: 9 July 2025

Details: The Environmental Offsets – Planning, Monitoring and Research team is looking for an enthusiastic and professional ecologist to deliver the ACT Government’s Environmental Offsets Monitoring Program. This is an exciting opportunity to undertake project management and stakeholder engagement through ecological monitoring. The role will allow you to contribute your skills to inform restoration and land management activities to improve outcomes for some of Canberra’s most threatened flora and fauna.

Eligibility/Other Requirements:

Mandatory:

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Apply for or renew a WWVP registration - Access Canberra

A current manual driver’s license

Desirable:

Tertiary qualifications in a field of Environmental Management or Biological Science, or equivalent.

Willingness to undertake incident management duties, including participation in fire standby, fire suppression and fire training.

Note: This is a temporary position available immediately until 31 December 2025 with the possibility of extension up to 12 Months and/or permanency. Selection may be based on application and referee reports only.

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.

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

How to Apply: Please submit a written application of no more than two pages, addressing the Selection 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: Cameron Gallagher (02) 6207 7978 Cameron.Gallagher@act.gov.au

**Environment and Planning**

**ACT Parks and Conservation Service**

**Parks and Partnerships**

**Senior Park Ranger**

**Senior Park Ranger 3 $93,784 - $98,967, Canberra (PN: 45304, several)**

Gazetted: 18 June 2025

Closing Date: 2 July 2025

Details: The Parks and Conservation Service (PCS) is responsible for the management of the ACT’s conservation estate including Nature Reserves, National Parks, commercial softwood forests and rural lands.  The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental, wildlife and heritage outcomes.

PCS Senior Rangers help plan, develop, direct and coordinate natural, cultural resource and/or rural land management programs and visitor management programs.

These positions work from various PCS depots around the ACT region including Athllon, Mitchell, Namadgi, Tidbinbilla and Googong. Most Senior Rangers supervise 1-5 rangers, although others are focused on the delivery of project work and have no direct reports.

Eligibility/Other Requirements: Applicants are required to:

Have or be able to obtain a *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

Possess a manual driver’s licence.

Wear a uniform.

Work a shift roster including weekends, public holidays and evening shifts if needed.

This position is classified as a Designated Fire Position under the Collective Agreement. Bushfire related activities, including bushfire suppression, is a mandatory component of the position. Appointment / promotion / transfer to the position is conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment.

Highly Desirable:

Relevant Tertiary qualifications in Natural & Cultural Resource Management / Park Management

Note: This recruitment process will create a pool of suitable applicants for filling temporary vacancies over a 12-month period. If a permanent position becomes available at the Senior Ranger level, the vacancy will be advertised and applicants assessed through a separate process.

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 written application of no more than three pages, addressing the Selection 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: Mim Jambrecina (02) 6237 5307 Mim.Jambrecina@act.gov.au

**Environment and Planning**

**ACT Parks and Conservation Service**

**Environmental Offsets - Planning, Monitoring and Research**

**Field Ecologist**

**Professional Officer Class 1 $79,071 - $98,645, Canberra (PN: 41062, several)**

Gazetted: 13 June 2025

Closing Date: 4 July 2025

Details: Are you a passionate and skilled field ecologist looking to make a real impact on conservation in the ACT? Parks and Conservation Services is seeking enthusiastic professionals to support the delivery of on-ground ecological monitoring and land management activities that protect and enhance biodiversity at offset sites across Canberra. You’ll contribute to field surveys, data collection and analysis, and the implementation of targeted actions for threatened species and ecological communities. If you thrive in the outdoors, bring strong ecological knowledge, and are driven to support meaningful environmental outcomes, this is your chance to join a team making a lasting difference on the ground.

Eligibility/Other Requirements:

Mandatory:

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Apply for or renew a WWVP registration - Access Canberra

A current manual driver’s licence

Desirable:

Tertiary qualifications (or equivalent) in a field of Environmental Management or Biological Science, preferably including studies in Botany, Zoology or Ecology.

Willingness to undertake incident management duties, including participation in fire standby, fire suppression and fire training.

Note: These are temporary positions available immediately for a period of up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months.

Selection may be based on application and referee reports only.

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.

How to Apply: Please submit a written application of no more than two pages, addressing the Selection 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: Cameron Gallagher 0488109957 Cameron.Gallagher@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**](mailto:jobs@act.gov.au)

**Infrastructure Canberra**

**Delivery – Spaces and Places**

**Property Service Operations and Housing**

**Trades Team**

**Senior Fitter (Trade)**

**Senior Building Trade**

**$98,850 - $101,503, Canberra (PN: 23268)**

Gazette Date: 18 June 2025

Closing Date: 2 July 2025

Details: This position is part of Property Service Operations and Housing professional trades area providing maintenance services for ACT Government owned or managed buildings. You will use your trade expertise to diagnose and fix problems in buildings, recommend improvements and ensure that buildings meet the needs of the ACT Government and building users. This role is based primarily in the field working with supervisors to program and deliver work and reporting on progress and completion of jobs. We want people in the team that are good at their trade, deliver high quality work and provide good customer service.

Property Service Operations and Housing 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 meet Government and community services needs. 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 Service Operations and Housing operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other Requirements:

•Professional/Trade qualifications - trade certificate in Fitting and Turning or equivalent and building maintenance experience in a relevant function;

• Hold or have the capacity to obtain:

* White Card General Construction Induction Card (White Card),
* Asbestos Awareness and Working with Asbestos Cards Asbestos Awareness Training - WorkSafe ACT, and
* Any relevant Certificates such as gasfitting, TMV and Backflow prevention, Working at heights, Confined space, Forklift

•Hold or have the capacity to obtain Working with Vulnerable People card. Apply for or renew a WWVP registration - Access Canberra

•A current driver’s licence (car)

Note: This is a temporary position available immediately for six months. 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. 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. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in “What you Require” section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in “What You Will Do” at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

A current 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.

Contact Officer: Brett Taylor on ACTPG.IFM.Property.Operations@act.gov.au or (02) 6207 5031 or 0419 273 253

**Pipeline, Capability and Estate**

**Utilities Stakeholder and Interface Senior Lead**

**Infrastructure Manager/Specialist 3 $214,455, Canberra (PN: 69096)**

Gazetted: 17 June 2025

Closing Date: 1 July 2025

Details: Are you a strategic thinker with an in-depth understanding of utility stakeholders and associated services within the ACT?

Pipeline, Capability and Estate (PCE) Group within Infrastructure Canberra (iCBR) is looking for a highly skilled Infrastructure Manager as part of its Strategic Delivery Support Office (SDSO).

As the Utilities Stakeholder and Interface Senior Lead you'll act as a central point of contract for utility engagement for all utility-related matters across iCBR programs. This is a unique opportunity for someone who is adept at problem-solving and working across a large, exciting project portfolio.

Our ideal candidate will possess superior stakeholder management and engagement skills, and have a proven, solutions focussed track record of achieving results. Additionally, you will be required to work across iCBR's three delivery groups, Transport and Civil, Health, Education and Justice, and Delivery - Places and Spaces.

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: Compliance Requirements / Qualifications

*Mandatory:*

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture - a three-year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

a certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practicing Project Director (CPPD) or Certified Practicing Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

have a least 10 years’ relevant experience in Project Management, as prescribed in the attached work level descriptors.

*Desirable*

The position requires substantial experience in construction responsibilities of large-scale infrastructure projects, particularly waste infrastructure.

Demonstrated experience in contract management in a Public Private Partnership (PPP) and/or Design and Construct (D and C) contract environment is highly desirable.

Knowledge of the ACT Government or other State Government procurement and delivery processes would be highly regarded.

Notes: A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is designated for activity-based working (ABW). Officers will not have a designated workstation/desk.

How to Apply: Applicants should submit:

A supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role.

A copy of a current curriculum vitae. Include contact details for two referees with your application (or list referees as available by request).

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

Contact Officer: Kyla Kerkow 0421 672 243 Kyla.Kerkow@act.gov.au

**Communications, Culture and Industry**

**Communications and Engagement**

**Director, Communications and Engagement**

**Senior Officer Grade B $146,705 - $164,506, Canberra (PN: 53486)**

Gazetted: 13 June 2025

Closing Date: 27 June 2025

Details: Infrastructure Canberra (iCBR) is seeking an experienced individual to lead the planning, set up and delivery of engagement, stakeholder management and communications strategies for Tier 1 and Tier 2 Territory infrastructure projects.

This is a great opportunity for someone with experience in infrastructure communications and a good understanding of the complexities of large-scale project delivery in government.

As Director, Communications and Engagement, you will work closely and collaboratively with project teams, project directors, contractors, partner directorates and colleagues at all levels.

If you have a strong background in communications and engagement, experience managing complex and challenging stakeholder relationships, a collaborative and supportive work ethic, and exceptional project management and organisational skills, then this could be the next role for you.

Every day will bring a new challenge, but you will be joining a collaborative and supportive team culture. You’ll also have a key role in leading and mentoring across the broader iCBR communications and engagement team.

Some of the key responsibilities include:

Develop, oversee and evaluate audience-led communications and engagement strategies and services.

Lead complex relationships, issues management and problem solving with community and impacted stakeholders.

Work collaboratively across the project team, iCBR, and the broader ACT Public Service, to implement and champion best practice communications and engagement solutions.

Work closely with project teams and subject matter experts to prepare and design best practice community engagement tools and tactics.

Lead content planning and production across a broad range of internal and external channels and platforms.

If this sounds like something you’d like to be a part of, then please apply.

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 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 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.*

Contact Officer: Tania Navarro (02) 6205 0192 Tania.Navarro@act.gov.au

**Communications, Culture and Industry**

**Communications and Engagement**

**Assistant Director, Communications and Engagement**

**Senior Officer Grade C $125,344 - $134,527, Canberra (PN: 69054)**

Gazetted: 13 June 2025

Closing Date: 27 June 2025

Details: An exciting opportunity is available at Infrastructure Canberra (iCBR) to support communications and engagement activities across multiple infrastructure projects and directorate portfolios. Reporting to Director, Communications and Engagement, you will be tasked with developing and implementing communications and engagement strategies and working closely with project teams, contractors, partner directorates and stakeholders at all levels.

Every day will bring a new challenge and you’ll be contributing to a collaborative and supportive team culture. If this sounds like something you’d like to be a part of, then please apply.

Who are we looking for?

An enthusiastic and motivated communications professional with an interest in infrastructure, community engagement, and able to juggle several projects at once.

Some of the key responsibilities include:

developing and delivering communications and engagement strategies and programs

planning and management of stakeholder and community engagement initiatives, meetings, workshops and events

assisting with stakeholder meetings, interactions, records and reporting

creating project related print and digital content and collateral including newsletters, presentations and displays

working collaboratively across Infrastructure Canberra and with other directorate colleagues.

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 a minimum of 5 years’ experience working professionally in the fields of strategic communication, stakeholder and community engagement and/or content production.

Experience working on large infrastructure projects.

International Association for Public Participation (IAP2) Engagement Qualifications.

The ability to work flexibly with some out of hours work.

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

How to Apply:

Please submit the following:

A two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in “What you Require” section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in “What You Will Do” at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Illy 0419 193 706 [sarah.illy@act.gov.au](mailto:sarah.illy@act.gov.au)

**Delivery – Health, Education, Justice**

**Executive Group Manager, Project Director, Northside Hospital**

**Executive Level 2.4 $368,020 - $382,772 depending on current superannuation arrangements, Canberra (PN: E1355)**

Gazetted: 17 June 2025

Closing Date: 3 July 2025

Details: Infrastructure Canberra (iCBR) is seeking a highly experienced and suitably skilled leader to join the Directorate as the Project Director Northside Hospital.

The Project Director for the new Northside Hospital Project is a key senior role within iCBR that is responsible for the delivery of the project during the planning and procurement phase through to delivery and commissioning. The Project Director will be accountable for design, commercial, quality, time and budget outcomes as well as for the extensive clinical, community and governmental consultation and communications that a project of this type will demand.

The successful applicant will oversee a broad range of initiatives relating to the new Northside Hospital Project, including:

Providing collaborative and strategic leadership for the Northside project to attract, develop and retain a talented project team of staff and consultants through the planning, procurement and delivery stages of the project;

Communicating effectively and working collaboratively with clinicians and the North Canberra Hospital executive team to ensure that the project delivers on the functional and operational requirements of the hospital;

Leading the development and implementation of strategies to deliver effective stakeholder and community engagement relating to the project, and to provide transparency and appropriate opportunities for contribution and feedback;

Implementing and maintaining robust and flexible governance processes aligned with project management methodologies to ensure project objectives are delivered, and decisions are made, in an open, transparent and accountable manner, and;

Ensuring the project is delivered with the highest levels of ethical conduct in all engagements with external parties, through the development of appropriate probity arrangements and compliance with ACT Government policies and legislative requirements.

The ACT Public Service supports workforce diversity and is committed to creating inclusive workplaces. As part of this commitment, Aboriginal and/or Torres Strait Islander peoples, People with Disability, culturally and linguistically diverse people and those who identify as LGBTIQ are encouraged to apply. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

The role offers:

Excellent remuneration package

Relocation expenses

Diverse and rewarding role

Flexible working including hybrid office/home arrangements.

Note: Previous applicants need not reapply and will be considered. Previous applicants who wish to include further information in their application can do so in line with the closing date.

Remuneration: The position attracts a remuneration package ranging from $368,020 - $382,772 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of $327,821.

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: For further information, please visit <www.jobs.act.gov.au>

Contact Officer: Hayley Bell   0440 101 119   hayleyc.bell@act.gov.au

**Delivery Places and Spaces**

**Customer and Asset Management**

**Community and Government Engagement**

**Customer Relationship Manager**

**Administrative Services Officer Class 6 $100,650 - $114,448, Canberra (PN: 21499)**

Gazetted: 16 June 2025

Closing Date: 30 June 2025

Details: The Community and Government Engagement Team are looking for an individual to support their functions of providing a central customer service, business development and lease management to support and manage tenants, customers and clients.  The successful applicant will be required to provide professional customer management where property and services are provided to government and non-government clients. They will be required to support the teams in managing all activities related to the occupation of buildings and the customers overall relationship with the Property and Government Insourcing Group.

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.

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 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: 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, along with a current curriculum vitae and contact details for two referees.

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

Contact Officer: Luke De Rota 0468 663 488 luke.derota@act.gov.au

### Justice and Community Safety

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

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

**ACT Emergency Services Agency**

**Assistant Commissioner, Corporate**

**Assistant Purchasing Officer**

**Administrative Services Officer Class 5 $93,784 - $98,967, Canberra (PN: 57467)**

Gazetted: 18 June 2025

Closing Date: 2 July 2025

Details: Do you have attention to detail, provide excellent customer service and comfortable with procurement processes including supplier engagement/negotiation? The ESA is looking for an enthusiastic administrator to fill the position of Assistant Purchasing Officer, as part of the Procurement, Sourcing and Purchasing team.

Under the direction of the Director, ESA Procurement, Sourcing and Purchasing, the Assistant Purchasing Officer will assist with a wide range of purchasing exercises including procuring goods and services for the Territory’s Emergency Services range of tasks.

A key component of this role is to engage with both internal and external stakeholders; this includes all Branch’s and Operational Services the within the ESA; the Justice and Community Safety Directorate (JACSD), the ACT Government and neighbouring jurisdictions and Procurement ACT.

With your exceptional administrative skills, you will also be required to contribute to the procurement function of the team to support the delivery of a wide range of procurement projects within ESA; This may include drafting meeting papers, minute taking, correspondence and basic reporting.

Your actions will generate tangible impacts for the ACT’s Emergency Services and the wider 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:

1. Experience in customer service, purchasing and negotiation with stakeholders would be an advantage, but not essential.

2. Driver’s licence Class ‘C’ is essential.

3. This position does not require a pre-employment medical.

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)

Notes: This is a temporary position available from 28 July 2025 until 19 July 2026. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

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: Stephanie Mundy (02) 6207 8264 Stephanie.Mundy@act.gov.au

**Emergency Services Agency**

**Collaboration, Community Engagement & Intelligence Support**

**Public Information & Engagement**

**Senior Public Information Officer**

**Administrative Services Officer Class 6 $100,650 - $114,448, Canberra (PN: 49238)**

Gazetted: 17 June 2025

Closing Date: 8 July 2025

Details: Are you a creative wordsmith with a passion for engaging with the ACT community to share vital information? The ACT Emergency Services Agency (ESA) Public Information & Engagement team is currently seeking expressions of interest for a Senior Public Information Officer.

Under limited direction, you will work collaboratively within a multidisciplinary team to develop, deliver, and evaluate best practice communications and engagement projects for the ESA and its four services, the ACT Ambulance Service, ACT Fire & Rescue, ACT Rural Fire Service and the ACT State Emergency Service to inform the Canberra community.

You will create and implement targeted community and stakeholder engagement activities, develop strategies, and provide advice to senior leaders, while also producing engaging content using various channels. Additionally, you will evaluate projects for continuous improvement and work closely with stakeholders to ensure effective communication, adhering to the ACTPS Code of Conduct and Values.

This role will also work closely with media outlets sharing public information on alerts and warnings in the ACT, so you will need to carefully manage these important relationships!

The ideal candidate should have experience in a communication and engagement role in the ACT Government, and/or tertiary qualifications are highly desirable. Due to the fast paced nature of ESA you will need strong organisational and collaboration skills, ability to manage competing priorities and well developed writing skills to engage effectively with the public, ESA executive and relevant 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:

Tertiary qualifications in the field of communications and/or a related discipline area is highly desirable.

Experience working in a high pressure, fast-paced environment such as emergency services is desirable.

A minimum of a Driver’s licence Class ‘C’ is essential.

This position does not require a pre-employment medical.

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

Notes: This is a temporary position available from August 2025 for a period of 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: Applicants should submit a response of no more than two-pages addressing the Professional / Technical Skills and Knowledge and Behavioural Capabilities, together with your tailored curriculum vitae and the contact details of at least two referees. Please refer to the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Annabelle Kelly (02) 6205 1347 Annabelle.Kelly@act.gov.au

**Offender Reintegration**

**Offender Reintegration**

**Director, Justice Housing Program and Sentence Administration Section**

**Senior Officer Grade B $146,705 - $164,506, Canberra (PN: 44003)**

Gazetted: 16 June 2025

Closing Date: 30 June 2025

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill temporarily the position Director, Justice Housing Program and Sentence Administration Section (SOGB).

Through the provision of strong, ethical, collaborative, and highly visible leadership, the successful applicant will manage the Justice Housing Program (JHP) initiative, which aims to reduce the population in the Alexander Maconochie Centre and reduce recidivism. This will be achieved through the provision of temporary accommodation for various cohorts of justice-involved people.

The Sentence Administration Section (SAS) is responsible for the management of independent and robust detainee security classification processes, and the timely and accurate administration of detainee sentences, parole orders and community sentences.

The successful applicant will work closely with internal and external stakeholders to administer sentence calculations and sentence classifications, and to facilitate the transfer of prison sentences, parole orders and community-based sentences. You will also ensure that detainees receive a security classification at the lowest category consistent with managing their continuing custody, the safety of the public, staff and other detainees, and security and good order at a correctional centre.

This role presents enormous opportunity to shape service provision for people with high and complex needs, working collaboratively with government, the community services sector and people with lived experience, to make a tangible difference in the Canberra community.

To be successful, you will demonstrate strong leadership and management qualities, exceptional communication and interpersonal skills and an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements:

Demonstrated experience or willingness to work with offenders is essential.

The successful candidate may 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

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: This is a temporary position available immediately until 31 May 2026 with the possibility of extension and/or permanency. 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.

How to Apply: To apply, applicants are required to submit two items: (1) A one to three page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements; and (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

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

Contact Officer: Lizzie Spulak (02) 6205 5431 Lizzie.Spulak@act.gov.au

**ACT Courts and Tribunal**

**Registrar’s Office, Magistrates Court (MC)**

**MC Registry Operations**

**Assistant Court Coordinator**

**Administrative Services Officer Class 6 $100,650 - $114,448, Canberra (PN: 67122)**

Gazetted: 13 June 2025

Closing Date: 27 June 2025

Details: Are you organised, motivated, and keen to make a difference in improving outcomes for Aboriginal people in the Justice System? The ACT Courts and Tribunal (ACTCT) are looking for an enthusiastic and culturally engaged individual to join the Circle Sentencing team as an Assistant Court Coordinator.

Circle Sentencing Courts are a culturally responsive initiative within the ACT Magistrates Court and Children’s Court, designed to provide a more inclusive and restorative approach to justice for Aboriginal and Torres Strait Islander peoples. These courts integrate the authority of Aboriginal and Torres Strait Islander Elders into the sentencing process, recognising the importance of culture and community in addressing offending behaviour. The ACT has two Circle Sentencing Courts: Galambany for adults and Warrumbul for young people.

As Assistant Court Coordinator, you will support the Court Coordinator in administering the day-to-day operations of the Circle Sentencing Courts. You will play a vital role in managing referrals, assessments, pre-sentencing conferences, check-ins, and sentencing sessions. This position requires strong interpersonal and organisational skills, along with a deep understanding of the cultural needs of Aboriginal and Torres Strait Islander communities.

You will work directly with clients and their families, Elders, support services, legal representatives, and community organisations to help deliver culturally safe and solution-focused outcomes. The role also involves liaising with internal and external stakeholders, contributing to policy and procedural development, and supporting broader Aboriginal and Torres Strait Islander justice initiatives within ACTCT.

Key Responsibilities

Coordinate Circle Sentencing activities including case assessments, referrals, and session planning.

Provide culturally appropriate support to clients throughout the Circle Sentencing process.

Liaise effectively with Elders, legal representatives, community services, and other stakeholders.

Assist in maintaining case files, reports, statistics, and correspondence, including data entry into ICMS.

Provide accurate advice and support based on relevant legislation, policies, and procedures.

Contribute to the ongoing development of culturally safe and evidence-based practices.

Support the coordination of the Elders Panel and ensure logistical requirements are met.

Actively participate in Aboriginal and Torres Strait Islander-focused projects and initiatives within ACTCT.

We are seeking applicants who demonstrate:

A strong understanding of the cultural, historical, and social factors impacting Aboriginal and Torres Strait Islander peoples, including the ongoing effects of colonisation, intergenerational trauma, and systemic disadvantage. Ability to apply this knowledge in a justice or community services context, ensuring culturally responsive and respectful engagement. Highly developed organisational and communication skills, with a demonstrated capacity to manage competing priorities while maintaining accuracy and attention to detail.

Skilled in building and sustaining collaborative and respectful relationships with a diverse range of stakeholders, including Aboriginal and Torres Strait Islander communities, Elders, clients, service providers, and legal professionals. Committed to delivering services that are trauma-informed, culturally safe, and grounded in principles of dignity, empowerment, and social justice.

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 is an Identified position in accordance with Section 27(4) of the *Public Sector Management Act 1994* and is only open to Aboriginal and/or Torres Strait Islander peoples. Aboriginal and/or Torres Strait Islander identity is considered essential and therefore confirmation of cultural identity may be requested.

Computer literacy skills are relevant to this role as you will use several computer software programs to undertake the tasks of this role.

To be eligible for permanent or temporary employment within the ACT Public Service 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.

The successful candidate will be required to undergo a National Criminal History check.

This position does require a Working with Vulnerable People registration.

This position does not require a pre-employment medical.

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. This is an Identified position in accordance with Section 27(4) of the *Public Sector Management Act 1994* and is only open to Aboriginal and/or Torres Strait Islander peoples. Aboriginal and/or Torres Strait Islander identity is considered essential and therefore confirmation of cultural identity may be requested. A Merit Pool will be established from this selection process and may be used to fill identical vacancies over the next 12 months.

How to Apply: Applicants should provide:

A personal pitch (the pitch is to be a maximum of two pages only). In your pitch, please explain how you meet all the Professional / Technical Skills and Knowledge and Behavioural Capabilities; outlined in the “What you require” section of the selection documentation. Specific examples should be provided using the STAR method where appropriate.

A curriculum vitae and details of two referees (one of which must be your current supervisor/manager).

Contact Officer: April Rich (02) 6205 1236 April.Rich@Courts.act.gov.au

**ACT Courts and Tribunal**

**Corporate and Strategic Services**

**Therapeutic and Client Services**

**Disability Liaison Officer**

**Administrative Services Officer Class 6 $100,650 - $114,448, Canberra (PN: 49158)**

Gazetted: 13 June 2025

Closing Date: 4 July 2025

Details: Are you passionate about promoting inclusivity and accessibility within the legal system? The ACT Courts and Tribunal is seeking a dedicated and empathetic individual to join our team as the Disability Liaison Officer. In this pivotal role, you will work with Court and Tribunal users, stakeholders and agencies to ensure that individuals with disabilities have equal access to justice, across operational and systemic levels.

Eligibility/Other Requirements:

The successful candidate will be required to undergo a National Criminal History 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

Note: This position is a client facing role that supports vulnerable court users. You may be exposed to sensitive or traumatic situations and material.

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

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.

How to Apply: To apply, please provide written response of no more than two pages addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities. Please also provide a current curriculum vitae, including contact details of two referees.

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

Contact Officer: Daniella Posavec (02) 6207 3581 Daniella.Posavec@Courts.act.gov.au

**Public Trustee and Guardian**

**Enabling and Support Services**

**Senior Procurement Officer**

**Administrative Services Officer Class 6 $100,650 - $114,448, Canberra (PN: 40549)**

Gazetted: 12 June 2025

Closing Date: 26 June 2025

Details: The Public Trustee and Guardian (PTG) for the ACT promotes and supports the rights, interests and life decisions of our clients and to deliver excellent trustee outcomes for the ACT community. We perform a range of functions, deliver services under a range of legislation, and work closely with other ACT Government agencies and stakeholders.

PTG is seeking a Senior Procurement Officer who will have responsibility for managing and scheduling the range of procurement activities to ensure PTG services are delivered within required timeframes for project activities.

The role is responsible for coordinating PTG efforts, fostering relationships with support partners, ensuring compliance and providing subject matter expertise to the agency on all aspects of procurement activity, including guiding development of procurement documentation, helping establish appropriate panels, ensuring probity and integrity in processes.

The ideal candidate for the role will have extensive experience in procurement in a government context and in managing a program of works to coordinate resource allocation and timing outcomes to ensure success.

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 - Apply for or renew a WWVP registration - Access Canberra

Qualifications in procurement is highly desirable.

Note: This is a permanent position starting immediately. An order of merit will be established from this selection process.

How to Apply: Interested applicants should submit a two-page pitch addressing both the Professional/Technical skills and Knowledge and Behavioural Capabilities which can be found in the Position Description. A current curriculum vitae (CV) including the contact details of at least two referees should also be provided.

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

Contact Officer: Adriana.Lulic@act.gov.au (02) 6207 9800 Adriana.Lulic@act.gov.au

**ACT Corrective Services**

**Custodial Operations**

**Placement Officer**

**Administrative Services Officer Class 6 $100,650 - $114,448, Canberra (PN: 14704)**

Gazetted: 12 June 2025

Closing Date: 26 June 2025

Details: An opportunity has emerged within ACT Corrective Services (ACTCS), for a highly motivated and values-driven professional to fill the role of Placement Officer (ASO6), within Custodial Operations. This position is located at the Alexander Maconochie Centre, in Hume.

In consultation with the Operations and Area Managers, the Placement Officer will be required to make initial and ongoing detainee accommodation placement recommendations to the Senior Director, Accommodation.

In addition, the successful applicant will be responsible for the oversight of processes and documentation related to detainee accommodation placements, ensuring that all placements are completed in in a timely manner by the appropriate authorities, in accordance with policy and section 44 of the *Corrections Management Act 2007.*

Further to this, you will establish and maintain a register of detainees who require protection status or non-associations and ensure these are reviewed within the established policy timeframes.

To be successful in this role, you will have experience in information management, including the ability to manage and analyse information, and the ability be able to demonstrate exceptional interpersonal, organisational and communication skills necessary to build rapport and work collaboratively and respectfully with a diverse range of 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:

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

A current driver’s licence (Class C) is 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.

How to Apply: Applicants are required to submit two items:

A one-to-three-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

Please ensure you submit all three items.

Contact Officer: Lucy Summers (02) 6207 0047 Lucy.Summers@act.gov.au

**Legislation, Policy and Programs**

**Program Manager, National Firearms Register**

**Executive Level 1.3 $265,492 - $276,106 depending on current superannuation arrangements, Canberra (PN: E1393)**

Gazetted: 16 June 2025

Closing Date: 30 June 2025

Details: The Justice and Community Safety Directorate (JACS) is seeking an experienced, innovative, and motivated senior executive to fill the role of Program Manager, National Firearms Register within the Legislation, Policy, and Programs Division.

This role reports to the Executive Group Manager and established governance groups and involves direct supervision of senior directors.

Legislation, Policy, and Programs (LPP) advises on and develops policy and legislation in relation to all aspects of civil and criminal law in the Territory.  It also develops and administers a variety of justice-related and community safety programs and is responsible for managing the ACT's contract with ACT Policing.

This particular role is to lead the new Project Management Office, National Firearms Register (PMO) to deliver and implement a digitised ACT Firearms Registry and its integration into a National Firearms Register (NFR) being developed by the Commonwealth Government via the Australian Criminal Intelligence Commission (ACIC). The Program Manager will lead the PMO to deliver outcomes, provide high level advice on complex issues and be responsible for the development of related documents, reports, submissions, briefs, and correspondence for Senior Executives, the Minister and related stakeholders.

The Project Manager should be a dynamic leader with excellent technical, communication, organisational and collaboration skills.

Eligibility/Other requirements: This position requires an NV1 security clearance, or ability to obtain and hold one.

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

Remuneration: The position attracts a remuneration package ranging from $265,492 - $276,106 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $235,867.

Contract: You will be engaged under a performance-based short term contract for a period of up to two years.

To apply: Interested candidates are requested to submit an application of no more than one page, 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: Wilhelmina Blount (02) 6207 0835 wilhelmina.blount@act.gov.au

### Legal Aid Commission

**LEGAL AID ACT**

**Legal Aid ACT**

**Executive Services**

**Management Accountant**

**Senior Officer Grade C $125,344 - $134,527, Canberra (PN: 1428)**

Gazetted: 12 June 2025

Closing Date: 26 June 2025

Details: The Management Accountant primarily provides oversight of Legal Aid’s management accounting, data analysis and reporting processes.

At different times, the Management Accountant will also complete project work as directed by the Chief Financial Officer or the Chief Executive Officer relating to Legal Aid’s financial and administrative processes.

Key Capabilities

Essential:

Ability to interpret, manipulate and understand data relevant to the management and output of Legal Aid

Excellent attention to detail and a proven ability to prepare accurate, timely and comprehensive reports

High level written and verbal communication skills, including the ability to clearly present data in an accurate and concise manner

Ability to interpret and apply appropriate legislation.

Excellent knowledge and application of relevant accounting standards and principles

Ability to assess priorities and manage competing deadlines both independently and as a member of a team

Initiative, sound judgment and the capacity to respond to requests for assistance in urgent matters while working in a team environment

Eligibility/Other Requirements: Relevant qualifications in accounting or finance (preferably with CA/CPA qualification)

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

*For more information and how to apply click “here”*

Contact Officer: Briohny Walker 6243 3411 hr@legalaidact.org.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**

**City Services**

**City Operations**

**City Presentation/Urban Treescapes**

**Tree Worker Operations**

**General Service Officer Level 3/4 $66,600 - $74,225, Canberra (PN: 45558, several)**

Gazetted: 18 June 2025

Closing Date: 2 July 2025

Details: URBAN TREESCAPES manages and maintains more than 834,500 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 planting, watering and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Urban Forest Act 2023;* the assessment of tree related claims; and the provision of technical advice on 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 Tree Worker, Operations.

These full time, permanent positions, will be working a 9 -Day fortnight and working within a team of Arborists, Tree workers and Contractors to maintain and manage Canberra's urban forest.

Eligibility/Other Requirements:

Compliance Requirements / Qualifications

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.

Fall trees manually (chainsaw certificate) - basic or willingness to obtain.

Operate a boom type elevated work platform - 11m or more (EWP Ticket), or willingness to obtain.

Authority to implement traffic control plans & Traffic controller training, or willingness to obtain.

Certificate III in Horticulture or Arboriculture is highly desirable.

Driver’s licence Class MR (Medium Rigid) or higher is highly desirable.

Ability to undertake the physical requirements of the tasks listed in this Position Description.

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

A pre-employment medical may be required. Background / Security clearance checks will also be conducted.

The position requires a willingness to wear a uniform, work anywhere in the ACT as required and participate in an on-call roster.

Note: This is a full-time permanent position.

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

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

How to Apply: Applications should include:

A statement of two to three pages addressing the 'Selection Criteria' section of the Position Description

A current curriculum vitae (resume)

Contact details of at least two referees

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

Contact Officer: Lachlan Taylor 0408 789 370 Lachlan.Taylor@act.gov.au

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

**City Services**

**City Presentation**

**Licensing and Compliance**

**Senior Operational Support Officer**

**Administrative Services Officer Class 5 $93,784 - $98,967, Canberra (PN: 62583)**

Gazetted: 18 June 2025

Closing Date: 2 July 2025

Details: Do you like living in a clean and safe Canberra? Do you want to have a positive impact on the community you live in?

If you answered yes, then we have an exciting permanent opportunity for you as the Senior Operational Support Officer within Transport Canberra and City Services Licensing and Compliance (L and C) unit.

As the Senior Operational Support Officer, no two days are the same. From triaging, assessing and assigning cases, working with clients, investigating complaints, to managing the impounded vehicle yard and uncollected goods, your role will be dynamic, requiring you to be agile with an ability to think on your feet and draw upon your extensive regulatory experience or transferrable skills.

Supervising the Operational Support Officer, as well as providing support to field Compliance Officers, you will need to be able to work as part of a team and provide clear direction and leadership where required.

As the Senior Operational Support Officer, you will need to possess excellent communication skills and be able to collaborate effectively with the L and C Compliance Team, and the greater community, to effectively regulate and administer the various statutory functions for which TCCS is responsible.

You will be part of the L and C Compliance Team which is responsible for investigating breaches of legislation enforced by TCCS under relevant legislation including, the Public Unleased Land Act 2013, Litter Act 2004, Urban Forest Act 2023, Trespass on Territory Lands Act 1932, and the Uncollected Goods Act 1996.

Currently based at Reid Depot, the Compliance Team is responsible for keeping unleased Territory land safe and amendable by responding to applications and complaints, which include:

investigation of unapproved use of unleased land including illegal camping and unapproved storage of materials;

investigation of littering offences and illegal dumping;

investigation of line-of-sight problems pertaining to nature strip developments, objects, trees, or foliage;

enforcement of the Code of Practice for Movable Signs;

investigation of overhanging foliage obstructing public footpaths;

compliance checks for permits issued under the Public Unleased Land Act 2013;

abandoned vehicle removal;

e-scooter regulation; and

shopping trolley regulation.

The Compliance Team is operational on a Monday to Friday roster and a degree of flexibility is expected from the Senior Operational Support Officer, who may be required to work occasionally outside core hours. The position reports directly to the Reactive Operations Manager but works closely with the Assistant Director Compliance and Proactive Operations Manager.

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:

Permanent Resident of Australia.

Driver’s licence Class ‘C’ or higher is essential.

This position does require a police criminal check.

This position does require a pre-employment medical 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

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

The ability to be available in an operational field-based environment within core hours.

The ability to be flexible and on occasions and be willing to work outside core hours. Some weekend work may be required.

Willingness to wear a uniform.

Desirable:

Demonstrated ability to supervise staff.

Experience working in a fast-paced office environment.

Excellent verbal and written communication skills.

Excellent administrative and organisational skills.

Strong operational knowledge of office and field-based information technology.

Demonstrated experience in working in a regulatory/compliance environment.

Certificate IV in Government Investigations or competency to undertake and complete the course.

Current First Aid Certificate or an ability to undertake and complete the training.

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

How to Apply: Please submit a written application (no more than two pages) addressing the Selection Criteria listed under the ‘What You Require’ section. Please include your current curriculum vitae and the names of two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Haines (04) 6602 7475 Andrew.Haines@act.gov.au

**City Services**

**City Presentation**

**Urban Treescapes**

**Technical Officer, Programs**

**Technical Officer Level 3 $87,882 - $98,645, Canberra (PN: 49302)**

Gazetted: 17 June 2025

Closing Date: 24 June 2025

Details: Do you have a growing ambition to work with trees and nurture a greener future for the ACT? If so, you could help make a difference as a valued member of Urban Treescapes.

Canberra’s urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 834,000 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Urban Forest Act 2023*; the assessment of tree related claims; and the provision of technical advice on tree related matters.

Applications are invited to fill a full-time, temporary vacancy with the possibility of permanency, for the role of Technical Officer Programs.

The Technical Officer Programs will work within a team that plans and manages tree planting, watering, removal, and tree maintenance activities. The role is responsible for assisting with the development, administration, and delivery of Urban Treescapes programs. The role will include processing invoices, record keeping and finance reporting, assisting with the collection, collation, and communication of field data utilising ArcGIS mapping software, and carrying out site audits as required.

The role may also occasionally involve leadership of a small team of workers responsible for tree audits and will include responsibility for carrying out site specific risk assessments, ensuring crews work safely.  This position will be based in Dickson but will require regular field work throughout Canberra’s urban open space.

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 or relevant tertiary qualifications is highly desirable.

Driver’s licence Class C (Car) is essential.

This position requires a Working with Vulnerable People check and a pre-employment medical may be required.

The position requires a willingness to wear a uniform and work anywhere in the ACT as required.

Note: This is a temporary position available immediately for a period of three months with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. A Merit Pool may be established from this selection process and used to fill vacancies over the next 12 months. This position is based within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applications should include:

A statement of no more than three pages addressing the ‘Selection Criteria’ section of the Position Description

A current curriculum vitae.

Contact details of at least two referees

Contact Officer: Amanda Evans (02) 6205 1074 Amanda.Evans@act.gov.au

**City Services**

**Roads ACT**

**Road and Path Network**

**Asset Officer – Road Maintenance  
Infrastructure Officer 2 $100,768 - $115,156, Canberra (PN: 69115, several)**Gazetted: 17 June 2025Closing Date: 7 July 2025

Details: This advertisement is for the following positions and durations.

P69115 - Full time Permanent vacancy

P62398 - Temporary vacancy for 12 months with possibility of extension and/or permanency.

Roads ACT is responsible for the management of the territorial and municipal roads, national highways, community paths, stormwater network, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community.

These two positions will be part of a team committed to the asset management of the Territory’s Road Maintenance portfolio specifically road pavements. This includes but not limited to road condition inspection, technical engineering analysis, preparation and implementation of annual resurfacing program, procurement and management of contracts related to road pavements.

This position will coordinate the planning and delivery of a range of infrastructure maintenance programs and projects specifically for the pavement assets. This position will have responsibility for administration, productivity and efficiency, quality standards, Work Health Safety and environmental requirements for the assigned maintenance projects.

The primary responsibilities for this position are to:

Providing technical advice relating to infrastructure assets, including review of elements of construction or designs, and relevant standards and specifications within given timeframes.

Planning of maintenance programs, site investigations and analysis of infrastructure assets.

Coordinating and responding to Infrastructure asset requests including but not limited to public requests, Ministerials, technical documentation and reports.

Assisting with the procurement, coordination, management, and delivery of infrastructure asset programs, including contract administration and site supervision works.

Verifying and auditing the quantity and quality of works. Ensuring proper documentation and record keeping.

Utilising TCCS systems including Asset, Financial and Work Health Safety (WHS) in accordance with relevant Government policies and guidelines.

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.

Driver’s licence (C-Class) is essential.

Tertiary qualifications in engineering and/or relevant infrastructure disciplines is highly desirable.

Proficient with using Microsoft Office Suite programs and databases is highly desirable.

CPCWHS1001 - Prepare to work safely in the construction industry – essential.

11084NAT - Course in Asbestos Awareness – highly desirable or ability to obtain within six months of appointment.

10830NAT - Course in Crystalline Silica Exposure Prevention – highly desirable or ability to obtain within six months of appointment.

Implement traffic control plans (IMP) – highly desirable or ability to obtain within six months of appointment.

This position does require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

Note: These positions consist of one permanent position and one temporary position available immediately for a period of 12 months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

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.

How to Apply:

A supporting statement of no more than two pages outlining experience and/or ability and clearly addressing each of the five criteria listed under 'Selection Criteria' section in the attached Position Description.

A current curriculum vitae

Contact details of at least two referees (including current supervisor)

Applications should be submitted via the Apply Now Button below.

Contact Officer: Shium Reza (02) 6205 9305 Shium.Reza@act.gov.au

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

**City Services**

**City Presentation**

**Urban Treescapes**

**Technical Support Officer, Programs**

**Technical Officer Level 2 $76,017 - $86,300, Canberra (PN: 18125)**

Gazetted: 17 June 2025

Closing Date: 24 June 2025

Details: Do you have a passion for protecting trees and a desire to work as part of a small, supportive team? If so, you could help make a difference as a valued member of Urban Treescapes.

Canberra’s urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 834,000 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Urban Forest Act 2023*; the assessment of tree related claims; and the provision of technical advice on tree related matters.

Applications are invited to fill a full-time, temporary vacancy with possibility of permanency for the role of Technical Support Officer, Programs available immediately.

The Technical Support Officer, Programs is responsible for providing administrative and technical support to the Urban Treescapes Programs team including data collection and processing of customer requests, preparation of correspondence, processing invoices, day to day fleet management, and carrying out technical assessments of trees. This position will be based in Dickson but will require occasional field work throughout Canberra’s urban open space.

The successful applicant will have a passion for trees and an understanding of the importance of teamwork and great customer service.

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: Please see the position description for further information about the role.

Notes: This is a temporary position available immediately 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 used to fill vacancies over the next 12 months. This position is based within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applications should include:

A statement of no more than two pages addressing the ‘Selection Criteria’ section of the Position Description

A current curriculum vitae

Contact details of at least two referees

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

Contact Officer: Amanda Evans (02) 6205 1074 Amanda.Evans@act.gov.au

**Transport Canberra and City Services Division**

**Transport Canberra and Business Services**

**Capital Linen Service (CLS)**

**Purchasing Officer**

**Capital Linen Service Band 4 $77,392 - $82,251, Canberra (PN: 29710)**

Gazetted: 13 June 2025

Closing Date: 27 June 2025

Details: Are you a detail-oriented professional with a passion for procurement and logistics?

Capital Linen Service (CLS) operates as a commercial business unit within the ACT Government's Transport Canberra and City Services Directorate.

We have extensive experience and knowledge of the linen hire and laundry services industry and have been delivering linen services and operating an industrial factory across the Canberra region since 1978, servicing more than 120 clients in Canberra and its surrounds.

Our people are our biggest asset and are what make us a great place to work! We take pride in our commitment to deliver the highest standards of quality and reliability and enjoy a healthy team culture.

As a Purchasing Officer at Capital Linen Service, you will play a vital role in supporting our operational success. You’ll manage purchasing and stock control processes, ensuring our busy industrial laundry runs smoothly and efficiently.

Key responsibilities of this position are to:

Undertake purchasing and procurement of spare parts and consumables.

Maintain stock levels, conduct stocktakes, and manage inventory systems.

Use digital systems such as MEX, Procure 2 Pay (P2P), and APIAS to manage purchasing workflows.

Liaise with internal teams and suppliers to ensure timely and accurate procurement.

Support continuous improvement in purchasing processes and reporting.

Our ideal candidate would bring:

Experience in purchasing and stock control, ideally in an industrial or operational setting.

Proficiency in Microsoft Office and the ability to learn new systems quickly.

Strong organisational skills, attention to detail, and the ability to manage competing priorities.

A collaborative mindset and excellent communication skills.

A current driver’s licence and willingness to undergo a pre-employment medical and police check.

Join us at CLS and help keep our operations running at peak performance!

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 with computerised business and/or software systems such as Procure 2 Pay (P2P) and Account Payable Invoice Automation System (APIAS) is highly desirable.

Microsoft office suite experience.

Driver’s licence (C Class) is essential.

This position does require a pre-employment medical and police check.

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.

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

How to Apply:

In no more than two pages please address the Professional/Technical/Behavioural Skills found in the Position Description.

Please submit a current curriculum vitae and the contact details of two referees.

Contact Officer: Wally Arndt (02) 6207 3046 Wally.Arndt@act.gov.au

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

**City Services**

**City Presentation**

**Urban Treescapes**

**Coordinator, Tree Assets**

**Administrative Services Officer Class 6 $100,650 - $114,448, Canberra (PN: 18126)**

Gazetted: 12 June 2025

Closing Date: 19 June 2025

Details: Can you see the forest for the trees? If so, you can help make a difference as a valued member of Urban Treescapes.

Canberra’s urban forest comprises a diverse combination of evergreen and deciduous trees that provide important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 834,000 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees, the provision of technical advice on tree related matters and collaboration with other business units to support the urban forest over time.

Applications are invited to fill the full-time vacancy for the role of Coordinator, Tree Assets.

The Coordinator, Tree Assets is responsible for the planning, development, and implementation of tree removal, planting and watering programs. This position coordinates tree services procurement, finance reporting and assists with the coordination of community engagement processes associated with the above activities. This position also liaises with and manages the contractors undertaking the above services.

The successful applicant will have a passion for trees and an understanding of the importance of teamwork and great customer service.

Eligibility/Other Requirements: Please see the Position Description for further information about the role.

Note: 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.

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.

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.

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.

How to Apply: Applications should include:

A statement of no more than four pages addressing the ‘What you require’ section in the Position Description

A current curriculum vitae (resume)

Contact details of at least two referees

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

Contact Officer: Amanda Evans (02) 6205 1074 Amanda.Evans@act.gov.au

## APPOINTMENTS

### ACT Health

**Senior Officer Grade B $145,253 - $162,877**

Darren Barber, Section 68(1), 13 June 2025

### Canberra Health Services

### Medical Imaging 3 $119,984 - $135,607

### Cathleen MacDonald Section 68(1), 16 June 2025

### Administrative Service Officer Class 3 $76,985 - $82,459

### Pema Wangchen Section 68(1), 19 June 2025

**Registered Nurse Level 1 $81,181 - $106,712**

Angeli Guiang, Section 68(1), 22 May 2025

**Registered Nurse Level 1 $81,181 - $106,712**

Anuj Sharma, Section 68(1), 22 May 2025

**Health Professional Leve 2 $89,134 - $106,625**

Ashmita K C, Section 68(1), 22 May 2025

**Registered Nurse Level 1 $81,181 - $106,712**

Asmita Karmacharya, Section 68(1), 22 May 2025

**Assistant in Nursing $63,643 - $65,623**

Devika Giri, Section 68(1), 22 May 2025

**Registered Nurse Level 1 $81,181 - $106,712**

Sumita Basnet, Section 68(1), 4 June 2025

Note: 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 clause 53

**Registered Nurse Level 1 $80,378 - $105,656**

Merin Benny, Section 68(1), 16 June 2025

**Registered Nurse Level 2 $109,637 - $115,894**

Christina Carter, Section 68(1), 16 June 2025

**Enrolled Nurse Level 1 $73,374 - $78,043**

Nelum Asokamala Siriwardena Hettige, Section 68(1), 20 June 2025

Note: 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 clause 53.

**Enrolled Nurse Level 1 $74,108 - $78,823**

PREEYA KUNWAR, Section 68(1), 19 June 2025

**Health Professional Level 2 $89,134 - $106,625**

Guy Nesbitt-Titheradge, Section 68(1), 6 June 2025

**Registered Nurse Level 1 $80,378 - $105,656**

Mekha Sadasivan Nair, Section 68(1), 16 June 2025

**Administrative Services Officer Class 3 $76,985 - $82,459**

Jasrajdev Singh, Section 68(1), 19 June 2025

**Administrative Services Officer Class 2/3 $68,551 - $82,459**

Jaswinder Singh, Section 68(1), 12 June 2025

**Registered Nurse Level 1 $80,378 - $105,656**

Roy Thavalathil Rajan, Section 68(1), 16 June 2025

**Registered Nurse Level 1 $80,378 - $105,656**

Elsin Thomas, Section 68(1), 16 June 2025

### Chief Minister, Treasury and Economic Development

**Senior Officer Grade C $125,344 - $134,527**

Ana Balta, Section 68(1), 11 June 2025

Note: This appointment is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee General.

**Senior Officer Grade C $124,103 - $133,195**

Caitlin Setnicar, Section 68(1), 21 June 2025

Note: This appointment is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee General.

**Administrative Services Officer Class 6 $100,650 - $114,448**

Gao Zhu, Section 68(1), 12 June 2025

### Community Services

**Administrative Services Officer Class 5 $93,784 - $98,967**

Lambang Christian, Section 68(1), 18 June 2025

Note: This appointment is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee General.

**Youth Worker 1 $76,985 - $82,459**

Sugar-Kaye Grefaldeo, Section 68(1), 10 June 2025

**Administrative Services Officer Class 5 $93,784 - $98,967**

B K Sandeep Gunawardena, Section 68(1), 18 June 2025

Note: This appointment is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee General

**Health Professional Level 1/2 $78,287 - $105,569**

Fiona Wu, Section 68(1), 16 June 2025

**Education**  
 **School Assistant 4 $77,970 - $84,031**

Zachary Patch, Section 68(1), 16 June 2025

**School Assistant 2/3 $58,291 - $70,118**

Aidan Bancroft, Section 68 (1), 23 June 2025

**Environment, Planning and Sustainable Development**

**Administrative Services Officer Class 6 $100,650 - $114,448**

Madeleine Roberts, Section 68(1), 17 June 2025

### Infrastructure Canberra

**Administrative Services Officer Class 6 $100,650 - $114,448**

Darcy Clark Section 68(1), 16 June 2025

**Administrative Services Officer Class 5 $93,784 - $98,967**

Zija Haxhimolla, Section 68(1), 16 June 2025

### Justice and Community Safety

**Senior Officer Grade B $145,253 - $162,877**

Nevada Brown, Section 68(1), 16 June 2025

**Patient Transport Officer 1 $70,893 - $75,017**

Amy McGinn, Section 68(1), 16 June 2025

**Administrative Services Officer Class 6 $100,650 - $114,448**

Jiaying Yang, Section 68(1), 12 June 2025

**Senior Officer Grade A $167,872**

Brenton Higgins Section 68(1), 18 June 2025

### Transport Canberra and City Services

**Infrastructure Officer 1 $84,417 - $98,805**

Tamanna Rahman, Section 68(1), 12 June 2025

**Infrastructure Officer 3 $125,621 - $137,393**

Balamurugan Thulasingam, Section 68(1), 12 June 2025

**Administrative Services Officer Class 4 $84,901 - $91,501**   
Genene Haines: 89408554, Section 68(1), 19/06/2025

## TRANSFERS

### Canberra Health Services

**Swastika Rai**

From: Registered Nurse Level 1 $81,181 - $106,712

Canberra Health Services

To: Registered Nurse Level 1 $81,181 - $106,712

Canberra Health Services, Canberra (PN. 34010) (Gazetted 21/03/2025)

### Chief Minister, Treasury and Economic Development

**Fiona Krawczyk**

From: Senior Officer Grade C $125,344 - $134,527

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C $125,344 - $134,527

Chief Minister, Treasury and Economic Development, Canberra (PN. 33464) (Gazetted 25 July 2024)

### Education

**Cameron Taylor**

From: Administrative Services Officer Class 6 $100,650 - $114,448

Education

To: Administrative Services Officer Class 6 $100,650 - $114,448

Education, Canberra (PN. 44258) (Gazetted 15 April 2025)

## PROMOTIONS

### ACT Health

**Digital Solution Division**

**Application Support**

**Ambulatory and Community Care**

**Beulah Jayasinghe**

From: Administrative Services Officer Class 4 $84,901 - $91,501

Canberra Health Services

To: † Senior Information Technology Officer Grade C $125,344 - $134,527

ACT Health, Canberra (PN:60804) (Gazetted 8/01/2025)

### Canberra Health Services

**Canberra Health Services**

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

**Alcohol and Drug Program**

**ADS Central Management**

**Jade Cataldo**

From: Registered Nurse Level 2 $110,733 - $117,053

Canberra Health Services

To: Registered Nurse Level 3 Grade 1 $126,196 - $131,177

Canberra Health Services, Canberra (PN. 22030) (Gazetted 09/05/2025)

**North Canberra Hospital**

**Women and Children’s**

**Remy Peters: 1613702**

From: Registered Nurse Level 1 $81,181 - $106,712

Canberra Health Services

To: Registered Nurse Level 2 $110,733 - $117,053

Canberra Health Services, Canberra (PN. LP8812) (Gazette 19 July 2024)

**North Canberra Hospital**

**Women and Children’s**

**Tegan Verheul: 1614880**

From: Registered Nurse Level 1 $81,181 - $106,712

Canberra Health Services

To: Registered Nurse Level 2 $110,733 - $117,053

Canberra Health Services, Canberra (PN. 603457) (Gazette 19 July 2024)

**North Canberra Hospital**

**Women and Children’s**

**Sally Hewatt: 1614797**

From: Registered Nurse Level 1 $81,181 - $106,712

Canberra Health Services

To: Registered Nurse Level 2 $110,733 - $117,053

Canberra Health Services, Canberra (PN. 603456) (Gazette 19 July 2024)

**North Canberra Hospital**

**Women and Children’s**

**Lucy Andrews: 1615080**

From: Registered Nurse Level 1 $81,181 - $106,712

Canberra Health Services

To: Registered Nurse Level 2 $110,733 - $117,053

Canberra Health Services, Canberra (PN. 603460) (Gazette 19 July 2024)

**North Canberra Hospital**

**Women and Children’s**

**Danielle Chenery: 3022299**

From: Registered Nurse Level 1 $81,181 - $106,712

Canberra Health Services

To: Registered Nurse Level 2 $110,733 - $117,053

Canberra Health Services, Canberra (PN. 603456) (Gazette 19 July 2024)

**North Canberra Hospital**

**Women and Children’s**

**Carolyn Barwick: 1612977**

From: Registered Nurse Level 1 $81,181 - $106,712

Canberra Health Services  
To: Registered Nurse Level 2 $110,733 - $117,053

Canberra Health Services, Canberra (PN. 603452) (Gazette 19 June 2024)

**Chief Operating Officer**

**Mental Health Justice Health Alcohol and Drug Service**

**Adult Community Mental Health**

**Sewmini Anthony**

From: Registered Nurse Level 1 $81,181 - $106,712

Canberra Health Services

To: Registered Nurse Level 2 $110,733 - $117,053

Canberra Health Services, Canberra (PN. 63651) (Gazetted 13 March 2025)

**Clinical Services**

**Medicine**

**Emergency**

**Christopher JR Avila**

From: Registered Nurse Level 1 $81,181 - $106,712

Canberra Health Services

To: Registered Nurse Level 2 $110,733 - $117,053

Canberra Health Services, Canberra (PN. 65365) (Gazetted 28 March 2025)

**Chief Operating Officer**

**Jane Bailey**

From: Health Professional Level 2 $89,134 - $106,625

Canberra Health Services

To: Health Professional Level 3 $109,543 - $117,878 (up to $123,772 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 21560) (Gazetted 18 November 2024)

**Canberra Health Services**

**Chief Operating Officer**

**Shing Lok Cheng: 87703402**

From: Allied Health Assistant 2 $65,021 - $73,791

Canberra Health Services

To: Allied Health Assistant 2/3 $65,021 - $86,300

Canberra Health Services, Canberra (PN:40179)

Note: This promotion is to a non-advertised vacancy and is made in accordance with the ACT Public Sector Support Services Enterprise Agreement 2023-2026 under section N3.

**CHS - Chief Operating Officer**

**Christine Glanville**

From: Registered Nurse Level 1 $81,181 - $106,712

Canberra Health Services

To: Registered Nurse Level 2 $110,733 - $117,053

Canberra Health Services, Canberra (PN. 65634) (Gazetted 15 April 2025)

**Clinical Services**

**Medicine**

**Emergency**

**Reena Isaac**

From: Registered Nurse Level 1 $81,181 - $106,712

Canberra Health Services

To: Registered Nurse Level 2 $110,733 - $117,053

Canberra Health Services, Canberra (PN. 22885) (Gazetted 28 March 2025)

**Clinical Services**

**Medicine**

**Emergency**

**Siji Jaison**

From: Registered Nurse Level 1 $81,181 - $106,712

Canberra Health Services

To: Registered Nurse Level 2 $110,733 - $117,053

Canberra Health Services, Canberra (PN. 65364) (Gazetted 28 March 2025)

**Chief Operating Officer**

**Mental Health Justice Health Alcohol and Drug Service**

**Adult Community Mental Health**

**Ranjita Magar**

From: Registered Nurse Level 1 $81,181 - $106,712

Canberra Health Services

To: Registered Nurse Level 2 $110,733 - $117,053

Canberra Health Services, Canberra (PN. 40847) (Gazetted 13 March 2025)

**Chief Operating Officer**

**General Manager Canberra Hospital**

**Women, Youth and Children**

**Ruth Muoki**

From: Registered Nurse Level 2 $110,733 - $117,053

Canberra Health Services

To: †Registered Nurse Level 3.2 $141,990

Canberra Health Services, Canberra (PN. 14205) (Gazetted 13 June 2024)

**Chief Operating Officer**

**Bridgette Nelson**

From: Health Professional Level 2 $89,134 - $106,625

Canberra Health Services

To: Health Professional Level 3 $109,543 - $117,878 (up to $123,772 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 21490) (Gazetted 23 December 2024)

**Clinical Services**

**Medicine**

**Emergency**

**Sarah Pettit**

From: Registered Nurse Level 1 $81,181 - $106,712

Canberra Health Services

To: Registered Nurse Level 2 $110,733 - $117,053

Canberra Health Services, Canberra (PN. 65263) (Gazetted 28 March 2025)

**CHS - Chief Operating Officer**

**Alana Romaniuk-Fry**

From: Health Service Officer Level 7 $76,017 - $79,985

Canberra Health Services

To: Health Service Officer Level 9 $87,882 - $98,645

Canberra Health Services, Canberra (PN. 00915) (Gazetted 30 April 2025)

**CHS - Chief Operating Officer**

**Caroline Turner**

From: Registered Nurse Level 1 $81,181 - $106,712

Canberra Health Services

To: Registered Nurse Level 2 $110,733 - $117,053

Canberra Health Services, Canberra (PN. 65633) (Gazetted 15 April 2025)

**Clinical Services**

**Medicine**

**Emergency**

**Estelle Wenn**

From: Registered Nurse Level 1 $81,181 - $106,712

Canberra Health Services

To: Registered Nurse Level 2 $110,733 - $117,053

Canberra Health Services, Canberra (PN. 65366) (Gazetted 28 March 2025)

### Canberra Institute of Technology

**Corporate Services**

**People and Culture Branch**

**People and Culture Branch**

**Michelle Holden**

From: Senior Officer Grade C $125,344 - $134,527

Canberra Institute of Technology

To: †Senior Officer Grade B $146,705 - $164,506

Canberra Institute of Technology, Canberra (PN. 69106) (Gazetted 9 April 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.

### Chief Minister, Treasury and Economic Development

**Office of Industrial Relations and Workforce Strategy - Work Safety Group**

**Work Safety Group**

**Public Sector Health, Safety and Wellbeing**

**Natalia Weir**

From: Administrative Services Officer Class 6 $99,654 - $113,315

Environment, Planning and Sustainable Development

To: † Senior Officer Grade C $124,103 - $133,195

Chief Minister, Treasury and Economic Development, Canberra (PN:52380) (Gazetted 03/02/2025)

**Economic Development**

**Finance and Business Services**

**Finance**

**Karamjeet Gill**

From: Administrative Services Officer Class 4 $84,901 - $91,501

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 $100,650 - $114,448

Chief Minister, Treasury and Economic Development, Canberra (PN. 61824) (Gazetted 23 October 2024)

### Community Services

**Communities**

**Women Youth and Multicultural Affairs**

**National Multicultural Festival**

**Rebecca Butchart**

From: Senior Officer Grade B $146,705 - $164,506

Transport Canberra and City Services

To: †Senior Officer Grade A $169,551

Community Services, Canberra (PN. 66314) (Gazetted 20 August 2024)

### Education

**School Improvement**

**Belconnen Network**

**Charnwood Dunlop School**

**Casey Abel**

From: School Assistant 2/3 $58,291 - $70,118

Education

To: Administrative Services Officer Class 4 $84,901 - $91,501

Education, Canberra (PN. 45706) (Gazetted 7 May 2025)

**School Improvement**

**South/Weston**

**Mawson Primary School**

**Charlotte Foster**

From: Teacher Level (EDU) $89,501 - $126,838

Education

To: †School Leader C $143,503 - $146,641

Education, Canberra (PN. 45658) (Gazetted 28 April 2025)

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.

**Schools**

**North Canberra & Gungahlin Schools Network**

**Harrison School**

**Brent Greer**

From: Teacher Level (EDU) $89,501 - $126,838

Education

To: †School Leader C $143,503 - $146,641

Education, Canberra (PN. 23393) (Gazetted 28 April 2025)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

**School Improvement**

**Belconnen Network**

**Strathnairn School**

**Lauren Harwin**

From: Administrative Services Officer Class 6 $99,654 - $113,315

Education

To: †Senior Officer Grade C $125,344 - $134,527

Education, Canberra (PN. 68691) (Gazetted 29 April 2025)

**System Policy and Reform**

**Strategic Policy**

**Deputy Director-General's Office**

**Natasha Osborne**

From: Senior Officer Grade C $125,344 - $134,527

Community Services

To: †Senior Officer Grade B $146,705 - $164,506

Education, Canberra (PN. 66244) (Gazetted 28 April 2025)

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**

**Belconnen Network**

**Strathnairn School**

**Kylie Robson**

From: School Leader C $143,503 - $146,641

Education

To: †School Leader B $166,238 - $170,421

Education, Canberra (PN. 68690) (Gazetted 22 April 2025)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

### Environment, Planning and Sustainable Development

**Climate Change, Energy & Water   
Office of Water   
Catch Plan and Water Management**

**Woo O'Reilly**From: Senior Officer Grade C $125,344 - $134,527   
Environment, Planning and Sustainable Development   
To: † Senior Officer Grade B $146,705 - $164,506   
Environment and Planning, Canberra (PN:60830) (Gazetted 15/05/2025)

**Environment, Heritage and Parks**

**ACT Parks and Conservation Service**

**Fire Management Unit**

**Ellen Crowe**

From: General Service Officer Level 5/6 $75,602 - $83,420

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 4 $84,901 - $91,501

Environment, Planning and Sustainable Development, Canberra (PN. 13544) (Gazetted 5 May 2025)

**Climate Change, Energy & Water**

**Senior Leadership Support Team**

**Yukiko Ireland**

From: Administrative Services Officer Class 5 $93,784 - $98,967

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 $100,650 - $114,448

Environment, Planning and Sustainable Development, Canberra (PN. 13008) (Gazetted 1 October 2024)

### Infrastructure Canberra

**Delivery Transport and Civil**

**Civil Infrastructure**

**Pap Services**

**Masir Ahmadzai**

From: Infrastructure Officer 3 $125,621 - $137,393

Infrastructure Canberra

To: Infrastructure Officer 4 $147,928 - $167,363

Infrastructure Canberra, Canberra (PN. 69064) (Gazetted 28/03/2025)

**Pipeline, Capability and Estate**

**Portfolio Performance and Procurement**

**Business Unit: Portfolio Reporting**

**Judith Dudok**

From: Administrative Services Officer Class 6 $100,650 - $114,448

Infrastructure Canberra

To: †Senior Officer Grade C $125,344 - $134,527

Infrastructure Canberra, Canberra (PN. 10618) (Gazetted 30 April 2025)

**Delivery - Places and Spaces**

**Canberra Theatre Redevelopment Project**

**Ammara Mushtaq**

From: Administrative Services Officer Class 4 $84,901 - $91,501

Canberra Health Services

To: Administrative Services Officer Class 5 $93,784 - $98,967

Infrastructure Canberra, Canberra (PN. 67809) (Gazetted 29 April 2024)

### Justice and Community Safety

**ACT Courts & Tribunal**

**Corp and Strategic SVC**

**People and Governance**

**Lauren Brewer**

From: Administrative Services Officer Class 6 $100,650 - $114,448

Justice and Community Safety

To: †Senior Officer Grade C $125,344 - $134,527

Justice and Community Safety, Canberra (PN. 35346) (Gazetted 18 September 2024)

**Public Trustee and Guardian**

**Enabling and Support Services**

**Elizabeth Miller**

From: Administrative Services Officer Class 6 $100,650 - $114,448

Justice and Community Safety

To: †Senior Officer Grade C $125,344 - $134,527

Justice and Community Safety, Canberra (PN. 38280) (Gazetted 1 May 2025)

## CORRIGENDA

### Education

Lauren Harwin

Promotion was originally gazetted on 05 June 2025. Will be re-gazetted on 19 June 2025.

### Canberra Health Services

Ma Lourdes Fatima Valila

Change of start date. Appointment was originally gazetted on 5 June 2025. Will be re-gazetted 19 May 2025.