

# ACT Government Gazette

# Gazetted Notices for the week beginning 26 September 2024

## VACANCIES

### ACT Health

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

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

**Digital Solutions Division**

**Future Capability**

**Customer Engagement and Delivery**

**Senior Director - Delivery**

**Senior Officer Grade A $164,725, Canberra (PN: 33919)**

Gazetted: 02 October 2024

Closing Date: 16 October 2024

Details: Under the broad direction of The Executive Branch Manager, Future Capability, you will be responsible for:

Leading and managing a team of Project Managers and Project Management Office (PMO) in the delivery of ICT projects.

Overseeing the planning, development and implementation of projects that utilise digital technology solutions, principles, standards and best practices for the ACT Public health services.

Analysis and optimisation of costs, resources, technologies and processes for all projects and programs within the portfolio.

Communicating and collaborating with portfolio and project stakeholders.

Co-ordinating and prioritising projects within the portfolio.

Managing stakeholder involvement in the project, ensuring appropriate change management and communication planning and involvement.

Working closely with internal and external stakeholders to collate and action feedback to ensure that the project efforts meet stakeholder expectations.

Monitoring and evaluating the progress, performance and risks of the portfolio.

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

Eligibility/Other requirements: Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

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

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

Applications should be submitted via the Apply Now Button below.

Contact Officer: Rebecca Heland (02) 5124 9508 Rebecca.Heland@act.gov.au

**Office of the Director-General**

**Ministerial and Government Services**

**ACT Health Directorate - Directorate Liaison Officer**

**Senior Officer Grade B $142,329 - $159,780, Canberra (PN: 24807)**

Gazetted: 02 October 2024

Closing Date: 10 October 2024

Details: The ACT Health Directorate (ACTHD) has an exciting opportunity available for an experienced and motivated officer to join the Ministerial and Government Services Team as the Directorate Liaison Officer (DLO).

If you have previously been interested in the DLO role now is the time to join the team. As the ACT enters into a new term of government and the 11th Assembly is established the officer in this position will have first-hand experience in mechanics of government and be a crucial representative of the directorate, helping to facilitate the delivery of government business from the very beginning of the process.

You will be a key contact point for strategic coordination of ACTHD led actions, working closely with ACTHD business units and various stakeholders across government and in ministerial offices. This will provide opportunities to develop networks and build relationships with key contacts across government.

To be successful in the role you will have excellent communication and interpersonal skills, a sound understanding of government process while being responsive and adaptable to ever changing priorities. You will have the chance to showcase your organisational skills, whilst be afforded opportunities to lead through application of sound judgements to problem solve and progress business.

So, if you are a person who thrives in a busy environment, enjoys working with various stakeholders and develop positive relationships to achieve outcomes we want to hear from you.

Please note this role also includes an attractive DLO Allowance, which is 7% of the fortnightly rate of pay for the employee’s classification calculated on ordinary hours worked in that fortnight, paid fortnightly in arrears. It is not paid during leave and does not count as salary, except for super.

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 digital records management systems is highly desirable.

Experience and understanding of ACT Government Cabinet, Assembly, and machinery of government processes would be desirable.

This position may require the successful applicant to either hold or be able to obtain a baseline security clearance.

Note: This is a temporary position available immediately for a period of 12 months. Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This role also includes an attractive DLO Allowance, which is 7% of the fortnightly rate of pay for the employee’s classification calculated on ordinary hours worked in that fortnight, paid fortnightly in arrears. It is not paid during leave and does not count as salary, except for super. This position is based predominately in the Legislative Assembly with some attendances at Bowes Street Woden, and limited opportunities to work from home.

How to Apply: Please provide a current curriculum vitae and a two page written response / pitch against the profession/technical skills and behavioural capabilities outlined in the Position Description for the role.

Contact Officer: Catherine Ellis 0466922505 Catherine.Ellis@act.gov.au

**Digital Solutions Division**

**Office of the Chief Information Officer**

**Office of the Chief Information Officer**

**Director, Contract Manager**

**Senior Officer Grade B $142,329 - $159,780, Canberra (PN: 38488)**

Gazetted: 30 September 2024

Closing Date: 14 October 2024

Details: The Director, Contract Management role operates within the Digital Solutions Division and is responsible for providing support in the negotiation and ongoing management of large ICT contracts for critical and clinical systems.

The role has the responsibility for the provision of high-level contract management for the Division, monthly reporting with contract spending overview and forecasts, contract renewal forward-plan, contract issues, risks, and non-compliance reports.

The Director, Contract Management is responsible for providing commercial advice and providing contract management services.

The role involves working collaboratively with other procurement and contract management specialists. The incumbent will provide a proactive, consistent, and responsive approach to achieving value for money from third party spend to drive greater supplier performance.

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

•strong organisational skills with a high degree of drive and personal responsibility for getting the job done.

•adaptability and flexibility to accommodate change and provide responsive services to meet client’s needs.

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Eligibility/ Other Requirements:

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

Tertiary qualifications in a relevant contract management field such as law, project management or commerce or relevant extensive experience in procurement and contract management.

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

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

Contact Officer: Joanna Lewis (02) 5124 6983 Joanna.Lewis@act.gov.au

**Policy, Partnership and Programs**

**Ageing and End of Life**

**Voluntary Assisted Dying Implementation Taskforce**

**Director, Voluntary Assisted Dying Implementation Taskforce**

**Senior Officer Grade B $142,329 - $159,780, Canberra (PN: 37743)**

Gazetted: 27 September 2024

Closing Date: 11 October 2024

Details: The Ageing and End of Life Branch is responsible for providing strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government and private sector stakeholders.

Ageing and End of Life Branch leads the implementation of Voluntary Assisted Dying in the ACT and oversees a range of policy functions including end-of-life, palliative care, aged care, dementia care, and cancer policy.

The Voluntary Assisted Dying Taskforce comprises a multi-disciplinary team preparing the health system and health workforce to provide voluntary assisted dying services upon commencement of the scheme from 3 November 2025.

Taskforce Directors lead and manage a multidisciplinary team delivering outcomes within approved resources. These positions work closely and collaboratively with Canberra Health Services, across Government and the community.

These are high tempo roles and successful applicants will demonstrate strong and sensitive leadership in complex and sensitive environments.

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

We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other requirements:

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

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

How to Apply: Please submit:

Considering the information under the heading “What you require”, please prepare a written pitch no longer than two pages demonstrating your capability to perform the role.

Your curriculum vitae.

The details of two referees (one of whom should be a current supervisor / manager).

Applications should be submitted via the Apply Now button below.

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

**Policy, Partnership and Programs**

**Ageing and End of Life**

**Voluntary Assisted Dying Implementation Taskforce**

**Senior Director, Voluntary Assisted Dying Implementation Taskforce**

**Senior Officer Grade A $164,725, Canberra (PN: 63474)**

Gazetted: 27 September 2024

Closing Date: 11 October 2024

Details: The Ageing and End of Life Branch is responsible for providing strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government and private sector stakeholders.

Ageing and End of Life Branch leads the implementation of Voluntary Assisted Dying in the ACT and oversees a range of policy functions including end-of-life, palliative care, aged care, dementia care, and cancer policy.

The Voluntary Assisted Dying Taskforce comprises a multi-disciplinary team preparing the health system and health workforce to provide voluntary assisted dying services upon commencement of the scheme from 3 November 2025.

The Senior Director leads and manages the Taskforce to ensure outcomes within approved resources.

This position works closely and collaboratively with Canberra Health Services, across Government and the community.

This is a high tempo role, and the successful applicant will demonstrate strong and sensitive leadership in complex and sensitive environments.

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We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other requirements:

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

Notes: This is a temporary position available immediately until January 2025 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit:

Considering the information under the heading “What you require”, please prepare a written pitch no longer than two pages demonstrating your capability to perform the role.

Your curriculum vitae.

The details of two referees (one of whom should be a current supervisor/manager).

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

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

**Population Health**

**Research Programs and Scientific Services**

**ACT Government Analytical Laboratory**

**Senior Forensic Chemist**

**Health Professional Level 3 $105,900 - $119,774, Canberra (PN: 26161)**

Gazetted: 26 September 2024

Closing Date: 17 October 2024

Details: The ACT Government Analytical Laboratory is seeking a qualified and experienced chemist to supervise and conduct routine chemical analysis to support the Forensic Chemistry Unit’s analytical operations.

The Unit performs analytical investigations of drugs and poisons to support ACT legislation.

The position has responsibilities including forensic analysis of samples, interpretation of analytical results within a legislative framework, producing reports for court proceedings and provision of expert evidence in court.

The role will also assist the Unit in maintaining its quality systems and accreditation to ISO 17025.

The successful candidate will have sound technical skills and knowledge required of the position and the ability to work collaboratively within a small team.

Eligibility/Other requirements:

Bachelor’s degree in science.

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

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

How to Apply: Please provide:

A two-page pitch demonstrating your suitability against the "What You Require" section of the Position Description.

Your curriculum vitae.

Details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amalie Pakchung (02) 5124 9183 Amalie.Pakchung@act.gov.au

### ACT Integrity Commission

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

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

**Principal Lawyer**

**Legal Officer Grade 2 $162,123 - $168,639, Canberra (PN: 53532, Several)**

Gazetted: 27 September 2024

Closing Date: 11 October 2024

Details: POSITION OVERVIEW

 As a member of the Legal Team, using your administrative or criminal law expertise to perform your role, you will have the opportunity to work regularly and closely with the ACT Integrity Commissioner, The Hon Michael Adams KC, who was a judge of the Supreme Court of NSW for nearly 20 years. Working at the Commission is a rare opportunity to learn from an eminent member of the profession, leading to professional growth of an unrivalled nature.

WHAT YOU WILL DO

Based on your skill set, you may –

Draft and administer investigation reports:

ensure that reports are clear, concise, logically set out, factually accurate, meet procedural fairness requirements, and demonstrate a sound legal and evidentiary basis for all proposed findings

direct administrative support relating to the issue of reports, e.g. to provide procedural fairness, and liaise with potentially affected persons or their legal representatives during the procedural fairness phase

Conduct examinations and litigation:

appear on behalf of the Commission for litigation at ACAT and the ACT Supreme Court and/or instruct counsel to do so

act as Counsel Assisting in Commission examinations and prepare briefs for and instruct external Counsel Assisting

work with investigators to identify criminal offences to be included in briefs for furnishing to the DPP (or other prosecution authorities) and liaise with relevant referral bodies

Provide legal advice across all aspects of the Commission’s operations:

provide legal advice to the Assessments and Investigations teams, including reviewing applications for use of coercive powers such as summonses

support the development and implementation of the Commission’s business and strategic planning objectives including through providing recommendations and advice to senior managers to inform decision-making

provide legal and policy advice on all matters as required

Other:

contribute to legal knowledge within the Commission through a commitment to continued legal education and training

promote ethical practice, Work Health and Safety (WHS), Equal Employment Opportunity (EEO), diversity and employee well-being.

This position may involve the direct supervision of staff.

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Eligibility/Other Requirements:

Admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory

Minimum of five years’ post-admission experience

Eligibility to hold an ACT restricted practising certificate

A security clearance, or the ability to obtain and maintain a security clearance at Negative Vetting Level 1 (NV1)

Note:

Salary for the positions are $162,123 + 11.5% superannuation.

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

How to Apply: Applications must include:

a current curriculum vitae, and

a written response (a pitch) of no more than 750 words 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 current or most recent supervisor.

If you are unable to submit your application online, please advise the contact officer at legal@integrity.act.gov.au.

Contact Officer: Asha Belkin (02) 6205 9390 Asha.Belkin@integrity.act.gov.au

**Assessments**

**Senior Assessments Officer**

**Administrative Services Officer Class 6 $97,182 - $110,708, Canberra (PN: 50451, Several)**

Gazetted: 27 September 2024

Closing Date: 11 October 2024

Details: BUSINESS UNIT OVERVIEW

This position sits within in the Assessments Team, which serves as the “front door” for the Integrity Commission, receiving and assessing reports of alleged corrupt conduct from the general public, ACT government employees, mandated reporters and other government and private entities.

The Assessment team manages all aspects of complaints and reports of corrupt conduct received by the Commission, from receipt to final disposition. The process includes preparation of comprehensive written assessments of each matter for consideration by executive management. Those assessments culminate in defendable and justifiable recommendations as to actions to be taken by the Commission in response to each matter reported. Recommendations must be firmly grounded on legislation, be based on available evidence on hand, consistent with the Commission’s priorities, and withstand internal and external scrutiny.

Assessment Team members regularly interact with complainants and reporters throughout the assessment process, obtaining information as needed to prepare a comprehensive assessment of matters reported.

POSITION OVERVIEW

The Senior Assessments Officer is primarily responsible for preparing assessments of complaints and reports of alleged corrupt conduct received by the Commission, interacting with complainants to draw out any required information, analysing allegations and available evidence within legislative frameworks and writing comprehensive and logical reports summarizing matters and formulating fact-based, defendable recommendations about actions to be taken by the Commission. Assessment Officers are required to manage a portfolio of complaints and corruption reports from receipt to conclusion.

Assessment Officers must be able to identify and distil key issues embedded within frequently complex or diverse complaints, identify and research ACT Government policies, guidelines and legislation relevant to the subject matter, formulate sound recommendations, and clearly summarize findings in written reports.

The position requires sound judgment, interpersonal skills, ability to conduct independent research, ability to understand and apply legislation, and keen analytical and writing skills.

Assessment Officers must be able to work independently, drafting reports and correspondence within short time frames to a high-quality standard.

WHAT YOU WILL DO

Conduct assessments into corruption reports and disclosures received by the Commission:

Interact with complainants and reporters to gain evidence and additional information as needed to facilitate a thorough analysis of the matters reported;

independently research and apply legislation and ACT Government policies relevant to matters reported;

prepare written assessment reports to a high standard summarizing matters, citing relevant legislation and policy, and proposing recommendations for appropriate actions to be taken by the Commission with regard to the allegations made;

ensure assessment standards are consistently applied, and operational practices will withstand internal and external scrutiny;

maintain records of assessments, activities and results through the Commission’s case management system; and

manage a heavy case load of assessments, producing well written and logical reports within stated time frames.

Communicate within and external to the Commission in a professional, timely, clear, and relevant way ensuring;

Written reports and correspondence are of high quality, accurate, clearly articulated, and records are meticulously maintained so that information and operational progress, decision making, and reasoning is readily available to team members and the Director, Assessments; and

communication with complainants, reporters and disclosers is clear, concise and includes clearly explained rationale for Commission decisions.

Promote a culture of continuous personal and organizational improvement through positive personal behaviours and recognition of the role the Commission plays in ensuring human rights and integrity standards are upheld and supported.

Promote ethical practice, Work Health and safety (WHS), Equal Employment Opportunity (EEO), diversity and employee well-being, and maintain a high standard of integrity, honesty and ethics.

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Eligibility/Other Requirements: Essential criteria

Demonstrated analytical skills and sound judgment, including the ability to distil and analyse complex matters, focusing on key issues raised, applying relevant legislation and formulating defendable recommendations.

Demonstrated experience in similar roles or prior employment in entities with equivalent functions, including legal, law enforcement or investigative agencies.

Knowledge of the Integrity Commission Act 2018, Public Interest Disclosure Act 2012, Public Sector Management Act 1994, ACT Public Sector enterprise agreements, or equivalent legislation, or the proven ability to gain a rapid understanding of legislation, policies and standards.

Excellent written and verbal communication skills.

Demonstrated interpersonal skills and the ability to professionally deal with difficult, aggrieved, or distressed individuals.

A proven ability to achieve results in a small team environment.

Demonstrated personal drive and integrity.

A proven track record developing productive working relationships.

 Compliance Requirements / Qualifications

The successful applicant will be required to obtain and maintain a Commonwealth security clearance at the Negative Vetting Level 1 (NV1) classification; accordingly, applications can only be considered from those with Australian Citizenship.

It is a condition of employment with the Commission that staff be fully vaccinated against COVID-19.

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

Note: This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applications must include:

A current curriculum vitae, and

A written response (a pitch) 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 current or most recent supervisor.

If you are unable to submit your application online, please contact the Director, Assessments at 02 6205 3191 or via email at HenryE.Gittleman@integrity.act.gov.au.

Note: if you are shortlisted for further assessment, you may be asked to undertake a written task to further demonstrate your capabilities.

Contact Officer: HenryE Gittleman (02) 6205 3191 HenryE.Gittleman@integrity.act.gov.au

### Canberra Health Services

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

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

**CHS Clinical Services**

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

**Territory Wide Mental Health Services**

**Mental Health Consultation Liaison Nurse: RN 3.1**

**Registered Nurse Level 3.1 $122,224 - $127,107, Canberra (PN: 25832 - 02JX8)**

Gazetted: 30 September 2024

Closing Date: 9 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

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

About the Role:

Are you passionate about making a difference in the lives of youth and adults facing mental health challenges? At MHJHADS, we provide comprehensive support through inpatient and outpatient settings, community health centres, justice health facilities, and homes. Our commitment to social inclusion and recovery-focused care drives everything we do.

The Mental Health Consultation Liaison Service offers integrated acute mental health support within the Emergency Department and General Wards of Canberra Hospital. Our multi-disciplinary team delivers specialized assessments and treatment, utilizing evidence-based interventions tailored to individual needs for positive outcomes.

The successful applicant will be expected to work a rotating roster.

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Jennifer Hoy Jennifer.Hoy@act.gov.au Jennifer.Hoy @act.gov.au

**CHS Clinical Services**

**CHS Clinical Services**

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

**Adult Community mental Health Services**

**Senior Clinician - OPMHCT**

**Health Professional Officer level 3/Psychologist Level P3 $116,940 - $127,110, Canberra (PN: 17041 - 02JVR)**

Gazetted: 01 October 2024

Closing Date: 17 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

About the Role:

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

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

This position is located at Older Person’s Mental Health Community Team (OPMHCT), which provides community-based specialist intake and initial 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 an aged care facility within the ACT. OPMHCT provides 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, care coordination and case review.

This is a senior clinical position that will sit within any of the three main sub teams providing direct person-centred care. At this level the HP3 will provide mental health services to people who present with highly complex mental health conditions, including the provision of advanced assessment, recovery planning, clinical coordination and therapeutic interventions to achieve sound outcomes for people, under minimal supervision. The HP3 will contribute their expertise to the multidisciplinary team, provide supervision to HP2, HP1, allied health assistants, and students and support the Team Leader in change processes. The HP3 will undertake quality initiatives to promote service delivery at a standard of best practice.

 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.

Contact Officer: Elizabeth Cheung (02) 5124 1980 Elizabeth.Cheung@act.gov.au

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

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

**Child and Adolescent Mental health Services**

**Clinician - CAMHS Adolescent Day Program**

**Health Professional Officer level 3/Psychologist Level P3 $116,940 - $127,110, Canberra (PN: 18847 - 02JX9)**

Gazetted: 01 October 2024

Closing Date: 10 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

About the Role:

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. This role will be based within CAMHS Acute Services, primarily Day Program which will offer short term intensive support to adolescents and their families/carers aged between 12- 18 years with mental health vulnerabilities who have had a recent mental health admission/presentation to The Canberra Hospital.

The Day Program will offer a mixture of group and individual interventions to support the young person and their families/carers during a period of high mental health acuity including therapeutic group sessions, individual key worker sessions, parent group session etc.

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

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

Undergo a pre-employment National Police Check.

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

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

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

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

Contact Officer: Sungmin Kim (02) 5124 7978 Sungmin.Kim@act.gov.au

**CHS Clinical Services**

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

**Adult Impatient MH Services**

**Senior Health Professional**

**Health Professional Level 3 $105,900 - $119,774, Canberra (PN: 40170 - 02JVD)**

Gazetted: 01 October 2024

Closing Date: 10 October 2024

What can we offer you:

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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).

About the Role:

Mental Health, Justice Health and Alcohol and Drug Services provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people’s homes.

We partner with our health care consumers, their family, carers, government and community organisations to ensure that they receive the best possible care during their treatment and recovery.

All care that we provide is driven by our values of being kind, reliable, respectful and progressive. We’re also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures the rights and dignity of people are promoted and protected.

The Adult Mental Health Day Service (AMHDS) is a specialist team within MHJHADS that delivers effective evidence-based and recovery-focused interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including several group-based interventions and other specialist services that target people who are living in the community and who are experiencing moderate to severe mental health conditions. The team aims to provide collaborative care involving the person, their families/carers and community support services.

The Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration.

Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their careers, and other key stakeholders.

As a senior health professional, you will use your expertise in the theoretical and practical application of a range of specialist therapeutic interventions to promote recovery in individuals with moderate to severe mental illness in both an outpatient and in-patient setting. You will deliver discipline-specific evidence-based individual and group interventions to promote wellbeing and meaningful occupation, as well as use your skills and knowledge in Dialectical Behaviour Therapy (DBT) to provide leadership and delivery of the DBT program, including individual therapy and DBT skills group.

The AMHDS and AMHRU are located at the University of Canberra Hospital.

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

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

Undergo a pre-employment National Police Check.

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

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

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

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

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

Contact Officer: Kannan Sakthivel (02) 5124 0220 Kannan.Sakthivel@act.gov.au

**CHS Clinical Services**

**CHS Clinical Services**

**Chief Operating Officer**

**After Hours Hospital Manager: RN 4.1**

**Registered Nurse Level 4.1 $137,707, Canberra (PN: 24729 - 02JUR)**

Gazetted: 01 October 2024

Closing Date: 10 October 2024

What can we offer you:

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

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

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

• Flexible working conditions.

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

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

About the Role:

The After-Hours Hospital Manager (AHHM) reports to the Director of Nursing and is responsible for the safe management of Canberra Hospital after hours. This includes overseeing patient flow, ensuring adequate staffing, and coordinating emergency responses. The AHHM also develops partnerships with Service Managers and Clinical Leads to meet strategic and operational goals for timely patient care.

The successful applicant will be expected to work a rotating roster.

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

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

Undergo a pre-employment National Police Check.

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

Note: This position is part-time at (32:00) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Danielle Mackay 0423010107 Danielle.Mckay@act.gov.au

**CHS Clinical Services**

**Chief Operating Officer**

**Liaison & Navigation Service**

**Care Navigator - Liaison & Navigation Service**

**Health Professional Level 4 $121,389 - $134,894, Canberra (PN: 61453 - 02JWK)**

Gazetted: 01 October 2024

Closing Date: 10 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

About the Role:

The Liaison and Navigation Service (LaNS) has been established to improve the experience of people and their health outcomes through information sharing, integration of care across primary, secondary, and tertiary services, and coordination across health and community services. It focusses on the provision of the right care, at the right time, at the right place by the most appropriate provider in partnership with the consumer and their care supports. This includes a focus on providing care outside the acute setting with outreach to clients in the ACT community.

The service is comprised of a multidisciplinary team that assists patients and their supports to navigate the multiple services involved in their care. The service provides, and supports patient-centred, trauma-informed, strengths-based, integrated, and coordinated care. It works closely with acute and community services, and across health and psychosocial services, to reduce the challenges patients and their supports face when required to access multiple services, to ensure the highest quality of care.

The role will undertake assessment from an interdisciplinary perspective and coordination of treatment/therapies and psychosocial supports from the allied health perspective to ensure the facilitation of timely and safe access.

The Care Navigator role will take on a key role in the staged review, development, and implementation of the service. The role will work collaboratively with colleagues, consumers, and external agencies to contribute to/guide the ongoing co-design of this innovative patient-centred service.

The role will work with consumers and their care supports to provide case management, support, advocacy, system navigation and connection with appropriate services. It will champion the role of this service and actively advocate and educate colleagues and other services about the needs of consumers for navigational support.

This unique role is an opportunity to build relationships with consumers and their supports, and with diverse acute and community services, to anticipate and reduce the challenges that people with complex chronic health and psychosocial needs, and their supports, can face. It is an opportunity to ensure the highest quality of care, information and support is provided when consumers and their supports need it, so that they can navigate the complexities of their care.

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

The position will work to develop the clinical scope of the role with the intention to undertake practical clinical support and interventions that support consumers to stay well in their community and work directly with outpatient and community services to minimise the need for acute care presentation.

As a member of the Liaison and Navigation Team you will remain committed to, and focused on:

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

Involving the person and their supports in care planning

Anticipating and removing barriers to care

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

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

Note: This is a temporary position available for a period of 3-6 months with the possibility of extension up to less than 12 months.

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

Contact Officer: Phyo Courtis 0402 087 474 Phyo.Courtis@act.gov.au

**CHS Clinical Services**

**CHS Clinical Services**

**Surgery**

**Surgical Services**

**Child and Adolescent Mental Health Services**

**Perioperative Resource Manager - Registered Nurse Level 3.1**

**Registered Nurse Level 3.1 $122,224 - $127,107, Canberra (PN: 21661 - 02JUD)**

Gazetted: 01 October 2024

Closing Date: 17 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

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

About the Role:

Are you ready to kickstart your career in one of Australia’s premier healthcare facilities? Now is the perfect time to join Canberra Health Services, the leading tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, proudly serving a vibrant population of over 650,000.

We are thrilled to announce an exciting opportunity for a passionate Clinical Nurse Consultant (CNC) Perioperative Manager to join our dynamic team in the state-of-the-art Critical Services Building. Spanning 44,000 square metres, this cutting-edge facility is one of the most technologically advanced healthcare environments in Australia.

As the CNC Perioperative Manager, you will lead a dedicated team of Registered Nurses in the perioperative unit, ensuring the highest standards of patient care and safety. This role is not just a job; it’s a chance to make a significant impact in a fast-paced and rewarding setting. You’ll play a crucial role in shaping clinical practices, coordinating patient flow, and mentoring fellow nurses, all while contributing to the overall excellence of our surgical services.

Join us at Canberra Hospital and be part of a team that is committed to innovation, collaboration, and delivering exceptional healthcare. Your journey starts here!

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Annie Zheng 02-5124 2397 meifeng.zheng@act.gov.au.

**Child and Adolescent Mental Health Services**

**CAMHS Eating Disorder Program Clinician**

**Health Professional Level 2/Psychologist Level 2 $85,893 - $111,973, Canberra (PN: 46795 - 02JTG)**

Gazetted: 01 October 2024

Closing Date: 9 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

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 region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Eating Disorder Program (EDP) is a specialist outpatient tertiary service that provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The CAMHS EDP team is made up of multi-disciplinary mental health professionals who provide assessment and treatment within a recovery framework.

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: Renae Nardi (02) 5124 1880 Renae.Nardi@act.gov.au

**Ward 7B - Medicine**

**Enrolled Nurse - Medicine**

**Enrolled Nurse Level 1 $71,163 - $75,785, Canberra (PN: 18829 - 02JR6)**

Gazetted: 26 September 2024

Closing Date: 6 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

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

About the Role:

Are you looking for an exciting and rewarding opportunity to start your career at Canberra Health Services? Now is the time!

Canberra Health Services is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000, and we are expanding!

Canberra Hospital has opened its new 44,000 square metre state-of-the-art Critical Services Building.

The new building is one of Australia’s newest and most technologically advanced health care facilities.

An exciting opportunity exists for an enthusiastic Registered Nurses to join our team in our general medical ward 7B.

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

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

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for a period of 6 – 12 months with the possibility of extension up to less than 12 months and/or permanency.

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

Contact Officer: Zivai Maburuse 02-5124 2657 zivai.maburuse@act.gov.au

**CHS Clinical Services**

**Medicine**

**Clinical Services**

**Registered Nurse Level 3 Grade 1**

**Registered Nurse Level 3.1 $122,224 - $127,107, Canberra (PN: 54489 - 02JU6)**

Gazetted: 30 September 2024

Closing Date: 9 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

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

About the Role:

Join Our Team as a Clinical Nurse Consultant in the Acute Medical Unit!

Are you ready to take your nursing career to the next level? We are on the lookout for a passionate and dedicated Clinical Nurse Consultant (CNC) to become a pivotal part of our Acute Medical Unit! In this exhilarating role, you'll lead the charge in delivering top-notch patient care, all while empowering our talented nursing staff and driving innovation in clinical practices.

As a CNC, you'll play a vital role in shaping the day-to-day operations of our fast-paced unit. Imagine coordinating seamless patient flow, managing this dynamic unit, and facilitating impactful patient care, all while collaborating with a diverse, skilled multidisciplinary team. Your expertise will not only guide fellow nurses but also ensure that every patient receives the cutting-edge, evidence-based treatment they deserve.

Join us and become a key player in transforming healthcare—where your passion for excellence meets the opportunity to make a real difference!

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Angela Edwards 02-5124 2265 angela.edwards@act.gov.au

**CHS Clinical Services**

**CHS Clinical Services**

**Cancer and Ambulatory Services**

**Cancer Services**

**Administrative Service Officer 2/3 - Cancer and Ambulatory Services**

**Administrative Services Officer Class 2/3 $65,715 - $79,349, Canberra (PN: 15665 - 02JTF)**

Gazetted: 01 October 2024

Closing Date: 10 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

About the Role:

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

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

This position involves a high level of consumer contact through a variety of communication methods to provide high quality service.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Debra Schell (02) 5124 8519 Debra.Schell@act.gov.au.

**CHS Clinical Services**

**Rehabilitation, Aged and Community Services**

**Nursing**

**Registered Nurse Level 2- RADAR**

**Registered Nurse Level 2 $107,066 - $113,261, Canberra (PN: 17535 - 02JQJ)**

Gazetted: 30 September 2024

Closing Date: 9 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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:

Position Overview

Are you looking for an exciting and rewarding opportunity to start your career at Canberra Health Services? Now is the time!

Canberra Health Services is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000, and we are expanding!

An exciting opportunity exists for an enthusiastic Registered Nurses to join our team in the Rapid Assessment of Deteriorating Aged at Risk (RADAR) team.

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Melodie Raisin 025124 0236 Melodie.Raisin@act.gov.au

**Forensic Mental Health Services**

**Custodial Mental Health: Registered Nurse Level 2**

**Registered Nurse Level 2 $107,066 - $113,261, Canberra (PN: 29449 - 02JNH)**

Gazetted: 30 September 2024

Closing Date: 6 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

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

About the Role:

Are you ready for your next challenge? Then this is the role for you!

Are you passionate about delivering high-quality mental health care to individuals involved in the criminal justice system? Forensic Mental Health Service is seeking dedicated professionals to join our team at the Alexander Maconochie Centre (AMC).

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Parika Saini 02) 6205 1065 Parika.Saini@act.gov.au

**North Canberra Hospital**

**Allied Health**

**Dietitian**

**Health Professional Level 2 $85,893 - $103,039, Canberra (PN: 600511 - 02JV3)**

Gazetted: 30 September 2024

Closing Date: 14 October 2024

What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the Hospital:

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

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

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

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

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

About the role:

The North Canberra Hospital (NCH) Dietetics and Nutrition service is a contemporary evidence based service, providing high quality inpatient care. The service provides assessment and intervention relating to nutritional support for patients across a range of ages. Patients vary in their medical conditions and may include people with general and complex medical and surgical conditions, stroke, critical illness, mental health conditions, orthopaedic conditions, palliative care and frail aged. We pride ourselves on our continual drive for high quality patient care.

Under supervision of the Director Dietetics and Nutrition, you will provide clinical dietetics services at the NCH within a broader multidisciplinary team, and contribute to service improvement and quality improvement activities of the department.

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Judith Williams 6201 6072 Judith.Williams@act.gov.au

**CHS Chief Executive Officer**

**Office of the CEO**

**Office Of Research and Education**

**Partnerships Manager - Office of Research and Education Executive**

**Senior Officer Grade B $142,329 - $159,780, Canberra (PN: 66797 - 02JLW)**

Gazetted: 27 September 2024

Closing Date: 21 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

About the Role:

Canberra Health Services has a strong commitment to research, learning and teaching as advances in medical, nursing, allied health and other research contribute directly to improved patient outcomes. The Office of Research and Education (ORE) provides governance and oversight of clinical research and education within CHS.

The ORE is responsible for the development and implementation of the organisation’s Research and Learning Strategies as well as the establishment of a Centre for Exceptional Care. The strategies have a strong focus on academic, consumer and community partnerships as well as industry and philanthropy partners in research. The Partnerships Manager will support the formation of strategic partnerships as well as the delivery of partnership visions and commitments.

The position reports to the Executive Director Research and Academic Partnerships and will work collaboratively across the ORE team in the partnership space. It is a new role in a dynamic, evolving environment and requires a high degree of initiative, strategic thinking, and stakeholder engagement skills.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Imogen Mitchell (02) 5124 4061 Imogen.Mitchell@act.gov.au

**CHS Clinical Services**

**CHS Clinical Services**

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

**Child and Adolescent Mental health Services**

**Adolescent Intensive Home Treatment Team**

**Health Professional Level 2 $85,893 - $103,039, Canberra (PN: 49494 - 02JTD)**

Gazetted: 27 September 2024

Closing Date: 7 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

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 works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

These services include:

• Adult Community Mental Health Services (ACMHS)

• Adult Acute Mental Health Services (AAMHS)

• Alcohol & Drug Services (ADS)

• Child & Adolescent Mental Health Services (CAMHS)

• Justice Health Services (JHS)

• Territory-wide Mental Health Services (TWMHS)

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

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

• This position is for a permanent full time HP2 position at CAMHS services.

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

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.

Contact Officer: Jordan Brown (02) 5124 6530 Jordan.Brown@act.gov.au

**Social Work**

**NDIS Clinical Lead**

**Health Professional Level 4/Senior Officer Grade C $121,389 - $134,894, Canberra (PN: 67159 - 02JT0)**

Gazetted: 27 September 2024

Closing Date: 4 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

About the Role:

We are inviting applications from suitably experienced people with more than 5 years’ experience in disability and/or health setting. The successful applicant will have a thorough knowledge of the NDIS and how it intersects with hospitals for those requiring highly complex care and therapy. This position will provide leadership and direction to the treating team for people with complex care and therapy needs through their collaborative relationships and high communication skills.

We highly encourage interested applicants to reach out to our contact officer for more information. Your queries are important to us and we look forward to addressing them.

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

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

Undergo a pre-employment National Police Check.

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

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

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

Note: This is a temporary position available for 14 months with the possibility of extension and/or permanency. This position will be filled at either the SOGC or HP4 depending on skills and experience of the successful candidate.

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

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

**CHS Clinical Services**

**CHS Clinical Services**

**Medicine**

**Renal**

**Dialysis: Registered Nurse Level 1**

**Registered Nurse Level 1 $78,097 - $103,125, Canberra (PN: 66218 - 02JRU)**

Gazetted: 30 September 2024

Closing Date: 6 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

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

About the Role:

Are you ready for your next challenge? Then this is the role for you!

The CHS Renal Service provides inpatient and outpatient care to people with renal dysfunction across the ACT. The scope of services provided by the CHS Renal Service is designed to support a continuum of care for people with kidney dysfunction. Services provided have a multidisciplinary focus and include care from acute kidney injury, chronic kidney disease, dialysis, home dialysis, kidney transplantation and renal supportive care.

This exciting opportunity exists for an enthusiastic Registered Nurse to join the Renal Team.

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Alison Winsbury 0466 456 150 alison.winsbury@act.gov.au.

**CHS Clinical Services**

**Medicine**

**Cardiology**

**Senior Cardiac Physiologist**

**Health Professional Level 4 $121,389 - $134,894, Canberra (PN: 38884 - 02JU2)**

Gazetted: 26 September 2024

Closing Date: 4 October 2024

About the Role:

The cardiology department at Canberra Hospital provides both inpatient and outpatient services to the ACT and surrounding region. The coronary care unit manages approximately 2,000 acute admissions and 7,000 occasions of service per year to outpatients, including medical clinics, nursing clinics and cardiac diagnostic investigations and therapeutic interventions (including electrophysiology and cardiac CT). The department provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region.

The department is supported by dedicated heart function and pulmonary hypertension clinics designed to provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care. The state-of-the-art expanded acute cardiac care unit and cardiac catheterisation laboratories are scheduled to open mid-2024 as part of the Canberra Hospital expansion Project.

An exciting opportunity exists for an enthusiastic and experienced senior cardiac scientist to become a part of the allied health team. This position requires a high level of subject matter expertise and the ability to work autonomously to provide complex cardiac physiology diagnostic investigations and therapeutic interventions according to procedures and published standards. The role will involve participation in an on-call roster. The role is part of the cardiology allied health’s leadership team and includes supporting the management of the cardiac physiology service and allied health staff, the development and provision of education and training for staff and students and requires participation in and contribution to continual professional development of the allied health group. Within CHS, the cardiac physiology profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence.

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

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

Undergo a pre-employment National Police Check.

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

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

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

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

Contact Officer: Lauren Maclachlan (02) 5124 2692 lauren.maclachlan@act.gov.au

**CHS Clinical Services**

**CHS Clinical Services**

**Cancer and Ambulatory Services**

**Cancer and Ambulatory Support**

**Cancer Rapid Assessment Unit: RN L2**

**Registered Nurse Level 2 $107,066 - $113,261, Canberra (PN: 61411 - 02JTW)**

Gazetted: 30 September 2024

Closing Date: 10 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

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

About the Role:

Join our dynamic team in the Cancer and Ambulatory Support (CAS) division, where we provide comprehensive cancer screening, assessment, diagnostic, treatment, and palliative care across various settings.

We are seeking a dedicated Registered Nurse to work alongside our Nurse Practitioner and Advanced Practice Nurse in the Cancer Services Rapid Assessment Unit. In this role, you will play a crucial part in assessing, managing, and educating patients, including identifying oncological emergencies and addressing the unique needs of patients and their families.

If you are passionate about making a difference in cancer care, we invite you to apply and be part of our supportive environment.

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

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

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for a period of 6 – 12 months with the possibility of extension up to less than 12 months and/or permanency.

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

Contact Officer: Emily Ferguson Emily.ferguson@act.gov.au Emily.ferguson@act.gov.au

**CHS Clinical Services**

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

**Director of Nursing and Midwifery**

**Paediatric Clinical Development Nurse**

**Registered Nurse Level 2 $107,066 - $113,261, Canberra (PN: 67229 - 02JUT, several)**

Gazetted: 02 October 2024

Closing Date: 10 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

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

About the Role:

Are you passionate about providing exceptional care to children and young people? The Paediatric Service at Canberra Hospital is seeking dedicated professionals to join our interdisciplinary team, delivering integrated health services for those up to 16 years old.

Our family-centered approach ensures safe and effective medical, surgical, and mental health care. We prioritize shared decision-making and respectful care, fostering a supportive environment for both our patients and staff.

If you have a keen interest in education, training and support them this is the role for you!

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

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

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for a period of 6- 12 months with the possibility of extension up to less than 12 months and/or permanency.

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

Contact Officer: Libby Coonan 0481053411 libby.coonan@act.gov.au

**CHS Chief Executive Officer**

**CHS Nursing & Midwifery and Patient Support Services**

**Ward Services**

**Wardsperson - Patient Support Services**

**Health Service Officer Level 3/4 $60,312 - $64,399, Canberra (PN: 61601, Several - 02JYW)**

Gazetted: 02 October 2024

Closing Date: 15 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

About the Role:

The Wardsperson position is a support to the clinical staff and provide assistance with patient care. The Canberra Hospital is a 24-hour service that operates daily including weekends and Public Holidays. These positions are to assist with patient manual handling and transport throughout the hospital campus, and to assist in code response.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Dragana Petreski (02) 5124 2610 Dragana.Petreski@act.gov.au.

**CHS Chief Executive Officer**

**Office of Deputy CEO**

**Office of the DCEO**

**Digital Manager - Administrative Service Officer 6**

**Administrative Services Officer Class 6 $97,182 - $110,708, Canberra (PN: 52389 - 02JZX)**

Gazetted: 02 October 2024

Closing Date: 16 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

About the Role:

STRATEGIC COMMUNICATIONS AND ENGAGEMENT

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

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

This position is responsible for managing the day-to-day delivery of the Directorate’s digital channels.

You will work with officers from across CHS to develop, publish and improve content across channels and manage this with key stakeholders.

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Claire Foote 0417 254 101 Claire.Foote@act.gov.au.

**CHS Clinical Services**

**Medicine**

**Gastroenterology & Hepatology**

**GEHU Clinical Nurse Consultant**

**Registered Nurse Level 3.2 $137,707, Canberra (PN: 22400 - 02JXB)**

Gazetted: 02 October 2024

Closing Date: 14 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

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

About the Role:

Are you ready for your next challenge? Then this is the role for you!

Join our Gastroenterology & Hepatology Unit (GEHU) as a Clinical Nurse Consultant (CNC). In this leadership role, you will oversee nursing standards and operational management, ensuring efficient patient care and safety. Collaborate with the Unit Director to drive quality initiatives and provide your team with the education and training needed for excellence. If you’re ready to make an impact in gastroenterological health, we want to hear from you.

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Marg McManus 02-5124 5164 margret.mcmanus@act.gov.au

**CHS Clinical Services**

**CHS Clinical Services**

**Medicine**

**Gastroenterology & Hepatology**

**GEHU Clinical Development Nurse**

**Registered Nurse Level 2 $107,066 - $113,261, Canberra (PN: 54274 - 02JA5)**

Gazetted: 02 October 2024

Closing Date: 16 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

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

About the Role:

Are you ready for your next challenge? Then this is the role for you!

The Gastroenterology & Hepatology Unit (GEHU) at The Canberra Hospital is seeking dedicated professionals to join our dynamic team. We pride ourselves on delivering high-quality endoscopic services for both inpatients and outpatients. Our unit specializes in the care of patients with inflammatory bowel disease (IBD), hepatological conditions, and general gastrointestinal issues.

If you are passionate about gastroenterology and hepatology and ready to take on a leadership role, we want to hear from you! Apply today to be part of our exceptional team at The Canberra Hospital.

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

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

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for Six to twelve months with the possibility of extension and/or permanency. This position is part-time at (24:00) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Smithamol Sreesan 0 Smithamol.Sreesan@act.gov.au.

**CHS Infrastructure Management and Maintenance**

**Infrastructure and Health Support Services Recurrent**

**CSB Operating Commissioning**

**Recruitment Officer - Nursing and Midwifery Workforce Unit**

**Administrative Services Officer Class 3 $73,983 - $79,349, Canberra (PN: 60585 - 02JZE)**

Gazetted: 02 October 2024

Closing Date: 15 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

About the Role:

The Nursing and Midwifery Workforce Unit (NMWU) supports recruitment, and workforce matters of nurses and midwives across all areas at Canberra Health Services (CHS).

We’re seeking a Recruitment officer to provide vital support to our Nursing and Midwifery workforce. In this dynamic role, you’ll manage a range of administrative duties, from liaising with stakeholders to coordinating recruitment processes.

If you thrive in a fast-paced environment and are committed to making a difference in healthcare, we want to hear from you! Join us in supporting those who care for our community.

What We’re Looking For:

Organisational Skills: Well-developed organisational skills with a high degree of drive to ensure tasks are completed efficiently.

Communication and Attention to Detail: Strong communication skills paired with meticulous attention to detail to uphold our standards of excellence.

Customer Service Commitment: A commitment to providing high-quality customer service, ensuring all clients feel valued and supported.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Victoria Schmahl (02) 5124 0992 Victoria.Schmahl@act.gov.au.

**CHS Clinical Services**

**CHS Clinical Services**

**Rehabilitation, Aged and Community Services**

**Community Care Program**

**Client Support Services**

**Health Service Officer - Client Support Services**

**Health Service Officer Level 3 $60,312 - $62,157 (Retention Point CHS only $62,256 - $67,121), Canberra (PN: C14027 - 02K02)**

Gazetted: 02 October 2024

Closing Date: 16 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

About the Role:

This is a casual position to cover weekends and public holidays. Hours are 8am-12pm.

The Equipment Loan Service team is responsible for efficient delivery, collection, cleaning and maintenance of rehabilitation equipment to support clients in the community to safely discharge from a health facility and to provide equipment to the community for clients under Palliative care.

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.

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

Note: This is a temporary position available for three to Six months with the possibility of extension and/or permanency. This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

Contact Officer: Carmen Connellan (02) 5124 1065 Carmen.Connellan@act.gov.au.

**North Canberra Hospital Bruce**

**Medical Administration**

**Medical Administration Officer**

**Administrative Services Officer Class 5 $90,451 - $95,531, Canberra (PN: LP7635 - 02JUE)**

Gazetted: 02 October 2024

Closing Date: 18 October 2024

What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the Hospital:

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

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

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

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

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

About the role:

The Medical Administration Officer is responsible for providing administrative support to the Medical Administration Department to meet operational and professional regulatory requirements.

The Medical Administration Officer serves as the initial contact for all locum medical officers at NCH concerning Letters of Agreement (LOAs), pay, and scheduling. This role also supports the coordination and management of recruitment, on boarding, and credentialing for locum medical staff.

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

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

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

Undergo a pre-employment National Police Check.

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

If you would like further information regarding this opportunity, please contact Nicole McCall, Nicole.Mccall@act.gov.au

Contact Officer: Nicole McCall 62016798 Nicole.Mccall@act.gov.au

**CHS Chief Executive Officer**

**CHS Nursing & Midwifery and Patient Support Services**

**Workforce Support Officer - Nursing & Midwifery Workforce Unit**

**Administrative Services Officer Class 4 $81,743 - $88,213, Canberra (PN: 64749 - 02JZG)**

Gazetted: 02 October 2024

Closing Date: 22 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

About the Role:

Are you proficient in Excel and ready to tackle your next challenge?

 In this role, you'll manage over 160 intricate Excel sheets tracking our nursing and midwifery workforce. You'll fix errors, release new roster periods, and maintain dashboards from large data sets.

We’re looking for someone with strong communication skills, who can guide our clinical staff in mastering these Excel and reporting sheets. In this role, you’ll provide hands-on training, helping team members enhance their data skills and streamline their reporting processes.

 If you're passionate about data, enjoy sharing knowledge and supporting healthcare professionals in their work, join us and start making a meaningful impact!

The Nursing and Midwifery Workforce Unit (NMWU) supports recruitment and workforce matters of nurses and midwives across all areas at Canberra Health Services (CHS).

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Victoria Schmahl (02) 5124 0992 Victoria.Schmahl@act.gov.au.

**North Canberra Hospital**

**Nursing & Midwifery**

**Patient Flow Unit**

**Registered Nurse Level 1 - Permanent in the Relief Pool**

**Registered Nurse Level 1 $78,097 - $103,125, Canberra (PN: 603161 - 02JW4 ,several)**

Gazetted: 01 October 2024

Closing Date: 18 October 2024

What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the Hospital:

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

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

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

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

The new north side 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:

As a Registered Nurse you are part of the Nursing Relief Pool who deliver safe compassionate clinical care; working collaboratively with the healthcare team to achieve best practice patient outcomes. You will engage in reflective, analytical practice through effective assessment, planning, implementation and evaluation of direct person-centred care. You will continually improve your skills and knowledge in a variety of areas throughout the hospital, including surgical, medical, critical care and other speciality areas.

Staff who are recruited through the Nursing Relief Pool are employed on a permanent basis to replace staffing shortfalls as required, throughout the hospital due to emergent, short term, and long-term leave.

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

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

Contact Officer: Sally Cowled sally.cowled@act.gov.au sally.cowled@act.gov.au

**North Canberra Hospital**

**Corporate & Finance**

**Emergency Department**

**Emergency Department Clerk - Administrative Service Officer 3**

**Emergency Department Clerk - Administrative Service Officer 3**

**Emergency Department Clerk - Administrative Service Officer 3**

**Administrative Services Officer Class 3 $73,983 - $79,349, Canberra (PN: 600623 - 02JN2)**

Gazetted: 02 October 2024

Closing Date: 18 October 2024

What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the Hospital:

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

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

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

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

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

About the role:

Purpose of the Ward Clerk role ED is to ensure consistent clerical coverage to the Emergency Department, ensuring all administrative tasks are completed correctly within a timely matter, and that all data entry entered into the patient administration systems are accurate and up to date at all times.

Providing administrative support to clinical staff so they are able to focus on patient safety and care required of their clinical roles.

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

Note: This is a temporary position available for a period of 6- 12 months with the possibility of extension up to less than 12 months and/or permanency. This position is part-time at (28.5) hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Alana Cash 02 6264 7100 Alana.Cash@act.gov.au

**CHS Clinical Services**

**CHS Clinical Services**

**Medicine**

**Clinical Services**

**Clinical Care Coordinator at All Care Discharge Lounge (ACDL) RN3.1**

**Registered Nurse Level 3.1 $122,224 - $127,107, Canberra (PN: 17878 - 02JUS)**

Gazetted: 01 October 2024

Closing Date: 10 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

Join Our Team as a Clinical Care Coordinator at All Care Discharge Lounge (ACDL)!

Are you a dedicated healthcare professional passionate about patient care? ACDL is seeking a Clinical Care Coordinator (CCC) to ensure safe and efficient patient transitions.

At ACDL, we provide a supportive environment with both beds and chairs for patients awaiting transfer or discharge. Your role will involve coordinating daily operations, ensuring timely admissions, transfers, and discharges, while leading nursing services and enhancing patient outcomes through effective use of digital technology.

We operate from 0700 to 2130, Monday to Friday, excluding public holidays, and we are looking for a full-time candidate committed to making a difference in healthcare.

If you have experience in clinical care coordination and strong leadership skills, we want to hear from you!

To apply, please submit your resume and cover letter today. Join us in transforming patient care!

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Danielle Mackay 0423 010 107 danielle.mackay@act.gov.au.

**CHS Clinical Services**

**CHS Clinical Services**

**Medicine**

**Office Manager/Personal Assistant - Neurology**

**Administrative Services Officer Class 4 $81,743 - $88,213, Canberra (PN: 19715 - 02JXD)**

Gazetted: 01 October 2024

Closing Date: 13 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

About the Role:

This position reports to the Administration Manager (reporting) and Business Manager (line).

This position will provide high level administrative support to the Unit Director and senior leadership team within the Neurology department. It also provides leadership and supervision to the Neurology Administration team. You will also be responsible for supporting divisional data, operational and policy requirements.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

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.

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

Contact Officer: Tegan Denniss (02) 5124 0894 Tegan.Denniss@act.gov.au.

**CHS Finance and Business Intelligence**

**FBI Operations**

**Executive Officer - Chief Financial Officer Executive**

**Senior Officer Grade C $121,389 - $130,392, Canberra (PN: 50492 - 02JV9)**

Gazetted: 01 October 2024

Closing Date: 13 October 2024

What can we offer you:

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

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

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

• Flexible working conditions.

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

About the Role:

The Chief Financial Officer (CFO) Division partners with clinical and support services to manage financial and budget matters across Canberra Health Services (CHS), including both internal and external budget setting and reporting processes. In addition to financial services, CFO Division also has responsibility for Supply and Procurement.

The Executive Officer position reports to the Business Manager and works closely with Divisional colleagues, the Canberra Health Services Executive, and key staff in Ministerial offices and across other ACT Government Directorates.

The Office of the CFO is the central co-ordination point for the Division and is responsible for incoming and outgoing correspondence, requests for information, Divisional input to Ministerial and Government Business and liaison across Directorates, including Treasury. This position will also be responsible for the delivery of ad hoc projects and priorities for the CFO, including briefing, reports, and other correspondence.

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

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

• Undergo a pre-employment National Police Check.

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

Contact Officer: Joanne Salmon (02) 5124 6896 Joanne.Salmon@act.gov.au.

**North Canberra Hospital**

**Section – P**

**Nursing & Midwifery**

**Registered Nurse Level 1 Emergency Department**

**Registered Nurse Level 1 $78,097 - $103,125, Canberra (PN: LP7520, Several - 02JXZ)**

Gazetted: 01 October 2024

Closing Date: 18 October 2024

What can we offer you:

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

● Competitive pay rates and excellent working conditions.

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

● Flexible working conditions.

● 11.5% Superannuation.

About the Hospital:

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

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

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

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

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

About the role:

The Registered Nurse is responsible for assessing, planning, implementing and evaluating patient care. The RN will be required to collaborate with the multidisciplinary team and provide support, guidance and education to patients and their families.

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

Contact Officer: Raymond Hunt 1 Raymond.Hunt@act.gov.au

**North Canberra Hospital**

**Section – P**

**Allied Health & Palliative Care**

**Palliative Care Clinical Nurse Consultant - Consultancy Team**

**Registered Nurse Level 3.1 $122,224 - $127,107, Canberra (PN: LP4350 - 02JXL)**

Gazetted: 01 October 2024

Closing Date: 25 October 2024

What can we offer you:

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

● Competitive pay rates and excellent working conditions.

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

● Flexible working conditions.

● 11.5% Superannuation.

About the Hospital:

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

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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 Palliative Care Consultant Team CNC provides key liaison between members of the medical, nursing, and allied health teams at North Canberra Hospital (NCH) and the Specialist Palliative Care Team at Clare Holland House. The CNC triages all referrals from the acute care teams at NCH, undertakes initial consultation and assessment with the patient and their family and provides guidance to the treating team in relation to complex pain and symptom management and ongoing care planning for patients with a life limiting diagnosis. The role also promotes, supports and participates in building skills and knowledge of staff working in NCH. This position works closely with the Consultancy Team Palliative Care Registrar and Medical Specialist, and is supported by the Clare Holland House CNC, Educator and nursing team.

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

Contact Officer: Tina Edwards 1 tina.edwards@act.gov.au

**CHS Clinical Services**

**CHS Clinical Services**

**Medicine**

**Hospital in the Home**

**Clinical Care Coordinator HITH- Registered Nurse Level 3 Grade 1**

**Registered Nurse Level 3.1 $122,224 - $127,107, Canberra (PN: 44405 - 02JWE)**

Gazetted: 01 October 2024

Closing Date: 14 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

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

About the Role:

Are you ready to make a difference in healthcare? Canberra Health Services (CHS) is proud to offer our Hospital in the Home (HITH) service, a pioneering approach that brings acute healthcare right to patients in the comfort of their own homes. Operating from 7:30 AM to 10:00 PM, seven days a week, we provide the same high-quality care patients would receive in a hospital ward, all while being surrounded by their loved ones.

We are looking for a dynamic Clinical Care Coordinator to lead our HITH team! In this exciting role, you will provide essential clinical leadership, ensuring smooth day-to-day operations within the HITH service. You will coordinate patient flow, manage unit visits, and facilitate road visits, all while collaborating with our skilled multidisciplinary team. Your expertise will be crucial in supporting fellow nurses, ensuring that every patient receives the evidence-based treatment they deserve, whether they’re in the unit or at home.

If you’re passionate about transforming healthcare and delivering exceptional patient care, we want to hear from you! Join us in creating a health service that truly puts patients first.

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Louisa Andrews 02-5124 3957 louisa.andrews@act.gov.au

**CHS Chief Executive Officer**

**CHS Allied Health**

**Acute Allied Health Services**

**New Graduate - Dietitian**

**Health Professional Level 1 $76,027 - $92,596, Canberra (PN: 17383, Several - 02JVE)**

Gazetted: 01 October 2024

Closing Date: 10 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

About the Role:

The nutrition department at Canberra Health services offers an exciting career path for dietitians wanting to work within the acute or rehab hospital setting and who wish to be part of a dynamic team who provide a high standard of client centred nutrition care. We offer the opportunity to work across several different clinical areas on a rotation schedule to maximise experience and growth in clinical nutrition skills. Our service fosters the sharing of knowledge and provides access to regular clinical supervision and professional development opportunities, both within CHS and externally. This is a fantastic opportunity for dietitians to develop their career in a friendly and supportive team environment.

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

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

Undergo a pre-employment National Police Check.

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

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

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

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

Contact Officer: Sam Thompson (02) 5124 2211 SamJ.Thompson@act.gov.au

**North Canberra Hospital**

**Section – P**

**Allied Health & Palliative Care**

**Clinical Pharmacist – Education, Training and Workforce Development**

**Pharmacist Level 2/3 $93,959 - $122,571, Canberra (PN: 600319 - 02JV8)**

Gazetted: 01 October 2024

Closing Date: 25 October 2024

What can we offer you:

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

● Competitive pay rates and excellent working conditions.

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

● Flexible working conditions.

● 11.5% Superannuation.

About the Hospital:

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

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

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

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

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

About the role:

NCH Pharmacy sits within the Division of Allied Health and Palliative Care and comprises a highly functioning and friendly team of approximately 45 staff – pharmacists, technicians and administration staff. Currently, the department provides clinical pharmacy services using a complete digital health record to various specialty areas including critical care, emergency care, coronary care, stroke/neurology, general medicine, general surgery, palliative care, maternity, mental health, pre-admission clinic, hospital in the home, as well as dispensary and non-sterile manufacturing services. We also offer a pharmacy residency program, and a wide range of teaching opportunities. Over the next two years we plan to develop our services to include Partnered Pharmacist Medication Charting (PPMC), enhanced use of technologies and automation, extended scope pharmacy technician roles and further development of the clinical pharmacy workforce. We are committed to providing a safe environment for our staff and our patients.

This position will work within clinical teams to provide services across a range of clinical areas.

Our Pharmacy Vision – Leaders in pharmacy. The workplace of choice to deliver excellence in medicine management

Our Pharmacy Mission – A strong, innovative and inclusive team who collaborate to provide optimal medication management

Our Pharmacy Values – integrity, excellence and innovation, caring and inclusive, stewardship and sustainability, collaborative

Together with the Lead Pharmacist clinical & education, this position will support the following staff development programs across the department:

·  Pharmacy undergraduate training and workplace experience programs

·  Pharmacy Intern Training Program

·  Foundation and Advanced Training Residency Programs

·  Staff orientation, training and credentialing programs

·  Transition to hospital practice training programs

·  External educational activities

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

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

Contact Officer: Miriam Lawrence 62016265 Miriam.Lawrence@act.gov.au

**CHS Clinical Services**

**Cancer and Ambulatory Services**

**Cancer Services**

**Research Radiation Therapist**

**Radiation Therapist Level 3.2 $122,446 - $135,174, Canberra (PN: 60591 - 02JYH)**

Gazetted: 02 October 2024

Closing Date: 15 October 2024

What can we offer you:

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

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

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

Attraction and Retention Incentives allowance.

Flexible working conditions.

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

About the Role:

The Radiation Therapist Specialist - Research will actively participate in Radiation Therapy related research projects and clinical trials at the Canberra Region Cancer Centre, Radiation Oncology Department. The role involves engaging in collaborative research initiatives at local, national, and international levels, and forming academic, consumer, and interprofessional research partnerships. The goal is to contribute to a strong research culture that enhances patient care and clinical practice. Throughout their tenure, the candidate will complete clinical research activities for publication and/or presentation. The candidate will also support relevant departmental clinical trials with their expertise.

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

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

Undergo a pre-employment National Police Check.

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

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

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

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

Contact Officer: Martin Seng (02) 5124 2284 Martin.Seng@act.gov.au

**CHS Chief Executive Officer**

**CHS Medical Services**

**Pathology**

**Phlebotomist**

**Technical Officer Level 1 $69,843 - $70,852, Canberra (PN: 30575 - 02FOB)**

Gazetted: 02 October 2024

Closing Date: 11 October 2024

What can we offer you:

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

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

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

Flexible working conditions.

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

About the Role:

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra and North Canberra Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. As part of Canberra health Services staff are able to access salary Packaging with many options that provide full fringe benefits tax concessions.

Pre-Analytics, ACT Pathology is the primary liaison between patient, clinician, and laboratory. Customer Services is responsible for the collection of pathology samples from patients within the Canberra, North Canberra, University of Canberra, and National Capital Private Hospitals. Customer Services operates eight outpatient collection centres within hospitals and the community as well as a home collection service for those that are too frail to attend an outpatient room.

Under direction of the Customer Services Manager and the Collections Manager you will be required to perform collection procedures working across all eight ACT Pathology collection centre sites, perform reception duties, data entry, stock maintenance and a liaison role with patients and clinicians.

Customer Services operates Monday to Sunday between the hours of 6:30am to 5:30pm. However, there may be a requirement to work outside these hours due to public holidays and other operational requirements.

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.

Note: This position is part-time at (25.0) hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Louise Hyndes (02) 5124 2932 Louise.N.Hyndes@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**

**Pathways Business and Leadership**

**Foundation Skills**

**Administrative Service Officer 2/3 Foundation Skills**

**Administrative Services Officer Class 2/3 $65,715 - $79,349, Canberra (PN: 55493)**

Gazetted: 02 October 2024

Closing Date: 9 October 2024

Details: Do you have a customer service background, good computing skills, an outgoing personality and good organisational skills?

The Foundation Skills college is looking for a highly motivated administrative assistant to help with their busy schedule supporting CIT learners with their Foundation skills courses and pathways.

Role includes:

Communicating with students - face to face, emails and phone calls.

Providing course information and Language Literacy, Numeracy and Digital (LLND) test information to students and teachers.

Enrolling students, records and database management.

Providing general administrative tasks and other tasks as required

Working and providing support for a team of dedicated teachers and Head of Department

The successful applicant will be available for an immediate start.

Eligibility/Other requirements:

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

Note: This is a temporary position available from 05 November 2024 until 04 November 2025 with the possibility of extension up to 12 months and/or permanency.

How to Apply: Please submit:

A written response to the selection criteria (no more than two pages) telling us all about yourself and your experience working with people and why you would be a great candidate.

Your curriculum vitae.

Two referees (names and contact details).

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: Carolyn Vincent (02) 6207 3496 Carolyn.Vincent@cit.edu.au

**Education, Futures and Students**

**Library and Learning Services**

**Manager, Licencing and Copyright**

**Senior Officer Grade C $121,389 - $130,392, Canberra (PN: 18045)**

Gazetted: 02 October 2024

Closing Date: 24 October 2024

Details: An exciting opportunity exists to join the Library and Learning Services team at Canberra Institute of Technology (CIT) in the position of Manager, Licencing and Copyright.

You will be responsible for the management of CIT’s copyright and Intellectual Property (IP).

The position provides leadership and professional advice on licencing, copyright and IP to CIT staff, represents CIT on local, national or industry bodies including as the CIT representative on the Copyright Advisory Group (CAG TAFE) and monitors and advises on legislative developments affecting CIT in relation to copyright.

As part of the library team, you will contribute to the student experience at CIT by promoting and modelling innovation, collaboration, professionalism, adaptability, and accountability.

Why CIT?

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

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

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

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:

Previous experience in an educational environment is highly desirable.

A relevant degree in library or information management and/or industry experience are highly desirable.

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

How to Apply:

A written response to the Selection Criteria of up to three pages.

A current curriculum vitae including names of two referees

Contact Officer: Julieanne Paulazzo (02) 6207 3374 Julieanne.Paulazzo@cit.edu.au

**Education Futures and Students**

**CIT Education Design and Delivery**

**Program Services**

**Education Advisor - Teacher Level 2 EDS**

**Educator Level 2 (EDS CIT) $121,441 - $122,488, Canberra (PN: 34767)**

Gazetted: 01 October 2024

Closing Date: 15 October 2024

Details: Join our team as an Education Advisor.

Are you passionate about driving excellence in the VET sector?

Canberra Institute of Technology (CIT) is looking for an experienced VET Education Design Specialist to lead the development of innovative educational programs that enhance the student experience.

Key Responsibilities

Leverage your extensive knowledge of the VET sector to shape course design, ensuring the development of high-quality programs that enhance student experience. Adhere to VET regulations and apply rigorous quality assurance standards to deliver effective program outcomes.

Provide specialist advice on VET product design, assessment, implementation, and lead project delivery.

Collaborate with educators to create comprehensive course materials, including assessment and Training and Assessment Strategies (TAS), ensuring quality and alignment with standards.

Foster a team-driven environment, that values the input of others and promotes quality practices in education.

Often this work is completed within tight deadlines and limited supervision, and as such the ability to work autonomously, prioritise work activities and problem solve are key skills required.

Eligibility/Other requirements:

The successful applicant must hold a full Training and Assessment Certificate IV qualification (TAE40116 or equivalent) and a Diploma in Vocational Education and Training (TAE50116 or equivalent).

Notes: This is a temporary position available from 31 October 2024 until 31 March 2025 with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection maybe based on application and referee reports only.

How to Apply: Please submit:

A two-page pitch outlining your suitability for the role and addressing the Selection Criteria as outlined in the Position Description.

A current curriculum vitae.

Contact details of two referees, including your most recent supervisor.

Please ensure you supply a certified copy of the mandatory qualifications as outlined in the Position Description as part of your application.

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: Sandra Duchnaj 0419 533 444 Sandra.Duchnaj@cit.edu.au

**Education Futures and Students**

**Library and Learning Services**

**Digital Resource Officer**

**Administrative Services Officer Class 5 $90,451 - $95,531, Canberra (PN: 15521)**

Gazetted: 30 September 2024

Closing Date: 14 October 2024

Details: The Library and Learning Services team at Canberra Institute of Technology (CIT) is looking for a self-motivated individual with excellent attention to detail, experience in library management systems and digital repositories for the provision of access to library and learning resources. The position manages the renewal of digital resources subscriptions and assists with the procurement of and access to library and learning resources on behalf of CIT.

Why CIT?

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

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

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

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: Diploma of Library and Information Services or similar and eligibility for membership to the Australian Library and Information Association (ALIA) 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.

How to Apply:

A written response to the Selection Criteria of up to three pages.

A current curriculum vitae including names of two referees

Contact Officer: Vinitha Menon (02) 6207 4804 Vinitha.Menon@cit.edu.au

**Education Futures and Students**

**Library and Learning Services**

**Liaison Librarian**

**Professional Officer Class 1 $76,028 - $95,217, Canberra (PN: 30475)**

Gazetted: 30 September 2024

Closing Date: 10 October 2024

Details: CIT Library and Learning Services is looking for a Liaison Librarian who is committed to providing high quality services to students, staff, and the wider CIT community. In this role you will have a direct impact on the student experience by working with teachers to provide vocational education and training resources and digital literacy sessions. You will be working as part of the wider Library and Learning Services team and will collaborate with colleagues on projects to support the transition to the new CIT Woden campus, due to open July 2025.

Why CIT?

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

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

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

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

Note: This is a permanent 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.

How to Apply:

A written response to the Selection Criteria of up to three pages.

A current curriculum vitae

Two referee reports

A copy of your ALIA-recognised library qualification relevant to the position.

Contact Officer: Laura Kent (02) 6207 8945 Laura.Kent@cit.edu.au

**Education and Training Services**

**CIT Trade Skills**

**Electrical Trades**

**Electrical Trades Teacher - Refrigeration AC**

**Educator Level 1 $101,884 - $115,825, Canberra (PN: 51399)**

Gazetted: 27 September 2024

Closing Date: 25 October 2024

Details: Are you a qualified Refrigeration Air Conditioning seeking a change of pace? Are you looking for a better work life balance? Do you like to share the years of wisdom you have learnt from being on the tools to the next generation or maybe you are just a little curious....

WHAT'S THE POSITION?

CIT is seeking suitably qualified tradespeople to join us in shaping the 'tradies of the future!'. As a teacher with us you have the power to directly impact the future of the Refrigeration Air Conditioning industry within the ACT and surrounds by passing on your extensive experience and industry knowledge to a classroom full of students waiting to learn from you.

We are seeking someone who is a strong, confident communicator, with excellent technical skills and a passion for learning. You will be flexible in your approach to passing on your knowledge and be able to work with a diverse range of people. Your work as a teacher will require strong digital skills as we use a range of programs to deliver our training and email to correspond with our students, employers and colleagues.

We have a variety of options available from permanent full time or part-time to casual available to get a taste for what teaching is all about.

PLEASE

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

WHAT DO I NEED?

To be successful in this position you must have the following:

Relevant formal trade qualifications; and

Demonstrate a broad range of current industry skills and experience.

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:

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

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

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

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

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

Clause M10.8 states that all employees at Educator Level 1.3 (TL1.7) to the Head of Department Level must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Mandatory Licensing

Appropriate Industry competencies demonstrated by the following qualifications:

·  Certificate III in Refrigeration & Air Conditioning - or equivalent

Possess or able to obtain an

i. ARCtick - Refrigerant handling licence

ii. Full or restricted (Disconnect or Re-connect) electrical licence

Industry Experience

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

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

\*\* CIT can assist in you gaining the full qualification, further information available in CIT's Enterprise Agreements.

Notes: Part-time hours will be considered, and the full-time salary noted above will be pro-rata. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit no more than three pages responding to the Selection Criteria located in the Position Description. Also, provide a current curriculum vitae along with details of two referees, their contact details and their position relevant to you.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathryn Druce (02) 6207 4345 Kathryn.Druce@cit.edu.au

### Chief Minister, Treasury and Economic Development

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

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

**Executive Group Manager, Planning, Design and Digital**

**Temporary Vacancy (25 November 2024 to 13 December 2024)**

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

**Digital, Data and Technology Solutions**

**Position: E1290**

**(Remuneration equivalent to Executive Level 2.2)**

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

Date circulated: 03 October 2024

Digital, Data and Technology Solutions (DDTS) is looking for an experienced executive to lead the Planning, Design and Digital stream for the period 25 November 2024 to 13 December 2024.

Reporting to the Chief Digital Officer, the Executive Group Manager Planning, Design and Digital is a member of the Senior Executive Leadership Team of DDTS and is responsible for:

• Supervision of Executive Branch Manager direct reports as well as other Senior Directors.

• Direct and indirect responsibility for over 600 employees.

• Managing a collective annual expenditure of over $200 million.

To be a strong contender for this role you will need to be an outstanding leader with a strong track record of achievement. You will have experience in driving change, be innovative in your approach, possess high order stakeholder management skills, have an outstanding partnering and customer service focus and the ability to present practical solutions. You will have exceptional interpersonal, communication and representational skills complemented by sound judgement, intellectual rigour and an ability to operate in a complex and dynamic environment.

Please note: The successful candidate may be selected based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from $321,988 - $334,882 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $286,536.

To apply: Interested candidates should submit a one page Expression of Interest, curriculum vitae and contact details for two referees to Eamonn Rooney via email, eamonn.rooney@act.gov.au by COB Thursday 17 October 2024.

Contact Officer: Eamonn Rooney (02) 6207 8954 eamonn.rooney@act.gov.au

**Chief Information Officer, CMTEDD CIO Branch**

**Temporary Vacancy (ASAP to 1 November 2024 with the possibility of extension)**

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

**Corporate**

**Position: E1038**

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

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

Date circulated: 02 October 2024

Expressions of interest (EOI) are sought for the position of Chief Information Officer, CMTEDD CIO Branch. This temporary vacancy is from ASAP to 1 November 2024 with the possibility of extension.

Reporting to the Executive Group Manager, Corporate, the Chief Information Officer leads a small, passionate team responsible for:

• Digital Governance: creating and maintaining a well governed Digital and ICT environment, reducing risk, increasing transparency and providing clear strategic direction for Digital and ICT in the Directorate; and

• Digital Transformation: leading in and championing Digital Transformation, working with business units across the Directorate, assisting, advising and contributing toward programs to modernise and transform the systems on which we rely.

The successful candidate will possess outstanding leadership, strategic development, relationship management, communication and change management skills with a strong background in leading complex digital transformation initiatives.

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 $249,020 - $258,969 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $221,094.

To apply: Interested candidates should submit a short EOI, of no more than one page addressing the Executive Capabilities, details of two referees and a current curriculum vitae to Christo Norman via email to christo.norman@act.gov.au by COB Wednesday 9 October 2024.

Contact Officer: Christo Norman via Teams or christo.norman@act.gov.au

**Executive Branch Manager, Communications and Engagement**

**Temporary Vacancy (7 October 2024 to 21 April 2025)**

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

**Economic Development**

**Position: E1159**

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

Circulated to: ACTPS Senior Executive List, ACTPS SOGAs and Infrastructure Managers

Circulated on: 27 September 2024

Expressions of interest (EOI) are sought for the position of Executive Branch Manager (EBM), Communications and Engagement. This is a short-term vacancy available from 7 October 2024 (or as soon as possible) to 21 April 2025.

Reporting to the Deputy Director General, the EBM, Communications and Engagement is responsible for leading Economic Development’s professional Communications and Engagement team to deliver a high quality, efficient, effective, and educated communications and engagement function and value services across government and to the community. Specifically, the role will lead Economic Development communications and engagement activities to ensure the Canberra community is well informed on government programs, policies, and services, and has meaningful opportunities to inform decision making.

For further information please see the attached Executive Capabilities.

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 an expression of interest of no more than one page addressing the Executive Capabilities, along with the details of two referees and a current curriculum vitae to Kareena Arthy via email, Kareena.Arthy@act.gov.au by COB Friday 4 October 2024.

Contact Officer: Karen Stewart-Moore 0419 212 642 Karen.Stewart-Moore@act.gov.au

**Executive Branch Manager, ACT Insurance Authority**

**Temporary Vacancy (8 October 2024 to 25 October 2024)**

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

**ACT Insurance Authority Division**

**Position: E259**

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

Circulated to: ACTPS Senior Executive List, ACTPS SOGAs and Infrastructure Managers

Circulated on: 27 September 2024

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking Expressions of Interest (EOI) for the role of the Executive Branch Manager for the ACT Insurance Authority (ACTIA).

The ACT Insurance Authority is a Statutory Authority, providing insurance, claims and risk management services for the ACT Government. The Authority works to protect the assets and services of the Territory by providing risk management and insurance services to a large and diverse group of ACT Government client agencies and entities.

The Authority also administers the Office of the Nominal Defendant of the ACT, for default claims under the ACT Motor Accident Injury Scheme and the Default Insurance Fund, for default claims under the ACT Private Workers’ Compensation Scheme.

The Executive Branch Manager is responsible for providing strategic and operational leadership to support the team in delivering services under a captive self-insurance model, risk management support and education, and internal financial services.

The Executive Branch Manager reports to the Deputy Under Treasurer, Economic, Revenue and Insurance Group, and works collaboratively and maintains productive relationships with other Executives within CMTEDD and across all ACT Government agencies and directorates.

The successful candidate will require strong strategic leadership capabilities and a proven record of achievement within a customer focused environment. Demonstrated sound judgement, exceptional interpersonal, communication capabilities, with the capacity to work calmly in a complex and dynamic environment will be essential.

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

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

To apply: please provide an Expression of Interest for the role, your curriculum vitae and details of two referees to Penny Shields via email, Penny.Shields@act.gov.au by COB Friday 4 October 2024.

Contact Officer: Penny Shields: 0435 051 672 Penny.Shields@act.gov.au

**Executive Branch Manager, Construction and Planning Regulation**

**Temporary Vacancy (22 November 2024 to 2 January 2025 with possibility of extension)**

**Chief Minister Treasury and Economic Development**

**Access Canberra**

**Position: E1005**

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

Circulated to: ACTPS Band 1 Executives, ACTPS SOGAs and Infrastructure Managers

Circulated on: 27 September 2024

Access Canberra is the ACT Government’s one-stop shop for key government services and regulatory functions. We are all about providing people easy access to ACT Government services, payments and information, along with delivering important regulatory functions for our community. We strive to deliver great customer experience and deliver regulatory outcomes that support our vision of a safe and liveable city.

At Access Canberra, we seek to help community organisations, business and individuals work with the ACT Government and constantly look for new 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 build a strong economy, safe community and sustainable environment.

Successful applicants will be able to lead organisational change; help find solutions to complex situations; actively engage with risk to make sound decisions; communicate with influence to achieve outcomes; and understand how to lead teams to achieve effective results. You will be a key member of the Access Canberra Executive group helping to drive organisational strategy and implementation of government priorities.

The Executive Branch Manager, Construction and Planning Regulation has primary responsibility construction, building quality and land planning matters across the ACT, and is delegated the statutory functions of Construction Occupations Registrar, Architects Registrar and the newly established Professional Engineers Registrar.

The position provides advice to various portfolio Ministers in support of its statutory functions and role within Access Canberra, and works closely with partner policy directorates, especially the Environment, Planning and Sustainable Development Directorate (EPSDD), Transport Canberra and City Services Directorate (TCCS) and the Justice and Community Safety Directorate (JACS).

The Executive Branch Manager, Construction and Planning Regulation is required to engage with key stakeholders in support of its statutory functions, regulatory responsibilities and service delivery requirements.

Experience: To be appointed as the Construction Occupations Registrar, the successful applicant must have relevant experience or a relevant qualification in a construction occupation, or in the administration of a building or construction industry regulatory scheme, as set out in Sections 103 (2) of the Construction Occupations (Licencing) Act 2004.

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

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

To apply: Interested candidates should submit a short Expression of Interest of no more than one page addressing the Executive Capabilities, details of two referees and a current curriculum vitae to the Access Canberra Business Manager via email, Margaret.McKinnon@act.gov.au by COB Friday 4 October 2024.

Contact Officer: Margaret McKinnon 0435 440 520 Margaret.McKinnon@act.gov.au

**Revenue Management Division**

**Support**

**Finance and Information**

**Finance Officer**

**Administrative Services Officer Class 4 $81,743 - $88,213, Canberra (PN: 05766)**

Gazetted: 30 September 2024

Closing Date: 14 October 2024

Details: The ACT Revenue Office is looking for a suitably qualified person to work in its finance team. You will be working in a small dynamic team of professionals maintaining and preparing day to day financial work. You will be assisting in preparing our end of month reporting responsibilities. You will also be performing administrative support duties for the team.

Eligibility/Other requirements: Tertiary Qualifications in finance or similar field would be beneficial.

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

Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a two-page pitch demonstrating relevant Skills and Experience against the Selection Criteria and A current curriculum vitae and contact details of at least one current referee.

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

Contact Officer: Claire Wu (02) 6207 4245 Claire.Wu@act.gov.au

**Chief Minister, Treasury and Economic Development**

**Access Canberra**

**Fair Trading and Compliance**

**Infringement Review Office**

**Manager Administrative Services Officer Class 6 $97,182 - $110,708 Canberra (PN: 36998)**

Details: Are you a strong leader who thrives managing a large operational team? Are you adaptable and enjoy the challenge of changing priorities in a fast-paced environment? Do you have an interest in road safety in the ACT? If this sounds like you, then we’d love to hear from you!

We are seeking a motivated individual to join the Infringement Review Office as a Manager. You will be responsible for overseeing the day-to-day operations of the team, have a direct impact on developing your team members and be a subject matter expert on traffic and parking infringements. You will be resilient, work collaboratively with a diverse range of people and excel at maintaining a positive team culture.

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

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

Notes: This is a temporary position available immediately for 6 months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a written response/pitch of no more than two pages, responding to the “What you will do” and “What you require” sections in the Position Description. Your response should include examples that demonstrate your relevant Professional/Technical Skills and Knowledge, and Behavioural Capabilities. You will also need to attach a current curriculum vitae and provide details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Valerie Kitson (02) 6205 9429 Valerie.Kitson@act.gov.au

**Access Canberra**

**Construction and Planning Regulation**

**Strategic Business Coordination**

**Assistant Director**

**Senior Officer Grade C $121,389 - $130,392, Canberra (PN: 57080)**

Details: We are looking for someone who thrives in a fast-paced, collaborative environment and wants to use their combination of skills and knowledge to fill the role of Assistant Director, Strategic Business and Coordination, in Access Canberra’s Construction and Planning Regulation Branch.

IF YOU HAVE…

Excellent writing skills with the ability to get to the heart of the matter and pay great attention to detail, as well as strong research and analysis in an operational policy context, and a deep understanding of government business and parliamentary processes.

COMBINED WITH…

The ability to find joy in juggling competing priorities, using your communication skills to drive collaboration across technical teams and stakeholders, and making recommendations for changes to strategic policy.

THEN THIS MAY BE THE ROLE FOR YOU!

The Assistant Director needs to be able to provide leadership to the team, consult with and influence stakeholders, and work under time pressure with limited direction.

If you’re interested in applying your unique skills and knowledge to construction and planning on behalf of the Canberra community, and you’re passionate about governance and accountability, then this is for 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.

Notes: This is a temporary position available from 01 October 2024 until 17 January 2025 with the possibility of extension up to 12 months. A merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

This role operates under a hybrid location working environment, including working from home and in Access Canberra offices under -based working (ABW) arrangements. Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the Selection Criteria, your current curriculum vitae and details of two referees, one of which should have worked with you most recently.

Applications should be submitted via the Apply Now button below.Contact Officer: Radmila Andric (02) 6207 4988 Radmila.Andric@act.gov.au

**Office of Industrial Relations and Workforce Strategy**

**Office of the DDG**

**Executive Officer**

**Senior Officer Grade B $142,329 - $159,780, Canberra (PN: 66052)**

Gazetted: 26 September 2024

Closing Date: 13 October 2024

Details: Do you have experience leading a team and supporting a senior executive in commonwealth or local government? Are you a team player who is highly organised, professional and bring a can-do attitude to your work? Are you comfortable communicating with a broad range of stakeholders? Can you drive the use of efficient processes and see opportunities to improve? This might be the job for you.

The Office of Industrial Relations and Workforce Strategy is seeking a dynamic and skilled professional to fill the role of Executive Officer to the Deputy Director-General (DDG).

A typical day could include:

Leading the day-to-day operations, and overseeing the staff, of the OIRWS Executive Office

Providing advice on high priority tasks and projects in consultation with senior leaders.

Quality assuring the advice and correspondence provided to the DDG.

Representing the DDG and the Office at meetings and forums.

Monitoring tasks, projects, and timeframes to determine whether items are progressing and on track to achieve desired outcomes. In the event of a potential or expected delay effectively communicate reasons for delay or alteration and facilitate agreement on the way forward.

Mentoring your colleagues to build capability and knowledge of the OIRWS; and

Encouraging a positive workplace culture.

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

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

How to Apply: Please submit:

After reviewing the ‘What you will do’ and ‘What you require’ sections in the Position Description, submit your application as a two-page written response addressing these criteria.

A curriculum vitae and the details of two referees.

Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andreza Redmayne (02) 6207 0566 Andreza.Redmayne@act.gov.au

**Office of Industrial Relations and Workforce Strategy**

**Office of the DDG**

**Executive Support Officer**

**Senior Officer Grade C $121,389 - $130,392, Canberra (PN: 66263)**

Gazetted: 26 September 2024

Closing Date: 13 October 2024

Details: Do you have experience supporting a senior executive in commonwealth or local government? Are you a team player who is highly organised, professional and bring a can-do attitude to your work? Are you comfortable communicating with a broad range of stakeholders? This might be the job for you.

The Office of Industrial Relations and Workforce Strategy is seeking a dynamic and skilled professional to fill the role of Executive Support Officer to the Deputy Director-General (DDG).

The Executive Support Officer will work hand in hand with the Executive Officer and the Executive Assistant to support the management of the Office of the Deputy Director-General.

A typical day could include:

Supporting the Executive Officer to manage the day-to-day operations of the OIRWS Executive Office;

Providing advice on high priority tasks and projects in consultation with senior leaders.

Quality assuring the advice and correspondence provided to the DDG.

Representing the DDG and the Office at meetings and forums.

Monitoring tasks, projects and timeframes and determining whether items are progressing and on track to achieve desired outcomes. In the event of a potential or expected delay effectively communicate reasons for delay or alteration and facilitate agreement on the way forward; and

Mentoring your colleagues to build capability and knowledge of the OIRWS purpose; and

Encouraging a positive workplace culture.

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

Notes: A merit pool may be established from this selection process and will be used to fill vacancies over the next 12 months. Part-time hours will be considered an the full-time salary noted above will be pro-rata.

How to Apply: Please submit:

After reviewing the ‘What you will do’ and ‘What you require’ sections in the Position Description, submit your application as a two-page written response addressing these criteria.

A curriculum vitae.

Details of two referees. Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andreza Redmayne (02) 6207 0566 Andreza.Redmayne@act.gov.au

**Work Safety Group**

**Policy Branch**

**Workplace Legislation & Policy**

**Assistant Director**

**Senior Officer Grade C $121,389 - $130,392, Canberra (PN: 17942)**

Gazetted: 27 September 2024

Closing Date: 11 October 2024

Details: The Workplace Legislation and Policy team is looking for a skilled, passionate and dedicated Assistant Director to work on the development of legislation and policy that supports the safety and conditions of Canberra workplaces.

Working in the Policy Branch within Work Safety Group, the Workplace Legislation and Policy team lends subject expertise and policy engagement with employer and employee representative stakeholders within the Territory on issues relating to the ACT’s work health and safety, and industrial relations regulatory frameworks.

The successful candidate will coordinate and drive the delivery of strategic policy advice to the ACT Government and Ministers to ensure that the ACTs work health and safety framework remains contemporary with national priorities, addresses known and emerging workplace hazards and risks, and supports all workers in all industries return home safely at the end of work.

In this role, the ability to build and maintain productive and cooperative relationships with high-level stakeholders is a must – as is the ability to clearly communicate complex matters to a range of Executive stakeholders.

Working within a small team, multitasking, strong organisation and excellent interpersonal skills will be key to ensuring the high performance off the team and delivery of quality outputs.

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

Eligibility/Other requirements:

Tertiary qualifications or relevant experience in law, governance, workers’ compensation, work health and safety policy or public policy would be highly desirable.

Notes: A Merit Pool will be established from this selection process and may be used to fill vacancies including temporary vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is in a workplace designed for activity-based work (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide:

A two-page summary of your experience in relation to the role.

A curriculum vitae.

Contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: RebeccaJ Sullivan (02) 6205 8353 RebeccaJ.Sullivan@act.gov.au

**Corporate**

**Governance, Reporting, Information and Facilities**

**Governance, Security and Audit**

**Agency Protective Security Officer**

**Administrative Services Officer Class 6 $97,182 - $110,708, Canberra (PN: 48832)**

Gazetted: 27 September 2024

Closing Date: 11 October 2024

Details: If you have a passion for providing enabling services in a corporate environment, then this could be the role for you.  The Agency Protective Security Officer supports the Directorates’ Agency Security Advisors with the implementation and ongoing management and reporting of the ACT Government Protective Security Framework and security-related activities related to people, information, and assets within CMTEDD. In addition, you will be responsible for administrative functions such maintaining registers (CCTV, security incident, security clearance, overseas travel, site security assessments etc), analysis of data, and preparation of related content for respective governance committees. You will be the central contact for requests for security clearances, overseas travel, and requests for release of CCTV. Corporate is a progressive division that regularly looks at ways in which we can improve the way we work, and we encourage this role to think out of the box.

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 list will be established from this selection process and may be used to fill vacancies over the next twelve months. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation or desk.

How to Apply: Please provide your curriculum vitae and address the Professional/Technical Skills and Knowledge and Behavioural Capabilities as per the 'What You Require' section of the Position Description to identify what skills and experience make you the best person for this role. Please keep your response to two pages or less. Also include the contact details of at least two referees.

Please note that this is a Security assessed position and the ability to obtain and maintain a Negative Vetting 1 security clearance is required.

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

Contact Officer: Mathew Cross (02) 6205 9461 Mathew.Cross@act.gov.au

**Digital, Data and Technology Solutions**

**Strategic Business**

**EPMO**

**Senior Director, Project Management Practice**

**Senior Information Technology Officer Grade A $164,725, Canberra (PN: 09681)**

Gazetted: 30 September 2024

Closing Date: 14 October 2024

Details: Digital, Data and Technology Solutions (DDTS) is seeking an expect in project and program management practice to fill the role of Senior Director, Project Management Practice in the Strategic Business Branch of DDTS.

The Senior Director, Project Management Practice is a key leadership role in the operations of the Enterprise Portfolio Management functions of DDTS. Under broad direction, the role leads our demand driven work take on processes, capacity management and project support operations. It is also the capability lead for our project and program management professionals and works closely with all operational areas of DDTS.

The ideal candidate will have highly developed knowledge and experience in the delivery of projects and programs across multiple domains such as COTS implementation, software development and ICT infrastructure commissioning. They will also have knowledge and experience in the operations of enterprise portfolio/program/project management offices.

As part of the ACTPS, this role has access to a range of flexible working provisions including hybrid work arrangement primarily based in the Gungahlin office (Winyu House), customer site, and/or home. The occupant of the role is expected to work in the Gungahlin office a minimum of 1 day per week. ACTPS staff also have access to a range of FlexiSpace office locations across Canberra.

DDTS has a diverse workforce across many functions and sites. An inclusive culture is something to which we strive and models the behaviours that contribute to the goal that our people are respected, valued and involved.

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:

An ACT Government CMTEDD issued Personnel Vetting Program certificate is required for this position and will form part of the pre-employment process prior to commencement.

Tertiary level qualifications and/or certification in Project Management and/or Program Management are mandatory. These include one or more of: Diploma of Project Management, PRINCE2 Practitioner, PRINCE2 Agile Practitioner, Agile Project Management (AgilePM) Practitioner, Management of Successful Programmes (MSP) Practitioner.

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

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the ‘What you require’ section in the Position Description. These should be taken in context to the 'What will you do' section of the Position Description.

Applicants should also submit a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathy Tran (02) 6207 1038 Kathy.Tran@act.gov.au

**Digital, Data and Technology Solutions**

**Strategic Business Branch**

**Senior Director, Enabling Services**

**Senior Officer Grade A $164,725, Canberra (PN: 12643)**

Gazetted: 30 September 2024

Closing Date: 21 October 2024

Details: Digital, Data and Technology Solutions (DDTS) is seeking an experienced Senior Director to lead its enabling services function. This is a key leadership role within the organisation and is responsible for business planning, strategic risk management, workforce strategy and organisational change.

The ideal candidate will have highly developed knowledge and experience in workforce strategy and its implementation. They will also have experience in business planning, organisational change and risk management.

As part of the ACTPS, this role has access to a range of flexible working provisions including hybrid work arrangement primarily based in the Gungahlin office (Winyu House), and/or home. The role requires a minimum of 1 day a week in the Gungahlin office. ACTPS staff also have access to a range of FlexiSpace office locations across Canberra.

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: An ACT Government CMTEDD issued Personnel Vetting Program certificate is required for this position and will form part of the pre-employment process prior to commencement.

Tertiary level qualifications and/or certification in Human Resource Management, Organisational Change Management or Business Administration 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.

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the ‘What you require’ section in the Position Description. These should be taken in context to the 'What will you do' section of the Position Description.

Applicants should also submit a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathy Tran (02) 6207 1038 Kathy.Tran@act.gov.au

**Corporate**

**CMTEDD CIO Branch**

**Service Delivery Manager**

**Senior Officer Grade C $121,389 - $130,392, Canberra (PN: 41090)**

Gazetted: 27 September 2024

Closing Date: 4 October 2024

Details: Are you looking to be a part of a team that is establishing itself as the change agents within CMTEDD and leading the Digital Transformation and Strategic ICT delivery? A team where you get to describe, challenge, pivot and design your ideas using modern toolkits and resources. Work with data, create BI and analytics dashboards, facilitate ideas using Agile and Lean tools like Lean Canvas, Value stream mappings and M.O.S.T or bring your own.

To excel in the Service Delivery Manager role, you will have:

Experience delivering agreed outcomes from projects using appropriate management techniques, collaboration, leadership, and governance.

Significant experience in conducting stakeholder research, compiling research into reports, and communicating the findings and insights.

An innovative and disciplined approach to managing and delivering digital and ICT services.

Effective collaborative skills to work with our different business partners.

Experience working in an agile/scrum methodology will be desirable.

If you are energetic, enterprising, enjoys building strong relationships and can manage work within a fast-paced environment then the CMTEDD CIO Branch is the right place for you. It’s an opportunity you will not want to miss.

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

Notes: This is a temporary position available from 30 September 2024 until 01 September 2025 with the possibility of permanency. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply:

Please include:

A two-page pitch demonstrating their capability to meet the skills, knowledge and behaviours outlined in the Position Description.

A current curriculum vitae and contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: NoelW Chan (02) 6207 8380 NoelW.Chan@act.gov.au

**Access Canberra**

**Environment Protection Authority**

**Environment Protection**

**Assistant Director**

**Senior Officer (Technical) Grade C $121,389 - $130,392, Canberra (PN: 04677)**

Gazetted: 26 September 2024

Closing Date: 10 October 2024

Details: Do you enjoy working in a fast-paced environment and have the ability to excel at managing a small team committed to protecting the environment. Do you have strong leadership and communications skills and love working with a passionate group of individuals in a compliance environment? If this is what you are looking for, we may have the perfect role for 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:

Current ACT or equivalent Driver’s licence

Relevant qualifications and/or experience in environment, natural resources, compliance, and/or enforcement an advantage.

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

How to Apply: Provide a maximum two-page pitch explaining why you are the best person for this role and demonstrating how you meet the Skills, Knowledge and Behavioural Capabilities outlined in the Position Description along with your curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Rodney Dix (02) 6207 2586 Rodney.Dix@act.gov.au

**Access Canberra**

**Strategy Data and Governance**

**Strategy Risk and Reform**

**Project Officer**

**Administrative Services Officer Class 6 $97,182 - $110,708, Canberra (PN: 58463)**

Gazetted: 30 September 2024

Closing Date: 14 October 2024

Details: Access Canberra is the front door to the ACT Government, being a service and regulatory provider that impacts most Canberrans at least once across the lifespan. The efficient and effective delivery of its services makes Canberra a safer, more liveable city for us all.

A day in the life: Access Canberra (<https://youtu.be/Jo9cgKt4f-Y>)

An opportunity exists in Access Canberra to be a part of a significant reform program that seeks to ensure Access Canberra is able to evolve with changing times, demographics, and expectations and future proof its operations.

You will be part of a diverse and high performing team that tackles challenges with a ‘can do’ attitude, enjoys finding time to laugh even when facing looming timeframes and obstacles, and often discovers themselves down rabbit holes unearthing new problems (and hopefully solutions!).

A Rubik’s Cube has fewer moving parts than these projects, and the stakes are higher than grandpa’s pants. So, we are looking for someone who is motivated to make a difference to the lives of others; who can manage their time, people, and expectations; and aspire to find new ways of doing things better.

If this sounds like you, send your resume along with a pitch of no more than 2 pages, describing the skills, knowledge and behavioural capabilities you have which make you the most suitable person for 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: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

Notes: This is a temporary position available immediately until 30 June 2025 with the possibility of extension up to 12 months.

How to Apply: Please provide a pitch of no more than two pages, describing the skills, knowledge and behavioural capabilities you have which make you the most suitable person for the position, and a copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Charlotte Smith (02) 6207 0254 Charlotte.Smith@act.gov.au

**Access Canberra**

**Fair Trading and Compliance**

**Event Coordination and Business Assist**

**Event and Business Coordination Officer**

**Administrative Services Officer Class 5 $90,451 - $95,531, Canberra (PN: 40600)**

Gazetted: 02 October 2024

Closing Date: 23 October 2024

Details: Do you want to support safe and successful events? Do you have an understanding of what permits and approvals are needed for events? Do you proactively look for solutions? Are self-motivated and able to multi-task?

If you answered yes, then this may be the opportunity for you!

The Event Coordination and Business Assist (ECBA) Team through a coordinated case management approach, foster strong working relationships across government and with external to government stakeholders.

This service is provided to ensure timely coordination of approval processes and continuous liaison with event organisers.

As an Event and Business Coordination Officer you will identify approvals required for an event and help event organisers obtain those approvals.

You will establish stakeholder meetings to encourage collaboration between areas of government and event organisers.

You will ensure cross government awareness of events by consulting and notifying of events that are coordinated by you outlining event specifics including the approvals required.

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

Eligibility/Other requirements:

You must hold a current C class driver’s license.

This position does not require a pre-employment medical

This position does not require a Working with Vulnerable People Check

Highly desirable to have an understanding of current regulatory/approval requirements for event approvals or the ability to quickly acquire such knowledge.

Highly desirable to have an understanding of the current regulatory requirements for establishing a new business or the ability to quickly acquire such knowledge.

Notes: This is a temporary position available immediately until 24 October 2025 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants must submit:

A current curriculum vitae.

A written response to the Selection Criteria (maximum two pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Nathan Buckley (02) 6205 3461 Nathan.Buckley@act.gov.au

**Access Canberra**

**Service Delivery & Engagement**

**Parking Operations**

**Parking Compliance Officer**

**Administrative Services Officer Class 3 $73,983 - $79,349, Canberra (PN: 18999, Several)**

Gazetted: 01 October 2024

Closing Date: 15 October 2024

Details: Are you looking for a role that lets you to make a real difference in the community? Do you have an interest in the safety of pedestrians and other road users? Do you believe in rules, understand why they exist, and appreciate how they help things work? If so, then read on to see if a Parking Compliance role with Access Canberra is right for you!

From enabling safe travel around schools to ensuring parking is available for those who need it, our Parking Compliance Officers play a crucial role in supporting Access Canberra vision of ‘A Safe and Liveable City’.

It’s not just about yellow envelopes and issuing infringements! At Access Canberra, we’re committed to engaging and educating our community about the importance of safe and legal parking, as well as making a lasting impact on the safety of our community.

The people we need:

Are motivated, want to make a difference, and support our government functions.

Manage their time responsibly and effectively to help achieve shared goals.

Display integrity and will uphold the expectations of this ACT Government regulatory compliance role.

Are effective communicators.

Are proficient in general office administration tasks. For example, email communication, document creation/review and keyboard skills.

Can learn and use software applications across a variety of equipment.

Are versatile. Duties shift between in-field Licence Plate Recognition vans, on-foot compliance patrols, and in office computer work.

Are flexible and adaptable in the management of changing priorities.

Consistently follow procedures and apply learnt training.

Apply a continuous improvement mindset and aspire to doing things better.

Apply skill, knowledge, and experience at the Administrative Services Officer Class 3 (ASO3) level. Classification Schedules - ACTPS Employment Portal

Most importantly, we are looking for people who have high levels of emotional intelligence, are resilient, and are committed to the promotion of both team and community safety.

As a Parking Compliance Officer, it is important to consider what information helps drivers comply with the parking rules.

Having the skills and confidence to manage sometimes tricky conversations with drivers about their parking, while maintaining a positive customer service approach, is crucial.

You will:

Be part of a diverse and supportive team that is committed to a safe and positive workplace culture.

Receive comprehensive regulatory, process, and safety training.

Be involved in a variety of tasks that helps break up the working week.

Be supported by a competitive ACT Public Service Enterprise Agreement, and

Have access to career and professional development opportunities.

If you think you are up to the challenge and would like to support the ACT community, then we want to hear from you!

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

Eligibility/Other requirements:

The successful applicant will need to obtain and maintain eligibility as an authorised person under the Road Transport (General) Act 1999. Successful applicants must be an Australian Citizen or Permanent Resident and successfully complete a pre-employment police check. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be reassessed.

A current driver's licence and an excellent driving record is also required.

You may be required to undergo a health assessment prior to employment.

Notes: There are multiple permanent positions available. A Merit Pool will be established from this selection process which can be used to fill vacancies over the next 12 months. There are also temporary Parking Compliance Officer positions available. Should you wish to be considered for a temporary position as a Parking Officer, a separate application must also be submitted via Clicking here. This position involves predominantly in-field compliance activities, where you will patrol assigned areas on foot and/or by motor vehicle. Office based administration and compliance duties are also required.

How to Apply: Please submit:

Review the Position Description and job advertisement for details about the duties and role requirements. If this sounds like you, submit a pitch of no more than two pages in Calibri 11 font, describing your Skills, Knowledge, and Behavioural Capabilities that make you the best person for the position.

A curriculum vitae.

Contact details for at least two referees are also required, one being your current supervisor/manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Benjamin Hobbs (02) 6205 2574 Benjamin.Hobbs@act.gov.au

**Access Canberra**

**Service Delivery & Engagement**

**Parking Operations**

**Parking Compliance Officer**

**Administrative Services Officer Class 3 $73,983 - $79,349, Canberra (PN: 22070, Several)**

Gazetted: 01 October 2024

Closing Date: 15 October 2024

Details: Are you looking for a role that lets you to make a real difference in the community? Do you have an interest in the safety of pedestrians and other road users? Do you believe in rules, understand why they exist, and appreciate how they help things work? If so, then read on to see if a Parking Compliance role with Access Canberra is right for you!

From enabling safe travel around schools to ensuring parking is available for those who need it, our Parking Compliance Officers play a crucial role in supporting Access Canberra vision of ‘A Safe and Liveable City’.

It’s not just about yellow envelopes and issuing infringements! At Access Canberra, we’re committed to engaging and educating our community about the importance of safe and legal parking, as well as making a lasting impact on the safety of our community.

The people we need:

Are motivated, want to make a difference, and support our government functions.

Manage their time responsibly and effectively to help achieve shared goals.

Display integrity and will uphold the expectations of this ACT Government regulatory compliance role.

Are effective communicators.

Are proficient in general office administration tasks. For example, email communication, document creation/review and keyboard skills.

Can learn and use software applications across a variety of equipment.

Are versatile. Duties shift between in-field Licence Plate Recognition vans, on-foot compliance patrols, and in office computer work.

Are flexible and adaptable in the management of changing priorities.

Consistently follow procedures and apply learnt training.

Apply a continuous improvement mindset and aspire to doing things better.

Apply skill, knowledge, and experience at the Administrative Services Officer Class 3 (ASO3) level. Classification Schedules - ACTPS Employment Portal

Most importantly, we are looking for people who have high levels of emotional intelligence, are resilient, and are committed to the promotion of both team and community safety.

As a Parking Compliance Officer, it is important to consider what information helps drivers comply with the parking rules.

Having the skills and confidence to manage sometimes tricky conversations with drivers about their parking, while maintaining a positive customer service approach, is crucial.

You will:

Be part of a diverse and supportive team that is committed to a safe and positive workplace culture.

Receive comprehensive regulatory, process, and safety training.

Be involved in a variety of tasks that helps break up the working week.

Be supported by a competitive ACT Public Service Enterprise Agreement, and

Have access to career and professional development opportunities.

If you think you are up to the challenge and would like to support the ACT community, then we want to hear from you!

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

Eligibility/Other requirements:

The successful applicant will need to obtain and maintain eligibility as an authorised person under the Road Transport (General) Act 1999. Successful applicants must be an Australian Citizen or Permanent Resident and successfully complete a pre-employment police check. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be reassessed.

A current driver's licence and an excellent driving record is also required.

You may be required to undergo a health assessment prior to employment.

Notes: There are multiple temporary positions available immediately for a period of six months with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process which can be used to fill similar temporary vacancies over the next 12 months. There are also permanent positions advertised for this role. Should you wish to be considered for a permanent position as a Parking Officer, an application must also be submitted via Clicking here. This position involves predominantly in-field compliance activities, where you will patrol assigned areas on foot and/or by motor vehicle. Office based administration and compliance duties are also required.

How to Apply: Please submit:

Review the Position Description and job advertisement for details about the duties and role requirements. If this sounds like you, submit a pitch of no more than two pages in Calibri 11 font, describing your Skills, Knowledge, and Behavioural Capabilities that make you the best person for the position.

A current curriculum vitae.

Contact details for at least two referees are also required, one being your current supervisor/manager.

Applications should be submitted via the Apply Now button below

Contact Officer: Benjamin Hobbs (02) 6205 2574 Benjamin.Hobbs@act.gov.au

**Access CanberraService Delivery and Engagement**

**Service Delivery And Engagement**

**Contact Centre and Service Centres**

**Customer Service Officer**

**Administrative Services Officer Class 3 $73,983 - $79,349, Canberra (PN: 41372, several)**

Gazetted: 01 October 2024

Closing Date: 15 October 2024

Details: Applications are sought from suitably experienced and motivated individuals to fill permanent and temporary full-time Customer Service Officer vacancies within the Access Canberra Contact Centre and Service Centres.

Successful applicants will work collaboratively in a large team environment and be responsible for providing accurate, effective, and high-quality customer service through a range of channels, including electronic/digital, telephone and/or face to face, to ensure optimal regulatory and service delivery outcomes and a positive customer experience.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra support to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application. Access Canberra is comprised of ACT community members helping other ACT community members and representation and visibility of our central connectedness Is key to our mission.

Eligibility/Other requirements: Contact Centre: work to a 7 day scheduled roster that may involve commencing work at 6.50am or finishing at 8.00pm; work extended hours, weekends and during emergency or SES events

Service Centre: work from any Access Canberra location; wear a uniform if required

Notes: There are several permanent roles across both the Contact and the Service Centres. There are also some longer-term temporary opportunities. A Merit Pool will be established from this selection process and will be used to fill permanent and temporary vacancies over the next 12 months. Selection may be based on Video, application and referee reports only. Refer to the Position Description for role specific requirements.

How to Apply: If you think you are the right person to fill one of these roles, please submit:

An up-to-date Curriculum Vitae (CV)

One written referee report from a current supervisor responding to your Skills, Knowledge and Behaviour

A written response of no more than two pages that demonstrates your suitability for these positions based on your Skills, Knowledge and Behaviour as they relate to the duties/requirements detailed in the Position Description. Ensure your response addresses each of the points listed under the Selection Criteria - see helpful tips for writing a successful application.

A short video (one to two minutes maximum) - this is an opportunity to sell yourself and demonstrate your communication skills. Your video should complement your written application and Curriculum Vitae – see helpful hints for making your video.

In your video you should:

Tell us who you are;

What attracted you to these roles in Access Canberra; and

Using the S.T.A.R method (Situation, Task, Action, Result) – Describe a time you turned a negative situation with a customer to a positive one. (more information on the S.T.A.R. method can be found on the jobs.act.gov.au website in the Application Information Kit)

Additional Information for applicants

How to create and submit your video

Sign up to create an account with Dropbox or Google Drive.

Record a short video (up to 2 minutes) on your preferred device.

Using Apple devices (iPhones, iPad) – how to guide

Using Android phones – how to guide

Upload a video file in Dropbox or Google Drive.

How to upload video files

Dropbox - How to upload and download files in Dropbox | Dropbox Help

Google Drive - Upload files and folders to Google Drive - Computer - Google Drive Help

Copy the link to your video and send it with your application and Curriculum Vitae

How to share and copy link to video files

Dropbox - How to share files from your phone or tablet | Dropbox Help

Google Drive - Share folders in Google Drive - Android - Google Drive Help

Helpful Tips for Making Your Video

Read the position description/s carefully - try to stay relevant to the roles.

Plan before you film

Write down what you want to say

Don’t recite your Curriculum Vitae or your written application – work off a script but don’t read it word for word

Use a different example to the ones used in your written application – try and use a recent example that is relatable to the position you are applying for

Think about what you will wear – make a good first impression

Practice, practice, practice

Choose a well-lit setting and reduce background noise, use an appropriate background, turn the volume up

Record it

Watch your video and get someone else to watch it too – re-film or edit as necessary

Check the visual and audio quality of the final product and that you have saved in the correct format, and it is sharable/accessible

If you experience any difficulties in producing a video, please call the contact officer for advice.

Helpful Tips for Writing a Successful Application.

Providing specific evidence-based examples of your past experience, will show the selection panel that you understand the position requirements and that your capabilities will enable you to perform well in the role.

Ensure your examples to the Selection Criteria address all the points listed under each of the headings (Skills, Knowledge, Behaviour). You don’t have to have a separate answer for each point - one example that covers all the points is acceptable. However, if you feel you need to provide more than one example to cover each of the points adequately that is ok to.

Applications should be submitted via the Apply Now Button below.

Contact Officer: Janice Seymour (02) 6205 3900 Janice.Seymour@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.

**Procurement ACT**

**Procurement Policy and Capability**

**Assistant Director**

**Senior Officer Grade C $121,389 - $130,392, Canberra (PN: 32181, Several)**

Gazetted: 01 October 2024

Closing Date: 15 October 2024

Details: Procurement ACT has up to two opportunities for Assistant Directors looking to drive key procurement policies and capability activities for the Territory government. These roles will give you the opportunity to work on interesting initiatives that support meaningful change in how the Territory government conducts procurement.

The Assistant Director, Procurement Capability and Governance will help develop, advise on, and implement a broad range of training, templates and guidance materials and other engagement activities to upskill the ACT Government workforce in the technical expertise of procurement. The Assistant Director, Procurement Capability and Governance will also assist with the administration of the Goods and Services Accreditation Program and provide strategic support to the Government Procurement Board.

The Assistant Director, Policy Development will help develop, advise on, and implement, procurement legislation, policies and procedures across a variety of subject matters such as gender equality, sustainability and circular economy, safety, industrial relations, economic development and modern slavery.

More generally, the ideal applicants will have a sound understanding of the ACT Government Procurement Framework, high quality written and oral communication skills, the ab

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

Eligibility/ Other Requirements:

Relevant tertiary qualifications and/or experience working in the fields of procurement, policy, law, or digital communications is desirable.

Skills in the use of software (Articulate, Vyond, Canva etc) to support the design and technical build of eLearning modules are desirable.

Experience supporting high level Boards or Committees is desirable.

Note: This is a temporary position available immediately for a period of six months with the possibility of extension and/ or permanency. The Assistant Director, Procurement Capability and Governance role is available immediately for a temporary period of six months with the possibility of extension and/ or permanency. An order of merit will be established from this selection process and may be used to fill these and similar future vacancies across Procurement ACT that may arise over the next twelve months. Applicants are invited to specify their preferred role when submitting their application for consideration during the recruitment process. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a two-page pitch addressing both the Professional/ Technical Skills and Behavioural Capabilities for the role you are interested in. Please also provide a current curriculum vitae of no more than three pages.

Contact Officer: Nithya Sambasivam 1 Nithya.Sambasivam@act.gov.au

**Revenue Management Division**

**Operations**

**Assistant Director- Operations**

**Senior Officer Grade C $121,389 - $130,392, Canberra (PN: 36772)**

Gazetted: 01 October 2024

Closing Date: 8 October 2024

Details: The ACT Revenue Office is seeking an enthusiastic and capable person, with strong analytical, communication, interpersonal and stakeholder relationship skills, to join our team. This position is a leadership role within the Operations area of ACT Revenue and involves managing more complex taxpayer and stakeholder queries and overseeing the work of a team of up to 20 operations officers within a fast-paced contact centre environment. The ability to apply sound judgment to problem solving, make evidence-based decisions and recommendations, and the ability to think holistically and strategically is essential, as is the ability to work both independently and as part of a leadership team.

The Revenue Office offers flexible hybrid (home/office) working arrangements. The role is offered as full-time.

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.

How to Apply: Applicants should submit a pitch of a maximum of 1,000 words demonstrating relevant Skills and Experience against the Selection Criteria and A current curriculum vitae and contact details of at least two current referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Marisa Losanno (02) 6205 4920 Marisa.Losanno@act.gov.au

**Economic Development**

**Business and Innovation**

**Key Sectors**

**Policy and Program Officer**

**Administrative Services Officer Class 6 $97,182 - $110,708, Canberra (PN: 35010)**

Gazetted: 02 October 2024

Closing Date: 16 October 2024

Details: The Business and Innovation Branch (B&I) is looking for a suitably qualified candidate who can help support the ACT Government drive economic development through the ACT’s highly competitive key sectors.

The Key Sectors team delivers industry support programs and activities focussed on our space, defence, quantum, cyber and the advanced technology sectors to create jobs and promote economic growth.

The successful applicant will join a small, friendly and high performing team to support delivery of the ACT Government’s long term economic development priorities as set out in Canberra Switched On.

We are keen to build our capability, and relevant industry experience and knowledge of key sectors, in particular the space, cyber, quantum and/or defence industries, is highly desirable.

The successful applicant will need well developed policy, research and analytical skills to inform decision making, and high-level communication skills both verbal and written including the ability to support the preparation and coordination of complex submissions, briefs, and correspondence.

While you will have no trouble engaging in some of the technical detail, you’ll also be able to work with stakeholders at all levels to ensure you are focussing on the most important parts of industry and government needs, and communicating succinctly to management, Senior Executives and Ministers.

The B&I workforce culture aims to support individuals to succeed, encourage innovative thinking and focus on continuous improvement.

We provide learning and development opportunities aligned to your career development goals.

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

Eligibility/Other requirements:

Relevant industry experience and knowledge of key sectors, in particular quantum, space, cyber, and/or defence industries is highly desirable.

Notes: This is a temporary position available immediately until 30 May 2025. Selection may be based on application and referee reports only. A merit pool may be established from this selection process and may be used to fill future vacancies over the next 12 months. This position will operate within flexible/hybrid working arrangements. This may include working from home or other work sites where agreed. The office environment is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit:

A two-page pitch addressing the Selection Criteria.

A curriculum vitae.

Details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anneliese Morgan (02) 6205 0583 Anneliese.Morgan@act.gov.au

**Digital, Data and Technology Solutions**

**Strategic Business Branch**

**Assistant Director, Procurement, Contracts and Compliance**

**Senior Officer Grade C $121,389 - $130,392, Canberra (PN: 16473, Several)**

Gazetted: 02 October 2024

Closing Date: 16 October 2024

Details: The Assistant Director is part of a multi-disciplinary team of procurement and contract management professionals within the Strategic Business Branch of Digital Data and Technology Solutions (DDTS).

The DDTS Procurement, Contracts and Compliance (PCC) section provides a single point of contact for technology related procurements and contracts. The team provides advice to business units to deliver best outcomes for Government through market approaches and manages Whole of Government software licensing arrangements utilised across DDTS and directorates more broadly. The team also undertakes a contracts administration function involving the tracking of approximately 100 ICT contracts and working with contract owners to ensure effective contract management practices, including notification of when a procurement activity needs to be initiated.

As an Assistant Director in the PCC section, you will be expected to understand ICT procurement and contract management practices and will work in a vertical team that will specialise in one or more of these areas.

The purpose of the Assistant Director is to provide quality service to our customers and improvement of a range of procurement and contract provision activities. This role is critical in developing and maintaining key strategic partnerships and providing expert advice to internal and external stakeholders to ensure the consistent delivery of procurement, contract, and licensing related services. The Assistant Director works closely with the Director in a small and busy team, thereby ensuring that ICT procurements, software licensing, and contract management functions are performed efficiently and effectively.

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.

As part of the ACTPS, this role has access to a range of flexible working provisions including hybrid work arrangement primarily based in the Gungahlin office (Winyu House) and/or home and is expected to work in the Gungahlin office a minimum of 1 day per week. ACTPS staff also have access to a range of FlexiSpace office locations across Canberra.

Eligibility/ Other Requirements:

An ACT Government CMTEDD Baseline Security clearance is required for this position.

This position does not require a pre-employment medical.

Driver’s license is not essential.

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

Note: There are multiple positions available. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position works in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants must submit a curriculum vitae (including contact details of two referees) and a two-page pitch as written response to the Selection Criteria.

Contact Officer: Damian Grovenor (02) 6207 9384 Damian.Grovenor@act.gov.au

**Access Canberra**

**Corporate Support and Capability**

**Digital Design and Delivery**

**Information Management Officer**

**Administrative Services Officer Class 5 $90,451 - $95,531, Canberra (PN: 04281)**

Gazetted: 02 October 2024

Closing Date: 9 October 2024

Details: The Corporate Support and Capability branch is committed to supporting Access Canberra’s delivery of services to the community. The branch provides prompt, consistent advice on matters including in-house ICT systems, governance, records management, workforce capability, finance and budget management and strategic accommodation to support Access Canberra’s vision of a safe and liveable city. We support accountability, transparency, and sound decision-making processes across the organisation.

The Information Management and Security Team provides advice and support to Access Canberra business units in relation to information management, including record keeping, Payment Card Industry Data Security Standard (PCI DSS) compliance and information security in accordance with Territory and ACT Government standards, as well as other relevant industry standards. The team also provides administrative support for the Electronic Document and Records Management System (EDRMS) - Objective.

Eligibility/ Other Requirements: Knowledge of an EDRMS and information management experience in Government is highly desirable.

Note: This is a temporary position available immediately for up to 12 months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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: Suitability for this position will be assessed based on the skills, knowledge and behaviour required to successfully deliver against the duties and responsibilities of the role as set out in the Position Description. Interested applicants are requested to submit an application no more than two pages, please include your curriculum vitae and details of two professional referees.

Contact Officer: Kimberly Street 0488123443 Kimberly.Street@act.gov.au

**Corporate**

**CMTEDD CIO Branch**

**Portfolio Director**

**Senior Officer Grade B $142,329 - $159,780, Canberra (PN: 10012)**

Gazetted: 02 October 2024

Closing Date: 16 October 2024

Details: Are you looking to be a part of a team that is establishing itself as the change agents within CMTEDD and leading the Digital Transformation and Strategic ICT delivery? A team where you get to describe, challenge, pivot and design your ideas using modern toolkits and resources. Work with data, create BI and analytics dashboards, facilitate ideas using Agile and Lean tools like Lean Canvas, Value stream mappings and M.O.S.T or bring your own.

In CMTEDD CIO Branch (CCB), the Portfolio Director plays a key role in the management team, contributing to the strategic direction of the branch, managing and coordinating day to day operational activities, and contributing to the implementation of investment appraisal and decision-making processes.

This role oversees the development and execution of a collection of programs, projects and related activities that implement and support the strategic digital intent of the directorate.

Through establishing and maintaining positive working relationships, the Portfolio Director will collaborate with stakeholders to develop and implement strategy and initiatives to enhance the management of directorate ICT governance, risks, and compliance activities.

The position works closely with delivery partners to monitor digital and ICT initiatives, change programs, and emerging technologies.

The role also contributes to the broader digital transformation efforts of CCB, as a service to staff within and across teams and business units.

If you are energetic, enterprising, enjoys building strong relationships and can manage work within a fast-paced environment then the CMTEDD CIO Branch is the right place for you.

It’s an opportunity you will not want to miss.

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

Notes: This is a temporary position available from 17 October 2024 until 27 June 2025 with the possibility of permanency. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please include:

A one-page pitch demonstrating your capability to meet the Skills, Knowledge and Behaviours outlined in the Position Description.

A current curriculum vitae and contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: NoelW Chan (02) 6207 8380 NoelW.Chan@act.gov.au

**Work Safety Group**

**Strategy and Services Branch**

**Public Sector Work Health Safety and Wellbeing**

**Assistant Director**

**Senior Officer Grade C $121,389 - $130,392, Canberra (PN: 36432)**

Gazetted: 01 October 2024

Closing Date: 15 October 2024

Details: An opportunity exists to join the whole of government Public Sector Work Health, Safety and Wellbeing team. This team is responsible for ACT Public Sector strategies policies and programs in the areas of health, wellbeing, safety and injury management. This includes oversight of the ACTPS work health and safety management system.

We have a short-term opportunity (up to 12 months) with possibility of permanency for someone with excellent WHS knowledge and experience in policy and program development. You will collaborate across the broader team to deliver our whole of government WHS policies and programs to continue to support our workplaces to be healthy and safe. Some of the work you could be involved in includes supporting the whole of government WHS audit and assurance program, supporting psychosocial safety programs and contribute to the review and update of the whole of government WHS management system

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

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 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 must submit a current curriculum vitae and written response to the Selection Criteria.

Contact Officer: Julie Lucas (02) 6207 2051 Julie.Lucas@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**

**Children, Youth and Families**

**CYF Opertaions**

**Information, Resources and Referrals**

**Children, Youth and Families Health Liaison Officer**

**Health Professional Level 4 $121,389 - $134,894, Canberra (PN: 12938)**

Gazetted: 26 September 2024

Closing Date: 10 October 2024

Details: Community Services Directorate (CSD), CYF Operations Branch, are looking for individuals to join the team as CYF Liaison Officers.

These roles support the functions of both Youth Justice and Adolescent Services (YJAS) and Child, Youth and Family Safety (CYFS).

Liaison officers support practitioners to effectively communicate and advocate for relevant services for children and young people involved with CYF and if required represent CYF at local and national forums.

The HP4 CYF Health Liaison Officer role is focussed on improving coordination and collaboration between CYF and the non-government out of home care providers and ACT Health.

This position operates in the context of the Out of Home Care (OOHC) Strategy, ‘Next Steps for our Kids’.

The position will work in tandem with the ACT Health Liaison Officer, providing support to agencies to improve processes between organisations.

This will be achieved through projects and provision of information and support to ACT Health staff regarding CYF policy, procedure, decision making and relevant legislation.

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 Social Work, Psychology, Social Welfare, Social Science, or a related discipline is required.

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

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

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

Experience and/or a desire to work in a community services environment is essential.

Driver’s license (C class) is essential.

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

How to Apply: Applicants should submit:

A statement of no more than two pages demonstrating how their Experience, Skills and Knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description.

Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

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

Contact Officer: Tracey Mcfarlane (02) 6207 6408 Tracey.Mcfarlane@act.gov.au

### 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**

**Communications, Engagement and Government Support**

**Communications and Engagement Officer**

**Administrative Services Officer Class 6 $97,182 - $110,708, Canberra (PN: 07337)**

Gazetted: 01 October 2024

Closing Date: 15 October 2024

Details: The Education Directorate anticipates an exciting opportunity to fill the position of Communications and Engagement Officer in the Communications, Engagement and Government Support Branch, available from November 2024 for a period of three months.

The position is an engagement-focussed role in the Communications and Engagement team. This position provides support to the Director, Communications and Engagement – Infrastructure, across all communications and engagement activities supporting the Directorate’s infrastructure and asset renewal programs.

This ranges from new schools, school modernisations, expansions, upgrades, repairs and maintenance works.

Notes: 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. The selection process will include an interview as well as written application and referee reports.

How to Apply: Interested candidates should submit:

A pitch of no more than two pages outlining what you could contribute to this role.

A current curriculum vitae. (including the contact details of two referees).

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

Contact Officer: Michelle Dunne Breen 0403 846 380 Michelle.DunneBreen@act.gov.au

**School Improvement and Performance**

**Lanyon High School**

**Enrolments Officer**

**Administrative Services Officer Class 3 $73,983 - $79,349, Canberra (PN: 61777)**

Gazetted: 26 September 2024

Closing Date: 10 October 2024

Details: Lanyon High School caters to students from years 7 – 10 in the southern suburbs of Tuggeranong with around 500 students in 2024.

We are a growing school with a diverse range of students, we have strong relationships with the community and our feeder primary schools.

The Enrolments Officer will provide a high standard of administrative assistance and support to the school through maintaining all 7-10 enrolments whilst following all relevant policies and procedures.

As a member of the Front Office team, this position is responsible for the coordination of enrolments and a variety of administrative duties essential to the operations of the school.

The successful applicant will have the capacity to work with specific ICT systems and data, have good attention to detail, the ability to work independently, plan, set priorities and meet deadlines.

You will need to be able to work in a busy, dynamic and ever-changing team environment and in collaboration with various stakeholders. This role is vital to the daily operation of the school.

Eligibility/Other requirements:

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

Experience in an administration role is desirable.

Excellent knowledge of Microsoft Outlook, Word and Excel is desirable.

Knowledge of Sentral is desirable.

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

How to Apply: We encourage you to discuss this role with the contact officer prior to submitting your application, please submit:

Your response of no more than two pages addressing the Selection Criteria considering the position overview.

Your curriculum vitae and names of two referees.

Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Slade (02) 6142 1800 Kylie.Slade@ed.act.edu.au

**School Improvement**

**Weetangera Primary School**

**Front Office Manager**

**Administrative Services Officer Class 5 $90,451 - $95,531, Canberra (PN: 53117)**

Gazetted: 27 September 2024

Closing Date: 18 October 2024

Details: Weetangera Primary School is a P-6 school in the Belconnen Network. We are looking for an front office manager to join a small team in the school's front office.

As one of the first people that people meet when visiting the school, a respectful, friendly and professional disposition is critical to the role. Exceptional communication and liaison skills are essential as the successful candidate will need to engage with a range of people, including students, staff, parents and members of the wider community.

Experience in a busy school environment is preferred, as the successful candidate will be performing a range of duties related to school and student administration, including first aid duties. The ability to manage time and a varied workload, and to work unsupervised is essential. An understanding of ACT Education Directorate policies and procedures is also desirable.

Eligibility/Other requirements:

Highly Desirable:

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

Experience in an administration role.

First Aid Certificate.

Certificate IV or equivalent e.g., Business Administration, Government (School Support Services), Government.

Business qualifications or experience in a business-related role.

Financial qualifications or relevant experience.

Excellent knowledge of Microsoft Outlook, Word and Excel.

How to Apply: Interested applicants are encouraged to contact the contact officers prior to submitting an application. Applicants should submit a response of no more than three pages to outline Skills and Experience relevant to the position. Applicants should submit a current curriculum vitae and provide contact details for two referees.

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

Contact Officer: Melanie Bezear (02) 6142 2600 Melanie.Bezear@ed.act.edu.au

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

**School Improvement and Performance**

**North Canberra and Gungahlin**

**Majura Primary School**

**Staffing Officer**

**School Assistant 4 $75,070 - $81,011, Canberra (PN: 49108)**

Gazetted: 30 September 2024

Closing Date: 7 October 2024

Details: Majura Primary School is seeking a highly motivated staffing officer with excellent organisational skills, able to manage a fast paced environment, and have the ability to work under pressure. The successful applicant will work closely with the business manager and executive staff to ensure the human resource and staffing requirements of the school are met. After hours and weekend work is required for this position, including early mornings and evening work, with some duties performed at home. Flexible hours will be negotiated with the successful candidate.

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

Note: This position is part-time at (33:45) hours per week and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only.

How to Apply: Please submit your response of up to two pages in length addressing the Selection Criteria outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date.

Contact Officer: Adrienne Tranter (02)6142 3140 Adrienne.Tranter@ed.act.edu.au

**Finance and Infrastructure Group**

**Executive Officer, Finance and Infrastructure Group**

**Senior Officer Grade B $142,329 - $159,780, Canberra (PN: 64993)**

Gazetted: 27 September 2024

Closing Date: 11 October 2024

Details: The Executive Officer (EO) is responsible for the management of the office of the Executive Group Manager, Finance and Infrastructure Group (EGM FIG). The EO will lead the delivery of high-level organisation and administrative support to the to the EGM FIG and serve as liaison with Senior Executive Office teams and Executive Branch Managers across the Group.

We are seeking someone with excellent public administration, communication and relationship building skills, with the ability to work collaboratively across the Education Support Office, leading the office of the Executive Group Manger, Finance and Infrastructure to deliver finance and infrastructure public education services for the ACT Government.

The applicant should have the ability to work under pressure with changing priorities and will require excellent oral and written communication skills, the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with senior executives, other ACT Government officials, private sector and industry stakeholders.

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

Eligibility/Other requirements: Experience in senior support roles to Senior Executives is desirable.

Notes: Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are asked to provide your curriculum vitae (including the names and contact details of two referees) and prepare a two-page Expression of Interest for this role against the ‘Professional/Technical Skills and Knowledge’, and ‘Behavioural Capabilities’ included in the Position Description.

Applications should be submitted via the Apply Now Button below.

Contact Officer: Susanna Wicks (02) 6205 3839 Susanna.Wicks@act.gov.au

**School Improvement**

**School Operations**

**Director, Strategic Management**

**Senior Officer Grade B $142,329 - $159,780, Canberra (PN: 58112)**

Gazetted: 27 September 2024

Closing Date: 4 October 2024

Details: The School Improvement Group strategically lead and coordinate the school improvement agenda for the ACT Education Directorate’s Education Support Office.

The Group is responsible for:

Driving system wide focus on improvement for every child and young person.

Informing and influencing the broader work of the branches within the Directorate in delivering an integrated approach to the delivery of services providing an interface between schools, school networks and ESO.

Supporting the development and delivery of programs and interventions for schools including facilitating partnerships and the sharing of best practice across networks

Linking schools with other education providers to deliver high quality services and outcomes

Supporting schools to manage a range of operational processes including incident reporting and point in time support/queries.

Reporting to the Senior Director (School Operations), the Director is required to manage critical incident management and reporting, support the management of schools at Levels 2 and 3 of the Schools Management Model, and to provide high level administrative, coordination and stakeholder management support to the branch.

Though the role will sit within the Strategic Management unit, the officer may be required to work across the branch in response to operational or other requirements.

Eligibility/Other requirements:

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

Notes: This is a temporary position available immediately for a period of three months with the possibility of extension up to 12 months. Applicants may be assessed on application pitch and referee alone. Applicants are encouraged to contact the contact officer for more information. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please review the Position Description for details about the role and required Skills, Knowledge, and Experience. Applications should include:

A two-page pitch to the capabilities listed under Professional/Technical Skills and Knowledge, and Behavioural Capabilities in the Position Description.

The name and contact details of two referees.

A current curriculum vitae.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Brooke James (02) 6205 0293 Brooke.James@act.gov.au

**School Performance and Improvement**

**North and Gungahlin Network**

**Amaroo School**

**School Leader C Amaroo School Senior Campus - Student Engagement and Wellbeing**

**School Leader C $139,190 - $142,266, Canberra (PN: 37406)**

Gazetted: 30 September 2024

Closing Date: 14 October 2024

Details: Amaroo School, a P-10 school operating as a Professional Learning Community (PLC), is seeking a dynamic school leader to drive its High School sector student engagement and wellbeing. The successful candidate will manage students with diverse and complex needs, liaising with the Directorate and community agencies to develop and implement effective individual learning and behaviour plans. They will lead initiatives to enhance student engagement across Years 7-10, collaborating with Year Coordinators and senior executive to address challenges and foster a positive school culture. The role also involves overseeing Positive Behaviours for Learning (PBL) frameworks, managing behaviour intervention programs, and mentoring teachers to ensure effective behaviour management and student engagement strategies are in place. The successful applicant will:

Lead and support Year Coordinators in managing student behaviour and engagement, while facilitating the administration of year-wide events and excursions.

Oversight of Year Coordinators – mentor, coach and build capacity in aspiring leaders, empowering them to excel in their future roles.

Work collaboratively with the Education Directorate and community agencies to support student learning and engagement.

Build and maintain strong partnerships with families and community to enhance educational outcomes for students with complex needs.

Support beginning teachers in the development of their classroom management skills, offering guidance and feedback.

Work collaboratively to embed restorative practice as a universal strategy

Work collaboratively to lead the implementation of the PBL system school-wide, ensuring consistent practices and expectations are upheld.

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

Eligibility/ Other Requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (TQI) or eligibility to obtain TQI.

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

Note: 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 statement of claims based on the school leadership capability framework outlined in the application package (maximum six pages) curriculum vitae (two pages) and contact information for two referees.

Contact Officer: Ed Cuthbertson (02) 614 21266 Ed.Cuthbertson@ed.act.edu.au

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

**School Improvement**

**North Canberra/Gungahlin**

**Aunty Agnes Shea High School**

**Administration and Systems Officer - Aunty Agnes Shea High School**

**Administrative Services Officer Class 5 $90,451 - $95,531, Canberra (PN: 66712)**

Gazetted: 30 September 2024

Closing Date: 20 October 2024

Details: Aunty Agnes Shea High School is located in the Gungahlin district of Canberra and will open in Term 1, 2025.

The school will cater for up to 800 students from years 7 to 10 and up to 90 teaching and ancillary staff.

The new school will provide high quality contemporary indoor and outdoor learning environments. These inclusive facilities will support students with a diverse range of learning and social needs.

This is an exciting opportunity to be an inaugural staff member of Aunty Agnes Shea High School and play an integral role in the establishment and growth of a brand new school.

We are looking for a motivated, highly organised, personable individual to join our team as the Administration and Systems Officer.

This position will be vital to the daily operations of the school, managing the software platforms underpinning school timetabling, student attendance, communications, assessment and reporting and the school’s web presence.

You will provide systems support and advice to staff and students, manage student and staff ICT devices, collate and present student data, manage assets and resources, and support the Business Manager with day-to-day administrative tasks as required.

The successful applicant will have strong analytical skills, with the ability to exercise initiative and solve problems effectively.

You will be capable of prioritising your work in a busy and dynamic environment, maintaining a high attention to detail in your work. If you’re excited about making a meaningful impact in a professional and collaborative setting, we encourage you to apply for this opportunity.

Eligibility/Other requirements: Compliance Requirements / Qualifications

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

Excellent knowledge of Microsoft Outlook, Word and Excel is desirable.

Knowledge of school specific software including Sentral, Timetabling Solutions or similar is desirable.

Experience in an administration or business related role is desirable.

First Aid Certificate or a willingness to undertake appropriate training is desirable.

Certificate IV or equivalent e.g., Business Administration, Government (School Support Services), Government is desirable.

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

How to Apply: We strongly encourage you to discuss this role with the contact officer prior to submitting your application. Please submit:

Your response of no more than two pages addressing the Selection Criteria considering the position overview.

Your curriculum vitae and names of two referees.

Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mandy Judson 0440 100 059 Mandy.Judson@ed.act.edu.au

**Finance and Infrastructure Group**

**School Facilities Management Branch**

**School Infrastructure Management Officer (R&M | HAZ | ARP)**

**Infrastructure Officer 2 $97,298 - $111,402, Canberra (PN: 09429)**

Gazetted: 26 September 2024

Closing Date: 3 October 2024

Details: School Infrastructure Management Officers will collaborate with a team consisting of Project Officers responsible for Repairs and Maintenance (R and M), Asset Renewal Program (ARP), and Hazardous Material, along with administrative staff.

Together, they oversee the planning and management of repairs, maintenance works, small to medium capital upgrades, hazardous material management, and security arrangements for education facilities in a specific region of the ACT.

This team serves as the primary contact for school infrastructure matters and assists schools in maintenance, planning, and executing capital upgrades.

The position requires a sound general knowledge of ACT Government policies including ACT Government Procurement guidelines, plans and strategies relating to Capital works / repairs and maintenance and/or hazardous material management, and a proven ability to interpret legislation, regulations and other guideline material relating to the operations and functions of the work area.

The School Infrastructure Management Officer will report to the Assistant Director, School Infrastructure Management and assist the Senior Director and Assistant Director on project related matters as directed.

Refer to the Infrastructure Officer 2 works level description for further details.

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

How to Apply: Please submit:

A response to the Selection Criteria (maximum three pages).

A current curriculum vitae.

Details for two referees. Please ensure referees have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Phillip Morton (02) 6207 6551 Phillip.Morton@act.gov.au

**School Performance and Improvement**

**Belconnen Network**

**Belconnen High School**

**Finance & Compliance Officer**

**Administrative Services Officer Class 4 $81,743 - $88,213, Canberra (PN: 66962)**

Gazetted: 30 September 2024

Closing Date: 7 October 2024

Details: Are you a finance professional looking to contribute your expertise to an educational institution?

Belconnen High School is in search of a Finance Officer to join our dynamic school support staff team.

As a Finance Officer, your role is pivotal to the effective financial management of our school, ensuring compliance with ACT Education Directorate financial management and legislation.

The role requires strong interpersonal skills and the ability to work collaboratively with staff, students, families, and the wider school community as well as a considerable degree of independence to manage workflow and prioritisation of tasks.

The successful applicant will require financial expertise and knowledge, strong interpersonal skills, task management, and proficiency in handling sensitive information.

If you're eager to utilise your financial expertise to support positive student outcomes and meet ACT Government compliance objectives, then we look forward to hearing from you.

Eligibility/Other requirements:

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

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

How to Apply: Please submit:

Your curriculum vitae.

Statement of Claims addressing each of the Selection Criteria of no more than two pages.

List two referees.

We strongly encourage that applicants make contact to discuss the role prior to applying.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mike Domigan 0408 955 406 mike.domigan@ed.act.edu.au

**Service Design and Delivery**

**Digital Strategy, Services ad Transformation Branch**

**Executive Officer**

**Senior Officer Grade C $121,389 - $130,392, Canberra (PN: 44263)**

Gazetted: 02 October 2024

Closing Date: 16 October 2024

Details: This is a critical leadership position that has an influential role in representing the customer’s digital and technology needs within the Directorate and will be actively involved in all facets of the branches communication and support processes.

The role is central to facilitating the smooth running of the Branch by co-ordinating and managing Ministerial, Executive and Customer correspondence and responses from the Branch.

The role will also support Branch performance reporting and monitoring to report to the Executive.

Our ideal candidate takes ownership of issues and has, or can demonstrate the ability to have, an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact in the education sector.

You can ‘wear multiple hats’ and juggle priorities, be resilient and tactful, are passionate about what you do and committed to making a difference.

Eligibility/Other requirements:

Possession of a current driver’s licence and access to a private vehicle

Notes: This is a temporary position available immediately until 30 June 2025 the possibility of extension up to less than 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit:

A response to the Selection Criteria (maximum two pages).

A current curriculum vitae.

Details for two referees. Please ensure referees have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Taymore Tabbah (02) 6207 5896 Taymore.Tabbah@act.gov.au

**Communications, Engagement and Government Support**

**People, Communications and Governance**

**Assistant Director, Literacy and Numeracy**

**Senior Officer Grade C $121,389 - $130,392, Canberra (PN: 65872)**

Gazetted: 01 October 2024

Closing Date: 15 October 2024

Details: The Education Directorate has an exciting opportunity to fill the position of Assistant Director, Literacy and Numeracy Communications in the Communications, Engagement and Government Support Branch available from November 2024 for a period of three months.

The Assistant Director, Literacy and Numeracy Communications will work within the Directorate Communications and Engagement Team, providing dedicated communication support to a small team responsible for managing the implementation of a range of system-led initiatives across 91 ACT public schools and the Education Support Office that seek to improve literacy and numeracy outcomes for students.

Eligibility/Other requirements:

Qualifications in the fields of communications and engagement are highly desirable.

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

Notes: This is a temporary position available immediately for a period of three months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. The selection process will include an interview as well as written application and referee reports.

How to Apply: Interested candidates should submit:

A two-page pitch in response to the Behavioural Capabilities and Professional and Technical Skills and Knowledge outlined in the attached.

Please also provide a current curriculum vitae. (including the contact details of two referees).

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally van Aalst (02) 6207 6101 Sally.VanAalst@act.gov.au

**Service Design and Delivery**

**Education Programs and Services**

**Service and Stakeholder Delivery**

**Senior Policy Officer – Policies and Programs Team**

**Administrative Services Officer Class 6 $97,182 - $110,708, Canberra (PN: 38905)**

Gazetted: 01 October 2024

Closing Date: 15 October 2024

Details: We have an exciting opportunity for a Senior Policy Officer to join the Policies and Programs Team within the Education Programs and Services branch for up to 12 months. The role includes secretariat and committee coordination, assisting with policy reviews, compliance activities, event management and helping to prioritise and manage the various queries received across the team.

Our ideal candidate takes ownership of issues and can demonstrate the ability to work with a variety of stakeholders. This will include working collaboratively across business units, schools, and other directorates to advance the work of the team.

Ideally you will have proven ability to establish and manage projects within tight timeframes, build relationships, communicate effectively and influence stakeholders. You have the ability to ‘wear multiple hats’ and juggle priorities, are resilient and tactful, passionate about what you do, and committed to making a difference.

This position has a particular focus on supporting the care and use of animals in all ACT school for educational purposes. As such, an understanding of the regulatory framework and ethical issues surrounding animals in schools is desirable.

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

Notes: This is a temporary position available immediately for a period of up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a statement of claims (maximum of two pages) addressing the Selection Criteria. Also provide your current curriculum vitae and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alice-E Clements (02) 6207 9873 Alice-E.Clements@act.gov.au

**School Performance and Improvement Division**

**North Canberra/Gungahlin School Network**

**Harrison School**

**SLC - Mathematics and Science**

**School Leader C $139,190 - $142,266, Canberra (PN: 25398)**

Gazetted: 01 October 2024

Closing Date: 22 October 2024

Details: Harrison School is a preschool to year 10 (P-10) school with enrolments of more than 1500 students.

A strength of our school is its diverse population with many students coming from language backgrounds other than English (EAL/D) and Australian Defence Force families.

We are seeking a dynamic and collaborative educator to lead learning and wellbeing in our Mathematics and Science faculty.

The school leader will join a united P-10 executive team who work together to lead the implementation of our school priorities.

Job description:

Implement an effective, results-oriented PLC model using the Spiral of Inquiry.

Lead pedagogy, curriculum, assessment and reporting within the Mathematics and Science learning areas.

Lead and support a positive and collaborative staff culture.

Promote and maintain strong student relationships and family partnerships.

Capacity to lead Timetabling and Assessment and Reporting.

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

Eligibility/Other requirements:

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

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (TQI) or eligibility to obtain TQI.

How to Apply: Applicants are to provide:

a curriculum vitae.

Statement of claims based on the leadership capabilities outlined in the application package (maximum five pages).

Contact details for two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Benjamin Davies (02) 6142 2200 Benjamin.Davies@ed.act.edu.au

**Service Design and Delivery**

**DSST**

**Service Centre Team Leader, School Digital Service Management**

**Administrative Services Officer Class 6 $97,182 - $110,708, Canberra (PN: 44257)**

Gazetted: 01 October 2024

Closing Date: 15 October 2024

Details: Our ideal candidate has experience in the Providing ICT and Administrative support in a fast-paced corporate environment. The ability to provide day to day administrative support as well as provide operational support across the team will be critical to this role.

You will have excellent organisational skills and experience in creating a range of high-level documentation. Attention to detail and strong coordination skills will be essential, as will your ability to consistently deliver excellent customer service.

Ideally you will be familiar with support for ICT Service and Deliver in an educational setting and have a strong understanding of the Directorate’s strategic direction.

You will be flexible, motivated and capable of prioritising your work. Having the ability to form productive working relationships with colleagues of all levels should be one of your core professional strengths.

Our ideal candidate will take ownership of their work, have strong written and verbal communications skills as well as a demonstrated ability to work independently or as part of a team

The ability to juggle priorities, be resilient and tactful, passionate about what you do and committed to making a difference are key traits for the ideal candidate.

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:

Possession of a current driver’s licence and access to a private vehicle.

This position may require a ‘Working with Vulnerable People Check’.

Notes: This is a temporary position available immediately until 07 July 2025 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply:

Please provide a response to the six Selection Criteria (max two pages)

A current curriculum vitae

Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. Referees will not be contacted without your knowledge.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ken Dodds (02) 6205 1511 Ken.Dodds@act.gov.au

**People, Governance and Communications Group**

**Communication, Engagement and Government Support**

**Ministerial and Corporate Reporting**

**Directorate Liaison Officer**

**Senior Officer Grade B $142,329 - $159,780, Canberra (PN: 37786)**

Gazetted: 01 October 2024

Closing Date: 15 October 2024

Details: The Ministerial and Corporate Reporting team provide the critical connection between the Education Directorate and Government.

Our team manages and supports the Directorate to meet its obligations around Cabinet, Legislative Assembly, and ministerial business. We coordinate significant input to government commitments, Legislative Assembly business, annual reporting, performance and accountability and attendance at committee hearings.

We are looking for someone to join us!

This position reports to the Senior Director, Ministerial and Corporate Reporting and works within the Communications, Engagement and Government Support branch.

As Directorate Liaison Officer (DLO), you represent the Education Directorate in the office of our portfolio Minister/s.

You will facilitate and support direct communication and policy advice between the Directorate and the Minister’s Office, and as necessary to other directorates and Ministerial Offices. You provide specialist assistance in matters relating to Cabinet, the ACT Legislative Assembly, ministerial correspondence, stakeholder meetings and ministerial events. You will also provide support and advice in relation to the coordination of whole of Government matters.

The DLO is the Education Directorate’s presence in the Legislative Assembly. This role is essential in relaying important information between senior executives, Ministers advisers and Assembly support staff.

This is a key leadership role where you can build relationships, apply your knowledge of government, engagement, problem solving and manage a range of portfolio issues thoughtfully and with appropriate discretion.

We need someone with strong coordination skills, an ability to work independently, who is self-driven, and has a willingness to assist others if required. Our ideal candidate will be pro-active, organised and can work well under pressure in a busy environment.

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

Note: This is a temporary position available immediately for a period of up to 12 months with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. The DLO is required to work the Legislative Assembly office in-person on Assembly sitting days, and at other times as needed.

How to Apply: Please submit a maximum two-page pitch against the Selection Criteria that outlines your experience and/or abilities against the requirements (professional/technical skills and knowledge, and behavioural capabilities) including what you will bring to the role.

Please provide a current curriculum vitae and the contact details of at least one referee.

Contact Officer: Rochelle Bessey 62072620 Rochelle.Bessey@act.gov.au

**System Policy and Reform**

**Strategic Policy - Legislation Reform**

**Project and Policy Officer**

**Administrative Services Officer Class 6 $97,182 - $110,708, Canberra (PN: 48764)**

Gazetted: 01 October 2024

Closing Date: 15 October 2024

Details: DIRECTORATE OVERVIEW

The Education Directorate is one of seven ACT Government Directorates established to achieve the ACT Government’s priorities and to serve the community. The Education Directorate provides public school education from preschool to Year 12, provides policy direction and regulation for early childhood education and care, and registers non-government schools and home education.

Our Mission: We lead and deliver excellent, inclusive and equitable education where all are safe, valued and able to flourish.

Our Vision: Every child and young person receives an excellent education, delivered and supported by highly skilled and valued professionals.

Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>

BRANCH OVERVIEW

The Strategic Policy Branch leads strategic reforms that deliver better outcomes for children and young people in the ACT. This is achieved by driving the vision for education in the ACT; engaging meaningfully with strategic partners to conceptualise and design solutions to local challenges; and leveraging research, evidence and expertise in innovative ways to meet the ACT context. This includes Strategic Delivery of priority initiatives, Strategic Coordination of cross directorate priorities, and Strategic Partnering with other parts of the directorate on joint commitments.

DIVERSITY STATEMENT

We are committed to building a culturally diverse workforce and an inclusive workplace. We recognise and value the heritage of Aboriginal and Torres Strait Islander Peoples and people who can bring that insight and lived experience to the role. We welcome people with disability and with experience of disability, and those who identify as LGBTIQ+, and we encourage people who have non-English-speaking life experience and people with culturally and linguistically diverse backgrounds to apply for this position.

POSITION OVERVIEW

The Project and Policy Officer, System Reform Team, is responsible for providing advice, coordination, and project management to support the implementation of Inclusive Education: A Disability Inclusion Strategy for ACT Public Schools 2024-2034 (the Strategy).

The Strategy aims to deliver greater inclusion for students with disability across all ACT public schools by making sure schools have the support they need to meet the needs of all learners. The vision of the Strategy is to ensure every child and young person is welcomed, valued, and can access quality education designed to meet their needs at their local school.

DUTY STATEMENT - WHAT YOU WILL DO

Your main responsibilities will be to:

Work as part of a small team with responsibility for coordination of meeting papers, briefings, reports and responses within fixed and often short timeframes.

Undertake scans of policy and other information documents and provide analysis and advice for the Strategic Policy Branch.

Draft and maintain high-quality project materials and documents, including action plans, communication strategies, implementation timelines, and internal reporting documents.

Communicate, liaise and negotiate with stakeholders both internal to the Strategic Policy Branch, the wider Education Directorate and with external stakeholders as required.

Support governance structures, including providing secretariat support to various internal committees and working groups (including the preparation of agendas, circulation of papers, the taking and transcribing of minutes and the management of outstanding action items).

Attend meetings as required and participate in individual professional development.

SELECTION CRITERIA - WHAT YOU REQUIRE

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

Professional Skills and Knowledge

Demonstrated experience of providing analysis, strategic thinking, and advice on sensitive and complex matters, with the ability to communicate with influence, both in writing and verbally.

Ability to draft correspondence and briefs, support the design and delivery of projects, programs and activities aligned to Government priorities.

Effective interpersonal and teamwork skills and the ability to collaborate and develop partnerships, demonstrated through proactive and supportive relationship management practices.

Behavioural Capabilities

Highly developed self-management including organisational skills, task prioritisation, planning, managing individual and team outputs in a fast-paced environment.

Demonstrated professionalism and a commitment to continuous improvement in line with the ACT Government Values of Respect, Integrity, Collaboration and Innovation.

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

Eligibility/ Other Requirements: Desirable

Experience in policy development.

Proficient ICT skills, including the ability to use Content Manager (TRIM).

Note: This is a temporary position available immediately until 31 January 2025 with the possibility of extension up to 12 months and/or permanency. Work Arrangements: Flexible work arrangements (FWA) and activity-based working (ABW) are in place. Under FWA arrangements this position includes opportunities to work from home and/or ACTPS Flexispaces, with regular team days in the office at 220 London Circuit. Under ABW arrangements, this position does not have a designated workstation/desk.

How to Apply: Applications include a supporting statement of no more than two pages, outlining experience and/or ability in response to the Selection Criteria.

Applicants should provide a current curriculum vitae and the name and contact details of two referees with a thorough knowledge of their work performance and outlook. Applicants must ensure that one of the referees is a current or immediate past supervisor; and should note they may be asked to provide further referees.

Contact Officer: Susan Kingsford (02) 6207 1742 Susan.Kingsford@act.gov.au

**School Improvement**

**South Canberra/Weston School Network**

**Farrer Primary School**

**Administrative Assistant**

**School Assistant 3 $62,910 - $67,474, Canberra (PN: 39276)**

Gazetted: 02 October 2024

Closing Date: 9 October 2024

Details: Farrer Primary School is seeking a highly motivated Administrative Support Officer to provide office support services to the school through centralised processes and procedures. The successful applicant will provide appropriate and support to staff and parents on student related matters with assistance from senior staff. In this position the applicant will need the ability to develop, implement and maintain processes that contribute to the efficient and effective management of the school.

The successful applicant will support the Business Manager in day-to-day activities, understand administration duties in the front office, complete student enrolments following Directorate policy and procedures, prepare and publish public communications, assist in the management of school events, and support the whole school administrative functions. The successful applicant will process excellent communication skills, have experience in working in a front office team and a proven ability to work within a busy school environment that has competing demands.

Please contact the Contact Officer for further information or plan to submit an application.

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

Eligibility/Other Requirements:

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

Desirables

Experience in an administration role

First Aid Certificate or a willingness to undertake appropriate training

Excellent Knowledge of Microsoft Outlook, Work and Excel

Knowledge of school specific software including Sentral

Knowledge and experience in Enrolment policies and procedures for the ACT Education Directorate

Notes: This position is available to ACT Government officers and employees only. This is a temporary position available from 28 October 2024 until 25 April 2025 with the possibility of extension up to less than 12 months. This position is part-time at (31:25) hours per week and the full-time salary noted above will be pro-rata.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria considering the position overview, together with your curriculum vitae and the names of two referees. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny Cavalier (02) 6142 0863 Jenny.Cavalier@ed.act.edu.au

**Service Design & Delivery**

**Engagement & Wellbeing Support Services Branch**

**Clinical Practice - Allied Health Team**

**Speech Language Pathologist**

**Health Professional Level 2/3 $85,893 - $114,070, Canberra (PN: 47696, Several)**

Gazetted: 02 October 2024

Closing Date: 23 October 2024

Details: The Speech Language Pathologist position is part of the multidisciplinary Allied Health Service team.

The Allied Health Service (AHS) provides support to schools on a request for support basis along with centrally delivered professional learning and student support initiatives.

The AHS works using a collaborative model with schools. Professionals have a diverse skill set and roles are underpinned by various legislations and policies including the Disability Discrimination ACT, Disability Standards for Education and Safe and Supportive Schools Policy.

The Allied Health Service:

Links with families and external providers and agencies to enhance educational outcomes for students.

Consists of social workers, occupational therapists, physiotherapists, allied health assistants (AHA) as well as speech language pathologists (SLP).

Works with schools and other education support office teams to build school capacity to improve outcomes where students are having trouble connecting to school and engaging with education.

Flexible start dates available up to 28 January 2025.

Eligibility/Other requirements:

Tertiary qualifications in Speech Pathology.

Eligibility for certified practicing membership with Speech Pathology Australia

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

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

Part-time hours will be considered, and the full-time salary noted above will be pro-rata. Canberra based positions. Relocation reimbursement available to interstate applicants in line with the current EBA.

How to Apply: If you are interested in making a difference to the outcomes of our children and young people, we encourage you to apply.

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

A current curriculum vitae

Individual response to the Selection Criteria (max three pages)

Two Referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Leanne Shrapnel (02) 6142 1885 alliedhealth@ed.act.edu.au

**School Improvement**

**School Operations**

**Director, Compliance and Governance**

**Senior Officer Grade B $142,329 - $159,780, Canberra (PN: 44970)**

Gazetted: 30 September 2024

Closing Date: 7 October 2024

Details: The School Improvement Group strategically lead and coordinate the school improvement agenda for the ACT Education Directorate’s Education Support Office.

The Group is responsible for:

Driving system wide focus on improvement for every child and young person.

Informing and influencing the broader work of the branches within the Directorate in delivering an integrated approach to the delivery of services providing an interface between schools, school networks and ESO.

Supporting the development and delivery of programs and interventions for schools including facilitating partnerships and the sharing of best practice across networks

Linking schools with other education providers to deliver high quality services and outcomes

Supporting schools to manage a range of operational processes including incident reporting and point in time support/queries.

Reporting to the Senior Director (School Operations), the Director is required to ensure that legal and compliance obligations for policies held by the branch (such as preschool compliance) are upheld, relevant operational activities (such as the managing and reporting of suspension and enrolment appeals) are conducted effectively, and to provide high level administrative, coordination and stakeholder management support to the branch.

Though the role will sit within the Compliance and Governance unit, the officer may be required to work across the branch in response to operational or other requirements.

Eligibility/Other requirements:

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

Knowledge and experience of early childhood regulations would be an advantage.

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months and/or permanency. Applicants may be assessed on application pitch and referee alone. Applicants are encouraged to contact the contact officer for more information. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please review the Position Description for details about the role and required Skills, Knowledge, and Experience. Applications should include:

A two-page pitch to the capabilities listed under Professional/Technical Skills and Knowledge, and Behavioural Capabilities in the Position Description. The pitch is integral to the application and should be based on the position information.

The name and contact details of two referees.

A current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brooke James (02) 6205 0293 Brooke.James@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**

**Office of the Director-General**

**Executive Support Officer**

**Senior Officer Grade C $121,389 - $130,392, Canberra (PN: 67265)**

Gazetted: 02 October 2024

Closing Date: 23 October 2024

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) has responsibilities that include policy and program development for environment and climate change, land, planning and building, energy and water; and statutory responsibilities for development applications, heritage matters and nature conservation.

The Office of the Director-General is searching for a proactive senior support officer to be the ‘wizard behind the curtain’! To manage the DG’s schedule, prepare meetings, take minutes and keep actions on track, and make sure our meetings run smoother than a well-oiled machine. Whether it’s drafting emails, reviewing and commenting on policy documents, coordinating with stakeholders, or presenting information, your approach and communication will be top-notch. In our team, we pride ourselves on fostering a positive, supportive and inclusive (and fun!) workplace culture - and your energy and attitude will contribute immensely to that.

If you can tick these boxes, get in contact – 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:

Experience in an executive support or similar role.

Experience providing a secretariat function.

Notes: This is a temporary position available from 05 December 2024 until 05 June 2025 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Opportunities for flexible working options could include hybrid working, being a combination of working from home, designated office based and FlexiSpace working locations across the ACT, part-time hours, job-sharing, flexible start, and finish times. Selection may be based on application and referee reports only.

How to Apply: A two-page pitch (consider being creative!) about how you meet the criteria, and also the team fit! Provide your curriculum vitae too, and details of two referees.

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

Contact Officer: Laura Marcantonio (02) 6207 8263 Laura.Marcantonio@act.gov.au

**Environment, Heritage and Parks**

**ACT Heritage**

**Director, Heritage Governance and Reform**

**Senior Officer Grade B $142,329 - $159,780, Canberra (PN: 59985)**

Gazetted: 02 October 2024

Closing Date: 20 October 2024

Details: We are seeking a motivated leader to fill this Director role as part of the ACT Heritage leadership group. The position drives critical governance and reforms necessary for ACT Heritage to achieve its business outcomes.

The role offers interesting and fulfilling work as part of an enthusiastic and supportive team.

Under limited direction, over the period the role will:

• Continue to develop, implement and manage projects and activities to deliver continuous improvements and the reform agenda for ACT Heritage.

• Oversee the development of a policy and governance framework for ACT Heritage and the ACT Heritage Council.

• Prepare government, ministerial and Cabinet papers and submissions.

• Provide support to the Heritage Council to manage the implementation of the legal and operational framework of the Heritage Act 2004 and, in particular, the functions and activities of the Council.

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:

Experienced and knowledgeable in governance and government business processes.

An effective communicator, able to liaise with various stakeholders.

Results driven and solution focussed.

Experienced in policy, projects, and governance.

A team player and leader of new ideas.

A full list of duties and responsibilities can be found in the attached Position Description.

Note: This is a temporary position available November 2024 until 30 April 2025 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement (no longer than two pages), a current curriculum vitae and contact details for two referees.

Contact Officer: Daniel Walters (02) 6207 3689 Daniel.Walters@act.gov.au

**Environment**

**Parks and Conservation Service**

**Parks and Partnerships**

**Park Ranger**

**Park Ranger 2 $81,743 - $88,213, Canberra (PN: 15256, Several)**

Gazetted: 01 October 2024

Closing Date: 15 October 2024

Details: The Parks and Conservation Service (PCS) is responsible for the management of the ACT’s protected area network including National Parks, Nature Reserves, water catchments, commercial softwood forests and rural lands.

The Parks and Conservation Service implements a broad range of management programs both on and off reserve that support sustainable environmental, wildlife and heritage outcomes.

It protects and conserves the natural resources of the ACT and promotes appropriate recreational, educational and scientific uses of our parks and reserves.

Park Rangers at this level are likely to undertake general maintenance and construction duties and have dedicated projects to manage such as pest plant and animal control, walking track, camping area or heritage programs.

Physical conditions may include working in the heat and cold and climbing steep slopes and rough terrain. General direction will be given by supervisors and your performance monitored with feedback regularly provided.

To achieve the outcomes required by this role you must be able to:

Assist in the protection of biodiversity and implementation of sustainable management practices in Canberra’s protected areas and rural lands consistent with relevant legislation and management plan objectives.

Under supervision:

Undertake protected area management duties including:

Threat management such as weed and pest animal control

Visitor management including supervision of volunteers, interpretive activities, answering public enquiries, and liaising with stakeholders including volunteers and community groups biodiversity conservation programs and catchment management

Cultural heritage conservation and working with traditional custodians.

Undertake minor maintenance of assets and infrastructure including:

Fences, gates, recreational trails, signs, amenities, and recreational facilities

Vehicles, plant and equipment

Assist with law enforcement and compliance duties

Manage contracts and contractors undertaking work in parks and reserves

Undertake incident management duties, including participation in fire standby, fire suppression and fire training and Search and Rescue operations

Perform administrative duties including the use of computers and technology such as ArcGIS, FieldMaps and other relevant mobile applications

Perform other duties as directed by Senior Managers.

This process will be used to fill both permanent and temporary positions and is valid for a period up to 12 months.

Eligibility/Other requirements:

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

Be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression, fire training and search and rescue operations.

Be prepared to work a shift roster, weekends, public holidays, evening shifts and be on an afterhours on-call roster. EPSDD is committed to providing reasonable adjustment, where operationally possible, to ensure all individuals have equal opportunities in the workplace.

Possess a manual Australian drivers’ license.

A current First Aid Certificate or capacity to obtain one.

Be an Australian citizen, have permanent residency status or a visa permitting you to work permanently in Australia.

While no formal qualification is required for this role, progress towards or the completion of a relevant tertiary qualification will be highly regarded.

Notes: There are both permanent and temporary positions available and is valid for a period up to 12 months. An order of merit will be established from this selection process and may be used to fill future permanent identical vacancies over the next 12 months. A Merit Pool will be established from this selection process and will be used to fill temporary vacancies over the next 12 months - selection for the merit pool may be based on application only.

How to Apply: Please submit:

A written application addressing the Selection Criteria limiting responses to 350 word per criteria.

Your current curriculum vitae.

Two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Hogan 0466 022 959 Lisa.Hogan@act.gov.au

**Climate Change, Energy & Water**

**Senior Leadership Support Team**

**Business Support Officer**

**Administrative Services Officer Class 6 $97,182 - $110,708, Canberra (PN: 13008)**

Gazetted: 01 October 2024

Closing Date: 8 October 2024

Details: The Climate Change, Energy & Water Division is looking for an enthusiastic and skilled Business Support Officer who as part of the Division, will support the Senior Leadership Team (Executive Group Manager, Executive Branch Manager and Senior Directors) in the Division. You will be working with various teams across the Division, Directorate and Whole of Government to meet the Territory’s sustainability and climate change policies and targets.

The Senior Leadership Support team is a team of three people whose key focus is in supporting the senior leadership group through efficient management of workflow, up-to-date information, development, and use of systems that enhance productivity across the division, facilitating effective coordination of priority tasks, and allowing senior managers to focus on the highest-priority tasks.

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

Notes: This is a temporary position available from 06 November 2024 until the 08 August 2025. Selection may be based on application and referee reports only.

How to Apply: Please submit no more than two pages addressing your suitability against the Skills, Knowledge and Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Linda McCoy (02) 6205 0457 Linda.McCoy@act.gov.au

**Environment and Planning**

**Parks and Conservation Service**

**Mulligans Flat Woodland Sanctuary**

**Project Ranger**

**Technical Officer Level 3 $84,665 - $95,217, Canberra (PN: 39185)**

Gazetted: 30 September 2024

Closing Date: 14 October 2024

Details: The Mulligans Flat Sanctuary is protected by a feral animal proof fence and encloses nearly 1300 hectares of critically endangered Yellow Box Blakely’s Red Gum grassy woodlands. It is home to a range of significant species including the Eastern Bettong, Eastern Quoll, and Bush-stone Curlew.

This position will be responsible for the following key duties.

The Project Ranger is tasked with the overall maintenance and day to day operations of the Mulligans Flat Woodland Sanctuary infrastructure relating to the predator proof fence and Kangaroo Exclusion Fencing including electric fencing and fence integrity telemetry.

Supervise and train rangers, field staff, external contractors and volunteers in the performance of their duties / activities.

Liaise with staff and other stakeholders to develop and maintain efficient and effective work programmes.

Administer and manage contracts associated with land management programs.

Undertake incident management duties, including participation in fire standby, fire suppression, fire training and wildlife management

Work collaboratively with partner stakeholders to ensure the efficient and effective implementation of various programs undertaken at Mulligans Flat Woodland Sanctuary including land management and community engagement

Contribute to operational management and implementation of workplace health and safety programs and the principles of workplace diversity and participative work practices.

Maintain records in accordance with the Territory Records Act 2002.

 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: Applicants are required to:

Be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training

Be prepared to work a shift roster, weekends, public holidays or evening shifts at any site within a region on an “as needs” basis (not all positions are currently required to work a shift roster)

Be prepared to wear a uniform; and

Working with Vulnerable People card

Possess a manual drivers’ license

Highly Desirable:

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

Truck Licence MR

Plant and Machinery experience and training

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

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Contact Officer: Joel Patterson 0419166254 Joel.Patterson@act.gov.au

**Statutory Planning**

**Office of the Surveyor-General and Land Information**

**Place Names Team**

**Place Names Officer**

**Administrative Services Officer Class 5 $90,451 - $95,531, Canberra (PN: 54124)**

Gazetted: 30 September 2024

Closing Date: 14 October 2024

Details: Do you have a passion about history and community? Can you see yourself working in a dynamic small team, building a legacy to honour Aboriginal and Torres Strait Islander culture, notable Australians, and things uniquely Australian? This could be the job for you….

The Place Names Team within the Office of the Surveyor-General and Land Information is seeking an enthusiastic, self-driven and organised person to work in a small team focussed on delivering high quality and timely place name advice services to support our growing city.

The successful applicant will, among other duties, conduct rigorous historical research, engage with a range of stakeholders, and produce high quality communications that ultimately assists the Minister in deciding on names for public places and suburbs.

The role works under limited direction and the successful applicant must have a positive attitude, be adaptable and embrace innovation.

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

Notes: This position is part-time at (20:00) hours per week and the full-time salary noted above will be pro-rata.

Work hours can be negotiated within operational requirements. A merit pool will be established from the selection process and will be used to fill vacancies over the next 12 months. Selection method may be based on written application and referee reports only.

How to Apply: Please provide your curriculum vitae and a pitch (two page maximum) of your suitability that, as much as possible, addresses the selection criteria and relates to the duties described in this Position Description. Please provide names, relationship and contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Bird (02) 6207 7659 Jennifer.Bird@act.gov.au

**Environment**

**Parks and Conservation Service**

**Operations Coordination**

**Assistant Director Operations Coordination**

**Senior Officer Grade C $121,389 - $130,392, Canberra (PN: 14956)**

Gazetted: 27 September 2024

Closing Date: 11 October 2024

Details: The ACT Parks and Conservation Service (PCS) is a branch of the Environment, Heritage and Water Division with responsibility for management of our parks, reserves and commercial forests. It protects and conserves the natural and cultural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra. In addition, PCS manages a commercial forestry estate on behalf of the ACT Government providing a broad recreation facility, carbon capture and an economic return for the ACT community.

The Parks and Conservation Service (PCS) is looking for an energetic and enthusiastic Assistant Director to develop, manage and deliver operational support and planning outcomes across our broad and distributed workforce. The Assistant Director Operations Coordination will show initiative and interact with both field and office-based staff to deliver outcomes that support the day to day work of our team, link operational planning with PCS and Government goals and deliver good governance through the planning process.

The successful candidate will lead a team and a work program that delivers consolidated operational planning and reporting, spatial/mapping products, technical support for PCS systems, data solutions and integration, development of an inhouse new asset management system for PCS, and provide support to PCS staff with operations and planning outcomes. The Operations Coordination team embodies a staff led approach to solutions design and will support a diverse work program. The team also maintains responsibility for the development of the PCS intranet, dashboards and open data transfer, and coordinates the PCS insurance program and some financial reporting.

A key priority for the position will be working to continue the planning and implementation of an inhouse built Asset Management System, including engagement both internal and external to PCS.

This role reports to the Senior Director Operations Coordination and Planning, is a key member of the PCS Senior Management Team and will be required to contribute to whole of PCS strategic and operational planning and problem solving.

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

Eligibility/Other requirements:

Mandatory:

Possess and maintain a current driver’s licence

Be prepared to wear a uniform

Highly Desirable:

Tertiary qualifications and/or highly relevant experience in a relevant field

A knowledge of natural resource management

Notes: This is a temporary position available immediately until 02 February 2025 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a 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: Luke Halls 0466402641 Luke.Halls@act.gov.au

### Independent Competition and Regulatory Commission

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

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

**Economics**

**Senior Director Markets and Pricing**

**Senior Officer Grade A $164,725, Canberra (PN: 27796)**

Gazetted: 30 September 2024

Closing Date: 21 October 2024

Details: We are looking for a high performing regulatory economist to join and lead our economics teams as they undertake economic research and analysis, and prepare clear, evidence-based reports in support of the commission’s decisions on the economic regulation in the ACT.

The Independent Competition and Regulatory Commission is an independent statutory agency established to promote effective competition in the interests of ACT consumers. As leader of the economics team, the Senior Director leads a team with specialist economic, analytical, quantitative and industry expertise to provide advice to the commission on economic regulation and competition issues. While the focus is on water and electricity price regulation, the scope of the team’s work is diverse.

To successfully lead the team, the Senior Director must have: highly developed economic, analytical and strategic thinking skills; proven capacity to lead, motivate and develop a small team of specialists; skills and experience in engaging effectively with internal and external stakeholders; and the ability to represent the commission in internal and external forums.

What we offer

Interesting and fulfilling work in a diverse landscape where our people make a difference.

The opportunity to work with passionate, innovative and experienced staff who encourage and support you to develop your interests and expertise.

A flexible and highly skilled workplace where personal development is encouraged and available.

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

Eligibility/ Other Requirements:

A thorough understanding of economic concepts and extensive practical experience in applying economic concepts are essential. A degree in economics and/or finance is highly desirable. Post‑graduate qualifications in economics or finance will be highly regarded.

Experience in water or energy regulation or policy advice in Australia, or the ability to quickly develop a good understanding of utility pricing and regulatory issues, will be a strong advantage.

Recruitment to this position may be subject to the outcome of a National Police check.

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

How to Apply: Along with your curriculum vitae, please submit a statement of no more than two pages to tell us about how your abilities, knowledge, experience and/or qualifications might suit this role. Please review the Position Description for details about the role and associated responsibilities, and feel free to contact us if you have questions.

Contact Officer: Lachlan Phillips (02) 6207 0952 Lachlan.Phillips@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**

**Corporate**

**Office of the Chief Operating Officer**

**Executive Officer/Assistant Director**

**Senior Officer Grade C $121,389 - $130,392, Canberra (PN: 04817)**

Gazetted: 02 October 2024

Closing Date: 9 October 2024

Details: The Executive Officer, Programs and Projects is responsible for providing executive support to the Chief Operating Officer (COO). This includes leading and managing the directorates reporting program and preparing and co-ordinating responses to corporate and directorate related matters.

The Executive Officer, Programs and Projects will also liaise with key stakeholders including the Minister’s Office and senior Directorate staff.

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

Eligibility/ Other Requirements:

Formal qualifications or experience in a relevant field is highly desirable.

Background / Security clearance checks may be conducted.

Note: This is a temporary position available immediately for a period of seven weeks. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. 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 review the Position Description and submit your curriculum vitae and a one-to-two-page pitch that shows us why you are the best person for the job and demonstrate, with examples, that you have skills, knowledge, and capabilities to perform the duties and responsibilities of the role.

Contact Officer: Danielle Krajina (02) 6207 4813 Danielle.Krajina@act.gov.au

**ACT Courts & Tribunal**

**Registrars Office (Magistrates Court)**

**Senior Director, Legal (MC)**

**ACT Courts and Tribunal Legal 2 $162,123 - $168,639, Canberra (PN: 42375)**

Gazetted: 30 September 2024

Closing Date: 14 October 2024

Details: The Registrar’s Office (Magistrates Court) provides support to the Magistrates Court and the Judiciary including exercising statutory powers of a Registrar/Senior Deputy Registrar of the Court and providing legal, policy and procedural advice.

The primary role of the Senior Director, Legal (MC) is to:

Exercise the statutory powers and delegated judicial powers of a deputy registrar of the ACT Magistrates Court, Industrial Court, Family Violence Court, Coroner’s Court and Children’s Court; and

Provide high level policy and legal advice on questions of law/justice administration, practice and policy on matters affecting the ACT Courts.

The Senior Director, Legal (MC) also has responsibility for providing direction and support to ACT Courts registry staff in the law and practice relevant to the operations of the ACT Courts. This includes providing training and advice to staff on legal matters and the exercise of statutory powers and functions.

The Senior Director, Legal (MC) will engage with key stakeholders including members of the legal profession, stakeholder and user groups, the Justice and Community Safety Directorate, other Government agencies and members of the community on matters relating to the functions of the ACT Courts.

NOTE: The nature of the organisation is such that staff may be exposed to sensitive material or information that may be confronting and culturally sensitive. ACTCT provides support services and training to assist staff in being culturally aware, resilient and safe in the workplace.

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:

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident. To be eligible for temporary employment with the ACT Public Service you must hold a valid work visa, be an Australian citizen or a permanent resident.

This position requires a degree in laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Chief Executive Officer and Principal Registrar, is appropriate to the duties of the office. Delete if not applicable.

This position requires admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory. Delete if not applicable.

Experience working in a court environment is highly desirable.

How to Apply: To apply, applicants are required to submit the following:

A two-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the Position Description, 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).

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

Contact Officer: Roisin Carmody (02) 6207 8317 Roisin.Carmody@courts.act.gov.au

**Corporate Services and Operations**

**Chief Operating Officer**

**Executive Level 2.4 $368,020 - $382,772 depending on current superannuation arrangements, Canberra (PN: E742)**

Gazetted: 01 October 2024

Closing Date: 15 October 2024

Details: The ACT Justice and Community Safety Directorate (JACS) is seeking suitably skilled and experienced applicants for the position of Chief Operating Officer (COO). A dynamic leader with excellent communication, organisational and collaboration skills is required.

The COO will report to the Director-General and working collaboratively with the JACS Senior Executive. The COO has primary responsibility for driving the development and implementation of corporate strategies and leading the efficient operations of JACS corporate services under the ‘One JACS, One Corporate’ philosophy to best support JACS to achieve its strategic goals.

This role is integral to ensuring strong corporate governance arrangements including meeting annual reporting and legislative requirements, effective budget management including meeting financial reporting obligations, effective use of information, data and technology to support strategic business goals, effective asset management and procurement activities, driving business planning and performance outcomes, effective corporate communications and media, and helping to build and foster an inclusive workforce culture that is engaged, enabled and empowered.

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: Please submit an application of no more than two pages, as well as a current curriculum vitae, including the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Glenn 6207 0501 Richard.glenn@act.gov.au

### Major Projects Canberra

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

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

**Deputy Director-General**

**Temporary Vacancy (26 October 2024 to 10 November 2024)**

**Major Projects Canberra**

**Office of Deputy Director-General**

**Position: E1198**

**(Remuneration equivalent to Executive Level 3.3)**

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

Date circulated: 30 September 2024

Major Projects Canberra is seeking applications for the short-term filling of Deputy Director-General, from 26 October 2024 to 10 November 2024 inclusive.

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

Remuneration: The position attracts a remuneration package ranging from $420,384 - $437,249 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $374,784.

To apply: Interested applicants are requested to submit an expression of interest to Ria Ligeros via email, ria.ligeros@act.gov.au. A detailed application is not required. Please submit to Ria Ligeros by COB Monday 7 October 2024.

Contact Officer: Ria Ligeros ria.ligeros@act.gov.au

**Property and Government Insourcing**

**Integrated Facilities Management**

**Senior Director Intake, Security and Property Operations**

**Senior Officer Grade A $164,725, Canberra (PN: 45630)**

Gazetted: 02 October 2024

Closing Date: 9 October 2024

Details: The Integrated Facilities Management Team ensures properties managed by Property and Government Insourcing and maintained on behalf of Directorates are repaired, inspected, maintained and upgraded by qualified and experienced staff and contractors. The team Integrated Facilities Management (Intake, Security and Property Operations): provides the main intake and reception service for the organisation managing customer enquiries; receives, allocates and quality assures repairs and maintenance requests requiring action; manages building security matters; and provides a qualified building trades service through an insourced trade team.

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

Notes: This position is available to ACT Government officers and employees only. This is a temporary position available from 14 October 2024 for two weeks. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

Please submit the following:

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

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

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

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

A current Curriculum Vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

*Applications should be sent to the Contact Officer.*

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

Contact Officer: Kassandra Keppell (02) 6205 9876 Kassandra.Keppell@act.gov.au

**Property and Government Insourcing Division**

**Property Strategy and Management**

**Estate and Procurement Management – Strategic Procurement, Projects and Contracts**

**Director – Strategic Contract Management**

**Senior Officer Grade B $142,329 - $159,780, Canberra (PN: 45633)**

Gazetted: 01 October 2024

Closing Date: 8 October 2024

Details: Property and Government Insourcing purchases a large volume of goods and services, including cleaning, construction and trade services, for the maintenance, management and upgrade of ACT Government owned and managed properties. This role leads an expert team and provides support to the Division to ensure that procurements occur in a compliant and timely manner, there is strategic oversight and coordination of procurement and contract activities and that staff in the organisation have the right skills, policies and processes in place. This team performs the role of Panel Manager for Property and Government Insourcing managed panel contracts. This role is a blend of strategic oversight and coordination, and hands on procurement and contract management.

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

Eligibility/Other requirements:

Qualifications in procurement/contract management and project management is preferred.

Workplace Health and Safety Induction (White Card) or willingness to obtain; General Construction Induction Card (*White* Card)

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: Asbestos Awareness Training - WorkSafe ACT

Current driver’s licence (car)

Training and/or qualifications in construction, building, property management are highly desirable

Membership or the ability to obtain membership with relevant professional organisation(s) is desirable

Notes: Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

Please submit the following:

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

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

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

Contact Officer: Phillipa Spears 0481482562 Phillipa.Spears@act.gov.au

**Property and Government Insourcing**

**Property and Government Insourcing Group**

**Integrated Facilities Management – Property Maintenance and Upgrades**

**Infrastructure Trade Specialist**

**Infrastructure Officer 2 $97,298 - $111,402, Canberra (PN: 22096)**

Gazetted: 30 September 2024

Closing Date: 14 October 2024

Details: This role provides expert advice and coordination of a defined or general property trade specialisation.

The role provides planned services including Procurement, contract coordination and project oversight, and reactive activities like building inspections and advice.

The role also assesses, advises and ensures compliance with relevant trade speciality standards and regulations.

Property and Government Insourcing provides expert property management and maintenance services to the ACT Government and the community.

The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services.

The group supports the ACT Governments delivery of its services through flexible, efficient and cost-effective accommodation solutions and property services.

Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates.

Property and Government Insourcing operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other requirements:

Hold Specialist trade and technical experience and qualifications in the named speciality.

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

Hold a relevant building degree, or

Have significant building or Infrastructure knowledge and/or project management experience.

White Card: Workplace Health and Safety Induction (White Card) or willingness to obtain; General Construction Induction Card (White Card)

Asbestos awareness card: Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: Asbestos Awareness Training - WorkSafe ACT

Hold or have the capacity to obtain Work Health and Safety qualifications (Certificate IV);

Hold a current driver’s licence (car).

Notes: This is a temporary position available immediately for a period of 12 months with possibility of permanency. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

A current Curriculum Vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: James Ferguson 0479 188 844 James.Ferguson@act.gov.au

**Property and Government Insourcing**

**Property Service Operations and Insourcing**

**Integrated Facilities Management - Property Operations**

**Senior Electrician (Trades)**

**Senior Building Trade $95,417 - $98,018, Canberra (PN: 22403)**

Gazetted: 30 September 2024

Closing Date: 14 October 2024

Details: This position is part of Property and Government Insourcing professional trades area coordinating trade based provision of maintenance services for ACT Government owned or managed buildings. This role has two key responsibilities: using 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; and proving leadership, technical expertise and coordination as the senior in the named trade. 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 highly experienced in their trade, deliver high quality work and provide good customer service.

Property and Government Insourcing provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. Property and Government Insourcing operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/ Other Requirements: This position requires:

Professional/Trade qualifications in the named trade speciality (Certificate III in Electrical or greater) and significant building maintenance experience in a relevant function.

Hold or have the capacity to obtain White Card, Asbestos Awareness and Working with Asbestos Cards, and any relevant Certificates such working at heights and confined space.

Hold or have the capacity to obtain Working with Vulnerable People card.

a current driver’s licence (car).

Note: Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

Please submit the following:

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

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

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

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

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

**Office of Deputy Director-General**

**Northside Hospital Project**

**Principal Manager, Commercial**

**Infrastructure Manager/Specialist 3 $208,744, Canberra (PN: 67187)**

Gazetted: 30 September 2024

Closing Date: 14 October 2024

Details: Major Projects Canberra is responsible for leading and supporting the procurement and delivery of the ACT Government’s infrastructure programs.

We deliver infrastructure for the Canberra community, improving our liveability, enabling a vibrant, inclusive, and sustainable city.

Excellent Remuneration package which may include an Attraction and Retention Incentive Allowance

Diverse and rewarding role

Flexible working including hybrid office/home arrangements

Relocation Expenses

The Northside Hospital Project (NHP) team will be leading the design development and delivery of the new Northside Hospital in Bruce.

The Project Team will work alongside ACT Health Directorate, Canberra Health Services and clinicians to plan, procure and deliver the new Northside Hospital Project.

The Project is in its early planning phase with procurement of key advisors underway, ahead of procuring the main works contractor later in 2024.

Major Projects Canberra will continue to lead the project through its various phases to completion, including:

Planning and procurement;

Decanting and enabling works; and

Construction and commissioning.

The NHP Principal Manager, Commercial is a senior role within the NHP Team primarily responsible for the delivery of a range of time-critical procurement activities in relation to the NHP, as well as overseeing commercial management of the project, to ensure best practice commercial practices are implemented and all commercial objectives achieved.

The Principal Manager, Commercial, is a key senior role within Northside Hospital Project team. This person will be responsible to the Deputy Director General, Executive Branch Manager, Commercial and Project Director for all aspects of the project’s commercial, legal, financial and procurement activities.

The role will develop and maintain strategic relationships with advisors, suppliers and contractors throughout the procurement and delivery stages of the project.

In addition, the Principal Manager, Commercial will be required to work collaboratively with multiple branches of the ACT Government and provide advice at the highest levels of government which may include Cabinet, Ministers, Directors-General, senior ACTPS executives and the Northside Hospital Project Board.

The Principal Manager, Commercial will represent Major Projects Canberra and the ACT Government in significant and complex commercial negotiations, the evaluation of project submissions, Legislative Assembly hearings, industry briefings, the media, and other public forums.

They will provide strategic, commercial and technical leadership within a dynamic and high performing team.

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

We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other requirements:

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

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.

Demonstrated relevant experience of managing significant projects is desirable.

Experience in delivering significant infrastructure projects in collaboration with or as part of a Tier 1 contractor; and

Experience in the delivery of health infrastructure projects is desirable.

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 will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Depending on the skills and experience of the candidate, the position may attract an Attraction and Retention Incentive (ARIn) under the Technical and Other Professionals Enterprise Agreement 2023-2026. The total combined salary package range is between $208,744 - $258,744 excluding superannuation. This ARIn is reviewable under the terms of the ACTPS ARIn Policy. At the three year point a further comprehensive review will be undertaken in line with the duration of the Project providing the position continues to meet the eligibility criteria, including consideration of relevant market rates/and or change to the operational requirements of the Project.

How to Apply: Please submit:

No more than a two-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the Position Description.

A current curriculum vitae.

Contact details for two referees.

Please provide copies of relevant degrees and qualifications as per the mandatory requirements outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kayla Camaggi MS Teams Kayla.Camaggi@act.gov.au

**Property and Government Insourcing Group**

**Integrated Facilities Management**

**Property Maintenance and Upgrades**

**Assistant Director, Property, Reporting and Compliance & Assistant Director, Property Upgrades**

**Infrastructure Officer 3 $121,660 - $133,200, Canberra (PN: 27392, Several)**

Gazetted: 27 September 2024

Closing Date: 11 October 2024

Details: P27392: This role leads a small team providing property reporting and planned maintenance services to ACT Government owned properties.

The person in this position uses their technical knowledge and expertise to provide professional advice, design and implement planned building activities, liaise with industry professionals and make recommendations to property owners.

The Person in this position is responsible for procuring, managing and overseeing Planned maintenance contracts.

This is a challenging and dynamic role requiring good coordination and interpersonal skills.

P66677, P62391, P46709, P62392: This position manages a team of trade and project management professionals to deliver a program of property upgrades to ACT Government buildings.

The team coordinates programs of works across multiple building locations.

The person in this role provides coordination, programming and technical expertise in delivering the identified program of work.

The Person in this position is responsible for procuring, managing and overseeing Planned maintenance contracts.

The role also drives good practice project management within the team and reporting to building custodians.

Property and Government Insourcing provides expert property management and maintenance services to the ACT Government and the community.

The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services.

The group supports the ACT Governments delivery of its services through flexible, efficient and cost-effective accommodation solutions and property services.

Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates.

Property and Government Insourcing operates on a fee for service basis with a requirement to provide a dividend to government.

 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:

Qualifications in a relevant technical field (eg. Project Management, Property Management, or similar) and/or building trades certification with significant building and infrastructure and/or project management experience, or

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

Hold a relevant building degree, or

Have significant building or Infrastructure knowledge and/or project management experience.

Qualification/s in Management, Procurement, Contract Management or Work Health and Safety are highly desirable

White Card: Workplace Health and Safety Induction (White Card) or willingness to obtain; General Construction Induction Card (White Card)

Asbestos awareness card: Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: Asbestos Awareness Training - WorkSafe ACT

Hold or have the capacity to obtain Work Health and Safety qualifications (Certificate IV);

Hold a current driver’s licence (car).

Membership of a relevant professional association and qualification/s in Procurement, Contract Management or Work Health and Safety are highly desirable.

Notes: P27392 is a permanent vacancy and P66677, P62391, P46709, P62392 are temporary position 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. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

Please submit the following:

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

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: James Ferguson (02) 6207 2784 James.Ferguson@act.gov.au

**Property and Government Insourcing Group**

**Integrated Facilities Management**

**Property Maintenance and Upgrades**

**Property, Workplan and Building Report Coordinator (HVAC)**

**Infrastructure Officer 2 $97,298 - $111,402, Canberra (PN: 67184)**

Gazetted: 27 September 2024

Closing Date: 11 October 2024

Details: The Project Officer is responsible for managing, capital and minor works projects, maintenance and repairs to our client’s assets in accordance with client’s programs and expectations and relevant industry standards and guidelines.

Have ability to prepare Tender documents for issue to approved Property and Government Insourcing contractors and/or Public Tender.

Examine and deliver the most efficient method to each project within budget and time limitations.

Inspect work in progress to ensure the highest standards and correct codes are adhered to.

Keep clear and up to date records for all projects; Enforce Workplace Health and Safety policies at all times: Add support and assistance to Managers and other Property and Government Insourcing Staff and Supervisors as requested.

Property and Government Insourcing provides expert property management and maintenance services to the ACT Government and the community.

The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services.

The group supports the ACT Governments delivery of its services through flexible, efficient and cost-effective accommodation solutions and property services.

Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. Property and Government Insourcing operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other requirements:

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

Hold a relevant building degree, or

Have significant building or Infrastructure knowledge and/or project management experience.

Hold a technical/trade/tertiary qualification relevant to Heating, Ventilation and Cooling and have significant industry experience in this area;

White Card: Workplace Health and Safety Induction (White Card) or willingness to obtain; General Construction Induction Card (White Card)

Asbestos awareness card: Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: Asbestos Awareness Training - WorkSafe ACT

Hold or have the capacity to obtain Work Health and Safety qualifications (Certificate IV);

Hold a current driver’s licence (car).

Notes: Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

Please submit the following:

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

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

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

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

A current Curriculum Vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Chris Oconnell 0466 601 655 chris.oconnell@act.gov.au

**Property and Government Insourcing Group**

**ACT Property Group**

**Integrated Facilities Management (IFM) - Property Maintenance and Upgrades Team**

**Director, Property Maintenance Team**

**Infrastructure Officer 4 $143,528 - $162,580, Canberra (PN: 64627)**

Gazetted: 30 September 2024

Closing Date: 14 October 2024

Details: ACT Property Groups (ACTPG) Integrated Facilities Management (IFM) Team is responsible for the delivery of both planned and reactive repairs and maintenance (R&M) services as well as building infrastructure, grounds, and property upgrades.

ACTPG are looking for a high performing, motivated and energetic individual to fill the current vacancy as Director Property Maintenance within the IFM Team. This is a fast-paced position which requires a high degree of self-direction.

This position provides oversight and leadership for all planned repairs and maintenance activities across a large portfolio of sites and buildings. You will need to possess a high degree of resilience and experience in leading a team through change.

To succeed in this position, you will need to demonstrate extensive skills and experience in people management, procurement, and contract management as well as property maintenance and/or upgrades services, including well-developed negotiation, stakeholder engagement and communication skills.

While this recruitment is to fill a current vacancy, a merit pool will be established and can be drawn from over the next 12-months to fill either permanent or temporary vacancies for both the Director Property Maintenance or Director Property Upgrades positions.

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

Eligibility/ Other Requirements:

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

Hold significant building and/or infrastructure knowledge and/or project management experience.

 In addition, applicants must:

Hold or have the capacity to obtain a White Card and Silica and Asbestos Awareness;

Hold or have the capacity to obtain Work Health and Safety qualifications (Cert IV), Project Management qualification (Diploma) and Procurement and Contract Management (Cert IV);

Hold a current driver’s licence (car).

Membership of a relevant professional association and qualification/s in Project Management, Procurement and Contract Management or Work Health and Safety are highly desirable.

Note: Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please review the Position Description along with the advertisement for details about the role and associated responsibilities and expectations. 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 panel about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

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

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

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

A current Resume/Curriculum Vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Contact Officer: SeanA Colson 0412 931 834 seana.colson@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.

**Property and Government Insourcing Group**

**Integrated Facilities Management**

**Property Maintenance and Upgrades**

**Workplan Assistant**

**Administrative Services Officer Class 3 $73,983 - $79,349, Canberra (PN: 14811)**

Gazetted: 27 September 2024

Closing Date: 11 October 2024

Details: This role assists the team in coordinating repairs and maintenance activities of ACT Government owned buildings. The role involves liaising with Property and Government Insourcing maintenance, upgrade and building management staff, customers and building occupants and also trade contractors on maintenance activities. The strong administration skills of the person in this position will ensure that Property and Government Insourcing can provide an efficient and effective service, timely payment of invoices and good reporting to building owners. The role requires good organisational skills and the ability to monitor and manage multiple activities concurrently.

Property and Government Insourcing provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost-effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. Property and Government Insourcing operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other Requirements: This position requires:

a current driver’s licence (car)

Qualification/s in business, administration or property related areas are desirable.

Note: This is a temporary position available immediately until 8 August 2025 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

Please submit the following:

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

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

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

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

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

Contact Officer: Chris Oconnell 0466 601 655 chris.oconnell@act.gov.au

**Property and Government Insourcing Division**

**Property Service Operation and Insourcing**

**Intergrated Facilities Management - Intake, Security and Property Operations**

**Intake and Works Allocation Officer**

**Administrative Services Officer Class 4 $81,743 - $88,213, Canberra (PN: 53582, several)**

Gazetted: 26 September 2024

Closing Date: 10 October 2024

Details: Property and Government Insourcing is a customer driven organisation. We provide accommodation, property maintenance and property upgrade services to ACT Government, community and commercial customers. This position and team are vital to ensuring that our customers have a service driven first point of contact to discuss service requirements and/or maintenance concerns. The person in this position is provides the first point of contact for all customers and a main reception function for the organisation. The team also manages maintenance requests including recept of the requests, issuing of work orders and ensuring timely completion of the work and billing. This work is for buildings managed by Property and Government Insourcing and other ACT Government organisations and requests are received by phone, email and Property Management System. The ability to work in a dynamic, fast paced environment while providing excellent customer service is essential for this role.

Property and Government Insourcing provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost-effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. Property and Government Insourcing Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/ Other requirements: Qualification/s in administration or customer service are desirable.

Notes: Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

Please submit the following:

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

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Andrew Phelan 0478 854 293 Andrew.Phelan@act.gov.au

**Office of Director-General**

**Chief Operating Office**

**Governance, Audit and Risk**

**Assistant Director, Governance, Information and Audit**

**Senior Officer Grade C $121,389 - $130,392, Canberra (PN: 46402)**

Gazetted: 26 September 2024

Closing Date: 10 October 2024

Details: Are you a strategic thinker with a passion for governance and reporting?

We’re seeking a dynamic and result-oriented Assistant Director, Governance and Strategic Reporting to join our team (from 10 October 2024 – 31 July 2025 with possibility of permanency).

The Governance, Audit and Risk Section of the Chief Operating Office provides support and advice to Major Projects Canberra business units. There are four pillars of support available:

Risk and Governance

Compliance Program

Internal Audit, and

Project Health Checks.

Despite the technical nature of our work, we have a fun and supportive team culture. We empower our team to take ownership of their responsibilities while providing the necessary resources and guidance.

While a minimum of two office days (in the city) are required per week, hybrid working arrangements are available on application providing flexibility which can assist our team to manage their work and personal requirements whilst also balancing business requirements.

This pivotal role will play a crucial part in ensuring the Major Projects Canberra effective governance and strategic reporting. Key responsibilities include:

Ensuring our policies and procedures are up-to-date, and compliant.

Supporting the annual review of strategic and accountability indicators.

Organising the annual report, ensuring it accurately reflects our achievements and progress.

Taking ownership of the development of our half-yearly performance report and annual performance statement.

Providing guidance and assistance to business units in developing meaningful reporting, and

Coordinating directorate input for governance requests and contributing to other governance initiatives.

What we’re looking for:

Proven experience in governance, strategic planning, or reporting

Strong analytical and problem-solving skills

Excellent written and verbal communication abilities

Attention to detail and ability to manage multiple tasks simultaneously, and

A proactive and collaborative approach to work.

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

Notes: This is a temporary position available from 10 October 2024 until 31 July 2025 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit:

No more than a two-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the Position Description.

A current curriculum vitae.

Contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Izzie Gosling (04) 0271 8130 Izzie.Gosling@act.gov.au

### Suburban Land Agency

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

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

**Suburban Land Agency**

**Chief Operating Officer Group**

**Land Coordination**

**Director, Land Supply Coordination**

**Senior Officer Grade B $142,329 - $159,780, Canberra (PN: 41560)**

Gazetted: 26 September 2024

Closing Date: 10 October 2024

Details: Are you a strategic thinker who is passionate about solving business problems?

Are you an engaging person who builds productive and mutually beneficial work relationships?

Are you committed to using your technical expertise to deliver organisational outcomes?

If you answered yes to any of these questions, we encourage you to apply for the position of Senior Director, Land Coordination with the Suburban Land Agency (SLA).

At the Suburban Land Agency (SLA) we are committed to creating great places where communities thrive.

We build people-focussed residential estates and urban renewal projects for the people of Canberra.

In this key role you will be responsible for leading and coordinating the development of SLA’s land release program and release strategy, including to provide policy advice and undertake evidence-based research to support internal and external stakeholders.

You will liaise and consult extensively with our Portfolio Directorate Environment, Planning and Sustainable Development Directorate (EPSDD), and across Government to support the Territory’s land release program.

To succeed in this role, you will apply high-level analysis and problem-solving to manage robust systems and controls on land release to report on Key Performance Indicators, and support achievement of the Government’s strategic objectives.

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 in coordination roles, research or strategic advisory roles is highly desired.

A qualification in economics, business, program management or related subject is advantageous

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.

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

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

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

Contact Officer: Scott Hatton (02) 6207 0880 Scott.Hatton@act.gov.au

### Transport Canberra and City Services

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

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

**Chief Operating Officer (COO)**

**People and Capability**

**Executive**

**HR Business Partner (City Services)**

**Senior Officer Grade A $164,725, Canberra (PN: 31383)**

Gazetted: 02 October 2024

Closing Date: 20 October 2024

Details: About the opportunity:

We have an exciting opportunity for an experienced Senior Director/HR Business Partner to temporarily join TCCS. HR Business Partners (HRBPs) play an integral role for TCCS teams, leaders and people by providing knowledge, strategic support, leadership, insights and targeted project work.

About you:

• Collaborating and a can-do attitude; you interact with stakeholders from all

levels and business areas.

• Organisational and communications skills; you work with a range of stakeholders and prepare a variety of correspondence.

• Strong initiative and execution; you are proactive, a go getter and ensure that projects are started and finished within timeframes.

• Customer experience is important to you; you understand and thrive on providing your customers (business areas) with a supportive and consistent experience

What we can offer you:

• A role with purpose: you will see how you are playing a part in making Canberra a better place.

• Benefits and perks: full-time/part-time position with an attractive employment package and generous entitlements.

• Balance: you will have a fantastic work life balance and a hybrid working style with a blended office/home working profile

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

Note: This is a temporary position available 28 November 2024 until 28 November 2025.Flexible working options include hybrid working, being a combination of working from home and office based / FlexiSpace working locations across the ACT. Open to part-time hours or full-time hours, and job-sharing arrangements. Selection may be based on application and referee reports only. A Merit Pool may be established from this selection process and used to fill vacancies over the next 12 months.

How to Apply: Applicants should address the selection criteria, listed on the position description, in a two page 'pitch style' response and submit, along with a current curriculum vitae and contact details of two referees.

Contact Officer: Danielle Crombie (02) 6207 3147 Danielle.Crombie@act.gov.au

**Office of the Director-General**

**Communications and Engagement**

**Digital Communications**

**Digital Communications Officer**

**Administrative Services Officer Class 6 $97,182 - $110,708, Canberra (PN: 35567)**

Gazetted: 01 October 2024

Closing Date: 15 October 2024

Details: Are you a content creator who enjoys working as part of a team to deliver quality customer-focused communications? Do you have exceptional written communication skills and experience creating content that is engaging and easy to understand?

We are looking for an enthusiastic communication professional to help us improve our digital and print collateral.

We need a team player who is able to work collaboratively with stakeholders and juggle competing priorities with quick deadlines.

Some of the key responsibilities of this role include:

drafting engaging content, particularly for online audiences, with input from subject matter experts

editing web and print content to ensure it meets readability and accessibility requirements

analysing website data to evaluate performance, and

identifying improvements to the structure and organisation of our web content.

We are committed to finding new, better ways to communicate and engage with our audience through online and print channels.

If you are a motivated problem solver with a zest for learning, this could be the perfect job for 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 tertiary qualifications and professional work experience in communications, public relations or related discipline is highly desirable.

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

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

How to Apply: To apply for this role please submit:

A maximum two-page pitch addressing the selection criteria contained in the Position Description

A current curriculum vitae

Contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsten Rae (02) 6207 4268 Kirsten.Rae@act.gov.au

**COO**

**CIO**

**Field Services Solutions**

**Assistant Director Platform Tester**

**Senior Officer Grade C $121,389 - $130,392, Canberra (PN: 46543)**

Gazetted: 27 September 2024

Closing Date: 4 October 2024

Details: As a senior leader within Transport Canberra and City Services (TCCS), this role requires a person who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for supervising, managing, and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

The Assistant Director Platform Tester assisting in the testing for the operations, maintenance, development, and support of the Field Service Platform (Salesforce). These roles work with diverse teams of technical professionals (testers, developers, technical architects, tech leads, DevOps/release managers, administrators, service designers, business analysts, experience designers and others involved in the delivery of apps and related products and services) to achieve organisational outcomes.

The primary responsibility of this position is to:

Provide strong leadership capability for a team responsible for all aspects of testing in an agile Salesforce environment, supporting multiple business applications.

Prepare Test Plans for agreed testing in line with the software requirements, including system testing, system integration testing, user acceptance testing, regression testing and production verification testing.

Write Test Cases based on the provided user stories and acceptance criteria and contribute to the refinement of user stories and acceptance criteria in conjunction with appropriate technical stakeholders as needed.

Execute testing as agreed in the test plan and in conjunction with business units, leveraging automation tools where possible, as well as establishing regression test case suite and execute regression testing as required.

Critically analyse the current testing processes and identify opportunities for improvement to current practices and implementation of industry best practice, including adoption of automated testing capabilities, and enabling testing to support Agile software development.

Prepare Test Reports, including the ability to summarise all testing activities and the reporting of defects that were identified during the testing process.

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:

Salesforce certifications are highly desirable, in addition to testing solutions in a Salesforce or similar environment.

Demonstrated knowledge of software development life cycle (SDLC) and development methodologies, including a deep understanding of the role of testing within these processes.

Working experience with Integration Automation Testing tools and scripts (POSTMAN, SOAPUI, Groovy, Java, JavaScript, etc.) is highly desirable.

Salesforce application testing experience (e.g., knowledge of SOQL and Data Loader) is highly desirable.

Notes: This is a temporary position available immediately for a period of up to 12 months, with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. 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: The Selection Criteria is contained within the Position Description, noting these, please submit a maximum two-page written response stating demonstrated examples against the following questions:

Please give us an example where you worked on a major Salesforce project/program or a similar CRM, and the role you played in writing and executing the test strategy.

Can you provide an example where you encountered a complex issue from a testing perspective on a Salesforce project/program or similar CRM? How did you manage to resolve the issue while balancing competing priorities?

Please share an example where you undertook automation testing on a Salesforce project/program or similar CRM. How did you initiate and successfully deliver the automation testing phase, particularly using Tricentis TOSCA or other similar tools, and what was the outcome?

Can you give an example how you reuse a test case Zephyr or similar tools? Walk us through the steps you took, from setting up the test case to executing it, and explain how you ensured it was linked to the appropriate user stories or requirements.

Applicants should also submit a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now Button below.

Contact Officer: Garth Edwards (02) 6207 6394 Garth.Edwards@act.gov.au

**Office of the Director-General**

**Communications and Engagement**

**Director, Web and Digital**

**Senior Officer Grade B $142,329 - $159,780, Canberra (PN: 44067)**

Gazetted: 30 September 2024

Closing Date: 14 October 2024

Details: Are you an experienced website administrator and digital content creator who enjoys leading a team to deliver quality customer-focused communications? We are looking for an enthusiastic communication professional to manage our digital content including websites, videography, photography and graphic design. We need a team player who is able to work collaboratively with stakeholders and juggle competing priorities with quick deadlines.

In this role you will:

lead a team of photographers, videographers and designers to produce best-practice digital and print content

manage the directorate’s websites including technical improvements and reviewing analytics to improve user experience

write and edit content to ensure it is clear and easy to understand

ensure the directorate’s online and print content meets accessibility requirements.

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

Eligibility/ Other Requirements

Relevant tertiary education qualifications and significant experience working professionally in digital communications is desirable. The ability to work flexibly with some out of hours work is required.

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

How to Apply: Please supply a curriculum vitae and a pitch in response to the Selection Criteria (maximum of two pages).

Contact Officer: Renee Riley (02) 6207 5743 Renee.Riley@act.gov.au

## APPOINTMENTS

### ACT Audit Office

**Auditor Band 2 $98,110 - $118,701**

Nandini Chetty, Section 68(1), 30 September 2024

### ACT Health

**Administrative Services Officer Class 6 $97,182 - $110,708**

Courtney Best, Section 68(1), 1 October 2024

**Administrative Services Officer Class 3 $73,983 - $79,349**

Connor Payne, Section 68(1), 30 September 2024

### Canberra Health Services

**Specialist / Senior Specialist, $188,151 - $254,198**

Dr Stanley Igwe, Section 68(1), 25 November 2024

**Specialist / Senior Specialist, $188,151 - $254,198**

Dr Anna Willard, Section 68(1), 09 November 2024

**Specialist / Senior Specialist, $188,151 - $254,198**

Dr Omeiza Asuku Beida, Section 68(1), 30 September 2024

**Medical Imaging 4 Sonographer $133,169 - $148,025**

Sarah Pineda, Section 68(1), 14 October 2024

**Info Tech Officer 1 $79,349 - $89,830**

Nathan Duck, Section 68 (1), 3 October 2024

**Health Service Officer Level 3/4 $60,312 - $64,399**

Stephen Lawrance Axford, Section 68(1), 30 September 2024

**Health Professional Level 3 $105,900 - $119,774**

Angela Carnovale, Section 68(1), 10 October 2024

**Administrative Services Officer Class 3 $73,983 - $79,349**

Peter Fittall, Section 68(1), 26 September 2024

**Registered Nurse Level 1 $78,097 - $103,125**

Soniya Niroula, Section 68(1), 2 October 2024

**Administrative Services Officer Class 3 $73,983 - $79,349**

Amber Phengrasmy, Section 68(1), 2 October 2024

**Registered Nurse Level 1 $78,097 - $103,125**

Hilary Jane Phillips, Section 68(1), 28 September 2024

**Administrative Services Officer Class 3 $73,983 - $79,349**

Niloofar Rezaei Nik, Section 68(1), 30 September 2024

### Canberra Institute of Technology

**Senior Officer Grade C $121,389 - $130,392**

Jack Gane, Section 68(1), 1 October 2024

**Educator Level 1 $101,884 - $115,825**

Phillippa Northam, Section 68(1), 25 September 2024

**Senior Officer Grade A $164,725**

Bree Slater, Section 68(1), 27 September 2024

**Educator Level 1 $101,884 - $115,825**

Deborah Wood, Section 68(1), 25 September 2024

### Chief Minister, Treasury and Economic Development

**Administrative Services Officer Class 6 $97,182 - $110,708**

Dian Aryanti, Section 68(1), 26 September 2024

**Administrative Services Officer Class 4 $81,743 - $88,213**

Faeza Ehsaninekoo, Section 68(1), 2 October 2024

**Senior Officer Grade C $121,389 - $130,392**

Vicki Hagen, Section 68(1), 27 September 2024

**Administrative Services Officer Class 5 $90,451 - $95,531**

Vanessa Jones, Section 68(1), 27 September 2024

**Administrative Services Officer Class 4 $81,743 - $88,213**

Quynh Nguyen, Section 68(1), 30 September 2024

### Community Services

**Administrative Services Officer Class 5 $90,451 - $95,531**

Emma Kerin, Section 68(1), 3 October 2024

**Administrative Services Officer Class 3 $73,983 - $79,349**

Matilda Trevaskis, Section 68(1), 26 September 2024

### Education

**Health Professional Level 3 $105,900 - $119,774**

Ada Azzam, Section 68(1), 1 October 2024

**School Assistant 2/3 $55,880 - $67,474**

Bayley Drinkwater, Section 68(1), 1 October 2024

**School Assistant 2/3 $55,880 - $67,474**

Dinuri Gamage, Section 68(1), 26 September 2024

**School Assistant 2/3 $55,880 - $67,474**

Lucius Makas, Section 68(1), 1 October 2024

**Infrastructure Officer 3 $121,660 - $133,200**

Justin Wakefield, Section 68(1), 30 September 2024

### Environment, Planning and Sustainable Development

**Administrative Services Officer Class 5 $90,451 - $95,531**

Thomas Hurley, Section 68(1), 26 September 2024

### Justice and Community Safety

**Administrative Services Officer Class 3 $73,983 - $79,349**

Phoebe Showell, Section 68(1), 26 September 2024

### Major Projects Canberra

**Infrastructure Manager/Specialist 3 $208,744**

John Catanzariti, Section 68(1), 1 October 2024

**Senior Officer Grade C $121,389 - $130,392**

Jaydeep Kang, Section 68(1), 30 September 2024

### Transport Canberra and City Services

**Infrastructure Officer 3 $121,660 - $133,200**

Glen Alanne, Section 68(1), 2 October 2024

**General Service Officer Level 3/4 $63,803 - $71,277**

Dylan Bloomfield, Section 68(1), 1 October 2024

**General Service Officer Level 3/4 $63,803 - $71,277**

Peter Bosma, Section 68(1), 1 October 2024

**General Service Officer Level 3/4 $63,803 - $71,277**

Anthony Freeman, Section 68(1), 1 October 2024

**General Service Officer Level 3/4 $63,803 - $71,277**

Angus Greene, Section 68(1), 1 October 2024

**General Service Officer Level 3/4 $63,803 - $71,277**

Adam Kaminski, Section 68(1), 1 October 2024

**General Service Officer Level 3/4 $63,803 - $71,277**

Janjira Manthongsy, Section 68(1), 1 October 2024

**General Service Officer Level 3/4 $63,803 - $71,277**

Dale McLackland, Section 68(1), 1 October 2024

**Administrative Services Officer Class 2 $65,715 - $72,193**

Amelia Pruskocki, Section 68(1), 30 September 2024

**General Service Officer Level 3/4 $63,803 - $71,277**

Jamie Sanderson, Section 68(1), 1 October 2024

**General Service Officer Level 3/4 $63,803 - $71,277**

Harley Sweeny, Section 68(1), 1 October 2024

## TRANSFERS

### ACT Teacher Quality Institute

**Marc Warwick**

From: $161,477 - $165,578

Education

To: †Senior Officer Grade B $142,329 - $159,780

ACT Teacher Quality Institute, Canberra (PN. 38421) (Gazetted 5 July 2024)

### Canberra Health Services

**David Sander**

From: Registered Nurse 4 $137,707 - $156,715

Canberra Health Services

To: Registered Nurse 4 $137,707 - $156,715

North Canberra Hospital, Canberra (PN: 603362) (Gazette 6 June 2024)

**Gurpreet Kaur Mahal**

Registered Nurse 1 $78,097 - $103,125

Canberra Health Services

Registered Nurse 1 $78,097 - $103,125

North Canberra Hospital, Canberra (PN: LP7800) (Gazette 22 August 2024)

**Snehal Bhavsar**

From: Registered Nurse Level 1 $103,125

Canberra Health Services

To: Registered Nurse Level 1 $78,097 - $103,125

Canberra Health Services, Canberra (PN. 11607) (Gazetted 7 August 2024)

### Canberra Institute of Technology

**Kiran Patel**

From: Administrative Service Officer 3, $72,889 - $78,177

North Canberra Hospital

To: Administrative Service Officer 5, $89,114 - $94,120

North Canberra Hospital (PN: 602163) (Gazetted 20 June 2024)

**Carolyn Dunn**

From: Senior Officer Grade C $121,389 - $130,392

ACT Health

To: Senior Officer Grade C $121,389 - $130,392

Canberra Institute of Technology, Canberra (PN. 62613) (Gazetted 25 July 2024)

### Chief Minister, Treasury and Economic Development

**Nimeshan Namasivayam**

From: Administrative Services Officer Class 4 $81,743 - $88,213

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 $81,743 - $88,213

Chief Minister, Treasury and Economic Development, Canberra (PN. 08119) (Gazetted 5 April 2024)

### Education

**Jason Holmes**

School Performance and Improvement Tuggeranong Network

From: School Leader A 3 $211,814

Education

To: School Leader A 3 $211,814

Education, Canberra (PN:53971) (Gazetted 5/07/2024)

### Justice and Community Safety

**Michelle van Ehlefeldt**

From: $97,182 - $110,708

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 $90,451 - $95,531

Justice and Community Safety, Canberra (PN. 12367) (Gazetted 15 August 2024)

## PROMOTIONS

### ACT Health

**Policy, Partnerships and Programs**

**Policy, Partnerships and Programs Executive**

**Policy, Partnerships and Programs Executive**

**Michael Reardon**

From: Administrative Services Officer Class 4 $81,743 - $88,213

ACT Health

To: Administrative Services Officer Class 5 $90,451 - $95,531

ACT Health, Canberra (PN. 50471) (Gazetted 15 September 2023)

### Canberra Health Services

**Clinical Services**

**Women, Youth and Children**

**Women, Youth and Children Community Health Programs**

**Ashleigh McPhee: 86132126**

From: Registered Nurse Level 1 $78,097 - $103,125

Canberra Health Services

To: Registered Nurse Level 2 $107,066 - $113,261

Canberra Health Services, Canberra (PN:17042) (Gazetted 22/11/2023)

**North Canberra Hospital**

**Corporate & Finance**

**Melissa Carr**

From: Administrative Service Officer level 4, $81,743 - $88,213

Canberra Health Services

To: Administrative Service Officer level 4, $90,451 - $ 95,531

North Canberra, Canberra (PN: 602536) (Gazette 4 July 2024)

**North Canberra Hospital**

**Medical & Mental**

**4 East**

**Shung Yu**

From: Registered Nurse 1 $ 78,097 - $103,125

North Canberra Hospital

To: Registered Nurse 2 $ 107,066 - $ 113,261

Canberra (PN.603324) (Gazette 29 August 2024)

**North Canberra Hospital**

**Surgical Division**

**Perioperative Unit**

**Joanne Davey**

Registered Nurse level 2.4, $100,957 - $107,000

North Canberra Hospital

Registered Nurse 3.2, $130,846

North Canberra Hospital, (PN: LP6701) (Gazetted 23 April 2024)

**North Canberra Hospital**

**Emergency Department**

**Tsitsi Demberere**

From: Registered Nurse Level 1 $78,097 - $103,125

Canberra Health Services

To: Registered Nurse Level 2 $107,066 - $113,261

Canberra Health Services, Canberra (PN. LP6716) (Gazette 4 July 2024)

**North Canberra Hospital**

**Emergency Department**

**Brianna Vitler**

From: Registered Nurse Level 1 $78,097 - $103,125

Canberra Health Services

To: Registered Nurse Level 2 $107,066 - $113,261

Canberra Health Services, Canberra (PN. 602792) (Gazette 4 July 2024)

**Clinical Services**

**Mental Health Justice Health Alcohol & Drug Services**

**Adult Mental Health Services**

**Emer Brewster**

From: Registered Nurse Level 2 $107,066 - $113,261

Canberra Health Services

To: †Registered Nurse Level 3.1 $122,224 - $127,107

Canberra Health Services, Canberra (PN. 10105) (Gazetted 4 July 2024)

**CHS Clinical Services**

**Surgery**

**Surgical Services**

**Katrina Cardona**

From: Registered Nurse Level 1 $78,097 - $103,125

Canberra Health Services

To: Registered Nurse Level 2 $107,066 - $113,261

Canberra Health Services, Canberra (PN. 22529) (Gazetted 24 June 2024)

**Clinical Services**

**University of Canberra Hospital**

**Centre for Rehabilitation**

**Susan Dowley**

From: Administrative Services Officer Class 3 $73,983 - $79,349

Canberra Health Services

To: Allied Health Assistant 2/3 $62,255 - $83,114

Canberra Health Services, Canberra (PN. 26547) (Gazetted 1 August 2024)

**CHS Clinical Services**

**Surgery**

**Surgical Services**

**Caroline Fehringer**

From: Registered Nurse Level 1 $78,097 - $103,125

Canberra Health Services

To: Registered Nurse Level 2 $107,066 - $113,261

Canberra Health Services, Canberra (PN. 58498) (Gazetted 24 June 2024)

**CHS Clinical Services**

**Chief Operating Officer**

**Ashleigh Hinds**

From: Registered Nurse Level 1 $78,097 - $103,125

Canberra Health Services

To: Registered Nurse Level 2 $107,066 - $113,261

Canberra Health Services, Canberra (PN. 66211) (Gazetted 1 August 2024)

**CHS Chief Executive Officer**

**CHS Nursing & Midwifery and Patient Support Services**

**Ward Services**

**Ian Jeffery**

From: Health Service Officer Level 3/4 $60,312 - $64,399

Canberra Health Services

To: Health Service Officer Level 5 $65,266 - $68,328

Canberra Health Services, Canberra (PN. 20564) (Gazetted 26 August 2024)

**CHS Infrastructure Management and Maintenance**

**Infrastructure and Health Support Services Recurrent**

**Operational Support Services**

**Grace Kearon**

From: Administrative Services Officer Class 4 $81,743 - $88,213

Canberra Health Services

To: Administrative Services Officer Class 5 $90,451 - $95,531

Canberra Health Services, Canberra (PN. 23114) (Gazetted 13 August 2024)

**CHS Clinical Services**

**Surgery**

**Surgical Services**

**Priya Zachariah**

From: Registered Nurse Level 1 $78,097 - $103,125

Canberra Health Services

To: Registered Nurse Level 2 $107,066 - $113,261

Canberra Health Services, Canberra (PN. 12339) (Gazetted 24 June 2024)

### Canberra Institute of Technology

**CIT Education and Training Services**

**CIT Education Services**

**CIT Awards and Programs**

**Michaela Martin**

From: Administrative Services Officer Class 4 $81,743 - $88,213

Canberra Institute of Technology

To: Administrative Services Officer Class 6 $97,182 - $110,708

Canberra Institute of Technology, Canberra (PN. 55017) (Gazetted 22 March 2024)

**Corporate Services**

**Data and Digitalisation Branch**

**Elizabeth Finlay**

From: Professional Officer Class 2 $97,182 - $110,708

Canberra Health Services

To: †Senior Officer Grade C $121,389 - $130,392

Canberra Institute of Technology, Canberra (PN. 16383) (Gazetted 7 September 2023)

### Chief Minister, Treasury and Economic Development

**Office of Industrial Relations and Workforce Strategy**

**Recruitment and Information Services**

**Jodie Buchanan**

From: Administrative Services Officer Class 6 $97,182 - $110,708

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C $121,389 - $130,392

Chief Minister, Treasury and Economic Development, Canberra (PN. 46194) (Gazetted 30 August 2024)

**Digital, Data and Technology Solutions**

**DDTSICT Technology Services**

**Corporate app and test**

**Melanie Crescini**

From: Information Technology Officer Class 1 $79,349 - $89,830

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 $97,182 - $110,708

Chief Minister, Treasury and Economic Development, Canberra (PN. 32003) (Gazetted 8 August 2024)

 **Digital, Data & Technology Solutions**

**Major Programs**

**HR Systems**

**Paul Goulder**

From: Administrative Services Officer Class 6 $97,182 - $110,708

Education

To: †Senior Officer Grade C $121,389 - $130,392

Chief Minister, Treasury and Economic Development, Canberra (PN. 08278) (Gazetted 14 August 2024)

**Economic, Revenue and Insurance**

**ACT Insurance Authority**

**Claims**

**Christopher Grierson**

From: Administrative Services Officer Class 6 $97,182 - $110,708

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C $121,389 - $130,392

Chief Minister, Treasury and Economic Development, Canberra (PN. 47181) (Gazetted 10 July 2024)

**Office of Industrial Relations and Workforce Strategy**

**Recruitment and Information Services**

**Daniel Maiden**

From: Administrative Services Officer Class 6 $97,182 - $110,708

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C $121,389 - $130,392

Chief Minister, Treasury and Economic Development, Canberra (PN. 09335) (Gazetted 30 August 2024)

**Office of Industrial Relations and Workforce Strategy**

**Payroll and HR Systems**

**Salary Packaging**

**Angela Naunton**

From: Senior Officer Grade C $121,389 - $130,392

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B $142,329 - $159,780

Chief Minister, Treasury and Economic Development, Canberra (PN. 64198) (Gazetted 14 August 2024)

**Economic Development**

**Events ACT**

**Nathan Sciberras**

From: Administrative Services Officer Class 5 $90,451 - $95,531

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 $97,182 - $110,708

Chief Minister, Treasury and Economic Development, Canberra (PN. 13613) (Gazetted 24 November 2023)

**Economic Development**

**Strategic Infrastructure Coordination**

**Harriet Spring**

From: Senior Officer Grade A $164,725

Major Projects Canberra

To: †Infrastructure Manager/Specialist 1 $183,099

Chief Minister, Treasury and Economic Development, Canberra (PN. 61784) (Gazetted 8 August 2024)

### Community Services

**Children, Youth and Families**

**Children Youth and Families Executive**

**CYF Business Services**

**Vicky Collins**

From: Administrative Services Officer Class 3 $73,983 - $79,349

Community Services

To: Administrative Services Officer Class 4 $81,743 - $88,213

Community Services, Canberra (PN. 07811) (Gazetted 23 July 2024)

**Housing Assistance**

**Client Services Branch**

**Tenant Experience**

**Samuel Colosimo**

From: Administrative Services Officer Class 5 $90,451 - $95,531

Community Services

To: Administrative Services Officer Class 6 $97,182 - $110,708

Community Services, Canberra (PN. 37483) (Gazetted 22 September 2023)

**Housing Assistance**

**Client Services Branch**

**Tenant Experience**

**Elysia Crowe**

From: Administrative Services Officer Class 4 $81,743 - $88,213

Community Services

To: Administrative Services Officer Class 5 $90,451 - $95,531

Community Services, Canberra (PN. 09069) (Gazetted 27 September 2023)

**Housing Assistance**

**Client Services Branch**

**Tenant Experience**

**Tameka Irving**

From: Administrative Services Officer Class 4 $81,743 - $88,213

Community Services

To: Administrative Services Officer Class 5 $90,451 - $95,531

Community Services, Canberra (PN. 09072) (Gazetted 27 September 2023)

**Housing Assistance**

**Housing and Homelesness**

**Homelessness Services**

**David Malusa**

From: Administrative Services Officer Class 6 $97,182 - $110,708

Community Services

To: †Senior Officer Grade C $121,389 - $130,392

Community Services, Canberra (PN. 53952) (Gazetted 21 August 2024)

**Office of the Director General**

**Executive Office**

**Brianna McGill**

From: Senior Officer Grade C $121,389 - $130,392

Community Services

To: †Senior Officer Grade A $164,725

Community Services, Canberra (PN. 38176) (Gazetted 17 June 2024)

**Housing ACT**

**Client Services Branch**

**Tenant Experience**

**Owen Petrunia**

From: Administrative Services Officer Class 5 $90,451 - $95,531

Community Services

To: Administrative Services Officer Class 5 $90,451 - $95,531

Community Services, Canberra (PN. 19552) (Gazetted 27 September 2023)

**Housing Assistance**

**Client Services Branch**

**Joshua Smith**

From: Administrative Services Officer Class 4 $81,743 - $88,213

Community Services

To: Administrative Services Officer Class 5 $90,451 - $95,531

Community Services, Canberra (PN. 36238) (Gazetted 27 September 2024)

**Housing Assistance**

**Infrastructure and Contracts**

**Contract Management Team**

**Belinda Williams**

From: Senior Officer Grade C $121,389 - $130,392

Major Projects Canberra

To: †Senior Officer Grade B $142,329 - $159,780

Community Services, Canberra (PN. 62016) (Gazetted 31 July 2023)

### Education

**School Improvement**

**Belconnen Network**

**Florey Primary School**

**Vincenza Beer**

From: Administrative Services Officer Class 4 $81,743 - $88,213

Education

To: Administrative Services Officer Class 6 $97,182 - $110,708

Education, Canberra (PN. 62369) (Gazetted 20 August 2024)

**School Improvement**

**North Canberra Gungahlin**

**Gold Creek School**

**Amarylise Bessey**

From: Teacher Level (EDU) $86,253 - $122,854

Education

To: †School Leader C $139,190 - $142,266

Education, Canberra (PN. 32590) (Gazetted 15 August 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.

**Schools Performance and Improvement**

**Tuggeranong Network**

**Erindale College**

**Leica Burt**

From: Teacher Level (EDU) $86,253 - $122,854

Education

To: †School Leader C $139,190 - $142,266

Education, Canberra (PN. 18160) (Gazetted 6 September 2024)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

**People and Performance**

**South Weston Network**

**Telopea Park School**

**Jennifer Goldfinch**

From: School Assistant 2/3 $55,880 - $67,474

Education

To: School Assistant 3 $62,910 - $67,474

Education, Canberra (PN. 60553) (Gazetted 12 August 2024)

**Service Design and Delivery**

**Digital Strategy, Services and Transformation**

**Grace Hernandez**

From: Administrative Services Officer Class 5 $90,451 - $95,531

Education

To: Administrative Services Officer Class 6 $97,182 - $110,708

Education, Canberra (PN. 44261) (Gazetted 21 August 2024)

**School Performance and Improvement**

**North Canberra and Gungahlin Network**

**Shirley Smith High School**

**Stephanie Loveday**

From: School Assistant 3 $62,910 - $67,474

Education

To: School Assistant 4 $75,070 - $81,011

Education, Canberra (PN. 64460) (Gazetted 21 August 2024)

**School Improvement**

**Tuggeranong Network**

**Taylor Primary School**

**Tracy Waterson**

From: School Assistant 4 $75,070 - $81,011

Education

To: †Administrative Services Officer Class 6 $97,182 - $110,708

Education, Canberra (PN. 35953) (Gazetted 3 September 2024)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

### Environment, Planning and Sustainable Development

**Environment**

**ACT Parks and Conservation Service**

**Parks and Partnerships**

**Michaela Watts**

From: Senior Officer Grade B $142,329 - $159,780

Environment, Planning and Sustainable Development

To: †Senior Professional Officer Grade A $164,725

Environment, Planning and Sustainable Development, Canberra (PN. 38057) (Gazetted 2 May 2024)

**Corporate Services and Operations**

**Governance, Compliance and Legal Branch**

**Governance, Assurance and Performance Team**

**Vanessa Wong**

From: Administrative Services Officer Class 6 $97,182 - $110,708

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C $121,389 - $130,392

Environment, Planning and Sustainable Development, Canberra (PN. 38032) (Gazetted 3 July 2024)

**Corporate Services and Operations**

**Digital, Data and Information Branch**

**Digital Operations and Portfolio Management**

**Lei Zhou**

From: Administrative Services Officer Class 5 $90,451 - $95,531

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 $97,182 - $110,708

Environment, Planning and Sustainable Development, Canberra (PN. 43492) (Gazetted 2 August 2024)

### Justice and Community Safety

**Emergency Services Agency**

**ACT Fire and Rescue**

**Chief Officer ACT Fire and Rescue**

**Eliza Foot**

From: Administrative Services Officer Class 4 $81,743 - $88,213

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 $90,451 - $95,531

Justice and Community Safety, Canberra (PN. 42561) (Gazetted 30 August 2024)

**ACT Courts and Tribunal**

**Corporate and Strategic Services**

**Finance**

**Yangying Shen**

From: Administrative Services Officer Class 6 $97,182 - $110,708

Education

To: †Senior Officer Grade C $121,389 - $130,392

Justice and Community Safety, Canberra (PN. 38935) (Gazetted 13 August 2024)

### Major Projects Canberra

**Infrastructure**

**Finance**

**Debra Narayan**

From: Senior Officer Grade C $121,389 - $130,392

Education

To: †Senior Officer Grade B $142,329 - $159,780

Major Projects Canberra, Canberra (PN. 65002) (Gazetted 25 March 2024)

**Office of Director-General**

**Mikayla Thomas**

From: Senior Officer Grade C $121,389 - $130,392

Major Projects Canberra

To: †Senior Officer Grade B $142,329 - $159,780

Major Projects Canberra, Canberra (PN. 62377) (Gazetted 20 August 2024)

### Suburban Land Agency

**Suburban Land Agency**

**The Chief Operating Officer Group**

**Land, Value, Finance and Technology**

**Scott Hatton**

From: Senior Officer Grade C $121,389 - $130,392

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A $164,725

Suburban Land Agency, Canberra (PN. 65093) (Gazetted 8 August 2024)

### Transport Canberra and City Services

**City Services**

**Development Coordination Branch**

**Development Planning**

**Diana GarciaBermudez**

From: Administrative Services Officer Class 6 $97,182 - $110,708

Community Services

To: †Infrastructure Officer 3 $121,660 - $133,200

Transport Canberra and City Services, Canberra (PN. 63275) (Gazetted 27 March 2024)

## CORRIGENDA

### Canberra Health Services

Permanent transfer for Harold Rae Rivera was in the Gazette 26/09/2024 and has been withdrawn.

Processed in Gazette 26/09/2024.

### Education

Jacob Davill appointment under the workforce conversion process.

Incorreclty in gazette 26/09/2024.

### Chief Minister, Treasury and Economic Development

Promotion for Jessica Pupulkovski was in Gazette 19/09/2024 with an incorrect position number. The correct position number is P66808.

Corporate

Governance, Reporting, Information and Facilities

Information Management

Jessica Pupulkovski: 83599863

From: Administrative Services Officer Class 5 $90,451 - $95,531

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 $97,182 - $110,708

Chief Minister, Treasury and Economic Development, Canberra (PN:66808) (Gazetted 17/07/2024)

### Canberra Health Services

Manish PAUDEL - Appointment date of effect changed, was originally in 19/09/2024 gazette. Has been amended for future date of effect and gazette.