



**ACT**  
Government

# **ACT Government Gazette**

**Gazetted Notices for the week beginning 10 August 2023**

## 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>

**Executive Group Manager, Infrastructure and Health Support Services  
Temporary Vacancy (21 December 2023 – 21 January 2024)  
Canberra Health Services  
Infrastructure and Health Support Services  
Position: E798**

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

**Circulated to: #ACTPS Senior Executive List**

**Date of circulation: 15/08/2023**

Reporting to the Deputy Chief Executive, the Executive Group Manager (EGM), Infrastructure and Health Support Services is a crucial leadership role within Canberra Health Services (CHS), responsible for the delivery of non-clinical support services across CHS including complex capital project delivery, operational services to support all CHS clinical operations and asset management across the CHS portfolio.

The EGM is responsible for teams including Capital Project Planning and Delivery, Facilities Management and a diverse variety of non-clinical support services that enable CHS clinical functions to operate in a safe and reliable environment consistently on a 24/7 basis. The EGM is a member of the CHS senior executive team and Chair of the Our Infrastructure Committee. It also represents the organisation at ACT Legislative Assembly public hearings and committees, ministerial and cabinet level meetings as well as media and communication engagements as required. Eligibility/Other Requirements: The position requires a thorough understanding of health facilities and asset management, capital asset project delivery, people management and health support service delivery within the public sector. We are seeking someone with a demonstrated track record of successfully leading a management team in a complex environment, inspiring a collaborative team and ensuring compliance with all applicable regulatory and legislative requirements for such a role.

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 \$358,414 - \$372,778 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$319,205.

To apply: Applicants should provide a copy of a curriculum vitae, two written referee reports and address the executive capabilities in a pitch of no more than one page to Colm Mooney via email, [colm.mooney@act.gov.au](mailto:colm.mooney@act.gov.au) by COB Tuesday, 29 August 2023.

Contact Officer: Colm Mooney 0478 403 508 [colm.mooney@act.gov.au](mailto:colm.mooney@act.gov.au)

### **Digital Solutions Division**

#### **Technology Operations**

#### **Security Hub**

#### **Assistant Director, Cyber Security**

#### **Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53634)**

Gazetted: 10 August 2023

Closing Date: 24 August 2023

Details: Are you an ICT Professional with experience working in a diverse, fast-paced environment? Do you have strong technical skills and experience supporting identity and access systems in a corporate environment?

Digital Solutions Division (DSD) is looking for a qualified and motivated individual to join the Security Hub's identity team. Within this team you will support identity and access services used by ACT Health. This includes the Imprivata OneSign (rapid sign-on and clinical Single-Sign On) and GroundControl (shared mobility) offerings, Health

Identity and Access Management platform and ID Card issuance. You will directly contribute to building, implementing, and supporting these solutions which are used across the territory. The Digital Solutions Division is committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate and Canberra Health Services. The Digital Solutions Division is responsible for: the implementation and support of the Digital Health Strategy, management of technology services and projects, the development and implementation of a performance reporting framework. statutory and intergovernmental reporting requirements, management of the relationship and services delivery by technology vendors and shared services partners, development, implementation and maintenance of technology policies and procedures, information management and information security, and delivery of ICT infrastructure for new and refurbished health facilities.

You will join the directorate at a time of tremendous change and opportunity, with ACT Health Directorate continuing to deliver on the Digital Health Strategy.

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 or understanding of one or more of the below skillsets:

Experience with supporting, configuring, and implementing the Imprivata OneSign product in a Healthcare environment is highly desirable.

Experience with programming or scripting languages such as JavaScript, VBS or PowerShell in not mandatory but highly desirable.

Experience with managing identity and access in a corporate environment is mandatory.

Experience of the clinical and or administrative systems currently used by ACT Health would be an advantage but is not essential.

Tertiary or industry qualifications would be advantageous but is not essential.

A work ethic that includes inquisitiveness and self-motivation.

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

This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

How to apply: Please submit a written application of no more than three pages, responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of whom is your current manager.

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

## **OPL**

### **OCNMO**

#### **Ratios**

##### **Administrative Assistant**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 54296)**

Gazetted: 11 August 2023

Closing Date: 11 August 2023

Details: Enthusiastic, organised and administration extraordinaire – stop here – we have the job for you! Join the Office of the Chief Nursing and Midwifery Officer to support the successful implementation of the Nurse/Midwife-to-Patient Ratio Framework across ACT public health services.

This position is suitable to individuals looking to advance their career and gain hands-on experience in a thriving and supportive environment.

The role is busy and fast-paced, but we like to enjoy ourselves at the same time. The focus of the role is to provide administration, secretariat, project and event support.

The Office is located in Bowes Street, Woden although at the moment we are also working from home a couple of days a week.

Eligibility/Other requirements:

Previous experience providing high level administrative assistance in an office environment.

Knowledge and understanding of computer applications and database management.

Successful candidates will be required to undergo a pre-employment police check.

Notes: This is a temporary position available immediately for two months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 two-page written pitch about why you would be the ideal candidate for the job. This pitch should include how you meet the capabilities listed under 'What You Require' in the Position Description. Also submit a current curriculum vitae and contact details of at least two referees, one of which is your current manager.

Applications should be sent directly to the contact officer.

Contact Officer: Catherine McGrory 0401 360 061 Catherine.McGrory@act.gov.au

### **Canberra Health Services**

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

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

#### **Pathology**

##### **Medical Laboratory Scientist HP2**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 62139 - 02CH4)**

Gazetted: 10 August 2023

Closing Date: 31 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions 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:

ACT Pathology is a department of Canberra Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital.

ACT Pathology is a division of the Canberra Health Service offering a diagnostic Pathology service to the ACT and surrounding region.

Department of Immunoassay comprises the areas of Serology, Autoimmune Serology and Special Proteins.

Services provided include serological testings of viral, bacterial and parasitological diseases, autoantibodies

detection of Immunological diseases, allergy testings and special serum protein analysis. A wide range of

methodologies including indirect immunofluorescence, ELISA, Chemiluminescent immunoassay, electrophoresis,

immunofixation and isoelectric focussing are utilised. Instrumentation includes the Abbott Alinity c and i analysers,

BioMerieux Vidas, DiaSorin LiaisonXL, Dynex DS2 EIA analyser, Phadia 250, Helena SPIFE 3000, Binding Site Optilite,

Werfen BioFlash, Euroimmun EuroBlot one, AbacuDx DSRie and Image Navigator System.

The laboratory operates Monday to Friday 8:30am to 5:00pm at The Canberra Hospital to provide diagnostic

testings for both in-patient and out-patient of The Canberra Hospital and the Calvary Hospital.

Under supervision, the successful applicant will be required to perform instrument maintenance and

troubleshooting, monitor Quality Control programs, and process patient samples for all areas in Immunoassay

Laboratory at The Canberra Hospital.

About you:

Requirements/Qualifications:

A Science Degree or equivalent relevant qualifications and a minimum of one years' experience working professionally in a diagnostic laboratory.

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

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

Evaluation skills for reviewing quality control and assessing new techniques.

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Cheryl Yu - Cheryl.Yu@act.gov.au

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

### **Director of Nursing and Midwifery**

#### **Paediatric Palliative Care Nurse**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 38041 - 02CRK)**

Gazetted: 14 August 2023

Closing Date: 22 August 2023

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions 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:

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

The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

The environment is child friendly and developmentally appropriate, with the opportunities for learning and play seen as fundamental. The environment is also safe, functional, and comfortable, with a bed/recliner for a parent to sleep in each room.

We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics.

As the Paediatric Palliative Care Nurse you will provide expert clinical care and lead the coordination of palliative care for children and young people with life-limiting conditions in the ACT. You will work in collaboration with stakeholders from The Centenary Hospital for Women and Children, The Canberra Hospital Palliative Care team, Clare Holland House and Home-Based Palliative Care Service, Sydney Children's Hospital Network and other key community services to ensure seamless transfer for care and support.

About you:

Requirements/Qualifications:

Relevant post graduate qualifications (or working towards) and a minimum of 3 years' experience working professionally in Paediatrics or Palliative Care specialties.

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

Excellent organisational skills, including the ability to manage and prioritise workloads, with a high degree of motivation.

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

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Emma Mevius 02 5124 0991 Emma.Mevius@act.gov.au

## **Office of Deputy CEO**

### **Office of the DCEO**

#### **Director, Communication and Engagement**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 66133 - 02CLY)**

Gazetted: 14 August 2023

Closing Date: 21 August 2023

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions 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 you:

Requirements/Qualifications:

Relevant tertiary education qualifications and significant experience working professionally in the fields of journalism, public relations, marketing, digital communication, or strategic communication role is essential.

The successful applicant will need to work flexibly with some after-hours work hours is required.

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

## **UCH Rehabilitation**

### **Rehabilitation, Aged and Community Services**

#### **Speech Pathologist**

#### **Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 30399 - 02CK7)**

Gazetted: 14 August 2023

Closing Date: 21 August 2023

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions 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:

The Transitional Therapy and Care Program (TTCP) is based at the University of Canberra Hospital, Bruce. TTCP is a short-term program that aims to optimise the functioning and independence of older people post discharge from hospital. The program is for a maximum of 12 weeks and is provided either in a 15-bed low level care facility, located in Red Hill or in the client's home. Clients vary in their presenting medical conditions and may include those with orthopaedic conditions, neurological conditions, complex medical conditions and the frail aged.

The RACS Speech Pathology service is a dynamic team of Speech Pathologists and allied health assistants. Based across Canberra Health Services, we provide a range of inpatient and outpatient services in rehabilitation and aged care environments, including working with adult neurological caseloads across both acute, rehabilitation, and community settings.

This position is a rotational position, and the successful applicant will undertake rotations in the RACS Transitional Therapy and Care Program and the RACS Speech Pathology Department.

This position is permanent full-time position. A merit list may be established from this recruitment to fill future temporary and permanent positions in a full-time or part-time capacity.

About you:

Requirements/Qualifications:

Relevant Degree or Diploma in Speech Pathology from a recognised tertiary institution.

To hold or be eligible for a practising membership of Speech Pathology Australia.

Hold a full and current driver's licence.

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

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Jasmin Gray 02 5124 8383 [Jasmin.Gray@act.gov.au](mailto:Jasmin.Gray@act.gov.au)

## **CHS Clinical Services**

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

#### **Psychologist (HP2)**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 45530 - 02CL6)**

Gazetted: 14 August 2023

Closing Date: 21 August 2023

Details: What can we offer you:

- City living without the traffic – click her to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions 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:

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

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

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

About you:

Requirements/Qualifications:

1. Be registered or be eligible for general registration with the Psychology Board of Australia (AHPRA)
2. Minimum of 12 months paid work experience, post qualification, in a related/ relevant organisation/ service post qualification experience.
3. Current Passenger vehicles Driver's License
4. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
5. CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
6. Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

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

Contact Officer: David Warren 02 51245401 david.warren@act.gov.au

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

### **Alcohol and Drug Program**

#### **Counsellor**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 22031, several - 02CDU)**

Gazetted: 14 August 2023

Closing Date: 21 August 2023

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions 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:

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence-based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate 7 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service, Drug Alcohol Sentencing List and Counselling and Treatment Services which includes Youth Alcohol and Drug Program (12-25 years old).



Alcohol and Drug Services provides information, advice, referral, intake, assessment, and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

This also includes the provision of high-quality liaison with external stakeholder, consumers and staff of Mental Health, Justice Health and Alcohol and Drug Services.

About you:

Requirements/Qualifications:

Relevant tertiary qualifications and experience working professionally in Allied Health or Counselling.

For Social Work: Degree in Social Work.

For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.

For Counselling: Eligible qualification pathways.

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Anndrea Clear 02 5124 6117 Anndrea.Clear@act.gov.au

## **Surgery**

### **Surgical Services**

#### **Fracture Liaison Coordinator (RN3.1)**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 17692 - 02CGP)**

Gazetted: 14 August 2023

Closing Date: 19 August 2023

Details: What can we offer you:

- City living without the traffic – click her to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions 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:

The Division of Surgery (DoS) is responsible for delivering services to inpatients and outpatients in the following specialties: ACT Trauma Service, Anaesthetics, Intensive Care Unit, Peri-Operative Unit, General Surgery, Neurosurgery, Vascular, Urology, Cardio-thoracic, Orthopaedics, Plastics, Otolaryngology, Maxillofacial, Acute Surgical Unit, Surgical Bookings and Pre-Admission Clinic, Ophthalmology and Pain Management Unit.

The Fracture Liaison Coordinator (FLC) role assists the Division of Surgery (DoS) to implement, manage, monitor and audit against the Australian Commission on Safety and Quality in Health Care, Hip Fracture Care Clinical Care Standard. The FLC is also an integral part of the Fracture Liaison Service in the DoS and assists Canberra Hospital in providing a coordinated approach in the prevention of second fractures through the management and education of patients with minimal trauma fracture.

About you:

Requirements/Qualifications:

1. Holds or is progressing towards a post graduate qualification in nursing, health management or leadership.
2. A minimum of five years' experience working professionally in an acute health care setting is preferred.
3. Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)

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

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

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

Contact Officer: Tania Lawrence 02 5124 5091 Tania.Lawrence@act.gov.au

## **CHS Medical Services**

### **Executive Director of Medical Services**

#### **MOSCETU Medical Roster Officer**

#### **Job Description - MOSCETU Medical Roster Officer ASO6 - 02CHW (02CHW)**

#### **Job Description**

#### **MOSCETU Medical Roster Officer**

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

Gazetted: 11 August 2023

Closing Date: 16 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions 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:

MOSCETU has responsibility for:

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

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

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

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

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

About you:

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

Requirements/Qualifications:

Strong organisational skills with a proactive approach to tasks.

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

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

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

Previous rostering experience in a public hospital environment.

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

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Kellie Bracher (02) 51244116 [kellie.bracher@act.gov.au](mailto:kellie.bracher@act.gov.au)

### **Administration service officer 2/3 -Walk In Centre**

#### **Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 44718, several - 02COX)**

Gazetted: 11 August 2023

Closing Date: 24 August 2023

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution. North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

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 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:

Cancer and Ambulatory support (CAS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary care across a range of settings. This includes the Canberra Region Cancer Centre, Central Outpatients, Community Health Intake, and the Walk-in Centres.

The Walk in Centre’s (WiC) are a primary health service with Advanced Practice Nurses (APN) and Nurse Practitioners (NP) who provide episodic care for minor injury and illness to the ACT community and surrounds.

Administration Officers provide support to the nursing team.

Administration Officers are required to work across all the Walk-in Centres and are supported by the Walk-in Centre Administration Services Coordinator and the Clinical Nurse Managers, with broader support provided by the Assistant Director of Nursing and Administration Operations Manager.

About you:

Requirements/Qualifications:

Relevant experience in an administrative or customer service-based environment would be an advantage but is not a requirement.

The successful applicant will need the ability to work across all ACT Walk-in Centres.

This is a shift work role requiring the ability to work varying start/finish times between 7.30am and 22:30pm as well as weekends to meet the operational requirements of the centre.

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

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Pravin Gyawali 0481 097 654 pravin.gyawali@act.gov.au

### **CHS Chief Executive Officer**

#### **Office of Deputy CEO**

#### **Business Manager**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 42961 - 02CMZ)**

Gazetted: 11 August 2023

Closing Date: 17 August 2023

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 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:

The Office of the Deputy Chief Executive (DCEO) contributes to the success of CHS by providing strategic support to the DCEO, undertaking high level coordination, liaison, research and reporting and provision of advice on specific issues. The Office consists of a Business Manager, Executive Officer and Executive Assistant.

Reporting to the DCEO, the Business Manager is responsible for co-ordinating, driving and delivering work to support the Office of the DCEO. The position will work closely with a range of stakeholders and provide high level support to the DCEO. To be successful, you will be a consummate professional, be confident with a fast paced work environment, be adaptable and responsive, be able to quickly acquire knowledge and understanding of situations and subject matter and cultivate productive working relationships with a range of stakeholders.

This position is to backfill the DCEO Business Manager role to cover a period of leave between 19 September 2023 - 30 October 2023.

About you:

Requirements/Qualifications:

Relevant public sector management qualifications or experience working in the health sector is desirable.

An expert communicator, adept at cultivating productive working relationships with a range of stakeholders.

Risk aware, pragmatic and process improvement driven.

Ability to be agile, flexible and respond to meet changing operational priorities.

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

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

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

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

Undergo a pre-employment National Police Check.

## Medicine

### Renal

#### Renal Home Therapies Nurse

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 46388 - 02CFC)**

Gazetted: 11 August 2023

Closing Date: 20 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions 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:

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence-based practice and is committed to partnering with patients to provide excellent care.

The Renal Home Therapies nurse will work with the home therapies team to deliver pre dialysis education, training and monitoring of both peritoneal dialysis and home haemodialysis patients. This position includes participation in provision of after-hours care including the on-call roster.

The position is based at the Canberra Hospital and reports to the Clinical Nurse Consultant of Renal Home Therapies.

About you:

Requirements/Qualifications:

Hold or working towards renal post graduate qualification and a minimum of 3 years' experience working professionally in renal nursing.

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

The successful applicant will be required to work Mondays and Fridays.

Able to participate in the on-call roster for renal Home Therapies.

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

Note: This position is part-time working two days per week (Monday and Friday). The full-time salary noted above will be paid pro-rata

Contact Officer: Allyson Calvin - [Allyson.Calvin@act.gov.au](mailto:Allyson.Calvin@act.gov.au)

## Occupational Medicine Unit

### OMU Registered Nurse Level 2

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 38190-02CRH)**

Gazetted: 15 August 2023

Closing Date: 22 August 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

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 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:

The Occupational Medicine Unit (OMU) for all CHS services, except North Canberra Hospital, sits within the Division of Nursing, Midwifery and Patient Support Services, Canberra Hospital. OMU staff support the guiding principles associated with protecting the workforce, patients, and the community. This support includes undertaking a range of services to staff, including:

Immunisation: Hepatitis B, measles, mumps, rubella, varicella (chickenpox), diphtheria, tetanus, and pertussis (Whooping cough) and annual influenza vaccination

Screening / serology: Hepatitis B, measles, mumps, rubella, varicella (chickenpox), and blood borne viruses (for staff who perform exposure prone procedures)

Management of staff with blood and body fluids exposures such as needlestick, sharps, splash, and scratch/bites. Respiratory fit testing.

Note: This is a temporary position available for 11 months.

About you:

Requirements/Qualifications:

1. Relevant qualifications in immunisation and blood borne viruses and a minimum of 4 years’ experience working professionally in nursing.
2. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
3. Strong organisational skills with a high degree of drive and adaptability.
4. Strong communication skills and a high attention to detail.
5. Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\) indicators](#) align with this role.
6. CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
7. Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

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

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

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

Contact Officer: Emma Mevius (02) 51240991 [Emma.Mevius@act.gov.au](mailto:Emma.Mevius@act.gov.au)

### **Advance Care Planning**

**Manager, Advance Care Planning ACT (SOG C) - 02CF1**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 32535 - 02CF1)**

Gazetted: 14 August 2023

Closing Date: 5 September 2023

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 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:

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/>

Advance Care Planning promotes care that is consistent with a person's goals, values, beliefs and preferences. It prepares the person and others to plan for future health care, for a time when the person may no longer be able to communicate those decisions themselves.

Effective planning is the best way to ensure that family and health professionals respect a person's wishes. In an emergency situation it provides hospital treating teams with the necessary information to make decisions in the patient's best interest in consultation with their chosen attorneys.

The Advance Care Planning (ACP) Team is responsible for the implementation of a proactive approach to advance care planning across the ACT. This includes assistance with having the conversation, documenting wishes, training and education and quality improvement activities with key stakeholders.

This role manages and ensures that the ACP team delivers an innovative and proactive program to the ACT community.

About you:

Requirements/Qualifications:

Relevant experience in a health service or a clinical operating environment in Australia.

Knowledge of best practice health service planning processes and practices.

Organised and Motivated.

Flexible, adaptable, and comfortable with a changing working environment.

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Toni Ashmore (02) 5124 8512 [toni.ashmore@act.gov.au](mailto:toni.ashmore@act.gov.au)

### **Stroke Service**

**Stroke Liaison Nurse**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: LP7004 - 02CVB)**

Gazetted: 14 August 2023

Closing Date: 1 September 2023

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

#### 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 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 Stroke Liaison Nurse (SLN) is the clinical lead of the acute stroke unit and stroke service within the organisation, this role is responsible for providing expert clinical support and stroke education to patients, carers and clinical staff.

Under limited direction of the Clinical Nurse Consultant and Stroke unit consultant you will:

Identify and develop quality improvement projects to address gaps in the national stroke foundation audit results to align with the latest stroke guidelines and clinical indicators.

Provide ongoing training and clinical support to key departments in the hospital such as the Emergency Department and Medical Imaging

Identify and address issues requiring policy review, and propose and support changes to promote a minimum standard of care.

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

#### What you require

These are the key selection criteria for how you will be assessed in conjunction with your CV and experience

Demonstrated recent clinical experience in an acute stroke unit

Ability to work unsupervised, proficiently and in an organised manner during periods of high demand and activity

Demonstrated ability to work effectively as a member of a multidisciplinary team

Demonstrated communication, interpersonal skills and customer service skills

A desire to join a team committed to the care of others in a mission based organisation

Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WHandS) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

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

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

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.

#### What can we offer you:

City living without the traffic.

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)

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.canberrahealthservices.act.gov.au/>



**Our Vision:** creating exceptional health care together

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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

Contact Officer: Kathryn Sliwinski - Kathryn.Sliwinski@calvary-act.com.au

## **Infrastructure and Health Support Services Recurrent**

### **Health Infrastructure Program**

#### **Senior Director Clinical Liaison and Health Facility Planning**

#### **Senior Officer Grade A \$157,201, Canberra (PN: 61727 - 02CWN)**

Gazetted: 11 August 2023

Closing Date: 22 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions 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:

The Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure planning and delivery, facilities management and a diverse array of non-clinical support services that is focussed on delivering timely patient centric solutions across the CHS organisation.

Delivery of health services occurs in an increasingly dynamic environment with ever changing community expectations, government priorities and technological advances. The role will report to the Senior Director, Capital Project Delivery and lead a small team to undertake key activities to support the planning and delivery of CHS capital projects. The role will require working in close collaboration with clinical executives, clinical staff and project teams, including infrastructure delivery partners, Major Projects Canberra.

The role will be responsible for leading the clinical engagement and development of clinical requirements for major infrastructure projects able to minimise impacts from operating within a live hospital environment. This will include supporting a range of infrastructure projects to enhance clinical services that involve demolition works, construction of new buildings and refurbishments or existing buildings. A key element will be engaging with internal and external stakeholders, and managing stakeholder expectations to ensure clinical requirements are well developed and agreed project outcomes are delivered.

About you:

Requirements/Qualifications:

Tertiary qualifications in a health-related discipline, and experience in population / public health, health planning, research and evaluation.

Flexible, adaptable and comfortable with a changing working environment.

Strong interpersonal and negotiation skills, and the ability to develop and maintain positive working relationships across CHS and with external stakeholders.

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

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

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

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

Please note prior to commencement successful candidates will be required to:  
Undergo a pre-employment National Police Check.  
Contact Officer: Dave Gilbert 02 5124 7791 dave.gilbert@act.gov.au

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

### **Director of Nursing**

#### **Nurse Level 2 - Registered**

#### **Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 52994 - 02CNM)**

Gazetted: 11 August 2023

Closing Date: 22 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions 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:

Adult Acute Mental Health Services (AAMHS) is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. AAMHS incorporates the Adult Mental Health Unit (AMHU), Mental Health Short Stay Unit (MHSSU) and 12B Mental Health Unit, AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU) for people experiencing moderate to severe mental illness. MHSSU is a low dependency 6-bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. 12B Mental Health Unit is a low dependency 10-bed acute inpatient unit.

The Clinical Development Nurse (CDN) is responsible for clinical teaching and the development of nursing practice within a therapeutic environment. This position reports to the AAMHS Clinical Nurse Educator (CNE) and will liaise with the clinical nurse consultants, managers, education providers, and other internal and external stakeholders in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working in the AAMHS.

About you:

Requirements/Qualifications:

Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)

Holds or is working towards post graduate qualifications, and/or has demonstrated advanced knowledge, skills and experience, in the area of adult education and clinical practice development.

Demonstrated experience in adult education and clinical practice development

Current Passenger Vehicles Driver's Licence

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Naomi Hughes 02 5124 5406 naomi.hughes@act.gov.au

## **Child and Adolescent Mental Health Services**

### **HP3 Psychologist, Social Worker, Occupational Therapist – 02COV**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 25990 - 02COV)**

Gazetted: 10 August 2023

Closing Date: 25 August 2023

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:

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

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

These services include:

Adult Community and Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS)

CAMHS provides assessment and treatment for children and young people up to the age of 18 years who are experiencing moderate to severe mental health concerns. CAMHS teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. The CAMHS Cottage Adolescent Day Program is a therapeutic group program for young people between the ages of 12 and 18 in the ACT who are experiencing moderate to severe mental health concerns which have impacted their ability to attend schooling. The Cottage has a recovery focus and the program aims to reduce the severity of mental health symptoms and achieve functional gain in schooling or vocation, as well as supporting associated social and living skills.

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

About you:

Behavioural Capabilities

Ability to work within a team as a collaborative team member alongside other stakeholders and as needed be flexible and adaptable to a changing environment.

Commitment to achieving positive outcomes for young people and their families and carers.

Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

Position Requirements / Qualifications

Mandatory

Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

Applicants must have a minimum of three years post qualification paid work experience in the respective field in a related/relevant organisation/service.

Must hold a current driver's license.

For Psychology:

Be registered as a psychologist, or be eligible for general registration, with the Australian Health Practitioner Regulation Agency (AHPRA).

Applicants must have a minimum of three years post qualification paid work experience as a psychologist in a related/relevant organisation/service.

Must hold a current driver's license.

For Social Work:

Hold a degree in Social Work.

Applicants must have a minimum of three years post qualification work experience in the respective field in a related/relevant organisation/service.

Professional membership, or be eligible for membership, with of the Australian Association of Social Workers.

Registration under the Working with Vulnerable People Act 2011.

Must hold a current driver's license.

Desirable:

Experience working therapeutically with young people and families within a mental health context.

Experience in group work/facilitating groups.

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.

*Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public throughfare, patient transportation and back-of-house logistics distribution.*

*North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.*

Contact Officer: Renae Nardi 51241880 [renae.nardi@act.gov.au](mailto:renae.nardi@act.gov.au)

### **Registered Nurse**

#### **Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 40646 - 02C4C)**

Gazetted: 10 August 2023

Closing Date: 7 September 2023

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 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:

The Registered Nurse will assess, plan, implement and evaluate nursing care in collaboration with the multidisciplinary team to achieve exceptional health care.

Multiple positions are available throughout Canberra Hospital including but not limited to:

General Medical/Surgical

Women's, Youth and Children

Perioperative Services

Critical Care Areas (ICU, CCU, ED)

Mental Health

Cancer Services

Acute Care of the Elderly

## Medical Imaging

### Outpatient Departments

About you:

Requirements/Qualifications:

Relevant Tertiary qualifications and a minimum of 2 years' experience working professionally in acute care.

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

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

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Catherine Makings 02 51240996 catherine.makings@act.gov.au

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

### **Director of Allied Health**

#### **Social Worker / Occupational Therapist / Psychologist**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 40170 - 02C9K)**

Gazetted: 10 August 2023

Closing Date: 24 August 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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.

About you:

For Occupational Therapy:

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

Be eligible for professional membership of Occupational Therapy Australia.

Have a minimum of 3 years (ideal 5 years) experience post qualification.

For Social Work:

Degree in Social Work.

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

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

Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

For Psychology:

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

Have a minimum of 3 years (ideal 5 years) experience post qualification.

Be approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students are highly desirable.

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Bronwyn Thomson . bronwyne.thomson@act.gov.au

## **CHS People and Culture**

### **Senior HR Advisor**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 19561-02CBL)**

Gazetted: 10 August 2023

Closing Date: 28 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions 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:

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 People and Culture Branch located at Canberra Hospital and is responsible for providing strategic leadership and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across Canberra Health Services.

Reporting to the Senior Business Partner, the Senior Advisor, Case Management, will work closely with their allocated management teams in conjunction with the centres of expertise, to provide an integrated and client focused approach. As a case manager, you will provide case management and HR advice to your allocated areas of the business, assisting local managers to apply consistent approaches to people management issues.

About you:

Requirements/Qualifications:

1. Strong organisational skills with a high degree of drive.
2. Adaptability and flexibility to accommodate competing demands and provide responsive services to meet client needs.
3. Sound communication, liaison and negotiation skills.
4. Experience and skill in being an effective team collaborator and contributing to successful team dynamic.
5. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
6. CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
7. Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Undergo a pre-employment National Police Check.

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

Contact Officer: Jim Tosh 0434845669 Jim.Tosh@act.gov.au

## **UCH Rehabilitation**

### **UCH Inpatient Allied Health**

#### **Senior Rehabilitation Physiotherapist**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 53328 - 02CMB)**

Gazetted: 11 August 2023

Closing Date: 21 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions 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:

The RACS Rehabilitation Physiotherapy service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, mental health issues and chronic conditions. There are a wide variety of service delivery teams within RACS including services offered in community and inpatient settings at Canberra Hospital and the University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. These positions based at the University of Canberra Hospital will rotate through the RACS Rehabilitation wards, including the Older Persons Rehabilitation Ward and Mental Health Rehabilitation unit. The RACS exercise physiologists will work closely with RACS Physiotherapists and the multidisciplinary team to achieve optimal functional outcomes for inpatients and community-based patients.

About you:

Requirements/Qualifications:

Degree in Physiotherapy.

Registered (or eligible for registration) with the Physiotherapy Board of Australia, Australian Health Practitioner Regulation Agency (AHPRA).

Current Australian Driver license.

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Grant Shaw 02 51240074 Grant.Shaw@act.gov.au

### **Cancer and Ambulatory Services**

#### **CRCC Operational Management**

#### **Administrative Service Officer 4**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 22941 - 02CW1)**

Gazetted: 15 August 2023

Closing Date: 24 August 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

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.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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 Service Coordinator is responsible for coordinating the workload and administration staff for a department in the Canberra Region Cancer Centre providing support to people accessing cancer services.

About you:

Requirements/Qualifications:

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

Flexible and organised with an ability to thrive in a busy and dynamic environment.

Strong time management skills.

A commitment to customer service with an ability / previous history of managing and developing staff.



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

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Mandy Willingham 51248536 Mandy.Willingham@act.gov.au

### **Surgical Services**

#### **Operation Rooms**

#### **EDSU - Registered Nurse Level 2**

#### **Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22421, several - 02CS8)**

Gazetted: 16 August 2023

Closing Date: 22 August 2023

Details:

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution. North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

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 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:

The Extended Day Surgery Unit (EDSU) which also encompasses the Day Surgery Unit and Day of Surgery Admission Unit is part of the Perioperative Unit within the Division of Surgery.

The EDSU Registered Nurse Level 2 (RNL2) is a source of expert nursing knowledge, skills, and attributes. The RNL2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains including clinical care, leadership, education, quality, safety, and communication.

Day Surgery Admissions and EDSU are integral parts in the perioperative environment and the patient’s pre-operative and post operative journey. The RN2 will be expected to work across both areas and assist in providing a positive patient experience.

About you:

Requirements/Qualifications:

1. Relevant Tertiary Nursing qualifications and a minimum of 3 years’ experience working professionally in an acute surgical setting is preferred.
2. Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)

3. The successful applicant will be rostered on a 7-day rotating roster which will include weekends and public holidays. The applicant will be rostered to work morning, evening and night shift and needs to be available to commence work at 0600, as rostered.
4. Flexibility and Initiative to be able to work effectively within a multidisciplinary team to meet patient's needs.
5. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
6. CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
7. Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

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

Contact Officer: Emma Mevius (02) 5124 0991 Emma.Mevius@act.gov.au

### **CHS Clinical Services**

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

#### **Alcohol and Drug Program**

#### **Nurse Level 3 Grade 1 - Registered**

#### **Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 16030 - 02CY3)**

Gazetted: 16 August 2023

Closing Date: 28 August 2023

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution. North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

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 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:

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

Alcohol and Drug Services provides information, advice, referral, intake, assessment, and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

Under supervision of the Assistant Director of Nursing, the Registered Nurse role at this level is responsible for the provision to provide sound clinical services and interventions to clients of Alcohol and Drug Services.

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

This position(s) maybe required to participate in overtime, and/or rotation roster.

About you:

Requirements/Qualifications:

Relevant qualifications and a minimum of 5 years' experience working professionally in an Alcohol and Drug facility and/or previous experience as a RN 3.1 or above is preferred.

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

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

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

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

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

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

Undergo a pre-employment National Police Check.

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

Note: There are two temporary positions for a period of two months with the possibility of extension and/or permanency.

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

Contact Officer: Sally Billington (02) 6174 7966 Sally.Billington@act.gov.au

### **CHS Chief Executive Officer**

#### **Office of Deputy CEO**

#### **Office of the CEO**

#### **Nurse Level 3 Grade 1 - Registered, Medico-legal Coordinator**

#### **Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 04569 - 02CPZ)**

Gazetted: 16 August 2023

Closing Date: 25 August 2023

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution. North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

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 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:

Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The division includes Policy and Planning, Risk, Insurance and Legal Liaison, and Government Relations areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community. As Medico-legal Coordinator you will work as part of a small but dedicated team in supporting and coordinating medico-legal, coronial and claims related matters. You will be a conduit for the flow of information between the ACT Insurance Authority from an insurance perspective and the ACT Government Solicitor to assist in matters involving CHS.

About you:

Requirements/Qualifications:

Minimum of 5 years' experience working professionally within a hospital or health service environment is preferred.

Desirable: Legal background and experience

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

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

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

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

Undergo a pre-employment National Police Check.

Note: These are temporary positions for a period of 12 months with the possibility of extension and/or permanency.

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

Contact Officer: Simon Fenton (02) 5124 9548 [Simon.Fenton@act.gov.au](mailto:Simon.Fenton@act.gov.au)

## **CHS Clinical Services**

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

#### **Territory Wide Mental Health Services**

##### **Nurse Level 3 Grade 1 - Registered**

##### **Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 21806 - 02CYJ)**

Gazetted: 16 August 2023

Closing Date: 29 August 2023

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution. North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

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.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focused and/or harm minimisation approach.

The role of the Mental Health Education Program Coordinator supports the education and professional development of junior and inexperienced nurses within the division of Mental Health, Justice Health, and Alcohol and Drug Services (MHJHADS). The primary responsibility of the Mental Health Education Program Coordinator is to coordinate the placement of MHJHADS nurses undertaking the Post Graduate Program, Undergraduate Nurses, and nurses undertaking the Transition to Professional Practice Program (TTPP).

The Mental Health Education Program Coordinator reports directly to the Assistant Director of Nursing Clinical Support within the Office of the Director of Nursing MHJHADS. This role is responsible for coordinating communications with various stakeholders regarding all student placements.

Furthermore, this position will support other professional development strategies for nurses across the Division.

The Mental Health Education Program Coordinator plays a key role in the professional and strategic growth of the MHJHADS nursing workforce.

About you:

Mandatory Requirements/Qualifications:

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

Minimum three year post graduate experience.

A background in Mental Health nursing is desirable

Current drivers license is desirable

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

Desirable:

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

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

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

Undergo a pre-employment National Police Check.

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

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

*Note: These are temporary positions for a period of three months with the possibility of extension.*

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

Contact Officer: Sonny Ward 0417 478 832 Sonny.Ward@act.gov.au

## **CHS Medical Services**

### **Medical Imaging**

#### **Medical Imaging Level 3**

**Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade), Canberra (PN: 61677 - 02CY7)**

Gazetted: 15 August 2023

Closing Date: 29 August 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and

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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:

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

This permanent night radiographer position is a clinical role and is responsible for the provision of general and CT radiography services on a rotating roster and for providing leadership to the radiography team overnight. In addition to the provision of excellent patient care, the position contributes to scheduling and throughput of patients, as well as immediate interactions with students and staff across the multidisciplinary team.

The position is required to support the Medical Imaging Department in the provision of a 24 hour 7 days a week service, with particular emphasis towards advanced imaging in CT.

The rostering for this position will follow a four nights on/five nights off/five nights on/four nights off/five nights on/five nights off repeating established pattern. Overtime may occasionally be required.

About you:

Mandatory Requirements/Qualifications:

Relevant tertiary qualifications in Medical Radiation Science and a minimum of three years post graduate experience, preferably within a trauma and teaching hospital.

Extensive experience in CT is required.

Registration as a Medical Radiation Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) (or eligible to obtain).

Current ACT Radiation licence (or eligible to obtain).

The successful applicant will need to be available to participate in four nights on/five nights off/five nights on/four nights off/five nights on/five nights repeating established roster pattern. The successful applicant may also be required to undertake overtime on occasion.

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

Desirable:

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Andrea Smith (02) 5124 4362 [andrea.smith@act.gov.au](mailto:andrea.smith@act.gov.au)

## Allied Health

### Social Worker

#### Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 28712-02CWJ)

Gazetted: 15 August 2023

Closing Date: 23 August 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

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 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:

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

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

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

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

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

About you:

Requirements/Qualifications:

1. Relevant tertiary qualifications and a minimum of 1 years’ experience working professionally in Social Work is required.
2. Degree in Social Work (or equivalent).
3. Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)

4. The successful applicant will need to participate in weekend and after-hours work on a roster, including shutdown.
5. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
6. CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
7. Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

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

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

Contact Officer: Sue Cooper (02) 51242316 Sue.Cooper@act.gov.au

## Medical Services

### Pharmacy

#### Pharmacist Level 2/3

**Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 26245-02CVU)**

Gazetted: 16 August 2023

Closing Date: 22 August 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

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- 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:

Canberra Health Services (CHS) is looking for highly motivated and dynamic senior pharmacist experienced in critical care to deliver exceptional clinical pharmacy services to patients admitted to the Intensive Care Unit (ICU). This position is offered on a temporary basis to cover maternity leave with the possibility of extension or permanency. The ACT Government is expanding the Canberra Hospital to deliver more emergency, surgical and critical care capacity for the ACT and surrounding region. The centrepiece of this project will be the 43,000sqm Critical Services Building (CSB) that will transform the Canberra Hospital campus to meet expanding health needs of the population.

The department runs a successful SHPA accredited residency program and an excellent intern training program. The department also has an SHPA accredited Advanced Training Residency Program for Intensive Care where the



successful candidate will provide leadership and clinical support for this program, as well as supervision to junior and intermediate level pharmacists rotating into ICU.

About you:

Requirements/Qualifications:

1. Be registered or eligible for registration as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).
2. Experience of working professionally as a registered pharmacist in an Australian hospital environment is essential (or in a country where reciprocal arrangements apply with the Australian Pharmaceutical Council Competency Stream Skills Assessment method).
3. Minimum of 4 years' full time equivalent experience as a registered pharmacist in a hospital setting of which a minimum of 2 years is in a critical care setting, and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Consolidation Level, which may include a post graduate qualification at diploma level or above.
4. The successful applicant will need to be available for weekend, on-call and after-hours work for the Pharmacy Department on a rostered basis.
5. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
6. CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
7. Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

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

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

Contact Officer: Hameda Lane (02) 51242203 Hameda.Lane@act.gov.au

## **UCH Rehabilitation**

### **Transitional Therapy and Care Program**

#### **Allied Health Assistant 3**

**Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 42425 - 02CWP)**

Gazetted: 15 August 2023

Closing Date: 22 August 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

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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.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

The Transitional Therapy and Care Program (TTCP) provides up to 12 weeks of goal focused therapy and care services for older persons within their home or at the TTCP residential unit. The TTCP aims to maximise a person's recovery and functional independence following a hospitalisation and prevent premature admission to an aged care facility. The TTCP Allied Health team is Multidisciplinary and consists of Physiotherapists, Occupational Therapists, Allied Health Assistants, Dietitians, a Social Worker, and a Speech Pathologist. Under the indirect supervision of an Allied Health Professional, the Allied Health Assistant (AHA) in the TTCP plays a key role in the day-to-day functioning of the service, delivers therapeutic interventions and operates at an extended level. The TTCP operates from the University of Canberra Hospital, Bruce. AHAs within TTCP are supported with regular clinical and peer supervision, access to, and support to engage in ongoing professional development. They provide clinical education opportunities for AHA students.

This position is permanent full-time position. A merit list may be established from this recruitment to fill future temporary and permanent positions in a full-time or part-time capacity.

About you:

Requirements/Qualifications:

Certificate IV in Allied Health assistance, or higher qualification.

Minimum 3 years professionally relevant work experience.

Current Drivers' licence.

Strong organisational skills, self-motivation and high levels of initiative.

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Jasmin Gray 02 5124 8383 [Jasmin.gray@act.gov.au](mailto:Jasmin.gray@act.gov.au)

## **Office of Research and Education**

### **Executive Assistant**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 51550 - 02CTI)**

Gazetted: 15 August 2023

Closing Date: 22 August 2023

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 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:

The Office of Research and Education (ORE) 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. ORE provides governance and oversight of research, learning and teaching within CHS.

The Executive Assistant (EA) is a key role in the support team for executives across CHS. Under direction of the executive, the EA is responsible for providing a wide range of support and coordination to the executive and their teams, including diary management and meeting support, documentation coordination and secretariat support as well as liaison with other executive offices, team members and consumers.

To be successful in the role, the EA must be responsive, able to manage changing and competing priorities, be detail oriented, and have excellent time management, communication, liaison, and negotiation skills.

About you:

Requirements/Qualifications:

Relevant experience as a executive assistant to a senior executive, especially in the health sector is preferred.

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

Commitment to achieving positive results.

Ability to apply judgement, critical thinking and common sense.

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Courtney Malyszko 5124 8737 Courtney.Malyszko@act.gov.au

## **Women Youth and Children**

### **Registered Midwife Level1**

**Registered Midwife Level 1 \$72,698 - \$97,112, Canberra (PN: 38005, several-02CSP)**

Gazetted: 15 August 2023

Closing Date: 5 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

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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.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Reporting to the Clinical Midwifery Manager, the level 1 Registered Midwife is responsible for providing evidence based, safe and effective midwifery care to women in a supported environment. The midwife is responsible for providing care that meets quality and safety standards and will work collaboratively with the multidisciplinary

team and with consumers of maternity services. The level 1 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

There are a range of positions available, including working directly in one unit, rotational positions across your scope of practice and in early 2023 we are introducing rostered teams. There are full time and part time positions available, as well as casual.

The successful applicant may be appointed based on application and referee report alone.

Multiple positions are available throughout the Women's, Youth and Children Division including but not limited to:

Antenatal

Postnatal

Birthing

Canberra Midwives Program-continuity programs

Maternity and Gynaecology Outpatients

About you:

Requirements/Qualifications:

1. Relevant tertiary level midwifery qualifications
2. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
3. The successful applicant will need to be available for rotational shift work including weekends and night duty.
4. Demonstrated sound level interpersonal, communication and customer service skills
5. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
6. CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
7. Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

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

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

Contact Officer: Catherine Makings (02) 51240996 Catherine.Makings@act.gov.au

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

### **Director of Nursing and Midwifery**

#### **Paediatric Chronic Care Coordinator**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 57691 - 02CA5)**

Gazetted: 15 August 2023

Closing Date: 22 August 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

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

The Paediatric Service at the Centenary Hospital for Women and Children provides coordinated and integrated health services for children and young people, and their families/carers, for medical, surgical, and mental health care, up to the age of 16 years. The care provided is family centred, safe and effective.

The Paediatric Service is an interdisciplinary service comprising medical, nursing, and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

As the Paediatric Chronic Care Nurse with a specialty in Gastroenterology and Hepatology you will provide expert knowledge and skills while leading the coordination of complex care services, in collaboration with the Paediatric Gastroenterologist and other Paediatricians for children and young people in the ACT and surrounding area. You will work in collaboration with stakeholders from the Centenary Hospital for Women and Children, Sydney Children's Hospital Network and other key community services to ensure seamless transfer for care and support. The nurse will provide education, training and follow up support for families in inpatient and outpatient settings and applications and monitoring of medication and biologic regimes. They will be the point of contact for families and assist with a smooth and seamless transition to adult services. They will assist the Paediatric gastroenterologist with set up and organisation of endoscopy's and ensure data collection and data bases are kept up to date, ensuring a systematic approach in monitoring patient outcomes. They will also assist with staff training and service improvement.

This position is full time, Monday to Friday business hours.

About you:

Requirements/Qualifications:

1. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
2. Relevant Post-graduate qualifications in a relevant field to this position and/or Paediatrics Post-graduate qualifications.
3. Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive
4. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
5. Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\) indicators](#) align with this role.
6. CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
7. Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

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

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

Notes: This is a temporary position available for 6-12 months with possibility of extension and/or permanency.

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

## **Surgery**

### **Surgical Services**

#### **Registered Nurse Level 3.1**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 13881 - 02C9H)**

Gazetted: 15 August 2023

Closing Date: 22 August 2023

Details:

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution. North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

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- 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:

The Division of Surgery is responsible for delivering inpatient and outpatient surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

The is a temporary full time position, working Monday – Friday with a view of permanency.

About you:

Requirements/Qualifications:

1. Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)
2. Three years full time post registration in Nursing.
3. Experience and demonstrated competence (knowledge, skills and attitude) within the specialty.
4. Post-graduate Certificate in Stomal Therapy
5. Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\) indicators](#) align with this role.
6. CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
7. Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

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

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

Notes: This is a temporary position available for 6-12 Months with the possibility of extension and/or permanency

Contact Officer: Divya Seethilal (02) 5124 2364 [Divya.Seethilal@act.gov.au](mailto:Divya.Seethilal@act.gov.au)

**FBI Operations**

**Procurement and Supplies**

**Health Service Officer (Level 4/5)**

**Health Service Officer Level 4/5 \$57,149 - \$63,169, Canberra (PN: 20137 - 02CFN)**

Gazetted: 15 August 2023

Closing Date: 29 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions 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:

The Chief Financial Officer Division is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The CFO Division is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The six sub-units within the CFO Division include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Health Information Unit and Procurement and Supply.

The position reports to the Assistant Director of Supply Operations, Canberra Health Services.

This position is rotated between the Supply Operations at the CHS Distribution Centre or Canberra Hospital.

About you:

Requirements/Qualifications:

Duties of the position include the requirement to drive vehicles, therefore possession of a driver's licence is required.

Relevant work experience.

To qualify for the HSO5 level, a current forklift licence and a minimum of 2 years Supply Operations experience will be compulsory.

Desirable:

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Rita Wood (02) 5124 4844 [rita.wood@act.gov.au](mailto:rita.wood@act.gov.au)

### **CHS University of Canberra Hospital**

#### **UCH Rehabilitation**

#### **TTCP HP3 Dietician**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 46514 - 02CRV)**

Gazetted: 15 August 2023

Closing Date: 22 August 2023

Details: What can we offer you:

- City living without the traffic – click her to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions 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:

The Transitional Therapy and Care Program (TTCP) is based at University of Canberra Hospital, Bruce. TTCP is a short-term program that aims to optimise the functioning and independence of older people post discharge from hospital. The program is for a maximum of 12 weeks and is provided either in a 15-bed low level care facility, located in Red Hill or in the client's home. Clients vary in their medical conditions and may include those with orthopaedic conditions, neurological conditions, complex medical conditions and the frail aged.

The Senior Dietitian has an important leadership role within the TTCP Allied Health team and is responsible for the coordination and provision of the day-to-day nutrition services within TTCP. The TTCP Nutrition service offers dietary assessments, interventions, advice and counselling for nutrition related needs of older clients to facilitate positive outcomes. The Senior Dietitian is responsible for providing professional supervision and support to other Dietitians, Allied Health Assistants and students.

This position is a temporary 12 month full-time position, with possibility of extension. Applications from this recruitment round may be used for the next 12 months to fill permanent and temporary dietician positions in a full-time or part-time capacity. Applicants requesting part-time employment may be considered for permanent and temporary positions.

About you:

Requirements/Qualifications:

1. Degree in Science with qualifications in Nutrition and Dietetics, or equivalent
2. Eligible for membership of Dietitians Australia and eligible to hold Accredited Practising Dietitian (APD) credential.
3. Hold a current Driver Licence
4. Strong organisational skills and ability to work independently with a high degree of initiative
5. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
6. CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
7. Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

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

Notes: This is a temporary position available for 6-12 Months with possibility of extension and or permanency.

Contact Officer: Jasmin Gray 51248383 Jasmin.Gray@act.gov.au

## **Surgery**

### **Administration**

#### **Office Manager**

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 37729, several - 02CV2)**

Gazetted: 15 August 2023

Closing Date: 22 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions 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:

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



Intensive Care Unit, Capital Retrieval Service and the Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers.

Office Manager positions sit within the Division's specialised Units. These positions are an integral part of a multidisciplinary team responsible for coordinating and facilitating the care of major trauma and surgical patients. The Office Managers work flexibly and collaboratively across our services to provide leadership and high-level administrative support to enable the efficient management of the administration functions. The Office Manager positions support the Unit Directors in achieving strategic and operational objectives.

About you:

Requirements/Qualifications:

The Education and Training Office Manager will need to be available for weekend and after-hours work on an ad hoc basis.

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

Working towards or holds a certificate in management, customer service, medical terminology, or another relevant field.

A commitment to providing high quality customer service.

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

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Melissa Warylo 02 5124 0931 [Melissa.Warylo@act.gov.au](mailto:Melissa.Warylo@act.gov.au)

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

### **Director of Allied Health**

#### **Registered Nurse Level 2 - Diabetes Educator**

#### **Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22433 - 02CR0)**

Gazetted: 14 August 2023

Closing Date: 29 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions 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:

The Paediatric Endocrinology and Diabetes Service provides coordinated and integrated care for children, young people and their families with diabetes and other endocrinological conditions. Clinical services are delivered at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre. The Paediatric Endocrinology and Diabetes Service is an interdisciplinary service comprising medical, nursing and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

This nursing role requires the ability to provide appropriate skilled clinical assessment and intervention for children and young people with diabetes. The position holder will be responsible clinically and professionally to the Advanced Practice Nurse in the Paediatric Endocrinology and Diabetes Service.

This position may be required to potentially work at multiple sites operated by Canberra Health Services and also in schools attended by young people with diabetes.

About you:

Requirements/Qualifications:

Bachelor of Nursing and a minimum of three years' experience working professionally as a registered nurse.

Post-graduate Certificate in Diabetes Education.

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

Australian Drivers licence.

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Emma Matthews . emma.matthews@act.gov.au

## **CHS Medical Services**

### **Pathology**

#### **Technical Officer Level 1**

**Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 08454 - 02CTC)**

Gazetted: 14 August 2023

Closing Date: 22 August 2023

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions 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:

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public 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 primarily the 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 Senior Supervisor Pathology Collections you will be required to perform collection procedures working across all 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 occasionally be a requirement to work outside these routine days due to public holidays and operational requirements.

About you:

Requirements/Qualifications:

Relevant Certificate III in Pathology Collection or other approved qualification with a minimum of twelve months venepuncture experience.

Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

The successful applicant will need to be available for occasional weekend and public holiday shifts and is expected to be available during school holiday periods.

A current Australian driver's licence is highly desirable.

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Louise Hyndes 02 5124 2932 Louise.N.Hyndes@act.gov.au

## **Medical Services**

### **Diabetes Nursing**

#### **Clinical Nurse Consultant Credentialed Diabetes Educator**

#### **Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: LP6678 - 02CVF)**

Gazetted: 14 August 2023

Closing Date: 25 August 2023

Details: Part-time

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

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 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:

Under limited direction of the Diabetes Nurse Practitioner and as the Clinical Nurse Consultant (CNC) of the North Canberra Hospital Diabetes Nursing Team, the CNC is responsible for providing holistic, client centred and safe care to clients with diabetes.

This involves providing individual and group appointments, collaborating with Endocrinologists, Diabetes Nurse Practitioner, Diabetes Nurse Educators, Dietitians, Nurses, Medical Officers, General Practitioners, Allied Health Professionals and people with diabetes and their support person to provide a team approach to care.

What you require

These are the key selection criteria for how you will be assessed in conjunction with your CV and experience

Provide holistic, client centred and safe care to clients with diabetes throughout the care continuum.

Provide advanced guidance and direction in teaching, preceptorship, mentoring and coaching to both registered and unregistered staff, undergraduate students, and other health staff, to achieve a high standard of clinical practice and client outcomes.

Provide expert leadership and coordination in procedure development, professional standards, research, peer review, performance appraisal and continuous quality improvement.

Represent the diabetes service on internal and external committees.

Actively pursue own continuing education and professional development.

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

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: Nicole Le Cornu 62016841 Nicole.LeCornu@calvary-act.com.au

## **Cancer and Ambulatory Services**

### **Medical**

#### **Senior Patient Liaison Officer**

#### **Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 29230 - 02CVI)**

Gazetted: 15 August 2023

Closing Date: 22 August 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

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 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:

The Radiation Oncology Department provides multidisciplinary evidence-based care to patients requiring Radiation Therapy treatment. The Senior Patient Liaison Officer, Radiation Oncology, will work closely with patients, carers, referrers, and other healthcare professionals to support the provision of timely patient centred care and service coordination.

You will be responsible for maintaining and monitoring electronic triage systems, scheduling patient appointments, managing referrals to other healthcare providers and provision general advice to patients needing access to the Radiation Therapy service.

About you:

Requirements/Qualifications:

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

Experience working professionally in a Radiation Oncology service.

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record

and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Martin Seng 5124 2284 martin.seng@act.gov.au

### **CHS Infrastructure Management and Maintenance**

#### **Infrastructure and Health Support Services Recurrent**

#### **Health Service Officer Level 10**

#### **Health Service Officer Level 10 \$91,315 - \$104,509, Canberra (PN: 21567 - 02CUG)**

Gazetted: 16 August 2023

Closing Date: 23 August 2023

Details:

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution. North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

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 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:

The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Food and Sterilising Services is a branch of IHSS which is responsible for Sterilising Services and Food Services for Canberra Health Services.

Under limited direction the Production Manager of Food Services is responsible for the overall leadership and management of the production area, ensuring compliance with national food safety standards, including team management, recruitment, financial accountability, change management, customer relations ensuring a patient focused quality product and service are delivered.

This role is for Production, Preparation and Stores Area. The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital. Food Service is organised into the following functional areas:

- Food Service Administration.
- Operation Support Services - Food preparation and Food Production.
- Patient Services: o Meal Plating and Rethermalisation o Meal deliveries to patients o Menu monitors.
- Cafeteria: Food, meals and drinks for staff and guests.
- Stores; Receipt, dispatch and storage of perishable and non-perishable food supplies.
- External sites: Dhulwa and other Community Centres.

About you:

Requirements/Qualifications:

1. Minimum 5 years relevant food service or similar work experience highly desired.
2. Relevant experience in Microsoft Office 365 applications
3. Relevant food service IT systems experience
4. Certificate 4 in Hospitality
5. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
6. CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
7. Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

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

Notes: This a temporary position available for six months with the possibility of extension.

Contact Officer: Sanjay Prasad (02) 5124 2177 Sanjay.Prasad@act.gov.au

## **Oral Health Services**

### **Scheduling and Booking Officer**

#### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 60829-02CIL)**

Gazetted: 15 August 2023

Closing Date: 22 August 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

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 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:

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

Gungahlin Community Health Centre – Six dental chairs

Belconnen Community Health Centre – Eleven dental chairs

City Community Health Centre - Ten dental chairs  
Phillip Community Health Centre - Ten dental chairs; and  
Tuggeranong Community Health Centre - Five chairs.  
Alexander Maconochie Centre (AMC)  
The Canberra Hospital  
Calvary Public Hospital  
Calvary John James Hospital  
Mobile Dental Clinics -  
Nursing home mobile dental clinic  
School mobile dental clinic  
Targeted Access Program mobile dental clinic

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

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

About you:

Requirements/Qualifications:

1. A commitment to providing high quality customer service.
2. Adaptability and flexibility to accommodate change.
3. Sound computer skills
4. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
5. CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
6. Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Undergo a pre-employment National Police Check.

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

Contact Officer: Saba Younis (02) 51240826 [Saba.Younis@act.gov.au](mailto:Saba.Younis@act.gov.au)

### **Canberra Institute of Technology**

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

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

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

##### **Industry Engagement**

##### **Senior Manager - CIT Renewables**

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

Gazetted: 16 August 2023

Closing Date: 30 August 2023

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

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

We are looking for a customer-focused and dynamic leader to fill this exciting senior position, who can:  
Build and strengthen strategic relationships with internal and external stakeholders.

Give us sound strategic advice and recommendations.

Oversee the CIT Renewables workplan and funding.

Work on complex projects and handle multiple priorities and deadlines.

Lead and motivate a team to ensure the best outcome for your customers.

Identify and develop opportunities for strategic partnerships with industry, to benefit CIT and our students.

You will report directly to the Director - Industry Engagement, and work closely with industry, the CIT Renewables Board and Executive, staff, and students.

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

Eligibility/Other requirements: Experience in, or strong links with the renewable energy and sustainability (or related) sector is desirable but not mandatory.

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. 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.

Current and former Australian Defence Force (ADF) members are encouraged to apply.

How to Apply: Please provide a written response to tell us why you would be our first choice for Senior Manager – Renewables - referencing your Skills, Capabilities and Qualifications in line with the position requirements. A response of no more than two pages should be submitted in addition to a current curriculum vitae and the contact details of your two most recent referees.

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

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

#### **CIT Education and Training Services**

#### **CIT Library and Learning Services**

#### **Learning Resource Officer**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 39685)**

Gazetted: 16 August 2023

Closing Date: 23 August 2023

Details: Canberra Institute of Technology (CIT) Library is looking for interested applicants to fill the Learning Resource Officer position. Applicants will need to possess a sound knowledge of/or experience in the procurement and cataloguing of learning resources, experience in provision of a digital repository service and an understanding of copyright. Well-developed communication and problem-solving skills are essential in this role.

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

Eligibility/ Other Requirements

Diploma from an Australian tertiary institution, or comparable overseas institution and eligibility for membership to the Australian Library and Information Association (ALIA) is highly desirable.

Ability to work shift as required.

Notes: This is a temporary position available immediately until 31 December 2023.

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: Applications require responses to Selection Criteria provided in the attached Position Description. Maximum of two pages, along with curriculum vitae and the contact details of two or three referees including your current manager.

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

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

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

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

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



**Chief Information Officer, CMTEDD CIO Branch  
Temporary Vacancy (9 October 2023 to 8 November 2023)  
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**

**Circulation Date: 11/08/23**

Expressions of interest (EOI) are sought for the position of Chief Information Officer, CMTEDD CIO Branch. This temporary vacancy is from 09 October 2023 to 08 November 2023.

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 \$242,863 - \$252,564 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$215,572.

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 [christo.norman@act.gov.au](mailto:christo.norman@act.gov.au) by COB Friday, 18 August 2023.

Contact Officer: Christo Norman via Teams or [christo.norman@act.gov.au](mailto:christo.norman@act.gov.au)

**Executive Branch Manager, ACT Property Group  
Temporary Vacancy (Anticipated vacancies for the next 12 months)  
Chief Minister, Treasury and Economic Development Directorate  
Office of Industrial Relations and Workplace Strategy (OIRWS)  
Position: E279**

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

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

**Circulation Date: 11/08/23**

ACT Property Group within the Chief Minister, Treasury and Economic Development Directorate is seeking expressions of interest from suitably qualified applicants for anticipated vacancies of the Executive Branch Manager, ACT Property Group.

**What you will do?**

As Executive Branch Manager and a member of the Office of Industrial Relations and Workplace Strategy leadership team, you will head the Branch which delivers:

- strategic asset management,
- strategic property policy;
- strategic accommodation and planning;
- property upgrades and maintenance services (reactive and planned);
- managing existing government and non-government tenancies;
- managing and maintaining over 240 community, government/commercial, residential and childcare properties including six aquatic facilities;
- property projects;
- trade services to all ACT Government agencies; and

- offering hireable venues.

To excel in this role, you will need significant experience in managing the execution of complex procurement processes.

The successful candidate will require strategic leadership capabilities, a proven record of achievement within a customer focused environment, sound judgement, exceptional interpersonal, communication and representation capabilities, with the capacity to work calmly in a complex and dynamic environment being essential.

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

Note: A merit pool will be established from this recruitment process which may be drawn on to fill vacancies over the next 12 months.

To apply: Candidates are requested to submit a written response to the Executive Capabilities (listed within the Position Description) and curriculum vitae via email to Jen Campbell [JenA.Campbell@act.gov.au](mailto:JenA.Campbell@act.gov.au) by COB Friday, 18 August 2023.

**Executive Group Manager, Property and Government Insourcing Group  
Temporary Vacancy (asap to 31 August 2023 with possibility of extension)**

**A merit pool will be established from this recruitment process which may be drawn on to fill future vacancies over the next 12 months.**

**Chief Minister, Treasury and Economic Development Directorate  
Office of Industrial Relations and Workplace Strategy (OIRWS)**

**Position: E583**

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

Circulated to: ACTPS Senior Executive List

Date circulated: 11 August 2023

The Office of Industrial Relations and Workforce Strategy within the Chief Minister, Treasury and Economic Development Directorate is seeking expressions of interest from suitably qualified applicants for the temporary vacancy of Executive Group Manager, Property and Government Insourcing Group.

The Executive Group Manager, Property and Government Insourcing Group has overall responsibility for the Property Branch and the Secure Local Jobs Code Branch, with the key to success being a customer focused, responsive, and innovative organisation that can be relied upon to deliver.

The successful candidate will require strategic leadership capabilities, a proven record of achievement within a customer focused environment, sound judgement, exceptional interpersonal, communication and representation capabilities, with the capacity to work calmly in a complex and dynamic environment being essential.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. A merit pool will be established from this recruitment process which may be drawn on to fill future vacancies over the next 12 months.

Remuneration: The position attracts a remuneration package ranging from \$336,019 - \$349,479 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$299,120.

To apply: Candidates are requested to submit a one page pitch and their curriculum vitae to [michael.young@act.gov.au](mailto:michael.young@act.gov.au) by COB Friday, 18 August 2023.

Contact Officer: Michael Young (02) 6205 3095 [michael.young@act.gov.au](mailto:michael.young@act.gov.au)

**Deputy Director-General**

**Office of Industrial Relations and Workforce Strategy**

**Temporary Vacancy 23 August 2023 to 23 November 2023 (with possible extension)**

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

**Position: E812**

**(Remuneration equivalent to Executive Level 3.4)**

Circulated to: ACTPS Band 2 and Band 3 Executive List

Date circulated: 15 August 2023

The Head of Service is seeking Expressions of Interest from interested Executives who may wish to take an opportunity for the short-term filling of the role of Deputy Director-General, Office of Industrial Relations and Workforce Strategy, CMTEDD.

Note: This opportunity is only open to ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$423,201 or \$440,180 per annum depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$377,310.

To apply: Interested applicants are requested to submit a short covering letter, current curriculum vitae and the details of two referees. A detailed application is not required. Please submit to Kathy Leigh, Head of Service by noon, Friday, 18 August 2023.

Contact Officer: Kathy Leigh, Head of Service

**Executive Branch Manager, Finance Services**  
**Temporary Vacancy (11 September 2023 to 22 September 2023)**  
**Chief Minister, Treasury and Economic Development Directorate**  
**Budget, Procurement and Finance Group**  
**Position: E499**  
**(Remuneration equivalent to Executive Level 1.4)**  
**Circulated to: #ACTPS SOGA #MPC Infrastructure Managers**  
**Circulation Date: 11/08/23**

Shared Services Finance within Budget, Procurement, Investments and Finance in the Chief Minister, Treasury and Economic Development Directorate is seeking expressions of interest from suitably qualified applicants for the temporary vacancy of Executive Branch Manager, Finance Services.

The Executive Branch Manager, Finance Services is a dynamic position that leads, manages, and drives the strategic direction of the Business Unit. Finance Services is a customer focused business unit providing high-quality, timely and essential services for ACT Government directorates. These services include financial accounting and reporting, taxation, banking services, accounts payable and receivable and debt management. Finance Services also provides applications support for Whole of Government finance systems ensuring compliance, and application and data security. This position works in collaboration with directorate partners to develop and enhance multiple systems and processes that support Whole of Government deliverables.

The successful candidate will require knowledge and experience in managing and leading complex teams, have a degree in accounting and current membership of a professional accounting body, and demonstrate a sound understanding of relevant accounting standards and policies.

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

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

To apply: Candidates are requested to submit an Expression of Interest (maximum one page) addressing the Selection Criteria and a current curriculum vitae via email to [calvin.robinson@act.gov.au](mailto:calvin.robinson@act.gov.au) by COB Friday, 18 August 2023.

**Office of Industrial Relations and Workforce Strategy**  
**ACT Property Group**  
**Integrated Facilities Management – Property Upgrades**  
**Property Upgrade Officer**  
**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 15553)**

Gazetted: 16 August 2023

Closing Date: 30 August 2023

**Details:** This position manages an allocated set of property upgrade or maintenance projects while providing administrative support to the team to ensure successful delivery of projects on ACT Government properties. Using technical skill and experience in maintenance and upgrade of properties the person in this role delivers projects from inception to the completion of the defects period, assisting clients to ensure the ACT Government receives high quality, technically proficient services in a timely manner. The person in this role will generally have building industry and project management experience with capabilities for providing technical advice when required.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost-effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other requirements: This position requires:

Current driver's licence.

Hold or have the capacity to obtain White Card, Silica Awareness and Asbestos Awareness.

Relevant industry or tertiary qualification/s including Qualification/s in business, administration or property related areas 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.

Contact details of at least two referees.

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

Contact Officer: Evan Byrne (02) 6205 3991 [actpgcorporate@act.gov.au](mailto:actpgcorporate@act.gov.au)

## **Corporate**

### **Workforce and Information Services**

#### **Strategic Recruitment**

##### **Senior HR Advisor**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 14517)**

Gazetted: 16 August 2023

Closing Date: 27 August 2023

Details: The Strategic Recruitment Team is seeking experienced HR professionals to join our high performing team to support business leaders to ensure the successful delivery of recruitment and other talent management initiatives.

#### **Who we are**

The Workforce and Information Services Branch provides HR and other business advice and support to the Chief Minister Treasury and Economic Development Directorate (CMTEDD). The Strategic Recruitment Team is committed to being a valued business partner in recruitment strategy, organisational capability and talent management initiatives.

#### **What you will do**

As a Senior HR Advisor, you will be responsible for providing strategic advice on a range of recruitment matters and assisting with the delivery of a number of key initiatives. These may include entry level employment programs,

executive recruitment, recruitment training, contractor management, capability framework, position description development and other specialist HR services.

What you require

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

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

What we offer

The ACTPS offers a collaborative and supportive work environment. We aim to be the most progressive jurisdiction in Australia for hybrid and flexible working. Our team utilises hybrid work arrangements, including home-based and activity-based working predominantly in Gungahlin and the City.

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

Eligibility/Other Requirements: A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one. A tertiary qualification in Human Resources, or study towards it, will be highly regarded.

Note: We have a permanent position with a second anticipated temporary position up to 10 months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill vacancies over the next 12 months.

How to Apply: After reviewing the “What you will do” and “What you require” sections in the position description, please provide a two page (maximum) pitch to support your application. Please ensure your response provides evidence of your suitability for the role including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

You will also be asked to attach a current curriculum vitae and provide details for two referees, including your most recent supervisor/manager.

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

Contact Officer: Kathryn Hughes (02) 6205 5624 Kathryn.Hughes@act.gov.au

**Digital Data and Technology Solutions  
Customer Engagement Services Branch  
Service Management**

**Service Portfolio Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 43863, several)**

Gazetted: 16 August 2023

Closing Date: 30 August 2023

Details: The Service Portfolio Management team in the Customer Engagement Services Branch of Digital Data and Technology Services is seeking Administration Officers - Service Portfolio Officer for long term temporary opportunities.

The successful applicants will have an eye for detail, outstanding verbal and written communication skills, and the ability to get inside the heads of both our customers and service owners.

What will you do?

Working closely with service owners and leads across Digital Data and Technology Solutions (DDTS) you will:

Document the end-to-end lifecycle for all ICT services, including the resourcing required to deliver each service to feed into cost modelling.

Develop process maps and associated internal process documentation.

Produce service descriptions, FAQs, and other customer facing digital content for the DDTS website.

Assist with the review and establishment of Service Support Agreements.

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: Highly desirable:

Great communication skills, both written and verbal.

Experience with stakeholder management and facilitating 1 on 1 and small work groups.

Experience with Microsoft Visio is a plus however training will be provided.

Experience using the ServiceNow customer relationship management (CRM) platform for creating and tracking requests.

This work is an important step towards continuing to build a 'service first' culture. It's a shift from managing tech to delivering value through services that are designed to meet our customers' business objectives.

Notes: This is a temporary position available immediately for six – 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. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referees only.

How to Apply: If you think you have what it takes to work within our team as a Service Portfolio Officer please submit your two page pitch outlining how your skills and experience align with this role, with an updated curriculum vitae and at least two referees.

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

Contact Officer: Melanie Hobbs (02) 6207 1281 [Melanie.Hobbs@act.gov.au](mailto:Melanie.Hobbs@act.gov.au)

## **Access Canberra**

### **Licensing and Registration**

#### **Director**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 15452, several)**

Gazetted: 16 August 2023

Closing Date: 30 August 2023

Details: Do you want to have a direct impact on making Canberra a better place to live while operating with a high degree of independence and make major contributions to the service delivery and regulatory landscape in the ACT.

The Access Canberra Licensing and Registration Branch is promoting community and road safety through the licensing of motorists and registration of vehicles, supporting the local economy and businesses through occupational and business licensing and maintaining civil registration information through birth, death and marriage registrations.

As a Director in the Licensing and Registration Branch you are required to lead and motivate operational teams support the local community by delivering regulatory services that reflect community values and support business, community groups and individuals.

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

Eligibility/Other requirements: Previous experience in a licensing or regulatory role is highly desirable.

Notes: This is a temporary position available immediately for up to 12 months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

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

Contact Officer: Giuseppe Mangeruca (02) 6207 0252 [Giuseppe.Mangeruca@act.gov.au](mailto:Giuseppe.Mangeruca@act.gov.au)

**Deputy Under Treasurer, Budget, Procurement, Investments and Finance  
Executive Officer**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57344)**

Gazetted: 15 August 2023

Closing Date: 29 August 2023

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

As the Executive Officer, you will have overall accountability for facilitating workflow through the DUT's office, coordinating all communication and the management and prioritisation of all executive administrative functions. You will be counted on to critically examine, evaluate and take appropriate action on matters submitted to the DUT, and ensure that all documents in relation to a diverse range of executive activities are accurately prepared and submitted or distributed in a timely manner. You will provide coaching and guidance to other administrative staff.

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

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:

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

This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the CMTEDD. In order to be eligible for an NV1 security clearance, you must be an Australian citizen.

Note: This position is available from 18 September 2023 until 27 November 2023, 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 may be used to fill future identical vacancies over the next 12 months.

This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Flexible working arrangements are supported, including working from home arrangements.

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

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

Contact Officer: Russ Campbell 0448 120 754 russ.campbell@act.gov.au

**Access Canberra**

**Service Delivery and Engagement**

**Access Canberra Communication and Engagement**

**Director Access Canberra Communication and Engagement**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 50116)**

Gazetted: 14 August 2023

Closing Date: 28 August 2023

Details: Are you a communications professional with a relentless drive to provide clear information to our community and to business – in the way they want to receive it?

Have a knack at working collaboratively with all stakeholders to ensure the audience is at the centre of all you do?

Do you think creatively and push the boundaries in how information is presented to achieve cut-through and effect behaviour change?

Then we want you!

Access Canberra is on the hunt for an experienced and motivated communication professional, someone who is a strategic thinker and a good stakeholder manager, to help a busy team deliver on multiple priorities simultaneously.

You will be joining a great, supportive and enthusiastic team.

If you're successful, your role in the team will be to develop, deliver and improve content to support the way in Access Canberra engages and educates industry to achieve positive outcomes – as well as many other professional challenges!

This is a great opportunity to work in a diverse, challenging, and dynamic organisation where each day you will have the opportunity to do something different – so get in quick to express your interest now!

What to know more about Access Canberra and what we do? Here from some of our staff about what they do everyday [here](#).

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

Eligibility /Other Requirements: Relevant tertiary education qualifications such as in Communications, Marketing and/or Public Relations 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. 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 skills, knowledge and behaviours listed in the selection criteria and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachael Short (02) 6205 3614 [Rachael.Short@act.gov.au](mailto:Rachael.Short@act.gov.au)

## **Strategic Finance**

### **Senior Finance Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 37266)**

Gazetted: 14 August 2023

Closing Date: 28 August 2023

Details: Are you ready to take the next step in your career as a finance professional? Do you want the opportunity to have a direct impact on the community where you live? The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is currently looking to recruit a senior finance officer into our central finance team. The successful applicant will be responsible for assisting in the delivery of functions, including statutory financial reporting, internal and external budgeting, asset management, and finance partnering. This role would suit applicants who enjoy a high level of variety in their work and would like exposure to a range of different accounting disciplines while remaining in a large central agency.

We are passionate about growing our people and will support your ongoing professional development through coaching, mentoring, and leadership programs, financial and study leave support for a range of courses, and reimbursement of cost for your professional membership. We are a national leader in the adoption of flexible work arrangements, with several options available to staff including flexible working hours, work from home arrangements and flex-time provisions.

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 in Accounting, Commerce, Finance or a related field along with professional membership of CPA/CAANZ are desirable.

Previous experience working with complex spreadsheets and financial management systems, in particular TM1, Oracle and CDM, would be an advantage.

Notes: Selection may be based on the application, referee reports and interview. An order of merit will be established from this selection process and may be used to fill vacancies over the next 12 months. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To apply for this position, please provide a short pitch of no more than two pages outlining why you are interested in this role and what you offer the Directorate in terms of your skill set and relevant career history. You should consider the Professional/Technical Skills and Behavioural Capabilities listed in the Position Description when completing your pitch.



You will also be required to provide a copy of your curriculum vitae and any qualifications when completing your application. A referee report may be requested upon completion of the interview process. Please let us know if you wish to be contacted prior to going out for referee report.

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

Contact Officer: Emma Elento (02) 6205 2470 Emma.Elento@act.gov.au

## **Procurement ACT**

### **Goods and Services**

#### **Contracts and Category Management**

##### **Assistant Director**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 03686, several)**

Gazetted: 10 August 2023

Closing Date: 24 August 2023

Details: Do you have excellent stakeholder engagement skills and a knack for solving problems? Are you interested in vendor management and project delivery? Then step behind the curtain to see how we manage whole of government contracts.

The Contracts and Category Management team in Procurement ACT is looking for an experienced procurement and contract management professional to contribute to a multidisciplinary team that manages a wide range of whole of government contracts. From labour hire, professional services, and EAP to energy, travel, and fleet vehicles, we've got a wide-ranging and diverse portfolio to help Territory buyers access the services they need. The ideal candidate will be a highly motivated contract manager and will be comfortable engaging with a range of Territory stakeholders, suppliers, and industry professionals to collaboratively deliver value-for-money outcomes. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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:

Experience in procurement, contract management, and project management is highly desirable.

Relevant tertiary qualifications would be an advantage, including a Certificate IV Advanced Diploma of Government (Procurement and Contracting), the ability to obtain certification based on prior experience, or tertiary qualifications (for example in law, commerce, business administration, or the equivalent or evidence of study).

Notes: A Merit Pool will be established from this selection process and may be used to fill other temporary or permanent vacancies over the next 12 months. Please note, this position is based in an office designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

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

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

## **City Renewal Authority**

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

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

### **City Renewal Authority**

#### **Development**

##### **Development Director**

##### **Infrastructure Manager/Specialist 2 \$187,632, Canberra (PN: 62413)**

Gazetted: 10 August 2023

Closing Date: 17 August 2023

Details: The Development team is made up of two business unit functions – Land Development and Renewal Development.

We deliver project planning, community/stakeholder engagement, estate design and land sale delivery and are responsible for the implementation of the City Renewal Authority's Indicative Land Release Program (ILRP). The team look to optimise the Territory's social, environmental and economic return on land development activities within the CRA's precinct.

Eligibility/Other Requirements: To be eligible, you will need to be able to display a demonstrated extensive experience, understanding and skills in program and project management at a strategic level related to complex land/property development and urban renewal projects from conception to completion, including but not limited to preparation of land for sale, undertaking site due diligence, experience in design management and/or construction management, business case development, contract and budget management, financial analysis and control, and high-level reporting.

Relevant tertiary and/or professional qualifications are essential in one or more of the following fields: engineering, architecture, landscape architecture and project management.

Demonstrated experience at a senior level in delivering residential and/or commercial development and infrastructure projects.

Demonstrated understanding of civil or built form construction processes.

Along with other duties as per the Selection Criteria attached.

Note: This is a temporary position available immediately for a period of five years. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: To apply you will need to provide a written response and a curriculum vitae. In addition to this, please include relevant supporting documents, for example, referee reports, copies of qualifications or licences. There is a limit of 10MB and 10 documents per application in the online application.

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

Contact Officer: Sarah Campese 0438 001 705 Sarah.Campese@act.gov.au

## **Community Services**

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

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

### **Children, Youth and Families**

#### **Youth Justice**

#### **Bimberi Residential Services**

#### **Youth Worker - Bimberi Residential Services**

#### **Youth Worker 1 \$68,685 - \$73,920, Canberra (PN: 03306, several)**

Gazetted: 11 August 2023

Closing Date: 27 August 2023

Details: Bimberi Residential Services is recruiting energetic and committed youth workers to join the team.

Youth workers play an important role in supporting and supervising young people at the Bimberi Youth Justice Centre and Bimberi Community Residential Services.

Working in youth justice is about empowering young people to steer their lives in a more positive direction when they return to the community. If you are passionate about changing lives for the better, becoming a youth worker is the ideal place to start.

As youth workers, we empower children and young people to steer their lives in a more positive direction. We act as role models by:

Establishing healthy routines and working to a daily structure

Redirecting anti-social and challenging behaviour to the positive standards expected by the community.

Engaging young people in education through ongoing encouragement and mentoring.

Helping young people to develop positive family and peer relationships.

Facilitating support from other services such as health and mental health providers, educators, and disability organisations.

Creating safe and supportive environments.

While care, supervision, safety and support form the foundation of the role, you will also need strong interpersonal and communication skills. We look for people who are:

Passionate about working with young people – you strive to engage and empower them to change their lives for the better.

Dedicated and resilient – you are committed to following procedures, can deal with confronting situations and thrive on challenges.

Proactive – you are constantly thinking of new ways to solve problems and address issues.

If you are mature and open-minded, your life experiences will enable you to connect and communicate with young people from many different backgrounds. Working intensively with young people every day means there's no end to what you can learn and how you can grow in your career.

Youth Workers are required to work shift work and provide direct supervision and support to young people and management of their daily routines and behaviours. Youth Workers play an important role in identifying and managing risk and maintaining safety and security.

Successful applicants will be provided with seven weeks paid induction training that covers topics including legislative obligations, Human Rights, trauma informed and therapeutic practice, responding to critical situations (including Use of Force) and behaviour management.

Eligibility/Other requirements:

Current driver's licence

Current Senior First Aid Certificate

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

Notes: Permanent, temporary and casual roles may be filled based on operational requirements and the business needs of the organisation. Selection may be based on application, psychometric assessment, interview, medical/fitness (beep test) assessment and National Police Check. Prior to commencing Youth Worker induction, you are required to produce evidence of a current Senior First Aid Certificate and ACT Working with Vulnerable People Card.

How to Apply: You will be required to submit responses to the Selection Criteria located in the attached Position Description.

Supporting statement addressing each of the criteria should be limited to 400 words per criteria outlining your Knowledge, Skills and Experience, in carrying out the duties outlined in the Position Description.

Names and contact details of at least two referees, including your most recent/current supervisor or manager. Current curriculum vitae must also be included.

Youth Worker information session

An information session will be held at Bimberi Youth Justice Centre from 6.00 to 7.00pm:

Thursday 17 August 2023

You will need to RSVP to reserve your spot by calling the contact officer.

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

Contact Officer: Kim Lewthwaite (02) 6207 8801 [Kim.Lewthwaite@act.gov.au](mailto:Kim.Lewthwaite@act.gov.au)

**Office of the Director General  
Regulation, Assurance and Quality  
Our Booris Our Way**

**Assistant Director, Our Booris Our Way Secretariat**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57451)**

Gazetted: 10 August 2023

Closing Date: 24 August 2023

**Details:** Working with Community Services Directorate (CSD) in the ACT Government provides you the opportunity to help achieve our vision of empowering people to meet their full potential and develop inclusive and strong communities. Our responsibilities cover a wide range of human service functions in the ACT. We work with some of Canberra's most vulnerable people to help them reach their best potential in all stages of life. We also celebrate our city's rich diversity and create positive experiences and change for our community.

CSD is currently seeking applications for the position of Assistant Director, Our Booris Our Way Secretariat. Under the direction of the Senior Director, Our Booris Our Way Secretariat, the Assistant Director is responsible for providing high level secretariat support and coordination activities to support the Our Booris Our Way Implementation Oversight Committee monthly meetings including the preparation of agendas, circulation of papers, the taking and transcribing of minutes and the management of outstanding action items.

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: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

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

How to Apply: Please provide your curriculum vitae and a statement of claims against the selection criteria in a maximum two-page pitch.

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

Contact Officer: Will Constantine (02) 6207 7764 Will.Constantine@act.gov.au

### **Director of Public Prosecutions**

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

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

#### **ACT Director of Public Prosecutions**

##### **Legal**

##### **Prosecutor Grade 5- Crown Advocate**

**Prosecutor Grade 5 \$182,406 - \$193,395, Canberra (PN: 27932, several)**

Gazetted: 16 August 2023

Closing Date: 30 August 2023

Details: The DPP is the independent prosecutions authority of and for the Territory and is seeking outstanding and highly motivated criminal lawyers with a high degree of advocacy and litigation management skills. The successful applicant will appear as counsel in complex litigation, including appeals, and give high level legal advice to the Director. Senior Advocates also have a key role in mentoring and training junior prosecutors and contributing to criminal justice issues.

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

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and or Solicitor in the ACT. The successful applicants will be required to undergo a criminal record check.

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: Applicants are asked to provide a current curriculum vitae and statements addressing the core capabilities.

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

Contact Officer: Anthony Williamson (02) 6207 5399 Anthony.Williamson@act.gov.au

### **Education**

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

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

#### **Business Services**

##### **Infrastructure and Capital Works**

##### **Major Projects**

##### **Assistant Director - Major Projects**

**Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 55792, several)**

Gazetted: 16 August 2023

Closing Date: 30 August 2023

Details: The Infrastructure and Capital Works Branch of the Education Directorate is seeking applications for the position of Assistant Director, Major Projects to in the delivery of Major Capital Works projects in public education facilities within the ACT.

You will work closely and collaboratively as part of a team responsible for the development, delivery, and management of major infrastructure projects (excluding ICT infrastructure) across ACT public schools.

This role requires you to apply comprehensive knowledge of legislation, policies, and procedures, including the implementation of technical knowledge. You will hold limited financial delegations and have adequate interpersonal skills, which will involve you to represent and negotiate on behalf of the Education Directorate, effectively communicate, and coordinate across internal and external stakeholders.

You will have the ability to exercise initiative and judgement in the application of your technical knowledge and skills. You will be responsible and accountable to recognise and solve problems with limited supervision.

Eligibility/Other Requirements:

**Mandatory**

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.

A current driver's license.

**Desirable**

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

A willingness to obtain, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Note: There are multiple positions available immediately, both permanent and temporary. Temporary positions are available immediately up to 12 months with the possible of permanency. Selection may be based on application and referee reports only.

How to Apply: Suitably qualified and experienced applicants should submit a curriculum vitae, a statement of claims addressing the 'Professional and Technical Skills, and Knowledge' and 'Behavioural Capabilities' of the Position Description and the contact details of two referees.

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

Contact Officer: Stuart Hunter 0478 488 885 [Stuart.Hunter@act.gov.au](mailto:Stuart.Hunter@act.gov.au)

## **School Improvement**

### **School Operations**

#### **Senior Advisor, Strategic Management**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43264, several)**

Gazetted: 16 August 2023

Closing Date: 23 August 2023

Details: Reporting to the Assistant Director, the Senior Advisors will be a members of a dynamic team supporting branch operations. The successful applicants will be responsible for supporting schools' management activities within their designated network, government business, policy support, coordination, secretariat and high-level administrative assistance.

Though the roles will sit within a specific network within the branch, the officers may be required to work across the branch in response to operational or other requirements.

Under the broad direction of the Assistant Director, the primary functions and responsibilities of the Senior Advisor include:

Undertake coordination and administrative activities that contribute to the operation of the Strategic Management unit.

Provide administrative and/or policy support to:

incident management and reporting (including preschools);

management and response to COVID-19 transmission in schools;

coordination, monitoring, report and management of schools under the Schools Management Model; and

coordination of complex and sensitive family/student and school relations.

Monitor, triage and assess daily staffing reporting and other operational data.

Under general direction, coordinate unit activities, including stakeholder management and developing and maintaining effective business relationships with key internal stakeholders.  
Liaise with members of the management team and other staff to ensure effective coordination and tracking of Branch activities to ensure high quality outcomes.

Support the branch response to government business and prepare high quality advice including briefs, correspondence and reports.

Manage and coordinate operational tasks, often within tight timeframes to progress team priorities, and provide high level support to the senior team managers and Executive Leader.

Provide support to other units in the branch where operationally necessary.

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

**Notes:** There are two 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:** Please submit your Curriculum Vitae, a written pitch to the role of one page with two referees who have a thorough knowledge of your work performance and outlook.

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

**Curriculum vitae:** Your curriculum vitae should be current and provide relevant information about your education, employment history, experience, and workplace achievements. It should be formatted for ease of reading.

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

**The Merit Selection process:** The committee will use the standard selection techniques in accordance with merit principles and include short listing, interviewing, and refereeing, not necessarily in this order, to determine a list of suitable applicants. These may be supplemented by other assessment techniques that the selection committee considers necessary including assessment on the pitch and referee reports only.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

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

Contact Officer: Brooke James (02) 6205 0293 [Brooke.James@act.gov.au](mailto:Brooke.James@act.gov.au)

## **System Policy and Reform**

### **Education and Care, Regulation and Support**

#### **Assistant Director, Educate and Inform**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 40803)**

Gazetted: 16 August 2023

Closing Date: 30 August 2023

**Details:** Education and Care, Regulation and Support (ECRS) Branch is looking for an experienced professional to lead the educator and inform functions for the ECRS Branch. This will include communicating to our sectors on ACT Government and national policies, regulatory alerts and targeted trends.

**Eligibility/Other Requirements:** Tertiary qualifications in early childhood education and care and/or communication is highly desirable. Related qualifications may be considered.

**Note:** The successful applicant may be selected on application alone. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Applications are sought from potential candidates and should include a supporting statement outlining experience and/or ability relative to the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications as outlined in the Position Description, contact details of at least two referees and a current curriculum vitae.

Interested applicants are encouraged to contact the Contact Officer prior to applying.

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

Contact Officer: Leah Partridge (02) 6207 8083 [Leah.Partridge@act.gov.au](mailto:Leah.Partridge@act.gov.au)

## School Performance and Improvement

### School Improvement Group

#### School Operations

#### Director, Compliance and Governance

#### Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44971)

Gazetted: 16 August 2023

Closing Date: 23 August 2023

Details: 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.

#### WHAT YOU WILL DO

The Director's primary functions and responsibilities include:

Lead a team to provide strategic governance and compliance support to the branch, ensuring the ongoing adherence of policy to legislative and other obligations.

Oversee the application of Directorate policies such as suspension appeals, enrolment appeals, school leadership recruitment, National Law compliance and overseas excursions.

Strategically coordinate, lead and support staff in promoting values, priorities and initiatives of the Education Directorate and public education system.

Contribute to the design and delivery of school and system improvement initiatives aligned with the directions and priorities of the Directorate's Strategic Plan and the Future of Education Strategy.

Draft high-level briefing and communications that effectively convey complex ideas and issues to internal and external stakeholders (all levels).

Actively develop effective, collaborative and strategic working relationships across the Directorate and other key stakeholders to identify, assess, design, deliver and support solutions that meets the school needs, system priorities and strategic plans.

Provide operational and management support across the branch, where required.

Eligibility/Other Requirements:

Qualifications in Public Administration or a related discipline would be an advantage.

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

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

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

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

Your curriculum vitae should be current and provide relevant information about your education, employment history, experience, and workplace achievements. It should be formatted for ease of reading.

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

The committee will use the standard selection techniques in accordance with merit principles and include short listing, interviewing, and refereeing, not necessarily in this order, to determine a list of suitable applicants. These may be supplemented by other assessment techniques that the selection committee considers necessary including assessment on the pitch and referee reports only.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

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

Contact Officer: Brooke James (02) 6205 0293 [Brooke.James@act.gov.au](mailto:Brooke.James@act.gov.au)

## **Business Services**

### **Communications, Engagement and Government Support**

#### **Ministerial and Corporate Reporting**

##### **Assistant Director, Corporate Reporting and Stakeholder Engagement**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 02917)**

Gazetted: 16 August 2023

Closing Date: 23 August 2023

Details: The Ministerial and Corporate Reporting team provide the critical connection between the Directorate and Government. Our team manages and supports the Directorate to meet its obligations around Cabinet, Legislative Assembly and ministerial business. Our team coordinates significant input to government commitments, annual reporting, performance and accountability and attendance at committee hearings. We also provide secretariat support for Director-General stakeholder engagement.

We are looking for someone to join us!

As the Assistant Director, Corporate Reporting and Stakeholder Engagement, you will provide the coordination and provision of secretarial support for the Director-General's key stakeholder meetings. You will also be challenged by taking part in the coordination, preparation and delivery of key corporate reporting and accountability functions for the Directorate including the annual report, non-financial components of the budget papers, Statement of Performance process; Parliamentary and Governing Agreement reporting and other whole of government reporting requirements.

As a member of a team with both corporate reporting and executive secretarial responsibilities, 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.

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

Notes: This is a temporary position available immediately for up to 12 months.

This position works in an activity-based workplace (ABW) structure. Under ABW arrangements, officers will not have a designated workstation/desk.

Selection may be based on application and referee reports only.

How to apply: 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.

A current curriculum vitae.

The contact details of at least one referee.

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

Contact Officer: Emma Burn (02) 6205 6869 Emma.Burn@act.gov.au

## **School Performance and Improvement**

### **South / Weston**

#### **Evelyn Scott School**

##### **Learning Support Assistant**

##### **School Assistant 2/3 \$51,548 - \$62,857, Canberra (PN: 49581, several)**

Gazetted: 14 August 2023

Closing Date: 28 August 2023

Details: Evelyn Scott School is a preschool to Year 10 school located in Denman Prospect. We are looking for proactive individuals to fill the role of learning support assistant working as part of a larger team. The successful candidates will have a passion for working with senior primary children in a dynamic learning environment. The role includes working alongside teachers to implement an effective learning program based on children's individual interests and needs. As a part of a team the assistant will support with program material preparation, behaviour management, supervision of children and any specialised medical requirements. All staff participate fully in whole school activities, timetables and events. The successful applicants will possess strong interpersonal skills and a demonstrated ability to work effectively with all members of staff, children, families and the wider school community.



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

Eligibility/ Other Requirements

**MANDATORY**

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

**HIGHLY DESIRABLE**

First Aid Certificate or a willingness to undertake appropriate training  
Certificate III in Education and Care

Notes: There are several temporary positions available for six months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: Interested applicants are encouraged to contact the contact officer prior to submitting an application. Applicants should submit a response to each Selection Criteria which outlines skills and experience relevant to the position. Applicants should submit a current curriculum vitae and two referee reports.

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

Contact Officer: Emma Dale (02) 6142 3491 [Emma.Dale@ed.act.edu.au](mailto:Emma.Dale@ed.act.edu.au)

### **Environment, Planning and Sustainable Development**

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

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

#### **Environment Heritage and Water**

##### **Office of Nature Conservation**

##### **Maps and Data**

##### **Biodiversity Data Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 54937)**

Gazetted: 16 August 2023

Closing Date: 13 September 2023

Details: The newly established Office of Nature Conservation (ONC) brings together policy, science, and data expertise to accelerate unified thinking and action to respond to the immense conservation challenges facing the ACT. The ONC focuses on an outcomes-based philosophy to guide and inform on-ground conservation efforts undertaken by ACT Parks and Conservation Services, volunteer environmental partners and the community. The position sits within the Maps and Data team within ONC, which is a small specialist technical unit that provides GIS and data management support, and strategic data and digital advice to ONC and the EHW Division. We play an important role in data governance and curation for both spatial and non-spatial biodiversity data. The ACT Government is working with the Commonwealth Department of Climate Change, Energy, the Environment and Water to establish a national Biodiversity Data Repository (BDR) that will allow exchange of biodiversity data between the Commonwealth and the States and Territories. The project is part of the Australian Government's Digital Environmental Assessments Program (DEAP). The Biodiversity Data Repository aims to improve data findability, accessibility, standardisation to make biodiversity data easy to use and valued, as well as create a system that will work side-by-side with existing environment information systems. The project will increase capability for state and territory systems to exchange data with each other, as well as with other national systems. This role will focus on supporting the delivery of the ACT Biodiversity Data Repository (BDR) project which aims to standardise the ACT's biodiversity spatial and non-spatial data, and embed biodiversity data standards (e.g. Darwin Core) and central taxonomic concepts within database and data model design.

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:

To be eligible for temporary employment you must be in Australia on a visa with work rights or be an Australian citizen or permanent resident.

Comfortable working long hours with computers and be able to attend the office in person two days a week.

Highly Desirable:

Qualifications in spatial science, GIS, data science, ecology/environmental science or other related/cognate discipline.

Two years+ relevant work experience applying data management skills in an environmental or science context.

Notes: This is a temporary position available immediately for 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. 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 (maximum two pages) addressing the selection criteria, along with a current curriculum vitae and the contact information for at least two professional references.

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

Contact Officer: Jennifer Smits (02) 6207 0573 Jennifer.Smits@act.gov.au

## **Environment**

### **Resilient Landscapes**

#### **Biosecurity and Rural Services**

##### **Pest Animal Controller**

##### **General Service Officer Level 8 \$75,931 - \$80,136, Canberra (PN: 11033)**

Gazetted: 15 August 2023

Closing Date: 12 September 2023

Details: We have an exciting opportunity for an enthusiastic, self-motivated person to join our team. You will assist with implementing pro-active pest animal control programs across ACT conservation estate and rural lands, predominately focussed on implementing the ACT wild dog control program. The position requires a close working relationship with both internal and external stakeholders such as ACT Parks and Conservation Service, rural lessees, neighbouring NSW private landholders and government agencies.

We are looking for a hard worker who enjoys working independently in a challenging field environment to deliver quality conservation work.

Eligibility/Other requirements:

Experience in delivering integrated vertebrate pest management across conservation areas and/or rural lands with a focus on wild dog management.

Experience using one or a combination of the following methods: Baiting, trapping, howling, and shooting. Please explain your preferred method(s) of control regarding wild dog management and why this method(s) is preferred. This position will be required to collect data using GPS and Smart phone Apps for annual reporting. Please provide relevant experience using these or similar tools.

Please provide an example of good communication (oral and written), negotiation and conflict resolution skills and capacity to interact well with the rural community and other land managers.

This position is a not a Fire Designated position.

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 the following.

Current curriculum vitae with two referees

Written examples (no more than two A4 pages in total) outlining how your experience meets the Duties/Responsibilities.

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

Contact Officer: Mark Sweaney (02) 6205 0526 Mark.Sweaney@act.gov.au

## **Corporate Services and Operations**

### **Governance, Compliance and Legal**

#### **Information Governance**

##### **Director, Information Governance**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 39706)**

Gazetted: 15 August 2023

Closing Date: 22 August 2023

Details: The Governance, Compliance and Legal Branch at EPSDD is seeking an experienced senior officer to fill the position of Senior Officer Grade B Director, Information Governance for 12 months. The Director, Information Governance leads a small team responsible for records and information governance, privacy, and responding to Freedom of Information applications.

The team you will lead is filled with specialists in records and archival management, information access, privacy and Electronic Document and Records Management System (EDRMS) management. As Director, Information Governance, you need to be able to display excellent communication and negotiation skills, demonstrate flexibility in your management approach, and be able to lead a team effectively in an Activity Based Working environment (including remote working).

If you have relevant experience to take on this role or believe your experience will translate well into the position then please see the position description for more detail, we want to hear from you! We are open to specialists in the field, as well as those looking for a new challenge and willingness to demonstrate leadership, courage, and integrity. EPSDD seeks those who can demonstrate values based behaviour.

The advertised position is to commence as soon as possible, and no later than 4 September 2023, and will fill a temporary vacancy until early July 2024.

The Environment, Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, and those who identify as LGBTIQ, veterans and people from a culturally and linguistically diverse background are encouraged to apply.

Note: This is a temporary position available from September 2023 until July 2024 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in a new workplace designed for activity-based working (ABW) at the ACT Government's Dickson Office Block at 480 Northbourne Avenue. Under ABW arrangements, officers do not have a designated workstation/desk.

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

Please submit the following:

A statement addressing the Selection Criteria, limited to a maximum of 350 words per criterion.

A current resume/curriculum vitae.

Contact details of at least two referees.

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

Contact Officer: Adam Roach (02) 6207 7803 Adam.Roach@act.gov.au

## **Statutory Planning**

### **Impact Assessment**

#### **Assessment Officer**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 46170)**

Gazetted: 14 August 2023

Closing Date: 28 August 2023

Details: Impact Assessment is looking for an enthusiastic, proactive person to join our team assessing the environmental impacts of development projects across the ACT. In this role you have an opportunity to contribute to positive environmental outcomes helping to ensure a more sustainable Canberra.

In this role you will work on a wide range of environmental assessment processes and contribute to decision making on large development proposals. You will be exposed to a wide variety of government processes and build relationships with other areas of the ACT Government and Commonwealth 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

Experience or qualifications in natural resource management, environmental sciences, local and regional planning or environmental law would be an advantage.

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

Selection may be based on application and referee reports only.

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

How to apply: Please submit a pitch of no more than two pages addressing the selection criteria, along with your current curriculum vitae and the contact details for two referees.

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

Contact Officer: Tegan Liston (02) 6205 7325 Tegan.Liston@act.gov.au

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

## **Environment**

### **ACT Parks and Conservation Service**

#### **Volunteer and Visitor Experience**

#### **Commercial Tourism - Project and Policy Manager**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57356)**

Gazetted: 10 August 2023

Closing Date: 24 August 2023

Details: This position sits within the Volunteers and Visitor Experience Team (VVE), which is the section of PCS that facilitates volunteers to assist across the estate, builds partnerships to foster nature-based tourism, and coordinates estate-wide visitor experience and interpretation programs.

PCS manage an extensive suite of natural land tenures in the Australian Capital Territory including national parks and reserves. The region is a growing mecca for mountain bike riding, outdoor events, horse-riding, remote area hiking and other nature-based activities. The ACT is shifting its public service image and driving unique opportunities for competitive tourism product development.

We are seeking an experienced project and policy manager to lead the development, approval, implementation and management of a framework to facilitate and regulate nature-based activities and business opportunities across the PCS managed estate. This framework should foster and guide activities that are environmentally sustainable and commensurate with global, national and local agreements, policies, management plans and initiatives.

The Commercial Tourism – Project and Policy Manager is responsible for the management and development of an appropriate commercial tourism framework and associated ventures within PCS estate, with support from the Commercial Tourism Manager. This includes managing the NatureStays portfolio of properties, compliance frameworks such as relevant Plans of Management, the *Nature Conservation Act (2014)*, the *Public Unleased Land Act (2007)* and the *Emergencies Act (2004)*, in addition to developing stakeholder relationships with industry, government, and community, to seek out, identify and develop tourism opportunities and challenge solutions for the Commercial Tourism Stream of VVE.

Eligibility/Other requirements:

Mandatory:

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

Be prepared to wear a uniform.

Possess a manual drivers' licence.

Highly Desirable:

Experience in visitor experience development and management of activities in protected areas.

Tertiary qualifications relevant to natural or cultural resource management and/or recreation or tourism management in protected areas are desirable but not essential.

Notes: This is a temporary position available 2 October 2023 until 30 April 2025. 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.

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

Contact Officer: Lisa Testoni 0422069693 Lisa.Testoni@act.gov.au

## Environment

### ACT Parks and Conservation

#### Fire Management Unit

##### Director - Fire Planning

##### Senior Professional Officer Grade B \$135,355 - \$152,377, Canberra (PN: 14638)

Gazetted: 10 August 2023

Closing Date: 24 August 2023

Details: The Fire Management Unit is looking for a forward thinking and solution focused person to support our expert fire planners and to lead business improvement initiatives across planning, approvals and engagement. This position is for 12 months and offers a clear and achievable program of work that will have a positive impact on the management of bushfire risk and the use fire for the environment and the reinvigoration of cultural burning in the ACT.

Eligibility/Other Requirements:

#### MANDATORY

Relevant degree level qualifications in either Natural Resource Management, Planning, Business Management or equivalent.

Possess a current ACT Working with Vulnerable People accreditation within six weeks of starting the position.

Possess and maintain a current drivers' licence.

#### HIGHLY DESIRABLE

A current First Aid Certificate.

Note: This is a temporary position available immediately until 16 July 2024. 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.

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

Contact Officer: Justin Foley 0448 759 132 Justin.Foley@act.gov.au

## Justice and Community Safety

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

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

### Emergency Services Agency

#### Workshop Planner and Scheduler

##### Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53212)

Gazetted: 16 August 2023

Closing Date: 13 September 2023

Details: Do you get excited about working in a fast-paced automotive workshop environment? Do you enjoy strategic thinking and planning of complex schedules? The Emergency Services Agency is seeking applications from enthusiastic individuals who enjoy a challenge to fill the position of Workshop Planner and Scheduler.

If you aspire to aid public safety and want to assist with the strength of our Operational Services, then the Emergency Services Agency would love to hear from you. This role entails planning and scheduling of workshop activities while working with frontline emergency service business units to ensure business continuity is maintained.

You will ensure timely and effective management of workshop job cards while providing quality record keeping in our software-based data storage systems. This role also requires development of submissions, reports and correspondence related to the area of expertise.

You will also be required to have excellent customer service and communication skills to liaise between stakeholders, ESA Executive, ESA employees and the ACTPS staff to build key relationships.

This position may involve direct supervision of staff.

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

How to Apply: Please review the Position Description for details about the role and required skills, knowledge and experience. Applications should include:

A one-page response outlining your capabilities to each item listed under "Professional/Technical Skills and Knowledge" and "Behavioural Capabilities" in the Position Description.

The name and contact details of two referees. At least one must be your current manager. You will be notified prior to referees being contacted.

A current curriculum vitae.

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

Contact Officer: Anthony Mallia (02) 6207 7137 Anthony.Mallia@act.gov.au

## **Emergency Services Agency**

### **Capability Coordination and Support**

#### **Workshop**

#### **Workshop Inventory and Contracts Manager**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62052)**

Gazetted: 16 August 2023

Closing Date: 13 September 2023

Details: Do you get excited about automotive parts purchasing and supply contract management? Do you want to lead and mentor a team of parts interpreters to provide valuable support to a fast-paced automotive workshop? The Emergency Services Agency is seeking applications from enthusiastic individuals who enjoy a challenge to fill the position of Inventory and Contracts Manager.

If you aspire to aid public safety and want to assist with the strength of our Operational Services, then the Emergency Services Agency would love to hear from you. This role entails managing a team of parts interpreters to ensure efficient and effective inventory management to support the day-to-day operations of the Emergency Services Agency Workshop. In addition, you will work with the procurement team to ensure purchasing contracts are established and managed to ensure compliance with relevant procurement and policy framework.

This role also requires maintenance of inventory management systems, quality record keeping, and perform relevant tasks including stocktake, and development of reports and correspondence related to the area of expertise.

You will also be required to have excellent customer service and communication skills to liaise between stakeholders, ESA Executive, ESA employees and the ACTPS staff to build key relationships.

This position involves direct supervision of staff.

Eligibility/Other requirements:

A 'C' Class Driver's licence is essential.

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

Relevant industry experience in the automotive parts and accessories, warehousing or vehicle maintenance fields 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 review the Position Description for details about the role and required skills, knowledge and experience. Applications should include:

No more than two-page response outlining your capabilities to each item listed under "Professional/Technical Skills and Knowledge" and "Behavioural Capabilities" in the Position Description.

The name and contact details of two referees. At least one must be your current manager. You will be notified prior to referees being contacted.

A current curriculum vitae.

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

Contact Officer: Anthony Mallia (02) 6207 7137 Anthony.Mallia@act.gov.au

## **ACT Corrective Services**

### **Offender Reintegration**

#### **Senior Director, Reintegration Projects**

#### **Senior Officer Grade A \$157,201, Canberra (PN: 62414)**

Gazetted: 16 August 2023

Closing Date: 30 August 2023

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person, to fill the role of Senior Director, Reintegration Projects (SOGA).

As the Senior Director, Reintegration Projects, you will have a key focus on establishing and maintaining collaborative relationships across ACTCS and external stakeholders, toward the design and construction of the new Reintegration Precinct and associated planning and infrastructure development to enable this.

In addition, you will develop an integrated strategic planning approach that maintains the vision for ACTCS as a leading provider of reintegration pathways, opportunities and services that builds upon the work being undertaken in the Integrated Offender Management (IOM) project.

Further to this, you will lead and oversee the development of policies, frameworks and strategies in the project environment to ensure quality practice underpins ACTCS project activity.

To be successful you will possess exceptional interpersonal, organisational and communication skills, in addition to demonstrating strong leadership and management qualities. You will also demonstrate high level skills and experience in project management and the ability to develop and compose complex workplace documents.

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

Eligibility/Other Requirements:

The successful candidate will be required to undergo a criminal record check.

Relevant tertiary qualifications and/or equivalent work experience in the criminal justice system is highly desirable.

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

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

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

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

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

Please ensure you submit all required items.

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

Contact Officer: Narelle Pamplin (02) 6205 0197 [Narelle.Pamplin@act.gov.au](mailto:Narelle.Pamplin@act.gov.au)

**Emergency Services Agency  
Capability Coordination and Support  
Workshop Manager**

**ESA Mechanical Technician Level 3 \$117,845 - \$126,715, Canberra (PN: 07494)**

Gazetted: 16 August 2023

Closing Date: 13 September 2023

Details: Do you get excited about fixing big trucks and managing staff? Do you enjoy learning about the latest emergency equipment and vehicle technologies? The Emergency Services Agency is seeking applications from enthusiastic individuals who enjoy a challenge to fill the position of Workshop Manager, Emergency Mechanical Technician Level 3.

If you aspire to aid public safety and want to assist with the strength of our Operational Services, then the Emergency Services Agency would love to hear from you. This role entails day-to-day management of the Workshop activities and staff; this includes performing quality assurance checks on vehicles and equipment, as well as ensuring efficient and effective management of workshop tasks. Your desire to excel will see you develop and mentor a team of highly skilled mechanical technicians to which you will be able to provide specialist technical advice ensuring the workshop functions at its full capability.

This role also requires development of submissions, reports and correspondence related to the area of expertise, as well as quality record keeping in our software-based data storage systems.

You will also be required to have excellent customer service and communication skills to liaise between stakeholders, ESA Executive, ESA employees and the ACTPS staff to build key relationships.

This position involves direct supervision of staff.

Eligibility/Other Requirements:

*Mandatory Qualifications required for this position are:*

*Cert III Automotive Mechanical Light Vehicle Trade; OR*

*Cert III Automotive Mechanical Heavy Vehicle Trade (highly desirable).*

This position may require a Security Clearance and Background checks.

Driver's licence 'Class C' is essential.

Drivers license Class MR or HR will need to be obtained within 12 months of permanency in the position.

This position does require a pre-employment medical.

This position does require a Working with Vulnerable People Check.

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

How to Apply: Please review the Position Description for details about the role and required skills, knowledge and experience. Applications should include:

No more than two-page response outlining your capabilities to each item listed under "Professional/Technical Skills and Knowledge" and "Behavioural Capabilities" in the Position Description.

The name and contact details of two referees. At least one must be your current manager. You will be notified prior to referees being contacted.

A current curriculum vitae.

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

Contact Officer: Anthony Mallia (02) 6207 7137 Anthony.Mallia@act.gov.au

**Emergency Services Agency  
Capability Coordination and Support  
Workshop**

**Mechanical Technician (Mechanic)**

**ESA Mechanical Technician Level 2 \$85,595 - \$97,842 (up to \$104,758), Canberra (PN: 62547, several)**

Gazetted: 16 August 2023

Closing Date: 13 September 2023

Details: Do you get excited about fixing big trucks? Do you enjoy learning about the latest emergency equipment and vehicle technologies? The Emergency Services Agency is seeking applications from enthusiastic individuals who enjoy a challenge to fill the position of Emergency Mechanical Technician Level 2.

If you aspire to aid public safety and want to assist with the strength of our Operational Services, then the Emergency Services Agency would love to hear from you. This role entails daily tasks that enables our fleet to meet operational standards; this includes equipment advice, maintenance and engineering services while ensuring exceptional work health and safety standards. Your desire to excel will see you work on an array of vehicles and equipment large and small, to which you will be able to provide specialist technical advice.

This role also requires development of submissions, reports and correspondence related to the area of expertise, as well as quality record keeping in our software-based data storage systems.

You will also be required to have excellent customer service and communication skills to liaise between stakeholders, ESA Executive, ESA employees and the ACTPS staff to build key relationships.

This position may involve direct supervision of staff.

Eligibility/Other Requirements:

*Mandatory Qualifications required for this position are:*

*Cert III Automotive Mechanical Light Vehicle Trade; OR*

*Cert III Automotive Mechanical Heavy Vehicle Trade (highly desirable); OR*

*Cert III Automotive Electrical Technology; OR*

*Cert III Mobile Plant Technology.*

2. This position may require a Security Clearance and Background checks.

3. Driver's licence 'Class C' is essential.

4. Drivers license Class MR or HR will need to be obtained within 12 months of permanency in the position.

5. This position does require a pre-employment medical.

6. This position does require a Working with Vulnerable People Check.

Note: This recruitment process includes the following steps:

Application submitted as detailed in the following section "How to apply".

A practical assessment involving fault diagnosis.

Informal interviews.

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 one page response answering the following questions:

Explain a time when you carried out complex diagnostics on a vehicle, detailing your process step-by-step from start to finish.

Explain a time when you and a colleague disagreed on a course of action. What was the issue and how was it resolved?

Tell me why you think you are the best candidate for this job.

The name and contact details of two referees. At least one must be your current manager. You will be notified prior to referees being contacted.

A current curriculum vitae/resume.

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

Contact Officer: Anthony Mallia (02) 6207 7137 Anthony.Mallia@act.gov.au

## **ACT Courts and Tribunal**

### **ACT Civil and Administrative Tribunal**

#### **Senior Deputy Legal Registrar**

#### **ACT Courts and Tribunal Legal 2 \$154,663 - \$161,019, Canberra (PN: 41809)**

Gazetted: 16 August 2023

Closing Date: 30 August 2023

Details: The ACT Civil and Administrative Tribunal (ACAT) is looking for a Senior Deputy Legal Registrar to join the ACAT Registry. The ACAT is a fast-paced, dynamic, and unique work setting, delivering high quality services to tribunal users. The Senior Deputy Legal Registrar ensures that procedures are effective and accurate and meet the objectives of being simple, quick, inexpensive, and informal.

The role performs a range of case management activities, including triaging case files, managing lists, and giving directions, as well as conducting preliminary conferences and hearings.

The Senior Deputy Legal Registrar also provides high level policy and legal advice in relation to matters affecting the ACAT, while undertaking and supervising the implementation of legislative reform and related activities. The role has legal management and oversight responsibilities and works closely with the ACAT President and the ACAT Registrar, presidential and other members, and administrative staff. The role identifies continuous improvement opportunities and ensures that correct and relevant information is given to a range of tribunal staff and tribunal users.

Our ideal candidate will be a skilled operator who thrives in a dynamic work environment, is a decisive decision maker who is experienced in collaborating with a wide range of stakeholders, and possesses the ability to contribute to a cohesive and empowered work force driven by proactive and inspired innovation.

If this sounds like you, 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory.

Five years' experience post qualification in law.

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: Applicants should provide -

Current curriculum vitae

Details of two referees (one of which must be your current supervisor or manager)

A personal pitch (no more than two pages) addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristy Carter (02) 6205 9984 Kristy.Carter@act.gov.au

## **Emergency Services Agency**

### **Capability Coordination and Support**

#### **Workshop**

### **Parts Interpreter**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 62546)**

Gazetted: 14 August 2023

Closing Date: 4 September 2023

Details: Do you get excited about automotive parts purchasing and inventory management? Do you enjoy providing valuable support to a fast-paced automotive workshop? The Emergency Services Agency is seeking applications from enthusiastic individuals who enjoy a challenge to fill the position of Parts Interpreter. If you aspire to aid public safety and want to assist with the strength of our Operational Services, then the Emergency Services Agency would love to hear from you. This role entails efficient and effective inventory management to support the day-to-day operations of the Emergency Services Agency Workshop. In addition, you will provide administrative services involving purchase order and invoice management.

This role also requires maintenance of inventory management systems, quality record keeping, and perform relevant tasks including stocktake, and assist development of reports and correspondence related to the area of expertise.

You will also be required to have excellent customer service and communication skills to liaise between stakeholders, ESA employees and the ACTPS staff to build key relationships.

This position may involve direct supervision of staff.

Eligibility/Other requirements:

Relevant industry experience in the automotive parts and accessories, warehousing or vehicle maintenance fields is highly desirable.

A 'C' Class Driver's licence is essential.

An 'MR' or 'HR' Class Driver's licence is highly desirable

This position requires a Working with Vulnerable People Check.

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 the below

A one-page response outlining your capabilities to each item listed under "Professional/Technical Skills and Knowledge" and "Behavioural Capabilities" in the Position Description.

The name and contact details of two referees. At least one must be your current manager. You will be notified prior to referees being contacted.

A current curriculum vitae/resume.

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

Contact Officer: Anthony Mallia (02) 6207 7137 Anthony.Mallia@act.gov.au

### **Emergency Services Agency**

#### **Capability Coordination and Support**

### **Parts Interpreter**

#### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 08040)**

Gazetted: 14 August 2023

Closing Date: 4 September 2023

Details: Do you get excited about automotive parts purchasing and inventory management? Do you enjoy providing valuable support to a fast-paced automotive workshop? The Emergency Services Agency is seeking applications from enthusiastic individuals who enjoy a challenge to fill the position of Parts Interpreter. If you aspire to aid public safety and want to assist with the strength of our Operational Services, then the Emergency Services Agency would love to hear from you. This role entails efficient and effective inventory management to support the day-to-day operations of the Emergency Services Agency Workshop. In addition, you will assist in providing administrative services involving purchase order and invoice management.

This role also requires maintenance of inventory management systems, quality record keeping, and perform relevant tasks including stocktake, and assist development of reports and correspondence related to the area of expertise.

You will also be required to have excellent customer service and communication skills to liaise between stakeholders, ESA employees and the ACTPS staff to build key relationships.

This position may involve direct supervision of staff.

Eligibility /Other Requirements:

Relevant industry experience in the automotive parts and accessories, warehousing or vehicle maintenance fields is essential.

A 'C' Class Driver's licence is essential.

An 'MR' or 'HR' Class Driver's licence is highly desirable

This position requires a Working with Vulnerable People Check.

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

How to Apply: A one-page response outlining your capabilities to each item listed under "Professional/Technical Skills and Knowledge" and "Behavioural Capabilities" in the Position Description.

The name and contact details of two referees. At least one must be your current manager. You will be notified prior to referees being contacted.

A current curriculum vitae.

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

Contact Officer: Anthony Mallia (02) 6207 7137 Anthony.Mallia@act.gov.au

## **ACT Human Rights Commission**

### **President**

### **Corporate**

### **Reception and administration officer**

### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 45886)**

Gazetted: 11 August 2023

Closing Date: 25 August 2023

Details: The Human Rights Commission (the Commission) is seeking an experienced, motivated, and passionate person to join our Business Unit full-time at the ASO3 level as a Reception and Administration Officer.

Duties of the Reception and Administration Officer include being the first point of contact for members of the public, clients, stakeholders, and contractors attending the Commission's premises or contacting the Commission by phone or through its general email address. The Reception and Administration Officer also assists with a range of general administrative duties.

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: Competitive candidates will demonstrate excellent organisational and interpersonal skills, the ability to work cooperatively with others within the Commission and with members of the public, including those with disabilities and who are victims of crime. If you possess these skills and good judgment in a variety of situations, you should consider this role.

Working with Vulnerable People: Registration through the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to:

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804position](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804position)

Notes: This is a temporary position available for 12 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 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 "pitch" of no more than two pages responding to the capabilities listed under 'What You Require' in the Position Description along with your current curriculum vitae and contact details of at least two referees.

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

Contact Officer: Rosemary Budavari (02) 62052222 Rosemary.Budavari@act.gov.au

## **ACT Human Rights Commission**

### **Discrimination, Health Services, Disability and Community Services Commissioner**

### **Senior Investigator and Conciliator**

### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62544, several)**

Gazetted: 14 August 2023

Closing Date: 4 September 2023

**Details:** The Discrimination, Health Services and Disability and Community Services Commissioner is seeking experienced, highly motivated, proactive people to join the complaints team in the role of Senior Investigator and Conciliator.

The complaints team form part of the ACT Human Rights Commission – we are an independent agency established by the *Human Rights Commission Act 2005*. The role of the ACT Human Rights Commission is to:

Handle complaints in relation to health, disability and community services, abuse of vulnerable people and complaints under discrimination law.

Increase awareness of the rights and responsibilities of service users and service providers and encourage service improvement.

Provide advice to government and others regarding their human rights obligations.

Advocate for children, young people and adults experiencing vulnerability.

Advocate for and support victims of crime

The Senior Investigator and Conciliator will manage a caseload of complex complaints across multiple jurisdictions including, discrimination, health services, services for older people, services for children and young people, disability services, retirement villages, elder abuse, abuse, neglect or exploitation of a person with a disability and older people, services for victims of crime, occupancy disputes and sexuality and gender identity conversion practices.

In addition to the investigation and conciliation (alternative dispute resolution) of complaints the role also includes undertaking legal research, policy and project work and community education.

The successful applicant will have a good knowledge, or capacity to quickly gain a good knowledge, of the functions of the ACT Human Rights Commission and a strong understanding of a statutory complaint handling function. The applicant should have highly developed communication skills and a demonstrated ability to be proactive, flexible and to manage competing priorities. Managing complaints within tight timelines, the position requires the ability to use sound judgment, problem-solve and to work directly with the ACT community members. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements:

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

Relevant tertiary qualifications in law or health are highly desirable.

Qualifications and experience in statutory investigation are desirable.

Qualifications and experience in conciliation/alternative dispute resolution are desirable.

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

How to Apply: Create a maximum two-page pitch that tells the selection panel about your ability to perform the duties (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should demonstrate your capacity to perform the duties and responsibilities detailed in "What You Require" section of the Position Description and include examples of how you have done this in the past. Please also submit a copy of your curriculum vitae and details of two referees.

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

Contact Officer: Alison Murley (02) 6205 4102 [Alison.Murley@act.gov.au](mailto:Alison.Murley@act.gov.au)

## **ACT Corrective Services**

### **Custodial Operations**

#### **Court Transport Unit**

##### **CTU Trainee Correctional Officer**

##### **Correctional Officer Class 1 \$69,433 - \$82,797, Canberra (PN: 11344, Several)**

Gazetted: 11 August 2023

Closing Date: 19 September 2023

Details: Do you have what it takes to be a Correctional Officer? Do you have life experience and an interest in community safety? Do you like working in a team and have exceptional communication skills? Are you resilient when faced with challenging situations and environments? Do you have the maturity to be assertive whilst remaining level-headed, non-judgemental, fair and respectful? If so, this may be the role for you!

ACT Corrective Services (ACTCS) are seeking suitable applicants to fill several Correctional Officer positions within their Court Transport Unit (CTU).

Successful applicants will be required to complete a 12-week Correctional Recruit Training (CRT) course in the first instance and will receive a training salary of \$50,817 per annum for this period. The CRT will provide you with all the relevant training to be a competent and accomplished Correctional Officer. This includes everything from legislations and policies, to report writing and dealing with challenging behaviours. Following the successful

completion of this training, you will automatically become a Correctional Officer Grade 1 earning a salary range between \$69,433 and \$82,797 per annum, plus superannuation. You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice within the first 12 months of your employment. The CTU operates Monday to Friday and staff are required to work eight-hour shifts.

ACTCS will be hosting an information session for people interested in learning more about these opportunities. Senior ACTCS staff will team up with current Correctional Officers to describe what it is like to work in a correctional environment. You will also have the chance to find out more about the opportunities for women, young people and people from diverse backgrounds, as well as details about the required training. (Please note, attendance at the information session is not mandatory).

The information session will be held at the Hellenic Club, Woden on 22 August 2023 at 6:30pm. To attend this information session, please register [here](#).

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

Eligibility/Other requirements:

Relevant custodial experience or Certificate III in Correctional Practice are essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of date of entry to service.

Current unrestricted Driver's license is essential.

Senior First Aid Certificate is essential.

Relevant tertiary qualifications desirable.

This position requires pre-employment psychological and medical testing and Police record check.

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

To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). For casual employment this is not a requirement.

Notes: This process is being run in conjunction with a separate bulk recruitment process for the Alexander Maconochie Centre (AMC). As such, applicants who apply for both roles and who are considered suitable, will be offered a placement subject to operational requirements.

There are five stages to this recruitment process:

Initial application assessment

Language, Learning and Numeracy (LLN) testing and written assessment.

Psychometric (psychological aptitude) testing.

Interview

Referee assessment.

You will be notified if you do not progress from one stage to the next.

Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People Clearance upon commencement of the CRT. Permanent and casual officers will be required to complete a Certificate III in Correctional Practice within the first 12 months.

How to Apply: To apply for this exciting opportunity, tell us in one page, why your life experience, skills and/or knowledge would make you perfect for this role.

In addition, you must submit the following:

Updated curriculum vitae with contact details of at least two referees, one of which should ideally be a current or immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months.

A copy of your Driver's Licence.

A completed Association Declaration form.

Applications that do not provide your pitch plus all three documents listed above may not be considered by ACTCS. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Gary Hamblin 6207 1041 [ACTCSPeopleandCulture@act.gov.au](mailto:ACTCSPeopleandCulture@act.gov.au)

## **ACT Corrective Services**

### **Custodial Operations**

#### **Alexander Machonochie Centre**

#### **Trainee Correctional Officer**

**Correctional Officer Class 1 \$69,433 - \$82,797, Canberra (PN: 59747, Several)**

Gazetted: 11 August 2023

Closing Date: 19 September 2023

Details: Do you have what it takes to be a Correctional Officer? Do you have life experience and an interest in community safety? Do you like working in a team and have exceptional communication skills? Are you resilient when faced with challenging situations and environments? Do you have the maturity to be assertive whilst remaining level-headed, non-judgemental, fair and respectful? If so, this may be the role for you!

ACT Corrective Services (ACTCS) are seeking suitable applicants to fill several Correctional Officer positions within the Alexander Maconochie Centre (AMC).

Successful applicants will be required to complete a 12-week Correctional Recruit Training (CRT) course in the first instance and will receive a training salary of \$50,817 per annum for this period. The CRT will provide you with all the relevant training to be a competent and accomplished Correctional Officer. This includes everything from legislations and policies, to report writing and dealing with challenging behaviours. Following the successful completion of this training, you will automatically become a Correctional Officer Grade 1 earning a salary range between \$69,433 and \$82,797 per annum, plus superannuation and the potential for allowances. You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice within the first 12 months of your employment. The AMC operates 24/7 and staff are required to work rostered shifts.

ACTCS will be hosting an information session for people interested in learning more about these opportunities. Senior ACTCS staff will team up with current Correctional Officers to describe what it is like to work in a correctional environment. You will also have the chance to find out more about the opportunities for women, young people and people from diverse backgrounds, as well as details about the required training. (Please note, attendance at the information session is not mandatory).

The information session will be held at the Hellenic Club, Woden on 22 August 2023 at 6:30pm. To attend this information session, please register here<<https://www.eventbrite.com.au/e/act-corrective-services-actcs-bulk-recruitment-information-session-tickets-692188704047?aff=oddttdcreator>>.

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

Eligibility/Other requirements:

Relevant custodial experience or Certificate III in Correctional Practice are essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of date of entry to service.

Current unrestricted Driver's license is essential.

Senior First Aid Certificate is essential.

Relevant tertiary qualifications desirable.

This position may require pre-employment medical testing and Police record check.

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

To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). For casual employment this is not a requirement.

Notes:

This process is being run in conjunction with a separate bulk recruitment process for the Court Transport Unit (CTU). As such, applicants who apply for both roles and who are considered suitable, will be offered a placement subject to operational requirements.

There are five stages to this recruitment process:

Initial application assessment.

Language, Learning and Numeracy (LLN) testing and written assessment.

Psychometric (psychological aptitude) testing.

Interview.

Referee assessment.

You will be notified if you do not progress from one stage to the next.

Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People Clearance upon commencement of the CRT. Permanent and casual officers will be required to complete a Certificate III in Correctional Practice within the first 12 months.

How to Apply: To apply for this exciting opportunity, tell us in one page, why your life experience, skills and/or knowledge would make you perfect for this role.

In addition, you must submit the following:

Updated curriculum vitae with contact details of at least two referees, one of which should ideally be a current or immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months.

A copy of your Driver's Licence.

A completed Association Declaration form.

Applications that do not provide your pitch plus all three documents listed above may not be considered by ACTCS.

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

Contact Officer: Gary Hamblin 6207 1041 ACTCSPeopleandCulture@act.gov.au

### **Legislation Policy and Programs**

#### **Executive Branch Manager, Legislation, Policy and Programs**

**Executive Level 1.4 \$274,784 - \$285,773 depending on current superannuation arrangements, Canberra (PN: E599)**

Gazetted: 14 August 2023

Closing Date: 28 August 2023

Details: The ACT Justice and Community Safety Directorate are seeking applications for the role of Executive Branch Manager, Legislation, Policy and Programs (LPP), commencing November 2023. A dynamic leader with excellent communication, organisational and collaboration skills is required.

This role is responsible for providing the Government with high level legal policy, regulatory and human rights advice across the spectrum of government business and ACT laws; the development and management of the law reform agenda and associated legislative program of the Directorate's Ministers. This role reports to the Executive Group Manager and involves direct supervision of senior directors.

Legislation, Policy, and Programs (LPP) executives lead work on a wide range of issues and tasks These could include, for instance: building on the ACT's strong anti-discrimination and human rights framework; developing reform of the law on personal or property crime or affecting access to justice; consulting with other justice agencies in developing innovative justice responses to the needs of victims of crime; and developing policy and programs related to: Aboriginal and Torres Strait Islander justice, restorative justice, regulatory licensing; policing services for the ACT; crime prevention and justice statistics.

LPP is currently composed of three branches:

the Justice Reform Branch, which includes the Restorative Justice Unit;

the Civil and Regulatory Law Branch; and

the Criminal and Royal Commission Law Reform Branch.

The successful applicant would lead the Criminal and Royal Commission Law Reform Branch. Collaborating with other agencies to further the ACT Government's law reform agenda is a critical part of the role.

The Executive Branch Manager will lead and manage (within budget) staff and be accountable for the development and implementation of ACT Policy on such diverse matters as human rights, criminal and public law, delivery of the justice system, discrimination, constitutional law and regulatory policy. The Executive Branch Manager is also responsible for managing the delivery of restorative justice and a range of crime prevention and justice programs.

All enquiries regarding this position should be directed to the Contact Officer.

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

Notes: This is a temporary position available from 1 November 2023 for up to 12 months.

How to Apply: Interested candidates are requested to submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Kelly Williams (02) 62070522 Kelly.williams@act.gov.au

### **Major Projects Canberra**

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

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

**Executive Branch Manager, Ministerial, Governance and Corporate Services  
Temporary Vacancy (ASAP until 15 September 2023 with the possibility of extension)**

**Major Projects Canberra**

**Project Development and Support**

**Ministerial, Governance and Corporate Support**

**Position: E1111**

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

**Circulated to: #ACTPS Senior Executive List, #ACTPS SOGAA**

**Circulation Date: 11/08/23**

Major Projects Canberra is seeking an experienced and motivated leader for the Ministerial, Governance and Corporate Support Branch up to 15 September 2023, with the possibility of extension.

This role works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project boards, Executives across the ACTPS and key government and non-government stakeholders.

The candidate will lead the branch and provide executive leadership across several corporate teams for Major Projects Canberra, and the development and delivery of agreed corporate governance strategies.

**Qualifications / Requirements**

- Qualifications in business administration, governance, human resources or related discipline would be highly regarded.

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

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

To apply: Interested applicants are invited to submit a one-page pitch, current curriculum vitae and two referees to Dee Chicco via MPC, Chief Projects Office [MPC.ChiefProjectsOffice@act.gov.au](mailto:MPC.ChiefProjectsOffice@act.gov.au) by COB Friday, 18 August 2023.

Contact Officer: Dee Chicco (02) 5124 9946 [MPC.ChiefProjectsOffice@act.gov.au](mailto:MPC.ChiefProjectsOffice@act.gov.au)

**Executive Branch Manager, Project Management Office**

**Temporary Vacancy (ASAP to 18 September 2023 with possibility of extension)**

**Major Projects Canberra**

**Project Development and Support**

**Position: E886**

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

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

**Date of circulation: 16/08/2023**

The position of the Executive Branch Manager, Project Management Office, leads and directs the work of the various teams delivering reporting systems, contracts, prequalification, work health and safety, and the establishment and be the ongoing custodian of a common MPC Project Delivery Framework (PDF) which defines the minimum requirements for project control activities.

The EBM, Project Management Office works collaboratively with the Project Directors of designated major projects, the Executive Group Manager of Infrastructure Delivery Partners, the Chief Projects Officer and MPC Executives to provide assurance and reporting on the infrastructure projects. The EBM provides executive leadership on project governance and reporting, project management, contract management, commercial matters, project controls including risk and issues management, change control management, master programming and other activities.

**Eligibility/Other Requirements:**

- The position requires a person with exceptional leadership, relationship management and strategic thinking skills.
- A proven record in project governance, contract and project controls management for the delivery of infrastructure projects is essential.
- Knowledge of the ACT Government or other State Government procurement and delivery processes would be highly regarded, along with experience of project delivery.
- Tertiary qualifications in Business Administration or Management, Contract Management, Project Management or a related discipline or equivalent experience would be an advantage.



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 \$258,855 - \$269,201 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$229,915.

To apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than one page addressing your suitability against the selection criteria, executive capabilities and the job specific criteria, a current curriculum vitae, contact details of two referees and copies of relevant qualifications to Amaranth King via email, [amaranth.king@act.gov.au](mailto:amaranth.king@act.gov.au) by COB Wednesday, 23 August 2023.

Contact Officer: Amaranth King 0434 890 440 [amaranth.king@act.gov.au](mailto:amaranth.king@act.gov.au)

## **Theatre Project**

### **Senior Manager**

#### **Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 52398)**

Gazetted: 16 August 2023

Closing Date: 6 September 2023

Details: Are you our new Senior Manager for the Canberra Theatre Redevelopment Project?

Major Projects Canberra is responsible for leading the design development and delivery for the Redevelopment of the new Canberra Theatre Centre. Lead by the Project Director, Canberra Theatre Redevelopment, the team will be responsible for the procurement, planning, stakeholder and community engagement, design development and construction of a new Canberra Theatre Centre as the fore-most Performing Arts Centre in the ACT.

As Senior Manager, you will:

Provide leadership to a small team that includes infrastructure project managers in the delivery of design and planning of the Canberra Theatre Redevelopment project.

Oversee the team's application of a strong governance and project management framework to deliver the project in accordance with business standards and legislative requirements.

Provide sound, evidence-based advice and direction for the delivery of the project including the planning, procurement, tendering, due diligence, design development, construction, and post construction completion phases.

Have a strategic understanding and provide sound advice in relation to cross city infrastructure project interfaces and coordination.

Under broad direction, engage effectively to liaise and negotiate within Major Projects Canberra and with cross government agencies, key stakeholders, consultants and contractors, and the community to deliver the project in line with government objectives.

The Position Description provides more details on this exciting opportunity.

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

Eligibility/Other requirements:

Mandatory:

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

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

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

Project Management – either:

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 Practising Project Director (CPPD) or Certified Practising 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

Desirable

Specific expertise in urban renewal and urban design project delivery is highly desirable.

Experience in completing complex multi-disciplinary public infrastructure projects.

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

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated project delivery team, please submit no more than three pages addressing your suitability against the criteria listed in the Professional/Technical Capabilities (Skills and Knowledge) and Behavioural Capabilities, a current curriculum vitae and contact details of two referees.

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: Stephanie Donnelly (02) 6207 5780 Stephanie.Donnelly@act.gov.au

### **Office of the Legislative Assembly**

#### **Parliamentary Support Branch**

#### **Publishing and Web Support Officer**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 232)**

Gazetted: 15 August 2023

#### **Closing Date: 29 August 2023**

Details: Are you an admin whiz with a keen eye for detail?

The Office of the Legislative Assembly is an impartial statutory agency which provides procedural and administrative advice and support to the Assembly and its committees. It is headed by the Clerk of the Assembly and is governed by the *Legislative Assembly (Office of the Legislative Assembly) Act 2012*.

Hansard is the official written record of what is said in the Legislative Assembly and the Hansard team are extremely proud of our work ensuring that the debates of the Assembly and the work of its committees are faithfully and accurately recorded and published so that the work of the Assembly is transparent to the public. We are looking for a web and publishing support officer to prepare Hansard and committee transcripts for hard copy publication and electronic publication on the Assembly website as well as to assist in the administration of the Hansard website and the preparation of web-related material to optimise the performance and content of the website. Candidates should have excellent attention-to-detail and word processing skills. The successful applicant will also undertake other administrative tasks.

Note: This is permanent part-time position, four days (29.4 hours) per week. The full-time salary noted above will be paid pro rata.

How to Apply: To apply please submit a brief written response to the criteria in the 'What we are looking for' section in the Position Description including specific examples, along with your curriculum vitae and the names and contact details of two referees (preferably including a current supervisor).

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

Contact Officer: Madeleine Luther 6205 0107 madeleine.luther@parliament.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](mailto:jobs@act.gov.au)**

#### **Suburban Land Agency**

#### **Finance, Digital Solutions and Valuations**

#### **Digital Solutions**

### **Cyber Security Director**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60712)**

Gazetted: 14 August 2023

Closing Date: 28 August 2023

Details: The Digital Solutions team at SLA is looking to fill the role of Cyber Security Director. This is a newly established role for a period of two years and is intended to build greater cyber security resilience across the SLA. In this role you will work collaboratively and seek to strategically influence and promote an agency-wide approach to cyber security in step with directorate and whole of government direction.

The tasks of each role may be tailored to suit the applicant's skillsets, and individuals without strong technical software development knowledge, financial systems and/or Salesforce administration experience will be highly regarded.

SLA also values professional development so candidates without strong technical skills are also encouraged to apply.

The Digital Solutions team aims to be a centre of excellence and enthusiasm for digital transformation. We create technological efficiencies through:

Digital transformation and innovative solutions.

Modern projects, systems, policies and procedures.

Effective and efficient management of ICT assets.

Actively improving the SLA's cyber security capability and maturity.

We deliver:

Our digital transformation program.

Digital related advice, guidance, assistance and key business system support.

Under the broad direction of the Senior Director, the Cyber Security Director, Digital Solutions requires analytical and technical skills to develop effective solutions, and will be responsible for:

Managing and driving SLA's Cyber Security Capability Uplift Project and other Digital Transformation initiatives with recognised project management methodologies to achieve a quality outcome.

Working collaboratively with other ACT Government directorates to complement existing programs of work and policies to implement Digital Transformation and cyber security initiatives tailored to SLA.

Contribute to the team's ICT related advice including policy, administrative, technical (including ICT Security), or professional advice to business areas within the SLA.

In collaboration with stakeholders and subject matter experts, drive the implementation of an SLA Data Governance Framework and data asset stocktake to complement the broader ACT Government Data Strategy.

Developing data driven metrics for reporting and performance monitoring.

Working with the Senior Director to engage with, brief and provide strategic advice to SLA Executive, DDTS and directorates on Digital Transformation and cyber security related matters.

Other Digital Solutions and branch-related tasks as required.

Eligibility/Other Requirements: No mandatory requirements exist for this role however a background in, current experience or studying towards a cyber related discipline would be highly regarded. Please refer to the attached Position Description for further information regarding the professional and technical skills sought for these roles.

Note: This is a temporary position available immediately for two years. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants 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: Tim Kreukniet (02) 6205 1571 / 0411 266 552 [Tim.Kreukniet@act.gov.au](mailto:Tim.Kreukniet@act.gov.au)

### **Suburban Land Agency**

**Office of the Chief Executive**

**Executive Office**

**Diversity and Inclusion Coordinator**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57418)**

Gazetted: 10 August 2023

Closing Date: 24 August 2023

Details: The Diversity and Inclusion Co-ordinator is responsible for developing, coordinating, implementing, and supervising diversity and inclusion initiatives for Suburban Land Agency (SLA).

In line with SLA's broader Inclusion and Diversity Strategy, in this role you will be overseeing the facilitation of the Internship Program as well as the Career Unlock Program (CUP) Program, which is a broader community-based employment initiative offering internship opportunities to those who are likely to experience barriers in securing meaningful employment due to various personal reasons.

You will also provide support to other diversity and inclusion initiatives across the organisation, such as gender equality, Aboriginal and Torres Strait Islander inclusion, Disability inclusion, and LGBTIQ+ inclusion across the ACT Public service.

Information regarding the team:

SLA is a diverse, innovative, and professional team of people who come from a variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

SLA has a collaborative and high performing Executive Support team whose primary function is to ensure SLA's Executive are effectively supported, by managing competing priorities to support the delivery of SLA objectives and meet stakeholder expectations.

Key roles and responsibilities of the role:

The Diversity and Inclusion Co-ordinator, under the limited direction of the Senior Director, Executive Support, will carry out the following key duties and responsibilities of the position.

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

How to Apply: Applicants should submit a 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: Katherine Macpherson (02) 6207 9497 Katherine.Macpherson@act.gov.au

### **Transport Canberra and City Services**

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

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

#### **Chief Operating Officer**

#### **Safety and Wellbeing**

#### **Safety and Wellbeing**

#### **Assistant Director, Safety and Wellbeing**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 36340)**

Gazetted: 16 August 2023

Closing Date: 23 August 2023

Details: Are you a leader in workplace health and safety and looking for a new challenge with a diverse workplace that delivers a range of services for the ACT community?

We are seeking an Assistant Director Work Health and Safety (WHS) to drive the implementation and continuous improvement of TCCS's WHS systems and practice. You will support TCCS to ensure safety compliance and provide expert advice to implement best-practice procedures through proactive, collaborative, and strategic approaches to WHS. You will be part of the Transport Canberra and City Services (TCCS) Safety and Wellbeing Branch and be responsible for the delivery of specialist health and safety advice and practice to the Directorate.

We are looking for someone who has excellent WHS knowledge and experience implementing WHS in large organisations, can work independently and to deadlines when required, and with the skills to work with our experienced and diverse workforce. You will also need to be flexible, a self-starter and have excellent interpersonal skills as being successful in this role will require you to be ready to work in the field and in a corporate setting designing and implementing safety initiatives.

If this sounds like a challenge you are interested in, we want to hear from you.

Eligibility/Other requirements:

Driver's licence C-class is essential.

Minimum Certificate IV in Workplace Health and Safety is highly desirable.

A Certificate IV in Training and Assessment (TAE) is desirable.

Qualifications and/or experience in WHS auditing is desirable.

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

How to Apply: Please submit a written application addressing the selection criteria (no more than two pages), 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: Alice Harvey (02) 6205 0497 Alice.Harvey@act.gov.au

### **Chief Operating Officer**

#### **Governance and Ministerial Services**

#### **Ministerial Services Unit**

#### **Ministerial Liaison and Assembly Liaison Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 14104, several)**

Gazetted: 15 August 2023

Closing Date: 22 August 2023

Details: The Transport Canberra and City Services (TCCS) Ministerial Services Unit are looking to fill two temporary positions within the team.

We are seeking applications from highly motivated team players to fill the roles of Ministerial Liaison Officer (MLO) and Assembly Liaison Officer (ALO). Both positions are embedded in the Ministerial Services Unit (MSU). The MSU team provides a range of whole of Directorate support services and functions and brings together core internal services such as Ministerial, Assembly and Cabinet services. The team delivers services to a range of stakeholders including the Minister's Office, Executives, TCCS staff and the community.

The ideal candidates will possess an ability to multitask in a dynamic fast paced environment while supporting their teammates and delivering with a high attention to detail and timeliness.

Note: These are temporary positions available immediately for 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 review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and a two page response to the Selection Criteria setting out why you are the best person for the role.

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

Contact Officer: Sheldon Fenning (02) 6207 9409 Sheldon.Fenning@act.gov.au

### **City Services**

#### **ROADS ACT**

#### **Road and Path Network**

#### **Asset Inspector**

#### **Infrastructure Officer 1 \$75,792 - \$89,551, Canberra (PN: 26334)**

Gazetted: 14 August 2023

Closing Date: 15 September 2023

Details: This position will coordinate the planning and delivery of a range of infrastructure maintenance projects.

This position will have accountability for administration, productivity and efficiency, quality standards, Work Health Safety, and environmental requirements for the assigned maintenance projects.

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:

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Driver's licence (C-Class) is essential.

Implement traffic control plans (desirable or an ability to gain within three months of engagement)

General Construction Induction/White Card (desirable or an ability to gain within three months of engagement)

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

Confined space training (desirable or an ability to gain within three months of engagement)

This position requires a pre-employment medical.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, workplace 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 supporting statement outlining experience and/or ability addressing selection criteria (What you Require Section) of the Position Description attached. Please include contact details of two referees and a current curriculum vitae.

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

Contact Officer: Luke Halgren 0468 563 306 [luke.halgren@act.gov.au](mailto:luke.halgren@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.

## **Business Services**

### **Libraries ACT**

#### **Library Services Officer**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 62554, several)**

Gazetted: 10 August 2023

Closing Date: 24 August 2023

Details: Once upon a time, Libraries were a place for quiet reflection, reading, studious research and silence. Oh, how times have changed.

The Libraries ACT branches are a growing, vibrant community service, encouraging storytelling, learning and fun. Now, your local library is a gateway to the wider world where you can find and share stories, spend time with your community, learn digital skills and meet new people. Did you know we have dogs that listen to you read?? We are looking for new characters to add to the Libraries ACT story. Our Library Service Officers provide exceptional customer service to the community, value diversity and safety, and love to share stories. If this sounds like you, we would love to learn more about how you could add to our story!

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

Eligibility/ Other requirements

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

This position is required to work evening and weekend shifts as part of a roster.

Notes: This is a temporary position available immediately until 30 June 2024 with the possibility of permanency.

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

How to apply: Tell us your best customer service story. We want to know, in 750 words or less, how your skills and experience meet the requirements of this role (page 3 of the position description) and why you are the best person to work with Libraries ACT.

Stories should be accompanied by a curriculum vitae and the details of two referees.

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

Contact Officer: Anna Malone (02) 6207 5159 [Anna.Malone@act.gov.au](mailto:Anna.Malone@act.gov.au)

## **Transport Canberra and Business Services**

### **Territory and Business Services**

#### **Domestic Animal Services**

#### **Manager, Business Support - Domestic Animal Services**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 39545)**

Gazetted: 10 August 2023

Closing Date: 17 August 2023

Details: Domestic Animal Services administers a broad range of legislation focused on regulatory and compliance issues dealing with matters relating to public and animal safety, registration of animals, patrolling, care of animals and promotion of responsible pet ownership.

The Manager Business Support leads the administrative and business support functions of Domestic Animal Services. Within this multi-faceted position, they work individually, and with their team, to deliver excellent customer service, including:

Customer support and relations, including providing advice to the Ministers Office and being the escalation point for customer compliments, complaints or feedback.

Pet registrations, licensing and permits.

Purchasing, invoicing, procurement, and contract management.

Organisational governance, including policies, procedures, templates, and training.

Risk management, including security and emergency preparedness.

Asset management, including fleet vehicles, plant and equipment, and portable and attractive items.

The Manager Business Support motivates and positively influence team and individual outcomes, providing ongoing support and guidance to foster an environment of continuous learning. They have a strong attention to detail, a values-based leadership style, and a proven ability to draw on the right skills and the right time to align team performance and develop capacity to achieve organisational objectives.

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

Notes: This is a temporary position available immediately for three months with possibility of extension up to 12 months.

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

Selection may be based on application and referee reports only.

How to apply: Applicants must supply a response to each selection criteria in the 'What You Require' section of no more than 350 words each. Applicants must also supply a current curriculum vitae and details of at least two referees.

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

Contact Officer: Chris Mooney (02) 6205 0080 [Chris.Mooney@act.gov.au](mailto:Chris.Mooney@act.gov.au)

## **Worksafe ACT**

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

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

### **Worksafe**

#### **Inspectorate**

##### **Inspector**

##### **Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509, Canberra (PN: 53802, several)**

Gazetted: 16 August 2023

Closing Date: 30 August 2023

Details: Do you want to work with clever, innovative, and highly motivated people in a dynamic environment?

Have you always been interested in expanding your work health and safety career but not sure what your options are? Imagine where your career as a WorkSafe ACT Inspector could take you.

WorkSafe ACT is growing our inspector team and we are looking for passionate, committed individuals who are ready to play a key role in making sure that all workers, in all workplaces are healthy and safe.

We have several permanent inspector positions available as part of our current recruitment campaign. The Inspectorate is responsible for providing compliance and enforcement services across workplaces in the ACT and Jervis Bay Territory.

So....why choose us?

Here at WorkSafe ACT we are proud of the work we do. We are committed to improving the physical and psychosocial health and safety of Territory workers. In this role you'll receive excellent training and will have access to range of great benefits such as generous leave entitlements and health and wellbeing initiatives.

Depending on your skills, background and experience, you could find yourself working in one of the following areas:

Construction  
Civil Construction  
General (retail, hospitality, education sectors etc)  
Psychosocial  
Labour Hire Licensing  
Workers' Compensation  
Investigations, and  
Occupational Hygiene

We achieve our objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation activities. We are responsible for monitoring and enforcing compliance by duty holders in accordance with the WHS Act and Regulation and associated legislation for Dangerous Substances, workers' compensation and Labour Hire Licensing. More information can be found on the WorkSafe ACT website: <https://www.worksafe.act.gov.au>

If you want to be part of something bigger and are committed to improving health and safety outcomes, please consider submitting an application. You could be the new WorkSafe ACT inspector we are looking for! Have any questions about the role? Please reach out to the contact officer and who would be happy to answer any questions you may have.

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

How to Apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two (2) pages demonstrating your skills and experience relevant to the selection criteria listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples to demonstrate your experience. Please ensure you meet the 'Essential Requirements' of the role as detailed in the position description.

Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

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

Contact Officer: Andrew Craig (02) 6207 5415 [Andrew.Craig@worksafe.act.gov.au](mailto:Andrew.Craig@worksafe.act.gov.au)

## **Worksafe**

### **Finance**

#### **Assistant Director**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 47096)**

Gazetted: 10 August 2023

Closing Date: 24 August 2023

**Details:** The Finance Team at the Office of the Work Health and Safety Commissioner is seeking a motivated and well organised individual who can work independently and as a team member to effectively perform the role and functions of the Assistant Director. The position will be required to manage various financial functions of the organisation including financial reporting, budgeting financial analysis and technical accounting support. The successful applicant will have excellent communication skills, a strong background in accounting and finance management, sound understanding of financial systems, and the ability to manage and complete multiple tasks in timely manner in collaboration with various stakeholders.

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

Eligibility/Other requirements:

Tertiary qualifications in Accounting/Finance or similar discipline are highly desirable.

CAANZ, CPA Australia or other accounting body membership or substantial completion of required coursework is highly desirable.

Working knowledge of the Oracle, APAIS and TM1 systems is desirable.

Notes: This is a permanent position available immediately. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on written applications and referee reports only.



How to Apply: Please submit a two-page written response addressing each of the selection criteria in the Position Description, and a current curriculum vitae with the names and contact details of two referees (one should be your current Supervisor/Manager). Please ensure you submit both items.

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

Contact Officer: Crystal Wang (02) 6207 8524 Crystal.Wang@worksafe.act.gov.au

## APPOINTMENTS

### ACT Health

**Senior Officer Grade C \$114,928 - \$123,710**

Jessica Choy, Section 68(1), 10 August 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Samantha Krsteska, Section 68(1), 14 August 2023

### Canberra Health Services

**Registered Nurse Level 1 \$72,698 - \$97,112**

Pabitra Bartaula, Section 68(1), 11 August 2023

**Administrative Services Officer Class 2 \$60,620 - \$66,939**

Bronwyn Blake, Section 68(1), 17 August 2023

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

Shing Lok Cheng, Section 68(1), 10 August 2023

**Administrative Services Officer Class 2 \$60,620 - \$66,939**

Jessica Hearne, Section 68(1), 3 August 2023

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Krystiana Hewat, Section 68(1), 15 August 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Prabhdeep Kaur, Section 68(1), 7 August 2023

**Health Service Officer Level 4 \$57,149 - \$59,336**

Blagoja Krstevski, Section 68(1), 17 August 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Piper Michie, Section 68(1), 14 August 2023

**Medical Imaging Level 2 \$70,679 - \$97,028**

Camille Mononey, Section 68(1), 14 August 2023

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

MARTHA MUNGARAY CHIHUAHUA, Section 68(1), 15 August 2023

### Chief Minister, Treasury and Economic Development

**Senior Officer Grade C \$114,928 - \$123,710**

Jodi English, Section 68(1), 14 August 2023

**Senior Officer Grade A \$157,201**

Justin Gardiner, Section 68(1), 17 August 2023

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Mijung Kim, Section 68(1), 17 August 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Clara Le Leu, Section 68(1), 28 July 2023

**Senior Information Technology Officer Grade B \$135,355 - \$152,377**

Daniel Londero, Section 68(1), 17 August 2023

**Senior Officer Grade C \$114,928 - \$123,710**

Yitong Zhong, Section 68(1), 14 August 2023

**Community Services**

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Giovanna Celestino, Section 68(1), 14 August 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Kevin Gallant, Section 68(1), 7 August 2023

**Child and Youth Protection Professional Level 1 \$73,505 - \$92,131**

Dixie Hunter, Section 68(1), 15 August 2023

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Yuhan Liu, Section 68(1), 15 August 2023

**Education**

**School Assistant 3 \$58,404 - \$62,857**

Kian Grainger, Section 68(1), 10 August 2023

**School Assistant 3 \$58,404 - \$62,857**

Sebastian Roberts, Section 68(1), 3 August 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Andrew Ryan, Section 68(1), 9 August 2023

**Classroom Teacher \$76,575 - \$114,624**

Sonali Kansal, 88755984, Section 68(1), 10 September 2023

**Classroom Teacher \$76,575 - \$114,624**

Meg Fuller, 87899142, Section 68(1), 14 August 2023

**Classroom Teacher \$76,575 - \$114,624**

James West, 87897059, Section 68(1), 14 August 2023

**Classroom Teacher \$76,575 - \$114,624**

Catherine Bui, 88314206, Section 68(1), 10 August 2023

**Classroom Teacher \$76,575 - \$114,624**

Sheik Akhtar, 88755941, Section 68(1), 28 August 2023

**Classroom Teacher \$76,575 - \$114,624**

Anthea Van Leent, 88321879, Section 68(1), 23 January 2024

**Classroom Teacher \$76,575 - \$114,624**

Nicholas Das Neves, 87894763, Section 68(1), 14 August 2023

**Justice and Community Safety**

**Senior Officer Grade A \$157,201**

Sean Costello, Section 68(1), 17 August 2023

**Government Solicitor 1 \$80,822 - \$121,026**

James Harris, Section 68(1), 10 August 2023

**Government Solicitor 1 \$80,822 - \$121,026**

Carl Mossop, Section 68(1), 10 August 2023

**Major Projects Canberra**

**Senior Professional Officer Grade C \$114,928 - \$123,710**

Matthew McCann, Section 68(1), 17 August 2023

**Transport Canberra and City Services**

**Senior Officer Grade C \$114,928 - \$123,710**

Joanne Hinds, Section 68(1), 17 August 2023

**Senior Officer Grade C \$114,928 - \$123,710**

Bridget Kirby, Section 68(1), 9 August 2023

**Capital Linen Service Band 1 \$53,279 - \$55,345**

Ash Neeland, Section 68(1), 17 August 2023

**TRANSFERS**

**Canberra Health Services**

**Alarna Jean Moscaritolo**

From: Senior Officer Grade C \$114,928

Canberra Health Services

To: Senior Officer Grade C \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 29422) (Gazetted 1 June 2023)

**Chief Minister, Treasury and Economic Development**

**Heather Cross**

From: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services

To: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 62594) (Gazetted 22 May 2023)

**Antonia Harmer**

From: Senior Officer Grade B \$152,377

Environment, Planning and Sustainable Development

To: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 60687) (Gazetted 17 January 2023)

**Ali Hayat**

From: Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Worksafe ACT

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 33914) (Gazetted 16 September 2022)

**Education**

**Sally Eveille**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN. 61678) (Gazetted 4 June 2023)

**Elizabeth Green**

From: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services

To: Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 09446) (Gazetted 14 April 2023)

**Sumana Sen**

From: Senior Officer Grade C \$114,928 - \$123,710

Education

To: Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 61492) (Gazetted 11 May 2023)

**Environment, Planning and Sustainable Development**

**Clinton Cashen**

From: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development

To: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 11315) (Gazetted 13 June 2023)

**PROMOTIONS**

**ACT Health**

**Population Health Division**

**Programs and Promotions Branch**

**Health Promotion and Grants**

**Louise Brown**

From: Registered Midwife Level 1 \$72,698 - \$97,112

Canberra Health Services

To: †Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health, Canberra (PN. 52599) (Gazetted 8 June 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Clinical Services**

**Medicine**

**Alexandra Bowman Raath**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services  
To: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Canberra Health Services, Canberra (PN. 23318) (Gazetted 6 July 2023)

**Clinical Services**

**Women, Youth and Children**

**Emma Czajkowski**

From: Registered Nurse Level 2 \$100,957 - \$107,000  
Canberra Health Services  
To: †Registered Nurse Level 3.2 \$130,846  
Canberra Health Services, Canberra (PN. 54691) (Gazetted 7 June 2023)

**CHS Chief Executive Officer**

**CHS Allied Health**

**Lachlan Dahlenburg**

From: Health Professional Level 2 \$70,679 - \$97,028  
Canberra Health Services  
To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN. 23109) (Gazetted 21 June 2023)

**Clinical Services**

**Women Youth and Children**

**Ninu Davis**

From: Registered Nurse Level 1 \$72,698 - \$97,112  
Canberra Health Services  
To: Registered Nurse Level 2 \$100,957 - \$107,000  
Canberra Health Services, Canberra (PN. 12551) (Gazetted 13 January 2023)

**Clinical Services**

**Medicine**

**Tegan Denniss**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566  
Canberra Health Services  
To: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Canberra Health Services, Canberra (PN. 18274) (Gazetted 6 July 2023)

**Allied Health**

**Allied Health Support**

**Misty-Jane Purdy**

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)  
Canberra Health Services  
To: †Health Professional Level 4 \$114,928 - \$123,710  
Canberra Health Services, Canberra (PN. 61454) (Gazetted 25 June 2023)

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

**Adult Community mental Health Services**

**Richard Quinn**

From: Registered Nurse Level 2 \$100,957 - \$107,000  
Canberra Health Services  
To: †Registered Nurse Level 3.1 \$115,743 - \$120,506  
Canberra Health Services, Canberra (PN. 40844) (Gazetted )

**Clinical Services**

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

**Lauren Rissanen**

From: Health Professional Level 2 \$70,679 - \$97,028  
Canberra Health Services

To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN. 29234) (Gazetted 2 June 2023)

**Clinical Services**

**Cancer and Ambulatory Services**

**Louise Smith**

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 44429) (Gazetted 19 April 2023)

**Clinical Services**

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

**Tarkan Tez**

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 27384) (Gazetted 14 July 2023)

**Canberra Institute of Technology**

**Industry Engagement and Strategic Relations**

**CIT Industry Engagement**

**CIT Training Initiatives**

**Yunfang Qiu**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Institute of Technology

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Institute of Technology, Canberra (PN. 55752) (Gazetted 3 July 2023)

**Chief Minister, Treasury and Economic Development**

**Access Canberra**

**Service Delivery and Engagement**

**Access Canberra Contact Centre**

**Michael Adams**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 14636) (Gazetted 14 April 2023)

**Access Canberra**

**Constructions, Utilities and Environmental Protection Brand**

**Construction, Planning and Compliance**

**Douglas Farr**

From Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$114,928 - \$123,710 (PN 60565) (Gazetted 9/01/2023)

**Digital, Data and Technology Solutions**

**Customer Engagement Services Branch**

**Service Management**

**Stephen Boulton**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Chief Minister, Treasury and Economic Development  
To: Information Technology Officer Class 2 \$91,315 - \$104,509  
Chief Minister, Treasury and Economic Development, Canberra (PN. 42699) (Gazetted 15 December 2022)

**Comms and Engagement**

**Content, Government and Protocol**

**Digital Communications**

**Raymond Walsh**

From: Senior Officer Grade A \$157,201

ACT Health

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. P35241) (Gazetted 17 August 2023)

Direct Promotion under S20 Public Sector Management Standards

**City Renewal Authority**

**There were no promotions this week for City Renewal Authority**

**Community Services**

**Children, Youth and Families**

**Youth Justice**

**Bimberi Youth Justice Centre**

**Calum Matheson**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 02344) (Gazetted 23 June 2023)

**Education**

**Service Design and Delivery**

**Student Engagement**

**Clinical Practice**

**Kara Duffy**

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

Education

To: †Health Professional Level 4 \$114,928 - \$123,710

Education, Canberra (PN. 31019) (Gazetted 9 June 2023)

**School Improvement and Performance**

**South and Weston Network**

**Red Hill Primary School**

**Maree McAlinden**

From: School Assistant 2 \$51,548 - \$56,919

Education

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education, Canberra (PN. 59433) (Gazetted 9 November 2022)

**Business Services Group**

**Communications and Engagement**

**Alexandra Nelson**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services



To: †Senior Officer Grade C \$114,928 - \$123,710  
Education, Canberra (PN. 17860) (Gazetted 6 July 2023)

**School Improvement**

**Jessica Smith**

From: Classroom Teacher \$76,575 - \$114,624  
Education

To: †School Leader C \$132,293  
Education, Canberra (PN. 32624) (Gazetted 3 May 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Service Design and Delivery**

**Digital Strategy, Services and Transformation**

**Records Management**

**Kathleen Brooks**

From: Administrative Services Office Class 3 \$68,685 - \$73,920  
Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566  
Education, Canberra (PN. 00188) (Gazetted 3 April 2023)

**Environment, Planning and Sustainable Development**

**Planning and Urban Policy**

**Planning, Land and Building Policy**

**Major Projects - City**

**Cara Doherty**

From: Senior Officer Grade C \$114,928 - \$123,710  
Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$135,355 - \$152,377  
Environment, Planning and Sustainable Development, Canberra (PN. 19179) (Gazetted 28 July 2023)

**Climate Change and Energy**

**Climate Change and Energy Policy**

**Energy Policy**

**Matthew Keighley**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509  
Environment, Planning and Sustainable Development, Canberra (PN. 50587) (Gazetted 28 July 2022)

**Justice and Community Safety**

**Emergency Service Agency**

**ACT Ambulance Service**

**Emergency Operations**

**Liam Carey**

From: Graduate Paramedic Intern \$76,422 plus penalties  
Justice and Community Safety

To: †Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties  
Justice and Community Safety, Canberra (PN. 07624) (Gazetted 1 January 2023)

**Emergency Service Agency**

**ACT Ambulance Service**

**Emergency Operations**

**Brooke Cooper**

From: Graduate Paramedic Intern \$76,422 plus penalties  
Justice and Community Safety  
To: †Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties  
Justice and Community Safety, Canberra (PN. 07620) (Gazetted 1 January 2023)

**Emergency Service Agency**

**ACT Ambulance Service**

**Emergency Operations**

**Ryan De Kieft**

From: Graduate Paramedic Intern \$76,422 plus penalties  
Justice and Community Safety  
To: †Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties  
Justice and Community Safety, Canberra (PN. 09289) (Gazetted 1 January 2023)

**Emergency Service Agency**

**ACT Ambulance Service**

**Emergency Operations**

**Lester Kimber**

From: Graduate Paramedic Intern \$76,422 plus penalties  
Justice and Community Safety  
To: †Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties  
Justice and Community Safety, Canberra (PN. 09957) (Gazetted 1 January 2023)

**ACT Corrective Services**

**Offender Reintegration**

**Offender Reintegration**

**Elisabetta Marin**

From: Senior Officer Grade C \$114,928 - \$123,710  
Justice and Community Safety  
To: †Senior Officer Grade B \$135,355 - \$152,377  
Justice and Community Safety, Canberra (PN. 36319) (Gazetted 20 March 2023)

**Emergency Service Agency**

**ACT Ambulance Service**

**Emergency Operations**

**Lara Mustaine**

From: Graduate Paramedic Intern \$76,422 plus penalties  
Justice and Community Safety  
To: †Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties  
Justice and Community Safety, Canberra (PN. 25083) (Gazetted 1 January 2023)

**Emergency Service Agency**

**ACT Ambulance Service**

**Emergency Operations**

**Anna Pham**

From: Graduate Paramedic Intern \$76,422 plus penalties  
Justice and Community Safety  
To: †Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties  
Justice and Community Safety, Canberra (PN. 26293) (Gazetted 1 January 2023)

**Emergency Service Agency**

**ACT Ambulance Service**

**Emergency Operations**

**Liam Sproule**

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: †Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 33304) (Gazetted 1 January 2023)

**ACT Courts and Tribunal**

**Corporate Services and Strategy**

**Finance**

**Leanne Thomas**

From: Senior Officer Grade B \$135,355 - \$152,377

Justice and Community Safety

To: †Senior Officer Grade A \$157,201

Justice and Community Safety, Canberra (PN. 43696) (Gazetted 28 June 2023)

**Major Projects Canberra**

**Office Chief Projects Officer**

**Jamie Isaacson**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Health

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Major Projects Canberra, Canberra (PN. 45255) (Gazetted 27 June 2023)

**Transport Canberra and City Services**

**City Services**

**ACT NoWaste**

**Margaret Kitchin**

From: Senior Officer Grade B \$135,355 - \$152,377

Transport Canberra and City Services

To: †Infrastructure Manager/Specialist 3 \$200,140

Transport Canberra and City Services, Canberra (PN. 50150) (Gazetted 26 June 2023)

**Transport Canberra and City Services**

**Planning and Delivery**

**Customer Experience Delivery Team**

**Leoni Marshall**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. A20255) (Gazetted 1 June 2023)

**Transport Canberra and Business Services**

**Bus Operations**

**Heidi Stephenson**

From: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services

To: †Senior Officer Grade A \$157,201

Transport Canberra and City Services, Canberra (PN. 62003) (Gazetted 11 July 2023)