

# ACT Government Gazette

# Gazetted Notices for the week beginning 04 April 2024

## VACANCIES

### ACT Health

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

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

**Executive Group Manager, Health System Innovation and Performance**

**Temporary Vacancy (29 April 2024 for 6-8 weeks with the possibility of extension)**

**ACT Health Directorate**

**Health System Innovation and Performance**

**Position: E1018**

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

Date circulated: 8 April 2024

Circulated to: ACTPS Senior Executive List

Reporting to the Deputy Director-General, Policy and Transformation, this role will drive the development, communications and implementation of sustainable strategic initiatives. The position is a critical leadership role within ACT Health, is integral to planning and delivering an ACT wide health service delivery model and will require strong working relationships with all ACT Health Executives.

The Health System Innovation and Performance (HSIP) division is focused on designing and facilitating delivery of an integrated and holistic health service system that meets community needs. This involves:

•Strategic health services planning

•Coordination of the project to commission health services in the community

•Project support and management for identified territory-wide projects

•Management of the majority of the directorate’s contracts with non-government organisations (NGOs) engaged in the health system.

HSIP supports the administration of the ACT Local Hospital Network (LHN) and management of contracts with LHN providers:

•between the ACT and Tresillian Family Care Centres for the delivery of services through the Queen Elizabeth II Family Centre;

•design and implementation of Activity Based Funding for hospital services to inform future hospital services commissioning;

•design and monitoring against a provider performance and accountability framework.

HSIP also supports the ACT Health System Council and manages the operations of the Ngunnawal Bush Healing Farm (NBHF).

ACTHD will consider flexible working conditions.

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

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: Interested candidates are requested to submit a one-page EOI outlining relevant skills and experience against the executive capabilities, as well as a current curriculum vitae and the name and contact details of two referees to Robyn Hudson via email, [Robyn.hudson@act.gov.au](mailto:Robyn.hudson@act.gov.au) by COB Monday 15 April 2024.

Contact Officer: Robyn Hudson +61 (02) 512 47976 [Robyn.hudson@act.gov.au](mailto:Robyn.hudson@act.gov.au)

**Digital Solution Division**

**Technology Operations**

**Critical Systems and Infrastructure Hub**

**Senior Technical Project Manager**

**Senior Information Technology Officer Grade B $140,226 - $157,418, Canberra (PN: 48280)**

Gazetted: 10 April 2024

Closing Date: 24 April 2024

Details: Are you an ICT Professional with extensive Project Management experience that’s up for a challenge? Do you have a high level of technical knowledge and experience in ICT ?

Do you want to work with a team responsible for building and maintaining ACT Health’s and Canberra Health Service’s critical systems and ICT infrastructure?

Are you committed to developing your existing skills and experience and apply them in an ever changing and challenging environment and help make a difference supporting staff and the community?

The Digital Solutions Division within ACT Health Directorate (ACTHD) is looking to hire suitably qualified and energetic individuals to help us deliver and support ICT infrastructure and critical systems. You will manage the technical design review, planning, installation, and operational commissioning of all things ICT for new and existing facilities of the ACTHD and Canberra Health Services (CHS).

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACTHD and CHS. Apply to work with us to a enable exemplary person-centred care through digital innovation.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management, and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. 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 including Digital, Data and Technology Solutions (DDTS).

Development, implementation and maintenance of technology policies and procedures Information management and information security.

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: Highly desirable

Recognised Tertiary qualifications (or equivalent) in Project Management.

Previous experience managing and delivering ICT infrastructure projects within a healthcare environment

Previous experience in lifecycle management and support of ICT infrastructure and critical systems including implementation review of technical solutions and integrations.

Previous experience in ICT Operational Commissioning and Go Live activities associated with new and refurbished healthcare facilities.

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

How to Apply: Please submit a 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 which is your current manager.

*Applications should be submitted via the apply now button.*

Contact Officer: Grant Clark (02) 5124 9028 Grant.Clark@act.gov.au

**Office of Deputy Director-General Policy and Transformation**

**Office of Deputy Director-General Policy and Transformation**

**Director, Policy and Transformation**

**Senior Officer Grade B $140,226 - $157,418, Canberra (PN: 22982)**

Gazetted: 10 April 2024

Closing Date: 24 April 2024

Details: The Office of the Deputy Director-General, Policy and Transformation team is looking for a talented, dedicated and highly motivated person to shape health across the Territory.

You will work with a team to deliver policy, advice and business cases for a range of health and social policy initiatives. You will be required to develop or support the development of complex briefings and advice to Government. You will be required to represent the ACT Health Directorate at a range of forums.

We are looking for a positive person to be part of the Business Management Unit to support the Office of the Deputy Director-General, Policy and Transformation.

This is a unique and exciting opportunity to make a lasting contribution to the community of Canberra.

Who should apply:

People with relevant professional or technical qualifications or experience

Creative thinkers and proactive problem solvers who can anticipate risks and craft innovative solutions.

Team players with a positive mindset.

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

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

Notes: This is a temporary position available immediately until 3 January 2025. 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, which could include part time employment. Part-time hours will be considered for this position and the above full-time salary will be pro-rata.

How to Apply: Please submit

Your curriculum vitae;

A two-page response to the ‘Professional / Technical Skills and Knowledge’, and ‘Behavioural Capabilities’ included in the Position Description; and

The names and contact details of two referees.

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

Contact Officer: CatherineM McDonald (02) 5124 7266 CatherineM.McDonald@act.gov.au

**Digital Solutions Division**

**Application Support**

**Medication Systems Support**

**Analyst and Administrator (Pharmacy)**

**Pharmacist Level 4 $121,747 - $131,067, Canberra (PN: 60749)**

Gazetted: 08 April 2024

Closing Date: 29 April 2024

Details: An opportunity exists for a qualified pharmacist to work as an Analyst and Administrator (Pharmacy) within a dynamic team to provide medications systems support for the Digital Health Record and ancillary medication systems.

We are looking for a detail-oriented and enthusiastic person who is keen to provide quality medication system support for our medication systems including the Digital Health Record, pharmacy information system, smart infusion pumps and automated dispense cabinets. The role of Analyst and Administrator (Pharmacy) within the Medication Systems Hub will be fast-paced and challenging, but you will be contributing to the quality support of the ACT Health medication systems and the transformational change currently being undertaken.

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

Note: This is a temporary position available 29 April to 25 April 2025.

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 which is your current manager.

*Applications should be submitted via the Apply Now Button*

Contact Officer: Aimee Solomon 02 5124 9315 Aimee.Solomon@act.gov.au

**Policy and Transformation**

**Office of Professional Leadership and Education**

**Office of the Chief Nursing and Midwifery Officer / Clinical Placement Office**

**Project Officer Nursing and/or Midwifery**

**Registered Nurse Level 2/Registered Midwife Level 2 $100,957 - $107,000, Canberra (PN: 61468)**

Gazetted: 04 April 2024

Closing Date: 18 April 2024

Details: Are you a skilled and experienced nurse and/or midwife, passionate about your profession/s, and deeply committed to promoting safe and supportive workplaces? If so, we have the job for you!

You will be part of a small but passionate team who are working to implement the *Nurses and Midwives: Towards a Safer Culture (NM TASC) ‘The Next Steps’ Strategy* across ACT public health system.

You will be given the opportunity to use your develop project management skills including facilitation, implementation, monitoring, evaluation and reporting, as well as in-depth knowledge of the clinical environment to provide industry advice and leadership to the ACT Health Directorate, Canberra Health Services and across the Territory. You will require unit level engagement by supporting staff, facilitating education preparation, co-ordinating workflow processes and monitoring and evaluating the quality of output of work delivered. The position will report directly to the Assistant Director of Nursing and/or Midwifery, Towards a Safer Culture Project.

In the Office of the Chief Nursing and Midwifery Officer, (OCNMO) we are busy creating a better working environment for nurses and midwives. We do this through stakeholder collaboration, by being “problem solvers”, and by sharing with and caring for our colleagues. It’s important to us that you support our team culture, not only in the NM TASC project but across the whole OCNMO.

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:

Have a minimum of three years’ experience in a chosen clinical nursing or midwifery setting.

Hold and maintain AHPRA registration as a nurse and/or midwife.

A post graduate tertiary qualification in nursing, midwifery, management or project management is highly desirable.

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

Note: This is a temporary position available immediately until 26 June 2026. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a two-page written pitch addressing why you believe you are the ideal nurse and/or midwife for the position - you may wish to include the Capabilities listed under ‘What You Require’ in the Position Description.

Please also submit a current curriculum vitae and contact details of at least two referees, one of which is your current manager. Shortlisted candidates may be required to submit two written referee reports prior to interview.

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

Contact Officer: Sarah Stewart (02) 5124 8237 Sarah.M.Stewart@act.gov.au

**Digital Solutions Division**

**Technology Operations**

**Digital Solutions Support**

**Support Analyst**

**Administrative Services Officer Class 5 $89,114 - $94,120, Canberra (PN: 35295)**

Gazetted: 04 April 2024

Closing Date: 18 April 2024

Details: Support Analysts are part of a dynamic team providing ICT level 1 support services across the ACT

public health system for over 200 ICT systems.

The role is required to also undertake help desk activity and provide support outside of usual

business hours through a roster arrangement utilizing shifts that can be scheduled at any time

seven days per week, 24 hours per day.

Provide pro-active and re-active first level technical support by phone, email, onsite

assistance, online chat and face-to-face for users of Health applications including level

one system administration and access management.

Manage user requests in accordance with agreed procedures.

Identify, troubleshoot and resolve issues with applications based on agreed procedures.

Assist with configuration, access control and data entry into enterprise applications.

Log incidents and gather information to enable troubleshooting and incident resolution in

a timely manner according to the Service Level Agreement.

Provide user advice and instructions to a varied and diverse client base via multiple

channels including onsite.

Respond virtually to security incidents and task security guards to attend security

incidents as required.

Act as a Fire Warden and First Aid Officer as required (training will be provided by ACT

Health)

Undertaking other duties appropriate to this level of classification that contribute to the

Directorate.

Eligibility/Other requirements: Desirable:

Qualifications in ITIL or experience working in an ITIL environment would be an advantage but not

essential.

Experience in the support and management of systems.

Knowledge of the clinical and or administrative systems currently used by ACT Health would be an

advantage but is not essential.

Mandatory:

This role requires you to obtain and maintain an Australian Government NV1 security clearance,

which will be sponsored by the ACT Health Directorate. In order 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.

The Support Analyst, Digital Solutions Support is required to wear an ACT Health uniform when

undertaking their duties as this position is a public-facing role.

Hold and maintain a current unrestricted Drivers Licence for passenger cars.

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.

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

Contact Officer: John Amsteins (02) 5124 5000 John.Amsteins@act.gov.au

**Policy and Transformation**

**OPLE**

**OCNMO**

**Project Manager**

**Senior Officer Grade A $162,291, Canberra (PN: 52887)**

Gazetted: 04 April 2024

Closing Date: 14 April 2024

Details: Ambitious, well-organised and project management 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 reports directly to the ACT Chief Nursing and Midwifery Officer and is responsible for the overall management of the Ratios Framework Project, including strategies, consultations, reporting, governance, compliance and leadership of the Ratios Implementation Team.

The primary responsibilities of this position are:

Provide strategic leadership of the Ratios Implementation Team to effectively implement, monitor and evaluate the Ratios Framework across ACT public health services.

Manage the Ratios Framework Project Plan.

Develop and implement communication, education, reporting and evaluation strategies in consultation with internal and external stakeholders relating to the Ratios Framework.

Provide expert nursing and midwifery workforce advice to the Chief Nursing and Midwifery Officer to achieve successful business outcomes and ensure the successful implementation of the Ratios Framework.

Manage the reporting, governance and compliance responsibilities of the Ratios Framework, including managing the “Lessons Learned Register” and authoring briefs and reports to and for ACT Government Ministers, ACT Health Directorate Executives and the Ratios Implementation Steering Committee.

Oversee the budget allocation and funding of the Ratios Framework implementation.

Develop business cases for funding, as required.

Support the Chief Nursing and Midwifery Officer at meetings related to the Ratios Framework implementation through the provision of high-level advice and as Secretariat.

In our Office we are busy creating a better working environment for nurses and midwives. We do this through stakeholder collaboration, by being “problem solvers”, by writing persuasive, high quality, and well-informed documents, and by sharing with and caring for our colleagues. It’s important to us that you support our team culture and contribute to maintaining our upbeat momentum.

The Chief Nursing and Midwifery Officer is responsible for the provision of professional and strategic leadership for the nursing and midwifery professionals within the ACT Health Directorate, Canberra Health Services and across the ACT.

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

Eligibility/ Other Requirements

Have a minimum of five years’ experience in a senior management or leadership position in a business, health or government context with experience in project management, change management business, health, legal and/or human resource management.

Hold a postgraduate tertiary qualification related to business, project or government management, nursing or midwifery.

Notes: This is a temporary position available immediately for one 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.

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 two-page written pitch about why you are the best person for this role. You may wish to address the capabilities listed under ‘What You Require’ in the Position Description along with a current curriculum vitae and contact details of at least two referees, one of which is your current manager.

Shortlisted candidates may be required to submit two written referee reports prior to interview.

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

Contact Officer: Sarah Stewart (02) 5124 8237 Sarah.M.Stewart@act.gov.au

**Digital solutions**

**Office of the Chief Information Officer**

**Records Management**

**Records Officer**

**Administrative Services Officer Class 4 $80,535 - $86,909, Canberra (PN: 48225, several)**

Gazetted: 04 April 2024

Closing Date: 18 April 2024

Details: Under the general direction of the Assistant Director Records Management, you will:

Undertake inventory and sentencing of paper records in accordance with the *Territory Records Act* *2002*

Update and maintain records by entering data into the Records Management systems accurately and in accordance with Records Management practices.

Undertake manual tasks associated with the mobilising, loading, transferring and storage of files

Undertake other duties as directed related to the disposal program and the activities of Records Management

Undertake other duties appropriate to this level of classification that contribute to the Directorate.

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

Eligibility/Other requirements:

A current unrestricted driver's license (ACT Government Class C or equivalent).

Ability to lift between 10-15kg.

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

This role requires you to obtain and maintain an Australian Government NV1 Security Clearance. To obtain this, 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 you have already commenced, your employment will be terminated.

Notes: This is a temporary position available immediately until 15 October 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. Selection may be based on application and referee reports only.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

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

Contact Officer: KellyM Brown (02) 5124 9624 KellyM.Brown@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**

**Senior Project Officer**

**Senior Officer Grade C $119,595 - $128,465 Canberra (PN: 63554 - 02GMB)**

Gazetted: 05 April 2024

Closing Date: 11 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

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.

Under limited direction from the Director - Policy, the Senior Project Officer will coordinate the translation of health information sheets into Easy English to improve accessibility and support the delivery of outcomes related to our organisation’s key commitments to improve care for people with disability, their families, and carers. This role will provide you with a unique opportunity to serve our community through directly improving the accessibility of health information for consumers.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Elizabeth Pratten (02) 5124 9852 [Elizabeth.Pratten@act.gov.au](mailto:Elizabeth.Pratten@act.gov.au)

**Social Worker**

**Health Professional Level 2/3 $70,679 - $105,180 (up to $110,398 on achieving a personal upgrade), Canberra (PN: 63627, Several - 02H3H)**

Gazetted: 05 April 2024

Closing Date: 18 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

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

While these positions are full-time, reduced hours may be considered.

About the Role:

We are inviting applications from suitably qualified Social Workers with more than one year of experience for a HP2 position and more than three years of experience for a HP3 position.

Our Social Work Department provides Social Work services across the Canberra Hospital, including critical care units, medical and surgical wards, and maternity and paediatrics. See position description for further job information.

We support qualified social workers of all levels embarking on a career move into hospital social work by providing skill development support from our Workforce Clinical Educator, supervision and access to funded professional development opportunities.

As the Canberra Hospital continues to expand, so does our Social Work Department. This growth has opened leadership and higher duties opportunities with mentoring support.

Financial relocation support (reimbursement) is available for Interstate and International candidates (permanent positions only).

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

**Sterilising Technician Entry Level-Sterlising Services**

**Health Service Officer Level 3 $59,421 - $61,238 (Retention Point CHS only $61,336 - $66,129), Canberra (PN: 33729-02H0X)**

Gazetted: 05 April 2024

Closing Date: 9 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

About the Role:

The Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations. The Sterilising Services section is embedded within this Division.

 Sterilising Services provides sterilising services to Canberra Hospital (CH), including the Gastroenterology and Hepatology Unit, North Canberra Hospital (NCH), and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising Reusable Medical Devices (RMDs). Sterilising Services provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

Sterilising Services is organised into the following functional areas:

Sterilising Services Unit at Mitchell, including management and Administration.

Sterilising Services Unit at CH.

Sterilising Unit at NCH.

Central Reprocessing Unit (CRU) at the Gastroenterology and Hepatology Unit at CH.

It is a requirement of this position that a Certificate 3 in Sterilising (HLT37015) must be obtained within two years of commencement of employment. Sterilising Services HSO positions are broad banded. Upon successful completion of this course and relevant performance competency assessments, the employee will be progressed to HSO 4 level.

Note: This position involves participating in a rotating roster. The rotating shift roster will require the employee to work all shifts within a 24 hour/7 days per week roster, including on-call. This position also involves working across all Sterilising Services’ sites (Mitchell, Canberra Hospital including the Central Reprocessing Unit and Calvary Public Hospital). This position accrues shift work penalties of 25% Monday to Friday, 50% on Saturday and 100% on Sundays.

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

 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: Sandra Wheeler (02) 51242283 Sandra.Wheeler@act.gov.au

**CHS Clinical Services**

**Surgery**

**Intensive Care Unit**

**Paediatric ICU Clinical Support Nurse Registered Nurse Level 3 Grade 1**

**Registered Nurse Level 3.1 $115,743 - $120,506, Canberra (PN: 64403 - 02GZR)**

Gazetted: 08 April 2024

Closing Date: 14 April 2024

What can we offer you:

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

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

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

•  Flexible working conditions.

•  11.5% Superannuation.

•  Scholarships for education support

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

About the Role:

The Intensive Care Unit is a 39-bed level 3 Territory Referral Centre, which admits over 2200 patients a year.

In 2024, Canberra Health Services will open a 4-bed Paediatric Intensive Care Unit (PICU) within a 48-bed Adult ICU footprint, in the soon to be completed Critical Services Building. The PICU will care for patients who require short term (24-48hrs) support and/or monitoring either as a bridge to recovery or transfer to a higher level PICU. The PICU will work collaboratively with interdisciplinary teams including the Paediatric Medicine, Paediatric Surgery, Emergency and Anaesthetics departments.

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

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

•  Undergo a pre-employment National Police Check.

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

Note: This position is part-time at (24:00) hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer:  Erin Gilligan (02) 5124 8715. Erin.Gilligan@act.gov.au

**Adult Community Mental Health Services**

**Occupational Therapist/social worker**

**Health Professional Level 1 $66,285 - $86,842, Canberra (PN: 14197 - 02H1Z)**

Gazetted: 08 April 2024

Closing Date: 12 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

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

About the Role:

This position is primarily located within the Community Recovery Services (CRS) but staff may be required to work across all of Adult Community Mental Health Services to meet operational demands.  CRS are a multi-disciplinary team of Nurses, Allied Health Professionals, Psychiatry Registrars and Consultant Psychiatrists, and Administration Service Officers.

CRS provide a recovery-focused, strengths-based approach to clinical case management to improve wellbeing and enhance functioning in the community for adults who:

Are experiencing complex mental illness/disorder or psychological distress which is associated with significant functional impairment and/or significant risks.

May be subject to a Psychiatric Treatment Order under the Mental Health Act 2015.

Have multidisciplinary treatment needs that cannot be met elsewhere in the community or less intensive service.

Require regular service contact over a medium to longer-term episode of care.

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

At this level, the successful applicant will be provided with structured professional development opportunities relative to the persons current skill set and knowledge as well as clinical supervision, and under close supervision, provide high quality interventions and achieve sound outcomes for people, contribute to the multidisciplinary team processes, and participate in quality initiatives.

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

Please Note: Selection may be appointed using the written application alone.

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Prasanth Divakar (02) 5124 1269 Prasanth.Divakar@act.gov.au

**Health Information Services**

**Health Information Services Office Assistant**

**Administrative Services Officer Class 5 $89,114 - $94,120, Canberra (PN: 44252 - 02H44)**

Gazetted: 05 April 2024

Closing Date: 17 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

About the Role:

The Chief Financial Officer (CFO) Branch is led by the CFO who reports to the Chief Executive Officer (CEO) of Canberra Health Services (CHS). The CFO Branch 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 main sub-units within the CFO branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, and Health Information Services (HIS).

HIS provides a range of services including health record scanning and management, clinical coding and data generation, patient identifier maintenance, clinical record forms design and managing access to and release of personal health information to facilitate patient care and follow-up, research, quality improvement, education, and hospital management purposes.

The primary responsibility of HIS is the management and storage of the centralised CHS health record with the main HIS team being based at Canberra Hospital. The community-based Clinical Records Unit (CRU) located at 1 Moore Street in the City is a subunit of HIS.

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

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

Undergo a pre-employment National Police Check.

Provide name and contact details for a referee report to be completed

Contact Officer: Kerri McGufficke (02) 5124 3326 Kerri.McGufficke@act.gov.au

**Sterilising Services**

**Sterilising Technician**

**Health Service Officer Level 4/5 $61,238 - $67,318, Canberra (PN: 29338 - 02H0W)**

Gazetted: 05 April 2024

Closing Date: 9 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

About the Role:

The Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations. The Sterilising Services section is embedded within this Division.

Sterilising Services provides sterilising services to Canberra Hospital (CH), including the Gastroenterology and Hepatology Unit, North Canberra Hospital (NCH), and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising Reusable Medical Devices (RMDs). Sterilising Services provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

Sterilising Services is organised into the following functional areas:

Sterilising Services Unit at Mitchell, including management and Administration.

Sterilising Services Unit at CH.

Sterilising Unit at NCH.

Central Reprocessing Unit (CRU) at the Gastroenterology and Hepatology Unit at CH.

Sterilising Services HSO positions are broad banded. Upon successful completion of a Certificate 4 in Sterilising (HTL47015) or Certificate 4 Leadership and Management BSB40215), and relevant performance competency assessments, HSO Level 4 employees will be progressed to HSO Level 5.

Note: This position involves participating in a rotating roster. The rotating shift roster will require the employee to work all shifts within a 24 hour/7 days per week roster, including on-call. This position also involves working across all Sterilising Services’ sites (Mitchell, Canberra Hospital including the Central Reprocessing Unit and Calvary Public Hospital). This position accrues shift work penalties of 25% Monday to Friday, 50% on Saturday and 100% on Sundays.

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

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

Undergo a pre-employment National Police Check.

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

**CHS Chief Executive Officer**

**CHS Medical Services**

**Health Care Technology Management**

**Technical Officer - Healthcare Technology Management**

**Technical Officer Level 3 $83,414 - $93,809, Canberra (PN: 13804, several - 02H1L)**

Gazetted: 05 April 2024

Closing Date: 12 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

About the Role:

This position will suit an enthusiastic and motivated individual keen to contribute to commissioning of new technology in a busy tertiary hospital Biomedical Engineering service in line with the CHS values of respectful, kind, progressive and reliable.

This position reports to the Director for daily operations for learning and professional development requirements. Reporting to the Director HTM, you will be supporting the HTM Team for the quality support, commissioning and data entry of clinical equipment and systems at The Canberra Hospital. The position will work closely with Senior members of the HTM Team namely HTM Clinical Asset Manager, HTM Operations Manager, HTM MainPac System Administrator and CSB Project Biomedical Engineer.

Applicants must submit their resume along with a response addressing the Selection Criteria under “what you require” in no more than two A4 pages.

Your statement of claims against the Selection Criteria should summarise how your skills and experience would enable you to fulfil the responsibilities of the position.

The selection of suitable candidate could be based upon written responses only.

Please

note: Available for casuals and Full-Time Temporary 6 months with possibility of extension

For more information regarding the position duties click here for the

Causals *Position Description.*

Full-Time Temporary *Position Description.*

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

Undergo a pre-employment National Police Check.

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

Note: These are casual positions and temporary positions available for a period of six months with the possibility of extension.

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

Contact Officer: Kyril Belle (02) 5124 4496 kyril.belle@act.gov.au

**Pastoral Care**

**Pastoral Care Practitioner - Administrative Service Officer 5**

**Administrative Services Officer Class 5 $89,114 - $94,120, Canberra (PN: LP6796 - 02H0H)**

Gazetted: 05 April 2024

Closing Date: 16 April 2024

What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the Hospital:

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

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

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

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

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

About the role:

As a Pastoral Care Practitioner you will work as part of the multidisciplinary care team to address the spiritual and emotional wellbeing of patients, their loved ones and staff at North Canberra Hospital (NCH). At NCH we understand that healthcare works best when we create a person-centred partnership that delivers holistic care for the body, mind and spirit. Pastoral care seeks to address the spiritual domain of health, with particular response to the unique human vulnerabilities associated with healthcare including fear, loneliness, pain, grief, and joy. Standard hours of work are 8am-3:51pm and this role may include an overnight on-call service, weekend and public holiday work.

Under limited direction of the Director of Pastoral Care, you will:

Provide pastoral care that identifies and responds to a person’s emotional and spiritual wellbeing by undertaking spiritual assessments, creating spiritual care plans, providing spiritual interventions and identifying and reporting on health outcomes.

Assist people to access their own spiritual resources, find meaning in their particular experience, and promote spiritual and emotional wellbeing as central to the planning and provision of health care.

Provide pastoral care in a variety of clinical settings including critical care, medical emergencies, palliative care, death and bereavement, either in response to referrals from other health care workers or via ward-based visitation.  Prioritise caseload, manage competing priorities and refer people with needs outside scope of practice to other spiritual, health care or community practitioners.

Work as part of the Pastoral Care team, including supporting and managing volunteers, students and faith representatives.

Support, develop, and facilitate private and public spiritual practices, including rituals such as prayer, memorial services and viewings of deceased bodies.

Review and develop your pastoral identity and practice, particularly through self-reflection, self-care and via external clinical supervision.

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

About you:

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

Requirements/Qualifications:

Hold a tertiary qualification (or progression towards a qualification) in pastoral care, pastoral counselling, theology, chaplaincy, clinical pastoral education, psychology, social sciences (or another related area to the delivery of pastoral care) from an accredited education provider. Experience in clinical pastoral care is highly 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:

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Marian Luke 6201 6215 marian.luke@act.gov.au

**Child and Adolescent Mental Health Services**

**Adolescent Intensive Home Treatment Team member-Health Professional Level 3**

**Health Professional Level 3 $99,819 - $105,180 (up to $110,398 on achieving a personal upgrade), Canberra (PN: 50779 - 02H07)**

Gazetted: 05 April 2024

Closing Date: 19 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

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

About the Role:

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

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

These services include:

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Territory-wide Mental Health Services (TWMHS)

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

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

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

**Forensic Mental Health inpatient Services**

**Clinical Nurse Educator - Forensic Mental Health Inpatient Services - Registered Nurse Level 3 Grade 1**

**Registered Nurse Level 3.1 $115,743 - $120,506, Canberra (PN: 37270 - 02GWS)**

Gazetted: 05 April 2024

Closing Date: 9 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

Forensic Mental Health Inpatient Services Dhulwa and Gawanggal provides high quality Forensic mental health care to people in contact with the criminal justice system. The service aims to provide collaborative, equitable and comprehensive health care to consumers within the service.

DMHU offers 10 assessment and stabilisation care beds and 15 rehabilitation beds. GMHU has 10 beds for community transition. Both units are managed by MHJHADS Forensic Division.

At this level the Clinical Nurse Educator (CNE) is responsible for clinical teaching and the development of nursing practice within a therapeutic secure environment. This position reports to the Assistant Director of Nursing and will liaise with the Clinical Nurse Consultant to deliver and lead education, both internal and external to the Division, in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working at the DMHU.

In this role you will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Peta Kleinig 0428393961 Peta.kleinig@act.gov.au

**ACT Pathology**

**Administration Support Officer - ACT Pathology**

**Administrative Services Officer Class 3 $72,889 - $78,177, Canberra (PN: 27062 - 02H2A)**

Gazetted: 05 April 2024

Closing Date: 11 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

About the Role:

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Anatomical Pathology Department operates Monday – Friday. It encompasses Histology, Cytology, Electron Microscopy, Mortuary and Administration (medical secretaries).

Under general direction, the Administration Support Officer will work in a small team to provide administrative assistance to the Anatomical Pathology department and support the Clinical Director, Pathologists and Senior Scientists.

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

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of twelve months.

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

Contact Officer: Sonja Boehm (02) 5124 2876 Sonja.Boehm@act.gov.au

**Acute Speech Pathology and Audiology**

**Speech Pathology Allied Health Assistant-Allied Health Assistant Level 2**

**Allied Health Assistant 2 (Qualified) $61,335 - $67,889 (up to $69,805**

**depending on qualification level), Canberra (PN: 27163 - 02H18)**

Gazetted: 05 April 2024

Closing Date: 12 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

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

About the Role:

An exciting opportunity exists within the Acute Support Speech Pathology and Audiology team for a motivated, organised and empathetic Allied Health Assistant to join our supportive team at The Canberra Hospital.

As an Allied Health Assistant, you will play a valuable role in supporting the wider Speech Pathology team provide exceptional patient care and meet caseload requirements. This will include, but is not limited to, supporting safe mealtime management, effective communication for inpatients and outpatients, objective swallowing assessments and assisting with outpatient caseload management.  Working with us you will have the support of an experienced team of clinicians and provided with direct clinical supervision from Speech Pathologist.

The results of this recruitment round may be used to fill any similar additional temporary vacancies as they occur within the following 12-month period.  Recruitment to this position may be based on the written application alone in certain circumstances.

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

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

Undergo a pre-employment National Police Check.

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

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

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

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

Contact Officer: Anna Glover (02) 5124 2230 Anna.glover@act.gov.au

**Early Pregnancy Service Coordinator**

**Registered Nurse Level 3.1/Registered Midwife Level 3.1 $115,743 - $120,506, Canberra (PN: 63620 - 02H1G)**

Gazetted: 08 April 2024

Closing Date: 14 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

Scholarships for education support

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

About the Role:

Reporting to the Clinical Midwifery Manager Antenatal & Gynaecology Unit, the Early Pregnancy Service Coordinator will provide expert clinical advice to women, patients, family, and carers experiencing early pregnancy complications or early pregnancy loss.

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

The Early Pregnancy Coordinator will be driven to implement innovative service coordination and collaborate widely to ensure the highest standard of sensitive and respectful care is provided to women accessing the service.

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Julianne Nissen (02) 5124 7368 julianne.c.nissen@act.gov.au

**Pharmacy**

**VAD Pharmacist Lead**

**Health Professional Level 4 $114,928 - $123,710, Canberra (PN: 64879 - 02GVX)**

Gazetted: 05 April 2024

Closing Date: 19 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

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

About the Role:

The VAD Pharmacist Lead is a leadership position within the CHS Pharmacy and works closely with other members of the VAD team working within Cancer and Ambulatory Support. The VAD Pharmacist Lead provides a key role to support the development and implementation of VAD across the CHS Network. This role will provide leadership, direction, planning, operational and policy input to support establishing the VAD centralised pharmacy service before VAD legislation commences in the ACT.

The VAD Pharmacist Lead will support the CHS VAD Implementation Team when engaging with and training clinical colleagues on VAD, and supporting formal VAD service delivery once VAD legislation commences. You will provide subject matter expertise on the VAD centralised pharmacy service and support the development of new/updated policies and models of care in preparation for operationalising VAD across the CHS Network once VAD legislation commences in the ACT.

Note: This is a part-time temporary position available at 14 hours per week for a period of six months commencing March 2024 with the possibility of extension up to 12 months and/or permanency.

A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months. The full-time salary will be paid pro-rata.

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Rachel Backhouse 0419 224 966 Rachel.backhouse@act.gov.au

**Medicine**

**Project Support Officer - Capital Project Delivery**

**Administrative Services Officer Class 4 $80,535 - $86,909, Canberra (PN: 31029 - 02H13)**

Gazetted: 04 April 2024

Closing Date: 9 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

About the Role:

The Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure 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.

The Project Support Officer role will report to the Senior Director, Capital Project Delivery and undertake key administration activities to support the planning and delivery of CHS capital projects.  The role will require working in close collaboration with a number of internal and external stakeholders.

The Project Support Officer will be responsible for providing high level administrative support, including secretariat support to project governance committees that oversight major CHS projects.  This will include managing a project information portal, and timely and accurate preparation of meeting agendas, papers, minutes and coordination of submissions to higher level committees.

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Dave Gilbert (02) 5124 7791 Dave.Gilbert@act.gov.au

**Child and Adolescent Mental health Services**

**Team Manager - Health Professional Level 4 - Child and Adolescent Mental Health Services**

**Health Professional Level 4 $114,928 - $123,710, Canberra (PN: 27585 - 02H1O)**

Gazetted: 04 April 2024

Closing Date: 16 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

About the Role:

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided a 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)

CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis and two services; Eating Disorders and Perinatal Infant Mental Health Services who also provide clinical services to adults.

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

The team manager’s role will provide clinical leadership to the Eating Disorder Clinical Hub and Eating Disorder Program.  This Team managerial role will include the daily management of a multidisciplinary service, including clinical leadership of intake, assessment, delivery of evidence-based treatment, care escalation and consultation and liaison.  They will also be responsible for chairing multi-disciplinary team meetings, clinical case reviews and operational management of staff.  The team manager will facilitate training, education, group work and provide clinical supervision to HP1, HP2, HP3, RN’s, students and allied health assistants.

The role will also require the team manager to undertake professional development, participate and lead quality initiatives and the management of human, financial and physical resources, including work, health, and safety.

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

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

Contact Officer: Alex Cobb (02) 5124 1235 Alex.Cobb@act.gov.au

**Maternity**

**Practice Support Midwife**

**Registered Midwife Level 2 $100,957 - $107,000, Canberra (PN: 61419 - 02GYU)**

Gazetted: 04 April 2024

Closing Date: 2 May 2024

What can we offer you:

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

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

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

•  Flexible working conditions.

•  11.5% Superannuation.

•  Scholarships for education support

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

About the Role:

Are you an experienced Registered Midwife looking for your next challenge?

Are you ready to jump into a clinical education and leadership role?

Then we are looking for you!

Canberra Health Services is seeking enthusiastic and motivated Registered Midwives to join our Practice Support Midwifery team. You will provide educational and clinical support to student midwives across antenatal, intrapartum and postnatal care services, as well as continuity of care models. You will be working in partnership with the University of Canberra to support their midwifery students as they grow and develop.

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

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

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

•  Undergo a pre-employment National Police Check.

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

Contact Officer: Rebekah Howard +61 (02) 5124 6087 Rebekah.a.howard@act.gov.au

**Facilities Management**

**Facilities Management Trades Assistant**

**Building Trade Assistant $71,199 - $78,120 (up to 81,632 pending conditions of employment), Canberra (PN: 64814 - 02GZC)**

Gazetted: 04 April 2024

Closing Date: 17 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

About the Role:

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

Capital Project Delivery.

Facilities Management.

Minor Works Team and Off-Site Maintenance.

Safety and Risk.

Domestic and Environmental Services.

Food Services.

Sterilising Services.

Security Services.

Fleet Management.

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

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

Please note the following benefits of this position:

Free Parking

Working week of a 9 Day Fortnight

Salary Packaging

Additional Health Facilities Allowance

Skill development

Team environment

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

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

Undergo a pre-employment National Police Check.

Undergo a pre-employment medical examination.

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

Contact Officer: Renee Cooper 0401 777 298 Renee.Cooper@act.gov.au

**Community Care Program - Nursing**

**Continence - Clinical Nurse Consultant - Registered Nurse Level 3 Grade 1**

**Registered Nurse Level 3.1 $115,743 - $120,506, Canberra (PN: 24335 - 02GOU)**

Gazetted: 04 April 2024

Closing Date: 8 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

We are seeking an enthusiastic, motivated and experienced Registered Nurse to provide high level clinical leadership in a complex community based, acute and post-acute care environment.

The Community Care Program, Community Nursing Service delivers a range of health care community-based nursing services to residents of the ACT. These services include direct nursing care in areas of wound, continence, stoma, post-acute support, palliative care, and the delivery of the Self-Management of Chronic Conditions program.

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

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

•  Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for 11 months with the possibility of extension and/or permanency.  
Contact Officer: Maryanne Benkovic at 02-5124 1672 or at Maryanne.Benkovic@act.gov.au.

**Emergency Department**

**Assistant Director of Nursing (ADON) – Emergency Department**

**Registered Nurse Level 4.3 $149,388, Canberra (PN: LP7452 - 02GW3)**

Gazetted: 04 April 2024

Closing Date: 7 April 2024

What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the Hospital:

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

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

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

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

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

About the role:

This position will work closely with the Emergency Department Medical Director.

Under limited direction, the Emergency Department ADON is responsible for providing high level nursing leadership to support the day-to-day operations to contribute to strategic directions of the Emergency Department.

This role provides:

High level nursing leadership which enables the effective coordination and provision of safe patient centred care

Clinical expertise through the application of evidence-based practices in collaboration with the multi-disciplinary team (MDT) and in compliance with NSQHS standards

Efficient resource management across Emergency Department Nursing teams ensuring patient care and safety is maximised and inpatient KPI’s are achieved

Delivery against the endorsed business plan objectives and operational targets that are aligned with Emergency Department KPI’s and Emergency Department Model of Care

High level written, verbal and interpersonal communication skills and utilise effective team building techniques to mentor, support and promote harmonious staff relationships within the Emergency Department

Active involvement in clinical governance systems and processes through quality activities, program and process evaluation, outcomes measurement and membership of committees and working parties

Facilitates the implementation of Workforce Diversity, Workplace Health and Safety, Industrial Democracy principles and practices and demonstrates a commitment to the values of North Canberra Hospital

Undertake other duties appropriate to this level of classification which contribute to the operation of North Canberra Hospital

About you:

Requirements/Qualifications:

Mandatory

Relevant Registered Nurse qualifications and a minimum of 5 plus years’ experience working in Emergency Department.

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

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

Desirable

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.

Hold or be working towards Post Graduate qualifications in nursing, health management, or a related field.

Current driver’s licence.

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Judy Ryall 02 6201 6594  judy.ryall@act.gov.au

**Capital Project Delivery**

**Director, Clinical Liaison - Capital Project Delivery**

**Senior Officer Grade B $140,226 - $157,418, Canberra (PN: 46378 - 02GZT)**

Gazetted: 05 April 2024

Closing Date: 9 April 2024

What can we offer you:

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

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

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

•  Flexible working conditions.

•  11.5% Superannuation.

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

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 Director, Clinical Liaison role will report to the Senior Director, Capital Project Delivery and undertake key activities to support the planning and delivery of CHS capital projects.  The role will require working in close collaboration with the relevant clinical executive, clinical staff and the project team, including infrastructure delivery partners, Major Projects Canberra.

The Director, Clinical Liaison 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.

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

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

•  Undergo a pre-employment National Police Check.

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

Contact Officer: Dave Gilbert (02) 5124 7791 Dave.Gilbert@act.gov.au

**CHS Clinical Services**

**Rehabilitation, Aged and Community Services**

**Client Support Services**

**Health Service Officer - Equipment Loan Services**

**Health Service Officer Level 3 $59,421 - $61,238 (Retention Point CHS only $61,336 - $66,129), Canberra (PN: 20079, Several - 02H1R)**

Gazetted: 05 April 2024

Closing Date: 17 April 2024

What can we offer you:

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

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

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

•  Flexible working conditions.

•  11.5% Superannuation.

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

About the Role:

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

RACS work collaboratively with patients, their carers, and other services within and external to CHS.

The Equipment Loan Service team is responsible for effective and efficient delivery, collection, cleaning, and maintenance of rehabilitation equipment to support clients in the community and to ensure the delivery of high-quality customer service and client care.

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

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

•  Undergo a pre-employment National Police Check.

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

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

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

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

**Patient Accounts**

**Billing and Debt Recovery Officer**

**Administrative Services Officer Class 4 $80,535 - $86,909, Canberra (PN: 20130, Several - 02H8L)**

Gazetted: 09 April 2024

Closing Date: 22 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

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 branch include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence, Health Information Unit and Procurement & Supply.

This position will provide high-level support to the Patient Accounts, Patient Billing and Debt Recovery team and be required to have a high level of skill in time management, data integrity, customer focused communication and the ability to work independently and as part of a team to resolve debt owed to the Canberra Health Services Directorate.

The successful applicant will be required to communicate, negotiate, and liaise with a range of internal and external stakeholders including, but not limited to patients, insurance companies, solicitors, employers, outpatient clinics and debtors. They will also be required to screen incoming phone calls and correspondence, support the revenue data team, provide debt recovery and invoicing functions, and provide administration assistance as necessary. Applicants will need to be enthusiastic and have excellent interpersonal skills, have a strong willingness to learn and understand billing in a public health environment and have experience in the use of hospital-based IT systems such as Digital Health Record (DHR).

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: David Horton (02) 5124 9023 David.Horton@act.gov.au

**Cancer and Ambulatory Services**

**Policy Lead - Voluntary Assisted Dying**

**Senior Officer Grade B $140,226 - $157,418, Canberra (PN: 64843 - 02H6X)**

Gazetted: 10 April 2024

Closing Date: 18 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

About the Role:

The Voluntary Assisted Dying (VAD) Policy Lead plays a pivotal role in driving the development and execution of VAD initiatives across the CHS Network. This position involves close collaboration with the ADON VAD Implementation to provide strategic leadership, direction, planning, operational expertise, and policy insights. The primary objective is to provide evidence-based clinical practice and policy expertise to support CHS staff in delivering high-quality patient care and service delivery for VAD, aligning with the impending commencement of VAD legislation in the ACT.

This role presents a unique opportunity to contribute significantly to the successful implementation of VAD within the CHS Network, ensuring the highest standards of patient care and service delivery in compliance with legislative requirements.

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

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

Undergo a pre-employment National Police Check.

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

Notes: This is a temporary position available for 3-6 month with possibility of extension and/or permanency.

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

Contact Officer: Rachel Backhouse N/A Rachel.Backhouse@act.gov.au

**Centenary Hospital for Women and Children**

**Paediatric Gender Service Nurse Care Coordinator**

**Registered Nurse Level 3.1 $115,743 - $120,506, Canberra (PN: 62981 - 02GR2)**

Gazetted: 10 April 2024

Closing Date: 24 April 2024

What can we offer you:

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

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

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

•  Flexible working conditions.

•  11.5% Superannuation.

•  Scholarships for education support

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

About the Role:

Are you passionate about supporting the wellbeing of those in our community who identify as Intersex, Trans or Gender Diverse?

Are you motivated to work in a new service with a dedicated team of medical, nursing and allied health professionals to advocate for Intersex, Trans and Gender Diverse people and their families?

Do you identify with the core values of Canberra Health Services: Reliable, Progressive, Respectful, Kind?

If you answered yes to any of these questions, then read on and join a passionate team of health professionals!

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

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

•  Undergo a pre-employment National Police Check.

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

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

**CHS Chief Executive Officer**

**CHS Medical Services**

**Pathology**

**Chief Scientist, Chemical Pathology-Health Professional Officer Level 5- ACT Pathology**

**Health Professional Level 5 $135,355 - $152,377, Canberra (PN: 40057 - 02H1H)**

Gazetted: 10 April 2024

Closing Date: 28 April 2024

Details:  What can we offer you:

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

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

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

•  Flexible working conditions.

•  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 the North Canberra Hospital operating 24 hours, 7 days a week all year round, and Collection Centres located at several community sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Chief Scientist, Chemical Pathology plays a critical role in building leadership capability across ACT Pathology. As well as providing line management and operational supervision for Chemical Pathology, a key focus for the role is to work proactively and collaboratively with other leaders and teams across ACT Pathology. This collaboration will drive alignment on innovation, strategy and continuous improvement, and thus growing the ACT Pathology brand, excellence in clinical diagnostics, and ensuring a rewarding future for our people.

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

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

•  Undergo a pre-employment National Police Check.

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

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

Contact Officer: Simon Newton (02) 5124 2893 simon.newton@act.gov.au

**Early Pregnancy Service**

**Sonographer**

**Medical Imaging Level 4 $126,419 (Up to $136,080 for positions designated in clause 20.1 of the EA), Canberra (PN: 64831 - 02GZ2)**

Gazetted: 10 April 2024

Closing Date: 25 April 2024

What can we offer you:

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

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

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

•  Flexible working conditions.

•  11.5% Superannuation.

• VISA/Sponsorship for eligible candidates

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

About the Role:

The Early Pregnancy Service (EPS) is an expanded service opening in a new purpose-built space within the Centenary Hospital for Women and Children (CHWC), in line with the Maternity in Focus:  First Action Plan 2022 – 2025 (Action Plan).  The service is one of a range of women’s health services provided by the Division of Women, Youth and Children within the CHWC. Other services include gynaecology, antenatal, postnatal, birthing and outpatient women’s health care.  The CHWC is a tertiary care hospital for the ACT and Southern NSW with referrals for specialised services such as Fetal Medicine, Preterm Birth Clinic, medium – high risk pregnancy care, Pelvic Pain & Mesh Clinic, Endometriosis clinic and outpatient hysteroscopy.

The EPS provides services for women and pregnant people experiencing complications in early pregnancy and early pregnancy loss.

The EPAU is an appointment only outpatient service for women experiencing complications of early pregnancy.  The EPAU is located in the Centenary Hospital for Women and Children (CHWC), Building 11, Level 2 of the Canberra Hospital campus.  The EPAU is staffed Monday through Friday from 0800 to 1600.

We are seeking a suitably qualified and experienced sonographer to join a multidisciplinary team. The successful applicant must have appropriate qualifications, obstetric and gynaecological imaging experience and have the ability to work independently within a team environment. This position requires a high level of communication skills and sensitive interaction in a high-risk obstetric environment.

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

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

•  Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Helen Perkins (02)5124 7538 Helen.Perkins@act.gov.au

**CHS Clinical Services**

**Cancer and Ambulatory Services**

**Cancer Services**

**Client Support Officer - BreastScreen ACT**

**Administrative Services Officer Class 2/3 $64,744 - $71,126, Canberra (PN: 22949 - 02H25)**

Gazetted: 10 April 2024

Closing Date: 18 April 2024

What can we offer you:

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

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

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

•  Flexible working conditions.

•  11.5% Superannuation.

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

About the Role:

BreastScreen ACT is part of the BreastScreen Australia screening program. The Service offers free breast screening to women aged 40 years and over living in the ACT. The Program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip, and Belconnen Health Centres. All administrative support and assessments clinics are carried out in the Canberra city clinic.

Under general direction, the Program Support/ Clinical Administration Officer is responsible for managing clinical administration and providing program support in BreastScreen ACT. This role includes managing all administrative functions relating to assessment clinics, providing administrative support to senior staff, management of invoicing, travel, some secretariat duties, and project support.

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

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

•  Undergo a pre-employment National Police Check.

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

Contact Officer: Julie Strickland (02) 6205 5412 Julie.Strickland@act.gov.au.

**Maternity**

**Assistant in Midwifery - AIN**

**Assistant in Nursing $55,927 - $57,820, Canberra (PN: 602273 - 02GWJ)**

Gazetted: 10 April 2024

Closing Date: 23 April 2024

What can we offer you:

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

● Competitive pay rates and excellent working conditions.

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

● Flexible working conditions.

● 11.5% Superannuation.

About the Hospital:

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

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

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

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

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

About the role:

Working under the direction of Registered Midwives and /or Nurses, the Assistant in Midwifery (AIM) assists midwives and nurses in the provision of care for women and newborns in collaboration with the multidisciplinary team.

Under direction of the Registered Midwife/Nurse, you will:

• Provide safe, effective assistance to women supporting their specific needs in performing activities of daily living and providing supportive care for the newborn as required. You will also demonstrate understanding of what activities are excluded from the AIM role.

• Work under the direction, guidance, supervision, and support of Registered Midwives/Nurses as a member of the health care team.

• Communicate with all members of the health care team, providing specific and timely updates to Registered Midwives/Nurses on health consumer activities. Methods of communication include verbal updates about care provided any observed changes to the person, the environment or others. Written documentation about care provided occurs within the digital clinical health record.

• Contribute to and promote recovery through physical, psychological, social, cultural, and spiritual care of health consumers.

• Contribute to an environment that is respectful of personal choice, dignity, integrity and confidentiality for women and their families.

• Undertake extension of core activities as directed, where relevant education and competency assessment has been attained and evidence is provided to the supervising

• Registered Midwife/Nurse in the specific work area.

• Comply with educational requirements and trainings for safe patient care.

• Undertake other duties appropriate to this level of classification which contribute to the operation of the maternity unit.

About you:

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

Behavioural Capabilities

• Ability to work independently and as part of a multi-disciplinary team.

• High level communication skills and ability to maintain good interpersonal relationships.

• Friendly, warm, caring, and empathetic.

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

Requirements/Qualifications:

Mandatory

• Relevant Certificate III in Health Service Assistance, Acute Health Service or current enrolment in the Bachelor of Midwifery course (or equivalent) qualifications.

• The successful applicant may need to be available for shift work, seven days a week working a rotating roster.

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

• 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:

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

• Undergo a pre-employment National Police Check.

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

part-time

Contact Officer: Jennifer Eling n/a jennifer.eling@act.gov.au

**Occupational Therapy Department**

**Occupational Therapy Allied Health Assistant**

**Allied Health Assistant 3 $74,132 - $77,597 (up to $81,886**

**depending on qualification level), Canberra (PN: 64968 - 02H3W)**

Gazetted: 10 April 2024

Closing Date: 18 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

Scholarships for education support

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

 About the Role:

A new exciting position has been created within the Acute Occupational Therapy team for an Allied Health Assistant level 3 (AHA3) to help build our team of Allied Health Assistants.

The successfully applicant will work alongside our Occupational Therapists and other Allied Health Assistants to provide exceptional care to our patients through screening, therapy and supporting OT role to facilitate discharge.

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

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

Undergo a pre-employment National Police Check.

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

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

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

Notes: Selection may be based on written application only. An order of merit may be established to fill future vacancies, permanent and temporary, at level over the next 12 months.

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

Contact Officer: Melinda Symon 0401 080 052 Melinda.symon@act.gov.au

**Renal**

**Renal Nurse**

**Registered Nurse Level 1 $72,698 - $97,112, Canberra (PN: 54555, several - 02GJ5)**

Gazetted: 10 April 2024

Closing Date: 18 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

Scholarships for education support

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

 About the Role:

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

The Renal and Endocrine ward offers inpatient care to patients admitted with renal or endocrine dysfunction and associated complications. Services provided have a multidisciplinary focus and includes (but is not limited to) care of patients with acute kidney injury, chronic kidney disease, those commencing haemodialysis pathways, peritoneal dialysis, AVF fistula creation, management of DKA and other multiple medical conditions.

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Tracy Garratt 0403 738 877 Tracy.Garratt@act.gov.au

**CHS Clinical Services**

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

**Adult Community mental Health Services**

**Clinical manager - Health Professional 3-Adult Community Mental Health Services**

**Health Professional Level 3 $99,819 - $105,180 (up to $110,398 on achieving a personal upgrade), Canberra (PN: 20881-02H2S)**

Gazetted: 08 April 2024

Closing Date: 17 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

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

About the Role:

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)

Adult Community Mental Health Services (ACMHS) includes:

Intake services:

⦁ Access Mental Health Service

⦁ Home Assessment and Acute Response Team (HAART)

Community Recovery Services:

⦁ Gungahlin

⦁ Belconnen

⦁ City

⦁ Woden

⦁ Tuggeranong

Community Specialty Services:

⦁ Assertive Community Outreach Service (ACOS)

⦁ Older Persons Community Mental Health Team

⦁ Mental Health Link

⦁ Therapies

⦁ Neuropsychology

This position is primarily located within the Community Recovery Services (CRS) but staff may be required to work across all of Adult Community Mental Health Services to meet operational demands.  CRS are a multi-disciplinary team of Nurses, Allied Health Professionals, Psychiatry Registrars and Consultant Psychiatrists, and Administration Service Officers.

CRS provide a recovery-focused, strengths-based approach to clinical case management to improve wellbeing and enhance functioning in the community for adults who:

Are experiencing complex mental illness/disorder or psychological distress which is associated with significant functional impairment and/or significant risks.

May be subject to a Psychiatric Treatment Order under the *Mental Health Act 2015*

Have multidisciplinary treatment needs that cannot be met elsewhere in the community or less intensive service.

 Require regular service contact over a medium to longer-term episode of care.

The successful applicant will be responsible for a caseload of clients with support from an allocated psychiatrist and the multidisciplinary team they work in as well as high quality governance structures/supports.  The successful applicant will deliver face to face care and treatment to clients over a sustained period to enable the person to improve in social and other areas of functioning, require less hospital admissions and engage more actively in treatment.

The participation of the people who use the service, including families and carers, is encouraged in all aspects of a person’s care and you will work in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

At this level, the successful applicant will provide high quality interventions and achieve sound outcomes for people under limited supervision, contribute to the multidisciplinary team processes, undertake professional development and professional supervision including the provision of supervision to staff at level HP1 and HP2, Allied Health Assistants and students, and participate in quality initiatives and strategic planning.

Selection may be appointed using the written application alone.

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Vanessa Reid  (02) 51241795 Vanessa.Reid@act.gov.au

**Oral Health Services**

**Clinical Director - Oral Health Services - Dentist Level 4**

**Dentist Level 4 $168,761, Canberra (PN: 46933 - 02GYA)**

Gazetted: 10 April 2024

Closing Date: 6 May 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

 About the Role:

CHS’ Oral Health Services (OHS) currently provides a range of public dental services to children, young people and adults who are eligible for the service. Services are provided at five Community Health Centres across the ACT, and are also provided at a correctional facility, into schools, nursing homes, and other identified sites via three Mobile Dental Clinics. The range of dental services includes preventative dental interventions, health promotion, emergency dental care, restorative dental care, prosthetic dental care, and some orthodontic interventions.

The Clinical Director is an integral position and will provide clinical and professional leadership and have highly developed clinical skills and knowledge of local, and national oral health care systems including current and emerging issues concerning oral health. The Clinical Director will work closely with the Director of OHS to lead service improvement and innovation through high-level clinical management. This also includes working with the Director, and senior clinicians to develop and progress plans and strategies for the OHS (I.e: service promotion; design, development, and implementation of service models; and service enhancements).

Duties:

Provide high-level clinical, and professional leadership, and management to all the clinical and prosthetic services teams in the OHS.

Provide clinical operation and workflow management for the OHS including best practice for central clinical rostering.

Maintain highly developed, appropriate, and contemporary clinical skills, and participate as an active member of the clinical team.

Assess, plan, evaluate and report on the outcomes of clinical service provision to ensure exceptional quality of care, efficiency, and effectiveness to meet the needs of consumers, and to achieve service objectives and performance measures.

Develop and implement professional development initiatives, and continuing education programs with an oversight of the clinical education, training, and professional development needs of OHS clinicians.

Manage OHS clinical governance to ensure compliance with relevant local and national healthcare directives, legislation, policies, and procedures. This includes CHS accreditation, quality assurance and quality improvement initiatives, and credentialing and scope of practice requirements.

Provide advocacy, and representation of OHS and CHS at relevant internal/external forums, and facilitate the development of strong partnerships with internal/external stakeholders

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

For more information about this position and how to apply, please click here to see the Position Description.

Contact Officer: Kireet Taneja (02) 5124 1732 Kireet.taneja@act.gov.au

**CHS Clinical Services**

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

**Justice health Services**

**Assistant Director of Nursing - Justice Health Services - Registered Nurse Level 4 Grade 3**

**Registered Nurse Level 4.3 $149,388, Canberra (PN: 28555 - 02GYL)**

Gazetted: 08 April 2024

Closing Date: 17 April 2024

What can we offer you:

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

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

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

•  Flexible working conditions.

•  11.5% Superannuation.

•  Scholarships for education support

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

About the Role:

Justice Health Services (JHS) is a unit of the Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division of Canberra Health Services. It is a contemporary evidence-based service that provides high quality health care to people involved in the criminal justice system.

We are seeking an Assistant Director of Nursing who will provide leadership of the clinical operations of the primary health services at the Alexander Maconochie Centre and Bimberi Youth Justice Centre.

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

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

•  Undergo a pre-employment National Police Check.

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

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

Contact Officer: Leigh Thompson 0478 276 344 Leigh.R.Thompson@act.gov.au

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

**Mental Health Nurse**

**Registered Nurse Level 2 $100,957 - $107,000, Canberra (PN: 48121 - 02FSM)**

Gazetted: 09 April 2024

Closing Date: 16 April 2024

What can we offer you:

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

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

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

•  Flexible working conditions.

•  11.5% Superannuation.

•  Scholarships for education support

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

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

About the Role:

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

An exciting opportunity to join the Home Assessment & Acute Response Team (HAART). This team provides community in-reach into inpatient units to facilitate early discharge, and hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

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

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

•  Undergo a pre-employment National Police Check.

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

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

Contact Officer: Erica Campbell (02) 5124 9152. Erica.Campbell@act.gov.au

**Director of Clinical Services**

**Staff Specialist / Senior Specialist - Adult General Psychiatrist**

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

Gazetted: 09 April 2024

Closing Date: 4 May 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

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: CHS website

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

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

Adult Inpatient Mental Health Services provides voluntary and involuntary psychiatric care and treated for people with a mental illness who required hospitalisation. Services across the hospital sites include; Adult Mental Health Inpatient Unit, Acacia Mental Health Unit, Mental Health Short Stay Unit, and Mental Health Consultation Liaison services.

Adult Community Mental Health Services are specialist community based mental health assessment and treatment services for adults in the ACT experiencing moderate to severe functional impairment due to serious mental illness/disorder with associated complex needs and risk. Services across the Community include; Adult Community Recovery Services, Intake Services, Assertive Community Outreach Service, and Mental Health Link Services.

The successful applicant will have senior specialist experience in Adult General Psychiatry or Subspecialty areas of Psychiatry, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential.

Duties:

1. Provide direct psychiatric services in a variety of settings, including the provision of ECT services.

2. Teach and supervise psychiatry trainees and medical students.

3. Provide high level clinical leadership to multi-disciplinary teams and in particular:

 •  Provide expert opinion and consultation on clinical work;

 •  Participate in the develop, implementation and ongoing review of the recovery plans for persons using the service.

4. Liaise and collaborate with medical practitioner, consumers, carers, voluntary and government and non-government agencies concerned with patients care.

5. Participation in administration and clinical governance activities and the after-hours roster as required.

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

For more information about this role and how to apply, please click here to see the Position Description.

Contact Officer: Jasmine Johnson 0403 084 089 Jasmine.Johnson@act.gov.au

**Health Information Service**

**Release of Information Officer- Health Information Services**

**Administrative Services Officer Class 3 $72,889 - $78,177, Canberra (PN: 10205, several-02GTY)**

Gazetted: 09 April 2024

Closing Date: 17 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

About the Role:

The Chief Financial Officer (CFO) Branch is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer of Canberra Health Services (CHS). The CFO Branch 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 main sub-units within the CFO branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, and Health Information Services.

Health Information Services (HIS) provides a range of services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to and release of personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

Note: There are several temporary positions for up to 12 months with the possibility of extension and/or permanency.

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

Prior to commencement successful candidates will be required to:

• Undergo a pre-employment National Police Check.

• Provide name and contact details for a referee report to be completed

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

Contact Officer: Shannon Reeves (02) 51243326 Shannon.Reeves@act.gov.au

**Mental Health Care Navigator- Primary Care Pilot**

**Registered Nurse Level 3.1 $115,743 - $120,506, Canberra (PN: 64696-02GU4)**

Gazetted: 09 April 2024

Closing Date: 16 April 2024

What can we offer you:

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

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

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

• Flexible working conditions.

• 11.5% Superannuation.

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

About the Role:

Under a Commonwealth initiative to reduce pressure on ACT Emergency Departments (EDs) and public hospitals, an innovative model is being trialled. The Primary Care Pilot is aimed at strengthening partnerships between primary care, community-based care and the public health system to support access and care for patients who frequently attend the ED or are at risk of presentation to the ED or admission to hospital.

The pilot is a collaboration between the ACT Health Directorate, Capital Health Network, General Practitioners (GPs) and Canberra Health Services (CHS).

The CHS Liaison and Navigation Service (LaNS) will assist in the delivery of the pilot, providing liaison, navigation, care coordination and complex case management in partnership with participating GPs, selected non-GP specialist groups and community-based Allied Health teams.

The LaNS is a new service that has been established to improve a consumer’s experience and their health outcomes through information sharing, integration of care across primary, secondary, and tertiary services and coordination across health and community services. It focuses on the provision of the right care, at the right time, at the right place by the most appropriate provider in partnership with the consumer and their care supports.

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

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

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

The Care Navigator with Mental Health expertise will attend case conferences with participating general practice representative(s) and, where possible, the consumer and their care supports. The LaNS team will work with the practice to provide supplementary care planning, navigation, timely access and liaison support across ACT and regional services. The LaNS team will work with the individual and nominated GP to develop a comprehensive care plan to assist the person to stay well in the community and avoid ED presentation and/or hospital admission.

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

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

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

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

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

• Anticipating and removing barriers to care,

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

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

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

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

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

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

• Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Phyo Courtis (02) 51245030 Phyo.Courtis@act.gov.au

**North Canberra Hospital**

**North Canberra Hospital**

**North Canberra Hospital**

**Surgical Division**

**Clinical Nurse Consultant- SAL, Anaesthetics, PACU and DSU**

**Registered Nurse Level 3.2 $130,846, Canberra (PN: LP6701 - 02H1Y)**

Gazetted: 09 April 2024

Closing Date: 23 April 2024

What can we offer you:

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

● Competitive pay rates and excellent working conditions.

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

● Flexible working conditions.

● 11.5% Superannuation.

About the Hospital:

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

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

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

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

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

About the role:

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit, Admissions, Day Procedure Unit, Endoscopy, and specialist surgical ward areas.

The Peri-Operative Suite at North Canberra Hospital consists of a Day Surgery Unit, Surgical Admission Lounge (SAL), a Post Anaesthetic Care Unit (PACU), 7 Operating Theatres, and a procedure room, covering a wide range of surgical specialities.

The Clinical Nurse Consultant for the Surgical Admission Lounge (SAL), Anaesthetics, Post Anaesthetic Care Unit (PACU) and Day Surgery Unit (DSU) is responsible for operational management and leadership, within the clinical environment including the management of nursing workloads. Applicants must have demonstrated high level of management, communication, leadership and expertise in co-ordinating the clinical practices within the clinical environment to ensure the efficient and effective provision of quality patient care. This is based on best practice principles within a collaborative and multidisciplinary framework.

Under limited direction of the Assistant Director of Nursing you will perform the day-to-day operational management of services within the unit including management of nursing workloads / models of care and patient flow both internal and external to the unit. The CNC will provide expert clinical leadership and management within a multidisciplinary framework, embed, and maintain the National Safety and Quality Health Service Standards at a unit level as well as develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow.

You will:

• Provide strong leadership for nurses in all aspects of clinical practice and models of care including planning, implementing, and evaluating professional development, managing education, research, teaching, workforce planning and quality work environment for the unit

• Be accountable for the flexible allocation of human and financial resources within the unit to ensure achievement of an agreed level of service and reporting of variances against agreed targets

• Provide strong leadership to and develop nursing staff within the designated clinical area, providing an environment that encourages regular feedback and fosters innovation to meet the constant demands within the clinical healthcare setting as well as ensuring that performance management agreements are in place and discussed regularly

• Lead, co-ordinate and work in partnership with the multidisciplinary team to facilitate change management initiatives to achieve the strategic objectives of Canberra Health Services (CHS) and to achieve the NSQHSS

• Ensure the development, maintenance and review of clinical guidelines/procedures/policies are aligned with the strategic goals of the Division of Surgery (DOS) and CHS and align with the NSQHSS.

• Monitor relevant key performance indicators, quality data and formulate appropriate management plans to achieve this.

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

About you:

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

Behavioural Capabilities

• Strong organisational skills with a high degree of drive

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

• Strong communication and interpersonal skills.

Requirements/Qualifications

Mandatory

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

· The successful applicant will need to be available to work full time, Monday to Friday

· 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

· Relevant post graduate qualification and demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years.

· A proactive and enthusiastic willingness to learn.

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

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

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

Contact Officer: Renae Kathage 02 6201 6892 Renae.Kathage@calvary-act.com.au

**CHS Chief Executive Officer**

**CHS Medical Services**

**Pathology**

**Chief Scientist, Anatomical Pathology - Health Professional Level 5**

**Health Professional Level 5 $135,355 - $152,377, Canberra (PN: 40056 - 02H3D)**

Gazetted: 09 April 2024

Closing Date: 2 May 2024

What can we offer you:

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

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

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

•  Flexible working conditions.

•  11.5% Superannuation.

• VISA/Sponsorship for eligible candidates

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

About the Role:

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and the North Canberra Hospital operating 24 hours, 7 days a week all year round, and Collection Centres located at several community sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

As physical infrastructure programs are progressing across both the Canberra and North Canberra Hospital campuses, pathology is in the early planning stages for a new laboratory which will offer the opportunity to design a workspace to promote both excellence in pathology services and the working environment.

The Chief Scientist, Anatomical Pathology plays a critical role in building leadership capability across ACT Pathology. As well as providing line management and supervision for the Anatomical Pathology laboratories, a key focus for the role is to work proactively and collaboratively with other leaders and teams across ACT Pathology. This collaboration will drive alignment on innovation, strategy and continuous improvement, thus developing ACT Pathology, driving excellence in clinical diagnostics, and ensuring a rewarding future for our people.

The Anatomical Pathology Department encompasses Histology, Cytology, Electron Microscopy, Mortuary and Administration (medical secretaries). The successful candidate may be required to participate in the on-call roster.

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

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

•  Undergo a pre-employment National Police Check.

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

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

Contact Officer: Simon Newton 025124 2893 simon.newton@act.gov.au

**Renal Service**

**Dialysis Nurse**

**Registered Nurse Level 1 $72,698 - $97,112, Canberra (PN: 63020, several - 02GWZ)**

Gazetted: 09 April 2024

Closing Date: 18 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

The Renal Service is looking for motivated Registered Nurses with or without dialysis experience. This position will require successful candidates to work across our service in the following dialysis units: Belconnen, Tuggeranong, Gaunt Place plus the Acute dialysis unit at CHS.

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

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

Undergo a pre-employment National Police Check.

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: Alison Winsbury (02) 5124 8366 Alison.Winsbury@act.gov.au

**Acute Allied Health Services - Nutrition**

**Allied Health Assistant**

**Allied Health Assistant 2 (Qualified) $61,335 - $67,889 (up to $69,805**

**depending on qualification level), Canberra (PN: C08672 - 02H1K)**

Gazetted: 08 April 2024

Closing Date: 12 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

The Canberra Hospital Nutrition Department is looking for casual Allied Health Assistants to support the dietitians in the provision of Nutrition Support to patients within the hospital. Duties include supporting the operation of the special diet service and infant feeding service, preparation and distribution of adult and infant formulas, computer data entry, patient visits, including documentation, reception and other administrative duties. This role requires availability to work after-hour shifts, including weekend and public holiday work.

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

Services include:

Clinical Dietetic Services to:

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

Outpatients requiring specialist care from the ACT and regional NSW.

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

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

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

Undergo a pre-employment National Police Check.

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

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

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

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

Contact Officer: Sam Thompson (02) 5124 2544 Samj.thompson@act.gov.au

**Client Support Services**

**NDIS Support Unit Nurse**

**Enrolled Nurse Level 1 $65,934 - $70,443, Canberra (PN: 54216 - 02H48)**

Gazetted: 10 April 2024

Closing Date: 18 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

About the Role:

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. The NDIS Support Unit Enrolled Nurse will be based predominantly at Village Creek Centre Kambah with capacity to work at other CHS sites across Canberra as needed.

The Canberra Health Services, NDIS Support Unit is a dynamic team consisting of Nursing, Allied Health, and Administration staff.

The NDIS Support Unit Enrolled Nurse position provides support for Community Care nursing clients in relation to NDIS matters. The position will be responsible for working collaboratively with the NDIS Support Unit RN2 and under the guidance of the NDIS Support Unit RN3 to assist with client coordination and care.

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

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

Undergo a pre-employment National Police Check.

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

Provide evidence of qualifications and professional registration.

Notes: The position is available at full-time hours; however part-time hours will be considered.

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

Contact Officer: Amanda McLean 0478 278 762 Amanda.mclean@act.gov.au

**Paediatrics and Child Health**

**Clinical Psychologist/Allied Health Lead**

**Health Professional Level 4 $114,928 - $123,710, Canberra (PN: 62978 - 02GR5)**

Gazetted: 10 April 2024

Closing Date: 24 April 2024

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

Scholarships for education support

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

About the Role:

Are you passionate about supporting the wellbeing of those in our community who identify as Intersex, Trans or Gender Diverse?

Are you motivated to work in a new service with a dedicated team of medical, nursing and allied health professionals to advocate for Intersex, Trans and Gender Diverse people and their families?

Do you identify with the core values of Canberra Health Services: Reliable, Progressive, Respectful, Kind?

If you answered yes to any of these questions, then read on and join a passionate team of health professionals!

The CHS Gender Service provides interdisciplinary support for children, young people, adults and their families with gender concerns or gender dysphoria in the ACT and surrounding regions. It aims to improve physical and mental health and quality of life outcomes for Trans and Gender Diverse people of all ages by providing care in which individuals feel safe, supported and listened to throughout their gender identity experience.

The CHS Gender Service is delivered by highly trained health workers using a trauma-informed, strengths-based approach that recognises the importance of protective factors, such as family and peer support, to reduce stigma and discrimination and optimise mental health outcomes.  The service has two arms: the Paediatric Gender Service (PGS) and Adult Gender Service (AGS).

The PGS Clinical Psychologist will work with a multidisciplinary team, including psychosocial staff, relevant medical specialists, and other members of the care team, to provide high quality evidence-based assessment, intervention and support for people with gender concerns, or gender dysphoria. The purpose of this position is to deliver high level clinical services and leadership as part of the Paediatric Gender Service. The position will involve significant liaison with peer support agencies, schools, specialist networks, statutory authorities, and other ACT Government bodies.

The Clinical Psychologist will report to the Director of Allied Health, Women, Youth and Children, with day-to-day operational coordination and service planning through the Clinical Director of Paediatrics, Women, Youth and Children. Please note, this reporting line may be subject to change.

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

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

Undergo a pre-employment National Police Check.

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

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

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

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

### Canberra Institute of Technology

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

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

**Corporate Services**

**Campus Renewal**

**Project Change Manager, Campus Renewal**

**Senior Officer Grade B $140,226 - $157,418, Canberra (PN: 64399)**

Gazetted: 10 April 2024

Closing Date: 16 April 2024

Details: WHAT DO WE WANT?

The Change Manager, Campus Renewal is responsible for leading a dedicated project to assist in the delivery of the change management program to support CIT staff and students with the transition to the CIT Woden campus. We are seeking an experienced vocational education and training (VET) practitioner who can lead, inspire, energise, and positively influence teams and individual outcomes, utilising their extensive understanding of adult learning and teaching principles and VET delivery models to shape Future Focused Teaching and Learning practices in line with CIT’s strategic priorities.

WHAT WILL YOU DO?

Centring on Future Focussed Teaching and Learning practices, this position will be pivotal in supporting our educators and students to move to a vertical, digitally enabled cloud campus, as part of the relocation and transition from traditional teaching spaces to the new teaching and learning facilities.

WHAT DO I NEED?

Exceptional VET knowledge, along with the ability to collaborate and communicate with influence,  are paramount as this position will be required to liaise with and understand the needs of CIT educators, students and relevant stakeholders, whilst working to tight deadlines. This position requires a leader with a strong, considered and engaging people focus to successfully deliver best practice people and culture outcomes for CIT.

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: It would be considered highly desirable, but not mandatory to have a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Experience in change management and/or transformation activities would be desirable.

Notes: This is a temporary position available immediately for up to two years, with possibility of permanency

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

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

Contact Officer: Rikki Norris (02) 6207 4877 Rikki.Norris@cit.edu.au

**Corporate Services**

**People and Culture Branch**

**People and Culture Branch**

**Senior Manager Workforce Transformation**

**Senior Officer Grade B $140,226 - $157,418, Canberra (PN: 63912)**

Gazetted: 09 April 2024

Closing Date: 28 April 2024

Details: CIT People and Culture is seeking an experienced and proactive HR practitioner to join our team in the position of Director Workforce Transformation.

WHAT DO WE WANT?

As a member of the People and Culture team, the Director Workforce Transformation is responsible for partnering with the CIT leadership team to assist them in creating and sustaining workforce services and advice across CIT.  This position is responsible for developing and implementing strategic workforce solutions through a systems-based approach, utilising HR data to design and develop key outcomes for the Institute.

WHAT WILL YOU DO?

Reporting directly to the EBM People and Culture, the Director will be responsible for the provision of HR data and workforce analysis, management of the end-to-end workforce planning, attraction and recruitment processes and development and implementation of a CIT People Strategy.

Accountable for HR service delivery across the HR functions of recruitment, casual workforce administration, HR data and workforce reporting, the Director will demonstrate the ability to research and prepare evidence-based workforce proposals, project plans and written briefs.

WHAT DO YOU NEED?

As a leader within CIT, this role requires a person who can establish a centralised approach to workforce planning and analysis for the organisation.  An individual who will execute broader workforce transformation by designing and implementing a People Strategy followed by centralising the recruitment function for the organisation anticipating our workforce challenges and highlighting an in depth understanding of both the VET sector and ACTPS and CIT employment frameworks.

You will be an excellent communicator, self-motivated, responsive and show initiative, demonstrate sound judgement, professional resilience and personal drive. You can think on your feet and work effectively under pressure and within time deadlines to deliver high-quality advice, out of the box solutions and outcomes that align with strategic goals. This role is required to liaise with both internal and external stakeholders and provide sound and practical advice to ensure legislative whole of government service requirements are met and best practice protocols are in place.

Eligibility/Other Requirements:

Experience in ACT Public Service or Australian Public Service is highly desirable.

Experience in leading small HR service delivery teams (in the areas of recruitment, payroll services, workforce planning, HR data and workforce transformation)

Qualifications or experience in Human Resources management or a similar field will be highly regarded.

Notes: Selection could be based on application and reference checks 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 provide a 500 word pitch outlining your suitability for the role and claims against the selection criteria, your resume and the details of two referees by 28 April 2024. If you have any questions about the role or your application, please contact Billie Darmody to arrange a time to speak with Sarah Chandra, Executive Branch Manager, People and Culture.

Applications should be submitted via the Apply Now button below.

Contact Officer: Billie Darmody N/A billiea.darmody@cit.edu.au

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

**Education and Training Services**

**CIT Trade Skills**

**Construction**

**Head of Department**

**Manager Education Level 1 $138,117, Canberra (PN: 42789)**

Gazetted: 05 April 2024

Closing Date: 19 April 2024

Details: Are you an experienced Vocational Education and Training (VET) Practitioner looking to lead a team to deliver high quality vocational training in the construction industry?

Do you strive for educational excellence, understand how to grow a business and know how to shape a team?

CIT would love to hear from you!

CIT Trade Skills has a number of opportunities for both temporary and permanent Heads of Department positions across the construction industries programs and we are seeking experienced VET Practitioners to join the college leadership team.

WHAT DO WE WANT?

CIT is seeking a strategic, business minded VET leader to fill the position of Head of Department, within Trade Skills. The position reports to the Director, Trade Skills College. This position plays a key and active part of the leadership team, working to ensure educational excellence, student and stakeholder satisfaction, creating business growth and building and maintaining a motivated, effective, respectful team and working environment.

WHAT WILL YOU DO?

Through quality leadership and management, you will contribute to the achievement of departmental goals and deliver education and related activities in alignment with the strategic objectives of the Trades Skills College and CIT's Strategic Compass. You will oversee the management and guidance of departmental staff, including teachers, administrative staff and technical officers, in achieving a financially sustainable and student-centric learning experience in line with the objectives within the Strategic Compass 2025.

By working collaboratively, the position will lead the delivery of highly innovative, contemporary training for students and other industry stakeholders. With a focus on providing leadership in the development of exceptional educational programs this position will assist the Director, Trade Skills College to develop, review and evaluate the departments offerings to meet industry needs.

Accountable for the human resources, financial and budgetary responsibilities and relevant procurement processes this role is responsible for ensuring the department is meeting the requirements of the Canberra Institute of Technology, and Australian Skills Quality Authority.

You will play a vital role in identifying and leading opportunities to enhance the student experience and implementing continuous improvement strategies. Your knowledge of the industry and ability to provide strategic and educational advice on program delivery will be essential to achieve CIT's objectives and continued excellence in education and training.

The successful applicant will have demonstrated experience in establishing and maintaining a highly motivated results-orientated team and an understanding of how to lead through change. Comprehensive and critical knowledge of current practices in the vocational education and training sector at a strategic level is a must, as is the ability to maintain and develop strong relationships with industry. Your sound understanding of strategic business planning along with your solutions focused attitude will be demonstrated in your ability to thrive in an evolving business environment.

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

Eligibility/ Other Requirements: QUALIFICATIONS AND EXPERIENCE

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING/INDUSTRY EXPERIENCE

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

For managers at or above Manager Education  - Level 1:

o    Vocational qualifications are highly desirable; however, where managers engage in direct teaching activity (anywhere within CIT) subclause 40.10 will also apply to them, as it relates to the teaching activity; and

o    Industry experience is highly desirable (although this does not have to be in the disciplines being supervised).

DESIRABLE

·     Tertiary level qualifications in Education/Management or relevant higher level qualification.

·     Working and management experience within the Construction Industry  sector.

Note: This is a permanent position available immediately with expected additional vacancies over the next 12 months. A Merit Pool will be established from this selection process and may  be used to fill vacancies over the next 12 months. The selection will be based on interview, application and referee reports. This is an expected vacancy and initially may be filled temporarily prior to permanent appointment.

How to apply: Please submit a maximum two page statement addressing the Selection Criteria along with a current curriculum vitae and two referee reports

*Applications should be submitted via the Apply Now Button*

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

Contact Officer: Fiona Dace-Lynn (02) 6207 3741 Fiona.Dace-Lynn@cit.edu.au

**CIT Corporate Services**

**CIT Audit, Risk and Corporate Governance**

**CIT Audit, Risk and Corporate Governance**

**Senior Manager, Internal Audit and Assurance**

**Senior Officer Grade B $140,226 - $157,418, Canberra (PN: 55476)**

Gazetted: 05 April 2024

Closing Date: 19 April 2024

Details: Canberra Institute of Technology (CIT) are seeking a motivated Senior Manager, Internal Audit and Assurance to drive a culture of best practice governance and compliance.

What do we want?

We are seeking an experienced individual to oversee the operation of the CIT Internal Audit team under the guidance of the Executive Branch Manager, Audit, Risk and Corporate Governance. The ideal candidate will possess strong leadership skills to effectively manage and navigate complex governance matters.

The Senior Manager will collaborate closely with the Executive Branch Manager, other senior executives, and the Chair of the CIT Audit and Risk Committee. This role requires the ability to build strong relationships and effectively communicate with key stakeholders.

The Senior Manager will take a proactive approach in driving the internal audit program, ensuring the implementation of recommendations, and fostering a culture of continuous improvement. The ability to anticipate challenges, identify opportunities, and implement effective solutions will be crucial 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.

What will you do?

The Senior Manager of Internal Audit and Assurance will oversee a range of critical governance matters for CIT. Responsibilities include leading the secretariat function for the CIT Audit and Risk Committee (ARC), preparing agendas, papers, and minutes for meetings. Collaborating with the Head of Internal Audit, the role entails preparing the annual internal audit program, supervising audit scopes, and tracking audits. The Senior Manager will monitor recommendations from audits, provide monthly status updates for ARC, and conduct annual reviews of key policies and charters. Additionally, they will manage the CIT Policy Register, advising policy stakeholders on review deadlines, ensuring policy quality before upload to the CIT website, and contributing to the management of relevant CIT Intranet pages.

Eligibility/Other Requirements:

Tertiary qualification in relation to public policy, report writing, project management, and governance fields are desirable, with a working experience of these in a public sector environment.

Secretariat experience would be highly regarded.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: DanielJ Riley 02 6207 3153 danielj.riley@cit.edu.au

**Education Future and Students**

**CIT Health, Community and Science**

**CIT Community Work**

**Project Officer**

**Administrative Services Officer Class 6 $95,746 - $109,072, Canberra (PN: 65091)**

Gazetted: 04 April 2024

Closing Date: 18 April 2024

Details: Canberra Institute of Technology (CIT) is seeking an exceptional Project Officer to fill a permanent vacancy in the CIT Community Work department.

Joining a dynamic team, you will be responsible for leading the department’s administrative team in supporting the work of the department. We are looking for someone who demonstrates initiative, displays high level customer service and administration skills, and can communicate effectively with a range of stakeholders.

The CIT Community Work department delivers training in the areas of Alcohol and Other Drugs, Community Development, Community Services, Mental Health, and Youth Work. The department also delivers a range of industry specific programs including non-accredited courses for the continual education of industry professionals. Training is delivered through full time, part time and flexible study modes. The department works collaboratively with industry and with other areas across the College of Health, Community & Science and CIT to create unique innovative learning opportunities for students.

Reporting to the head of department, the successful candidate will undertake a wide range of operational and administrative tasks to support the department, which include but not limited to the following duties:

Research, design, plan, manage and prepare complex written documents, as appropriate, for a wide range of educational projects and audiences.

Co-ordinate and monitor student placement systems and requirements for the department, including compliance.

In consultation with relevant stakeholders, design and develop systems and processes to facilitate the work of the teams and ensure appropriate records, statistics, and case notes are maintained.

Provide high level representation of the department and college, including representing CIT at external industry committees and events as well as building and maintaining effective professional relationships within the community sector.

Lead and coordinate the work of the administrative support officers in the department in improving business practice, including the implementation of policies in relation to academic and core CIT business needs.  Facilitate training and development of the administrative team.

Provide high level coordination and support to the Head of Department by implementing effective principles and procedures in managing procurement, human resources, business planning, risk management, finance and budgets, external agreements and memorandum of understandings (MoUs), and workplace, health and safety and other key functions as required.

Knowledge of the tertiary education sector is essential, specifically Registered training organisations (RTO) standards and Australian Qualifications Framework (AQF) levels.

Provide high level administrative skills to support teaching staff in the department.

Provide excellent customer service to both internal and external stakeholders.

Undertake and manage special departmental projects as directed by the Head of Department.

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

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

Flexible work options

Free parking

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

Eligibility/Other Requirements:

DESIRABLE

Experience in the Vocational Education and Training (VET) sector and the Australian or ACT Public Service.

AQF 5 (Diploma) or above qualification in Education, Business, Project Management, Government, or associated field.

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

How to Apply: Interested applicants should submit a pitch of no more than two pages. Your suitability will be assessed based on your skills and knowledge in relation to the duties/responsibilities of the role and clearly linked to the Selection Criteria. Applications should include a current curriculum vitae and details of two referees.

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

Contact Officer: James Dunstan (02) 6207 3491 James.Dunstan@cit.edu.au

**Corporate Services**

**Campus Renewal**

**Campus Renewal**

**Change Project Officer, Campus Renewal**

**Administrative Services Officer Class 5 $89,114 - $94,120, Canberra (PN: 59987)**

Gazetted: 04 April 2024

Closing Date: 18 April 2024

Details: Canberra Institute of Technology (CIT) are seeking a motivated Change Project Officer, Campus Renewal.  The Project Officer will support the delivery of our Change Program to transition CIT staff and students to our new CIT Woden Campus ready for course delivery by July 2025. The project will run over the next two years, from there business requirements will provide opportunities to work across CIT.

WHAT DO WE WANT

Are you an organised, motivated person who is an administration whiz, takes initiative to reach team goals and has a love for project and coordination work? Have you been involved in change projects, or does change excite you? If YES, we want to hear from you!!

The Change Project Officer, Campus Renewal is responsible for supporting the change management program to transition CIT staff and students from our CIT Reid Campus to our new CIT Woden campus. We are seeking an experienced Project Officer who can coordinate and support the management of the change program, managing up and providing administrative support to ensure the critical milestones of the program are successfully achieved and reported on.

Exceptional coordination, administration, collaboration and communication skills are paramount as this position will be required to coordinate, liaise with stakeholders and support the management of the change program, whilst working to tight deadlines.

WHAT WILL YOU DO?

Over the next two years you will work in a small dedicated team, to support the development and implementation of a range of change management strategies and plans that maximise employee adoption across our Education and Corporate Divisions to deliver Future Focussed Teaching and Learning practices, in-line with CIT’s strategic priorities.

WHAT DO I NEED?

Project experience

Great organisational skills

Can coordinate tasks and people

Great written and verbal skills

Reporting capabilities

An open mind and great attitude

If you have not had change project experience, that’s ok. CIT supports professional development, for the right applicant, that ticks all (or most) of the above boxes, we eagerly await your application.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Rikki Norris (02) 6207 4877 Rikki.Norris@cit.edu.au

### Chief Minister, Treasury and Economic Development

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

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

**Executive Branch Manager, Communications and Engagement**

**Temporary Vacancy**

**17 April 2024 to 8 May 2024**

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

**Position: E728**

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

Date circulated: 10 April 2024

Circulated to: ACTPS Senior Executive List and ACTPS SOGAs

Expressions of Interest are sought for the position of Executive Branch Manager (EBM), Communications and Engagement from 17 April to 8 May 2024.

This Executive position leads the Content, Governance and Protocol team and reports to the Executive Group Manager – Communications and Engagement. This position also performs the role of Deputy Public Information Coordinator.

There's never been a more important time to ensure the Canberra community is well informed about government programs, policies and services, and has meaningful opportunities to inform decision making.

This is an excellent opportunity to advance your professional skills and experience. If you:

•have an established track record in providing advice and implementing contemporary and emerging Communications and Engagement (C&E) services

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

•have significant experience in leadership roles in C&E, leading high performing teams

•have training and experience working in or leading the Public Information Coordination Centre

•have a strong focus on maintaining effective working relationships with stakeholders.

It is essential applicants can work flexibly in a fast-paced and dynamic environment, with some out of hours work required.

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

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

To apply: Please provide an Expression of Interest for the role, your curriculum vitae and details of two referees to Tamerra Rogers via email, [tamerra.rogers@act.gov.au](mailto:tamerra.rogers@act.gov.au) by Midday Friday 12 April 2024.

Contact Officer: Tamerra Rogers 0457 766 383 [tamerra.rogers@act.gov.au](mailto:tamerra.rogers@act.gov.au)

**Chief Operating Officer, Access Canberra**

**Temporary Vacancy**

**(21 May 2024 to 26 June 2024, with possibility of extension)**

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

**Access Canberra**

**Position: E847**

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

Date circulated: 8 April 2024

Circulated to: Band 1 and Band 2 Executives

Are you looking for an opportunity to develop or grow your senior executive skills by managing an operationally diverse and busy agency that performs both regulatory and customer service functions, and is the front face of the ACT Government? An exciting opportunity is coming up to temporarily perform the role of Chief Operating Officer (Executive Group Manager) Access Canberra from 21 May to 26 June 2024.

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

The Chief Operating Officer position reports directly to the Head of Access Canberra and is responsible for managing day-to-day operations right across the organisation. In this role you will lead and support the Access Canberra executive group to deliver outcomes for government and our community. The role demands effective engagement with our Minister/s, key external stakeholders including unions, and the ability to apply sound judgement and a high level of integrity to all work. The role also plays a primary role in managing corporate matters relating to the operations of the agency and representing Access Canberra at key inter-directorate meetings and working groups.

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: If you have what it takes and are up for a challenge that will take your leadership and organisational skills to the next level, please send a pitch of no more than one page along with a copy of your current curriculum vitae to [ACOfficeoftheDDG@act.gov.au](mailto:ACOfficeoftheDDG@act.gov.au) by COB Monday 15 April 2024.

Contact Officer: Margaret McKinnon 0435 440 520 [Margaret.McKinnon@act.gov.au](mailto:Margaret.McKinnon@act.gov.au)

**Executive Group Manager, Policy and Strategy**

**Economic Development**

**Short-term vacancy (24 May 2024 to 26 June 2024)**

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

**Position: E671**

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

Date circulated: 4 April 2024

Circulated to: ACTPS Senior Executive List and ACTPS SOGAs

Expressions of interest (EOI) are sought for the position of Executive Group Manager (EGM) Policy and Strategy, Economic Development. This is a short-term vacancy available for the period 24 May 2024 to 26 June 2024 inclusive.

The EGM Policy and Strategy’s role is to develop an integrated approach to major economic policy initiatives and projects; provide strategic direction and advice on Government’s initiatives to diversify the ACT economy; and to work to create a vibrant community that attracts and retains talented people. This involves high-level oversight and strategic management of a broad range of programs, initiatives and policy development.

Importantly, this role seeks to create synergy and alignment of effort across Economic Development.  There are four Executive Branch Managers and three Senior Directors who report directly to this position. The EGM Policy and Strategy reports directly to, and works closely with, the Deputy Director-General, Economic Development, CMTEDD.

For further information, please see the attached Executive Capabilities.

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

Remuneration: The position attracts a remuneration package ranging from $313,721 - $326,282 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $279,122.

To apply: Interested candidates should submit an EOI/statement of capabilities of no more than two pages addressing the Executive Capabilities, as well as your curriculum vitae and details of two referees to Kate Starick via email, [kate.starick@act.gov.au](mailto:kate.starick@act.gov.au) by COB Thursday 18 April 2024.

Contact Officer: Kate Starick 02 6205 9828 [kate.starick@act.gov.au](mailto:kate.starick@act.gov.au)

**Economic Development**

**Finance and Business Services**

**Senior Business Services Officer – Business Support**

**Administrative Services Officer Class 6 $95,746 - $109,072, Canberra (PN: 61824)**

Gazetted: 08 April 2024

Closing Date: 22 April 2024

Details: Are you passionate about numbers, budgets, and reconciliations? Do you enjoy managing projects and educating people on all things finance? Can you translate finance language into simplified terms? If this sounds like you, this could be the career opportunity you've been waiting for!

We’re looking for a Senior Business Services Officer within our Finance and Business Services team that supports the division in finance and budgeting.  Sound financial knowledge, extremely strong collaboration skills, and a can-do attitude are absolutely essential to this role.

What does the day of the Senior Business Support Officer look like?

You will help creative experts understand how finance and budgets work, facilitate simplified collaborative financial discussions, develop and prepare strategic and operational budgets and reporting as well as manage a variety of ad-hoc projects and requests. You will be supported with your capability development and opportunities for career growth which include the opportunity to drive change initiatives.

You will need to be a confident effective communicator, able to get your head around complex issues quickly, and deliver solutions for a multitude of problems.

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

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

How to Apply:  After reviewing the “What you will do” and “What you require” sections in the Position Description, please provide a two-page written response that provides evidence of your suitability to the role. Include examples that clearly demonstrate your relevant experience, skills, knowledge and behavioural capabilities. Please provide a current curriculum vitae and include the name and contact details of two referees.

*Applications should be submitted via the Apply Now Button*

Contact Officer: Steven Gallace (02) 6205 0793 Steven.Gallace@act.gov.au

**Digital, Data and Technology Solutions**

**Technology Services Branch**

**Unified Communications**

**Senior Unified Communications Engineer**

**Senior Information Technology Officer Grade B $140,226 - $157,418, Canberra (PN: 17138)**

Gazetted: 04 April 2024

Closing Date: 18 April 2024

Details: Networks, Communications Services and ICT Facilities (NCS) is seeking a senior Unified Communications engineer with extensive experience in managing unified communication infrastructure and providing good outcomes to customers. The role will primarily maintain the day-to-day operations of the ACT Government communications infrastructure and the provision of new services for a diverse customer base.

Eligibility/Other requirements:

Current certification as Cisco Certified Network Professional (CCNP) Collaboration is highly desirable.

Current certification for Webex Contact Centre is highly desirable.

Class C driver licence is essential.

An Australian Government Security Vetting Agency (AGSVA) Negative Vetting 1 (NV1) clearance is required for this position.

This position may require a Working with Vulnerable People Check.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving 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 personal pitch of no more than two pages, addressing the "What You Require" section, and taking into account the items in the "What You Will Do" section. Please provide a current curriculum vitae including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shane Eccleston (02) 6207 7963 Shane.Eccleston@act.gov.au

**Access Canberra**

**Corporate Support and Capability**

**Digital Design and Delivery**

**Business Analyst**

**Senior Officer Grade C $119,595 - $128,465, Canberra (PN: 57584, several)**

Gazetted: 05 April 2024

Closing Date: 26 April 2024

Details: Access Canberra’s Digital Design and Delivery team is seeking applications for the position of Business Analyst to successfully undertake research, analysis, requirements gathering, and documentation to enable change within the business area.

This is an exciting opportunity to be part of a dynamic team environment contributing to the delivery of projects which make it easy for the ACT community to access and use ACT government services and information. This role will directly contribute to enhancing the liveability of the city and the region in which we live.

The Digital Design and Delivery team is responsible for managing the program of works associate with maintaining a range of digital capabilities and ICT systems enabling and supporting the ongoing evolution of services provided by Access Canberra. As a Business Analyst in the team, you will be responsible for leading and contributing to the delivery of a range of projects associated with the regulatory and service delivery functions that Access Canberra provides the community.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Relevant tertiary qualifications are highly desirable.

Competency in the use of relevant Business Analysis tools and techniques (E.g., Azure Devops, Business Process Modelling) is highly desirable.

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

This position will be 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 pitch of no longer than two-pages with your curriculum vitae via the ‘Apply Now’ button below. Your pitch should address the Selection Criteria set out in the duty statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maryam Howe (02) 6207 2074 Maryam.Howe@act.gov.au

**Budget, Procurement, Investments and Finance (BPIF)**

**Shared Services Finance (SSF)**

**Business Engagement Officer**

**Administrative Services Officer Class 5 $89,114 - $94,120, Canberra (PN: 65089)**

Gazetted: 05 April 2024

Closing Date: 12 April 2024

Details: Shared Services Finance (SSF) is looking for an experienced Business Engagement Officer with a diverse skill set to assist in the delivery of a number of finance business initiatives. This position reports to the Senior Director – Business Strategy and Engagement.

The position requires demonstrated knowledge and skills in project management, procurement, communications, and business process analysis to support the delivery of finance initiatives. Stakeholder management is also a critical skill for the role as SSF delivers several Whole of ACT Government projects, and you will be required to liaise with consultants and staff across all levels and directorates as well as have the confidence to present to key stakeholders.

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

Eligibility/other requirements:

Well-developed written and oral communication with an ability to communicate with internal and external stakeholders within a customer service delivery environment.

Ability to prioritise workload and manage competing priorities in a dynamic environment.

Previous project, procurement, and communications experience and/or formal training in Project Management is highly desirable.

Sound organisational skills and the ability to effectively manage multiple tasks, determine priorities, and meet strict deadlines with limited supervision.

Aptitude to work cooperatively and positively within a strong customer-focused environment and demonstrate helpful, collaborative assistance and support.

A record of contributing to improving business outcomes through innovative approaches and within the context of the ACTPS values and signature behaviours.

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

How to Apply: Interested candidates should submit a curriculum vitae with referee's contact details and your Expression of Interest (of no more than two pages) addressing the Professional and Behavioural Capabilities which explains why you would be a great person for this role.

Applications should be submitted via the Apply Now button below:

Contact Officer: Robert Barrenger (02) 6205 2788 Robert.Barrenger@act.gov.au

**Access Canberra**

**ENVIRONMENT, LAND & TECHNICAL REGULATION**

**Land, Planning and Building Services**

**Senior Director, Land, Planning and Building Services**

**Senior Officer Grade A $162,291, Canberra (PN: 60363)**

Gazetted: 05 April 2024

Closing Date: 10 May 2024

Details: Environment, Land and Technical Regulation (ELTR) Branch within Access Canberra is seeking an experienced leader to fill the role of Senior Director, Land, Planning and Building Services (LPBS). This is a permanent position available from 1 July 2024.

The Senior Director, LPBS reports to the Executive Branch Manager, ELTR. LPBS perform the administrative tasks associated with building approvals, development applications, lease conveyancing, and building conveyancing processes. The team handle counter, phone, and general enquiries about a range of application, procedural and process matters.

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.

How to Apply: If you are interested in this opportunity, please submit your curriculum vitae, a two-page pitch on your suitability for the position and contact details for two referees by COB 10th May 2024. Your pitch should address the selection criteria and reference the position Duties/Responsibilities as outlined in the Position Description.

Applications should be submitted via the Apply Now button below:

Contact Officer: Jared Dorrington (02) 6207 8496 Jared.Dorrington@act.gov.au

**Digital, Data and Technology Solutions**

**Customer Engagement Services**

**Service Continuity Management**

**Problem Manager**

**Senior Information Technology Officer Grade B $140,226 - $157,418, Canberra (PN: 14512)**

Gazetted: 05 April 2024

Closing Date: 19 April 2024

Details: If you are you a highly motivated multitasker with advanced Problem Management practice skills, highly developed technical skills, is calm under pressure and likes to work with stakeholders to resolve ICT related problems, then keep reading!

Our Service Continuity Management team within DDTS is seeking a suitably qualified and skilled individual with the following behavioural capabilities to join us our Problem Manager.

Demonstrated ability to manage, monitor and deliver on agreed strategic business outcomes and solutions by taking initiative, managing resources and setting clear direction, and providing guidance for managers and team members.

Advanced conceptual analytical skills, particularly the ability to understand how issues integrate and to make rational judgements from available information.

Demonstrated high level ability to establish and maintain effective and diverse strategic business partnerships, including with executive stakeholders, whole of government clients, senior management, DDTS staff and suppliers through collaboration, engagement, responsiveness and influence.

Adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a constantly changing, complex and diverse environment.

Ability to take an innovative and holistic approach to service design, support and delivery when providing advice and achieving improved outcomes for the ACT Government and the ACT 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 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:

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/industry qualification specialising in ITIL or similar discipline problem management practice.

Extensive knowledge, technical skill, and practical experience in a relevant ICT subject area.

Highly developed leadership and management skills.

A high-level of understanding of relevant legal statutory, regulatory and policy frameworks.

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

How to apply: If this sounds like you, please submit your pitch of no more than two pages, addressing the Selection Criteria in the Position Description, along with your curriculum vitae and names of two referees.

*Applications should be submitted via the Apply Now Button*

Contact Officer: Patrick Biden 6207 5635 Patrick.Biden@act.gov.au

**Office of Industrial Relations and Workforce Strategy**

**Recruitment and Information Services**

**Recruitment Officer**

**Administrative Services Officer Class 4 $80,535 - $86,909, Canberra (PN: 08105)**

Gazetted: 05 April 2024

Closing Date: 14 April 2024

Details: The Recruitment and Information Services team are seeking applications from highly motivated, customer focused individuals who enjoy working in a fast paced, dynamic team environment delivering recruitment services across the ACT Public Service (ACTPS).

Services we provide include transactional and operational support on recruitment matters and HR position management.  We are often the first point of contact for all recruitment matters and enjoy problem solving successful outcomes for our customers.

The Recruitment Officer is responsible for:

Providing advice to customers regarding recruitment matters, including procedures and policies/legislation; and

Quality assurance review of recruitment requests

Process recruitment outcomes

Continuous relationship management between directorate, employees and external stakeholders.

To be successful in this role you will have:

Demonstrated experience in a customer focused, administrative position.

Well-developed communication and relationship management skills

Experience in using a variety of IT and database applications.

A keen for eye for attention to detail.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applicants are asked to submit a maximum two page personal pitch providing examples of your experience demonstrating your suitability against the Professional, Technical Skills, Knowledge and Behavioural requirements for this role. Accompanying your pitch please provide your curriculum vitae, details of two referees with one being a current supervisor/manager.

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

Contact Officer: Nici Oke (02) 6207 5993 Nici.Oke@act.gov.au

**Economic Development**

**Business and Innovation**

**Senior Director**

**Senior Officer Grade A $162,291, Canberra (PN: 65113)**

Gazetted: 05 April 2024

Closing Date: 12 April 2024

Details: Business and Innovation is looking for a Senior Director to support the Executive Branch Manager in delivering the organisation's strategic objectives. Building on Canberra’s economic strengths and competitive advantages, this exciting position will manage key strategic projects to continue to grow the Canberra and region economy. This position will foster critical external and cross-government relationships in the development and implementation of strategic, governance and operational plans to meet the ACT Government’s economic development objectives and to deliver key strategic projects.

 The Chief Minister, Treasury and Economic 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 are encouraged to apply.

Eligibility/ Other Requirements: The position requires high level communication skills and demonstrated experience in leading projects and managing budgets. Strong leadership and collaboration skills, a good knowledge of the ACT and region economy, and a strong track record in delivering on government priorities will also be an advantage.

Note: This is a temporary position available immediately until 30 June 2024 with the possibility of extension up to 12 months and/or permanency. This position will operate within flexible/hybrid working arrangements. This may include working from home or other work sites where agreed. The office environment is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. 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 provide a pitch of no more than two pages indicating your experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae.

Applications should be submitted via the Apply Now Button

Contact Officer: Hugh Maclachlan (02) 6205 7724 Hugh.Maclachlan@act.gov.au

**Office of Industrial Relations and Workforce Strategy**

**Executive Branch Manager, Policy Branch, Work Safety Group**

**Executive Level 1.4 $274,784 - $285,773 depending on current superannuation arrangements, Canberra (PN: E1079)**

Gazetted: 08 April 2024

Closing Date: 22 April 2024

Details: Applications are sought for the position of Executive Branch Manager, Policy Branch, Work Safety Group, Office of Industrial Relations and Workforce Strategy, CMTEDD.

The Executive Branch Manager leads a program of work to optimise the ACT’s workplace relations regulatory frameworks. They monitor the performance of regulatory frameworks and designs, manage and implement legislative. The branch is responsible for influencing national workplace relations (including WHS and workers’ compensation) policy, including through national policy forums such as SafeWork Australia, building and maintaining constructive stakeholder relationships with policy bodies, employer and employee representative bodies, ACT and other Australian regulators while providing related policy and strategic advice to the portfolio Minister and directorates.

Experience in policy development and project management with an established record supervising workers’ compensation and/or work health and safety regulatory frameworks is highly desirable.

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

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

How to Apply: Interested applicants should submit a two-page pitch and a curriculum vitae addressing their suitability and availability for the role to EGMWSGOffice@act.gov.au

Contact Officer: Michael Young 02 6205 3095 Michael.young@act.gov.au

**Digital, Data and Technology Solutions**

**TECHNOLOGY SERVICES BRANCH**

**Corporate Applications**

**Power BI Support Officer**

**Information Technology Officer Class 2 $95,746 - $109,072, Canberra (PN: 19109)**

Gazetted: 08 April 2024

Closing Date: 22 April 2024

Details: The Power BI Support Officer will be focussed on contributing to the day-to-day administration of Power BI services within ACT Government environments.

The Power BI Support Officer also works closely with end-users, such as data scientists, data modellers, data engineers, and other technology/research practitioners, to provide technical advice related to the deployment or remediation of data products deployed to the Power BI Service.

The Power BI Support Officer is therefore required to effectively communicate and liaise with a broad range of stakeholders at all levels of the DDTS organisation and the organisations we enable. The role will also engage broadly to support the organisational objectives of the Technology Services Branch (TSB) and be a key contributor to the enablement of hybrid service delivery and design thinking in DDTS.

We work hard, support each other, and have fun. We place a big emphasis on personal development, encouraging training opportunities and involving you in the delivery of our team’s strategic 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 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: Hold a current ACT Government CMTEDD issued Personnel Vetting Program certificate/clearance or ability to obtain and maintain a certificate is mandatory.

Note: This is a temporary position available immediately for a period of 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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:  After reviewing the Position Description, please submit a maximum two-page pitch, addressing each of the seven capabilities listed in the “What you require” section of the Position Description and describing your experience and claims of suitability for each capability. Please also provide a current curriculum vitae, including contact details for two referees.

*Applications should be submitted via the Apply Now Button*

Contact Officer: Cynthia Chen (02) 6207 8934 Cynthia.Chen@act.gov.au

**Office of Industrial Relations and Workforce Strategy**

**Workforce Strategy, Leadership and Capability**

**Executive Leadership and Talent**

**Director, ACTPS Executive Programs**

**Senior Officer Grade B $140,226 - $157,418, Canberra (PN: 52112)**

Gazetted: 10 April 2024

Closing Date: 24 April 2024

Details: Yuma! Did you know that the ACT Government aims to be the most progressive jurisdiction in Australia for our workforce practices. We are already recognised for leading the flexible and hybrid work agenda, and we have shifted resources towards making sure our inclusive workforce practices match this progressive ambition.

Importantly, we are also investing in contemporary leadership practices which support the wellbeing of our teams and Executives and deliver sustainable high performance for the benefit of the communities we serve.

We have an exciting opportunity for a Director to join us here in the Executive Leadership and Talent team. Landing this role would mean leading whole-of-government executive leadership development and you would be working at the forefront of contemporary leadership capability development.

Who are we looking for?

We need someone who excels at forming relationships and who is a leadership development expert - with extensive experience and a demonstrated commitment to their own continuing professional development in contemporary leadership development approaches.

We're looking for someone with a passion for supporting leaders to

refine their skills,

pay more attention to the right things and

lead collectively across the Service.

 You'll need specific experience in the design, delivery and evaluation of successful leadership development opportunities.

About the team:

We are an inclusive and supportive team. We are expert at what we do. We are generous in our collaboration. We build trust. We are flexible and emphasise wellbeing. We work hard and we have fun.

If this sounds attractive to you, please apply for the role of Director of ACTPS Executive Programs and come and join us.

The work of the Office of Industrial Relations and Workforce Strategy, and our organisational culture, benefit from workforce diversity, and we are committed to strengthening our inclusive workplace because we believe that our workforce should be as diverse as the community we serve. We are committed to creating an inclusive environment where people with diverse thought, lived experience, and perspectives can thrive and contribute their unique talents to the ACTPS and ACT community. We encourage Aboriginal and Torres Strait Islander people, people with disability, people with culturally and linguistically diverse backgrounds, veterans, younger and older workers, and people with diverse genders, sexes and sexualities to apply.

Eligibility/Other Requirements:

Membership of a relevant professional association will be favourably viewed (eg: The Australian Human Resources Institute - AHRI)

Notes: We support hybrid work arrangements including working from home, activity-based working (ABW) when working from our designated office at 220 London Circuit, Canberra City, and you can also choose to work from any of our network of Flexi-spaces located throughout Canberra. A Merit Pool will be established from this selection process and will be used to fill similar vacancies should they arise over the next 12 months.

How to Apply: Please submit a two-page pitch which demonstrates the capability requirements listed in the Position Description, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: AndrewG Mann +61468711745 andrewg.mann@act.gov.au

**Access Canberra**

**Executive Branch Manager, Environment, Land and Technical Regulation**

**Executive Level 1.4 $274,784 - $285,773 depending on current superannuation arrangements, Canberra (PN: E1328)**

Gazetted: 10 April 2024

Closing Date: 24 April 2024

Details: Access Canberra is the ACT Government’s one-stop shop for key government services and regulatory functions.  We are all about providing people easy access to ACT Government services, payments and information, along with delivering important regulatory functions for our community.  We strive to deliver great customer experience and deliver regulatory outcomes that support our vision of a safe and liveable city.

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

Successful applicants will be able to lead organisational change; help find solutions to complex situations; actively engage with risk to make sound decisions; communicate with influence to achieve outcomes; and understand how to lead teams to achieve effective results. You will be a key member of the Access Canberra Executive group helping to drive organisational strategy and implementation of government priorities.

The Executive Branch Manager, Environment, Land and Technical Regulation, has primary responsibility for the following three teams in Access Canberra:

Environment Protection Authority (Dickson Office Block)

Utilities and Technical Regulation (Dickson Office Block)

Land Planning and Building Services (Mitchell Building, Dickson Service Centre and Dickson Office Block)

The successful applicant will be required to perform regulatory responsibilities as part of the role. This includes:

Perform as the Environment Protection Authority (EPA) pursuant to section 11 of the Environment Protection Act 1997; and be required to fulfil all the statutory obligations of the EPA under the Act.

Provide advice and support to the Technical Regulator pursuant to the Utilities (Technical Regulation) Act 2014.

Provide advice and support to the Registrar-General in relation to Land Titles and Land Planning matters.

Provide advice and support to other statutory functions across Access Canberra and within government as required.

The position provides advice to various portfolio Ministers in support of its statutory functions and role within Access Canberra, and works closely with partner policy directorates, especially the Environment, Planning and Sustainable Development Directorate (EPSDD), Transport Canberra and City Services Directorate (TCCS) and the Justice and Community Safety Directorate (JACS).

The Executive Branch Manager, Environment, Land and Technical Regulation is required to engage with key stakeholders in support of its statutory functions, regulatory responsibilities and service delivery requirements.

Prior experience or qualifications relevant to the functions of the branch will be highly beneficial.

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

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

How to apply: If you think you have what it takes to take on the challenge of this important role, please submit your curriculum-vitae and a pitch of no more than two pages addressing the section criteria and outlining why you are interested in this opportunity. Details of two referee, including your most recent supervisor, should also be included.

Selection may be based on application only.

More information about Access Canberra can be found on its website: <www.accesscanberra.act.gov.au>

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

Contact Officer: Margaret McKinnon 0435 440 520 acofficeoftheddg@act.gov.au

**Access Canberra**

**Service Delivery And Engagement**

**PARKING OPERATIONS AND TRAFFIC CAMERA COMPLIANCE**

**Parking Compliance Officer**

**Administrative Services Officer Class 3 $72,889 - $78,177, Canberra (PN: 03326, several)**

Gazetted: 08 April 2024

Closing Date: 22 April 2024

Details: Are you passionate about the safety of your local community? Are you looking for an outdoor role that allows you to make a real difference in the community you live in? Do you want to get your 10,000 steps in while you’re on the clock? Then come join us as at Parking Operations within Access Canberra!

From enabling kids to walk safely in school zones to ensuring accessible parking is available for those who need it, our parking inspectors play a crucial role in supporting Access Canberra vision of ‘A Safe and Liveable City’.

It’s not just about yellow envelopes and issuing infringements! At Access Canberra, we’re committed to engaging and educating our community about the importance of safe and legal parking, as well as making a lasting impact on the safety of our community. Need more convincing? Our parking inspectors explained to Our CBR why they love working in these fulfilling roles.

A Rubik’s Cube has fewer moving parts than this team, and the stakes are higher than grandpa’s pants. So, we are looking for someone who is motivated to make a difference to the lives of others; who can manage their time, people, and expectations. You will also use a variety of IT devices such as but not limited to laptops, tablets, mobile phones and two-way radios both on foot or in a moving vehicle, complete administrative duties, apply innovative ideas to help achieve road safety compliance, and aspire to find new ways of doing things better.

Most importantly, we are looking for someone who has high levels of emotional intelligence and resilience, who can work towards the promotion of both team and community safety. Someone who would have the confidence to handle sometimes tricky conversations with drivers about their parking, while maintaining a customer service approach. As a Parking Compliance Officer it is important to take the time to educate drivers to ensure they know the parking rules ensuring they don’t make the same mistake again.

If you think you are up to the challenge and enjoy supporting the community where you live every day, then we want to hear from you!

Eligibility/Other Requirements: You must be an Australian citizen or permanent Australian resident to be appointed as an Authorised Person under Road Transport Legislation. A current driver's licence is also required. You may be required to undergo a health assessment prior to employment.

Note: These are permanent positions available for immediate start. A Merit Pool will be established from this selection process and will be used to fill similar vacancies over the next 12 months.

This position involves working from office and in field activities patrolling assigned areas on foot and/or by motor vehicle.

How to Apply: If this sounds like you, send your curriculum vitae along with a pitch of no more than one page, describing the skills, knowledge, and behavioural capabilities you have that make you the best person for the position. Please review the Position Description and job advertisement for details about the role and duties. Contact details of at least two referees are also required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Lawton (02) 6207 2919 Natalie.Lawton@act.gov.au

**Office of Industrial Relations and Workforce Strategy**

**Cultural Transformation Branch**

**ACTPS Inclusion and Belonging**

**Assistant Director, ACTPS Inclusion and Belonging**

**Senior Officer Grade C $119,595 - $128,465, Canberra (PN: 61841)**

Gazetted: 08 April 2024

Closing Date: 15 April 2024

Details: Help us make the ACTPS a great place to work!

Are you a skilled Diversity and Inclusion practitioner who is passionate about creating more diverse and inclusive workplaces?

Join us in the Cultural Transformation Branch within the Office of Industrial Relations and Workforce Strategy, CMTEDD.

Your Role

The Assistant Director, ACTPS Inclusion and Belonging plays a key role in delivering the ACTPS’s progressive and inclusive workforce agenda.

You will research, design and deliver workforce diversity and inclusion initiatives which support the ACTPS to be as inclusive, progressive, and diverse as the community we serve.

You will contribute to a range of activities which aim to create genuine inclusion and an associated sense of belonging (or connection) for all of our people.

 About us

The Cultural Transformation Branch (CTB) sits within the Office of Industrial Relations and Workforce Strategy in CMTEDD. The CTB has a strong focus on bringing together ACTPS Inclusion and Belonging initiatives under a single integrated and unified vision. Read more about us in the attached Position Description!

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

Eligibility/ Other Requirements:

To thrive in the role you will need:

Excellent writing skills, including the ability to produce informative and/or awareness-raising material, prepare correspondence to senior audiences, and draft high-quality reports.

Demonstrated ability to design, project manage, implement, and evaluate workforce programs, such as Diversity and Inclusion programs.

Sound relationship and communication skills, including the ability to establish and maintain effective relationships with a range of staff and stakeholders.

Demonstrated initiative and professional credibility, including the ability to work through complexity with limited direction, in a fast-paced work environment.

Demonstrated ability to effectively supervise more junior staff in a small, busy team including the ability to determine priorities amongst competing commitments, and support continuous learning, development, and performance.

Demonstrated ability to model the ACT Public Service values and signature behaviours, to work in accordance with, the Respect, Equity and Diversity (RED) Framework and demonstrated understanding of Work Health and Safety (WHS) matters

Importantly, your behaviour and working style will align with the ACTPS Code of Conduct and our values of respect, integrity, collaboration and innovation.

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

Part-time, flexible work arrangements and working from home options are available - just ask!

How to Apply: Please review the Position Description and submit:

A two page ‘pitch’ responding to the Selection Criteria, that includes specific examples as evidence of your relevant skills, knowledge and behavioural capabilities.

Your curriculum vitae including the contact details of two referees.

*Applications should be submitted via the Apply Now Button*

Contact Officer: Lowri Grice (02) 6205 7258 Lowri.Grice@act.gov.au

**Access Canberra**

**Strategy, Data and Governance Branch**

**Government Business and Coordination**

**Government Business and Coordination Officer**

**Administrative Services Officer Class 5 $89,114 - $94,120, Canberra (PN: 57498)**

Gazetted: 09 April 2024

Closing Date: 16 April 2024

Details: The Government Business and Coordination Team provides support to Access Canberra divisions on whole of government issues and on issues with a whole of Access Canberra impact. The team is responsible for managing all government business and processes around Cabinet and Assembly and Annual Reports amongst others. The team is also responsible for providing Secretariat services, including to the Gambling and Racing Commission Board.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other’s work and always ask “who else needs to know?”

DUTIES / RESPONSIBILITIES

Under general direction, undertake work as required for the processing of team’s duties which may include:

Lead the coordination of Cabinet and Assembly business and associated liaison with Access Canberra Executives and CMTEDD Cabinet Office;

Lead work to manage delegations and appointments on behalf of Access Canberra;

Lead the coordination of ministerial correspondence;

Lead the provision of secretariat services provided by the Government Business and Coordination team to various forums and committees;

Lead coordination of information requests across Access Canberra including from the Ombudsman, other ACT Government Directorates and/or other statutory Authorities or Government Departments;

General office administration and projects as required;

Other duties within the employee's skill, competence and training as directed; and

Maintain records in accordance with the *Territory Records Act 2002*.

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 does not require a pre-employment medical.

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

This position may involve direct supervision of personnel from time to time.

Note: This is a temporary position available immediately for a five month period 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. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please submit a maximum two-page pitch, addressing the professional/technical and behavioural capability set out in the Position Description and provide a current curriculum vitae, including contact details for two referees.

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

Contact Officer: Morgan Potter N/A Morgan.Potter@act.gov.au

**Economic Development**

**Skills Canberra**

**Strategy and Policy**

**Director, Strategy and Policy**

**Senior Officer Grade B $140,226 - $157,418, Canberra (PN: 54530)**

Gazetted: 09 April 2024

Closing Date: 16 April 2024

Details: Skills Canberra is looking for a highly motivated person to fill the Director, Strategy and Policy position. Your work will play a critical role in the implementation of high profile initiatives such as Skilled to Succeed and the National Skills Agreement. You will lead a team to deliver these initiatives along with leading strategic thinking towards other vocational education and training policy development.

The role will support high-level executive meeting and working groups, such as the Skills Senior Officials Network and Skills and Workforce Ministerial Council, as well as engagement with external stakeholders such as the Jobs and Skills Councils, Jobs and Skills Australia, cross-directorate partners, and external peak industry bodies.

Eligibility/Other Requirements: Excellent government writing skills for briefs, speeches and cabinet submissions are highly desirable. Demonstration of strong leadership skills is also highly advantageous.

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

How to Apply: To apply, please submit a maximum two page pitch addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities along with an up to date CV with the names of two referees (at least one being a direct Manager within the last six months).

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

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

**Economic Development**

**National Arboretum Canberra & Stromlo Forest Park**

**UC Stromlo Forest Park**

**Turf & Horticultural Maintenance Officer**

**General Service Officer Level 7 $71,955 - $75,787, Canberra (PN: 60245)**

Gazetted: 10 April 2024

Closing Date: 3 May 2024

Details: Stromlo Forest Park (SFP) is a world-class, multi-use recreational sporting facility available to both recreational and professional users. SFP boasts a purpose-built event pavilion, a 1.2km criterium cycling circuit, a 2.5km grass cross country running track, a network of equestrian trails and over 44km of mountain bike trails suitable for riders of all abilities. SPF is a 1200-hectare site which includes a weekend café, mountain shuttle bus, pre-booked mountain bikes for hire and a new Aquatic Centre onsite. Conveniently located a short drive from Weston Creek the facilities encourage visitors of all ages and abilities.

SFP is managed jointly with the National Arboretum Canberra (NAC) and enjoys strong community support with a variety of different park users.

The successful applicant will be based at SFP. The position is full-time permanent after a successful probation period and may include occasional weekend work.

We are looking for a self-motivated person who can work independently, with skills and experience in turf, horticulture, and land management to undertake the maintenance and presentation of the 2.5km turf running track, Bushfire Memorial, Pavilion and surrounds to a high degree; as well as conduct integrated weed management, vegetation control and other landscaping and land management duties around the site. Applicants must have the right to work in Australia, and willingness to work in a small, dynamic, and high performing team.

YOUR DUTIES AND RESPONSIBILITIES

Within limited supervision:

Conduct regular inspections of all garden and turf areas to deliver high profile garden and turf management.

Develop comprehensive weekly programs and assist with workflow planning.

Contribute to the development of seasonal garden and turf renovation programs.

Monitor, identify and control garden and turf pests and disease using integrated pest management principles.

Assist with the development of irrigation programs specific to cultural requirements, soil type and environmental factors.

Assist with operation, programming and ensure maintenance of irrigation infrastructure.

Co-ordinate all routine garden maintenance including possible volunteer activities.

Assist with design, planning and development of garden and tree installations as well as annual replanting programs in high profile garden areas.

Conduct regular operations in vegetation control within the scope of the SFP Bushfire Management Plan. This includes fire break slashing, vegetation thinning & weed control etc.

Co-ordinate and deliver landscape construction activities which may include fencing, culvert construction, erosion control works, minor fire road maintenance and other activities/projects.

Maintain and provide updates on scheduled turf and horticultural activities.

Ensure cleanliness of depot facilities and equipment including storage areas and plant machinery.

Conduct regular inspections of all plant and equipment and schedule required maintenance.

Deliver minor maintenance and upkeep of all plant and equipment.

Maintain accurate and relevant records of completed and programmed works, including the use of GIS systems.

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

Ensure Work Health and Safety compliance by:

Maintaining daily toolbox planning discussions.

Conducting regular inspections of work area, reporting, and ensuring action on identified hazards.

Conducting regular PPE audits

Assist with the production of and adherence to site / job specific Workplace Health and Safety documentation requirements such as Safe Work Method Statements, Standard Operating Procedures and Risk Assessments.

Monitor contractor performance.

Other duties as required.

Eligibility/Other Requirements:

Mandatory:

Relevant tertiary qualifications in Turf/Horticulture

ChemCert accreditation

Current Driver's Licence

Highly Desirable:

Irrigation and water management experience

MR truck licence

Plant operator’s licences – Skid steer, excavator, mower/s etc.

Side by side ATV licence

WH&S/Construction industry White Card

Other Requirements:

First aid certificate or willingness to obtain

This position requires a pre-employment medical

This position may periodically involve direct supervision of staff or volunteers

This position may involve occasional weekend or after-hours work

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

How to Apply: Please submit a maximum two page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

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

Contact Officer: Rhiannon Sutherland 0435 371 330 Rhiannon.Sutherland@act.gov.au

**Procurement ACT**

**Procurement Policy and Capability**

**Capability and Governance Section**

**Governance and Accreditation Officer**

**Administrative Services Officer Class 5 $89,114 - $94,120, Canberra (PN: 49338)**

Gazetted: 10 April 2024

Closing Date: 1 May 2024

Details: A unique opportunity exists for a Governance and Accreditation Support Officer (ASO5) to join the Capability and Governance Section to support the implementation of the Government Procurement Reform. The Governance and Accreditation Officer is responsible for supporting the governance functions and accreditation process in the Capability and Governance Section, including the implementation of the Accreditation Program: Goods and Services Procurements, and providing secretariat support to the Government Procurement Board. The Governance and Accreditation Officer reports to the Senior Governance and Accreditation Officer and will work closely with staff across Procurement ACT and the ACT Government to deliver these 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

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

How to Apply: Please submit a maximum two-page pitch, addressing the professional/technical and behavioural capability set out in the Position Description and provide a current curriculum vitae, including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danica Fitzgibbon (02) 6205 9477 danica.fitzgibbon@act.gov.au

**Treasury**

**Budget, Procurement, Investment and Finance**

**Procurement ACT**

**Director, Procurement Data and Business Systems**

**Senior Officer Grade B $140,226 - $157,418, Canberra (PN: 30439)**

Gazetted: 10 April 2024

Closing Date: 24 April 2024

Details: An exciting and new opportunity exists for a Procurement Data and Business Systems professional to join the Contracts and Category Management Team in Procurement ACT.

Procurement ACT is looking for an experienced procurement professional with significant ICT experience and with a strong customer-centric approach to their practice to manage the existing contracts for procurement business systems and associated reporting functions and support the Senior Director to build and manage an effective team to deliver high quality advice and support for the procurement and supply of goods and services on behalf of the ACT Government.

The key to being successful in this role is being able to understand clearly how the diverse functions intersect to support core business and deliver procurement reform, and manage disparate functions through having a single, common goal.  Understanding the needs of internal staff, directorate clients, contracted suppliers and broader industry and government stakeholders will be integral to successful systems development, integration, implementation and process improvement.

The successful candidate will be self-motivated, responsive and show initiative, and have sound judgement, professional resilience and personal drive. They can think on their feet and work effectively under pressure and within time deadlines to deliver high-quality procurements, advice, documentation and outcomes that align with strategic business and the Territory’s procurement goals. They will lead the end-to-end procurement of a strategically important ERP solution; as well as new systems through the development of requirements that align with the stated organisational strategic objectives, and harmonise existing procurement business systems, as well as proactively negotiate and manage existing and future contract.

The successful candidate will form part of the management team and will model desired behaviours, support, lead, motivate and develop staff, and address staff performance matters should they arise.

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 experience in program management, business analysis, architecture, business improvement, business information, software testing, and similar disciplines are highly desirable.

Relevant tertiary qualifications are highly desirable. Qualifications of interest include a Certificate IV in Government (Procurement and Contracting) or a Certificate VI Advanced Diploma of Government (Procurement and Contracting); or the ability to obtain certification based on prior experience; or tertiary qualifications in ICT, law, commerce, business administration or the equivalent or evidence of study.

Note:  A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in 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 maximum three-page written response addressing the Selection Criteria with a consideration to the duties/responsibilities. Applicants should also submit a current curriculum vitae and contact details for two referees.

*Applications should be submitted via the Apply Now Button*

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

**Access Canberra**

**Service Delivery And Engagement**

**Contact Centre and Service Centres**

**Customer Service Officer**

**Administrative Services Officer Class 3 $72,889 - $78,177, Canberra (PN: 38342, several)**

Gazetted: 08 April 2024

Closing Date: 22 April 2024

Details: Applicants are sought from suitably experienced and motivated individuals for the role of Customer Service Officer roles within Access Canberra Service Centres or the Access Canberra Contact Centre. These positions are responsible for delivering superior customer service on behalf of Access Canberra.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application. Access Canberra is comprised of ACT community members helping other ACT community members and representation and visibility of our central connectedness is key to our mission.

If this sounds like you, please submit:

A response of NO MORE than two pages addressing the selection criteria in relation to the duties of the position as outlined in the attached position description.  Your written statement should outline your relevant experience, skills, knowledge and behaviour to demonstrate your suitability against the selection criteria

A copy of your current CV

One written referee report from a current supervisor responding to your skills, behaviour and knowledge.

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:

Contact Centre: work to a 7-day scheduled roster that may involve commencing work at 6:50am and/or finishing at 8:00pm; work extended hours, occasional weekends and during emergency or SES events.

Service Centre: work from any Access Canberra location; wear a uniform if required.

Notes: This is temporary vacancy available immediately for six 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. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are asked to provide the following;

A response of no more than two pages addressing the selection criteria in relation to the duties of the position as outlined in the attached position description.  Your written statement should outline your relevant experience, skills, knowledge and behaviour to demonstrate your suitability against the selection criteria.

A copy of your current curriculum vitae

One written referee report from a current supervisor responding to your skills, behaviour and knowledge.

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

Contact Officer: Janice Seymour (02) 6205 3900 Janice.Seymour@act.gov.au

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

### 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**

**Housing Assistance**

**Community Services**

**Homelessness Services**

**Housing Asset Assistance Program - Assistant Director**

**Senior Officer Grade C $119,595 - $128,465, Canberra (PN: 60223)**

Gazetted: 10 April 2024

Closing Date: 17 April 2024

Details:  Working with Community Services Directorate (CSD) offers you the opportunity to directly contribute to supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT.

CSD's Homelessness Services team is recruiting for an Assistant Director, for our dynamic, versatile and high functioning Housing Asset Assistance Program (HAAP) team!

The Assistant Director assists the Director and Senior Director in leading the Homelessness Services team and is responsible for developing, monitoring and reporting on funded contracts and programs, including relationship management and providing operational advice on social housing and the specialist homelessness sector. This position requires excellent relationship management skills, asset and program management ability, high level written skills and the ability to problem solve complicated housing and asset issues.

For full details of the position as well as the selection criteria, please refer to the attached Position Description.

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

Note: This is a temporary opportunity for six months with the possibility of extension (not exceeding 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:  Provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

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

Contact Officer: James Ceraolo (02) 6207 3467 James.Ceraolo@act.gov.au

**Corporate**

**Governance**

**Ministerial and Government Services**

**Directorate Liaison Officers**

**Senior Officer Grade B $140,226 - $157,418, Canberra (PN: 24142, Several)**

Gazetted: 08 April 2024

Closing Date: 29 April 2024

Details: Corporate Services is responsible for the provision of advice and support services to the Community Service Directorate (CSD), Senior Executives and Ministers. The Governance Branch, within Corporate Services has carriage for a breadth of matters including ministerial and government services such as the coordination of Assembly and Cabinet business on behalf of the CSD. The team operates in a fast-paced work environment across the division and Directorate, supports the CSD Executive, is customer focused, and delivers timely and high-level support and advice, quality control and coordination.

The Directorate Liaison Officer (DLO) role sits within the Governance Branch and reports to the Senior Director, Ministerial and Government Services. The DLO position is a critically important role as the conduit for the directorate to our Ministers Offices. DLOs are the directorate’s representative and first point of contact within a ministerial office. In this role, they perform a range of functions intended to provide a comprehensive and responsive service to the Minister, the Minister’s Office, the Directorate-General, and the directorate.

Taking on a DLO role allows you to gain a unique perspective on how the ACT Legislative Assembly works, to improve your visibility across the directorate and to understand how the activities of the directorate fit into the big picture. The DLO role has significant contact with directorate officers, and the successful applicant will work with a high degree of sensitivity and confidentiality as well as a highly responsive approach in responding to tight deadlines.

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

How to Apply:  Applicants should submit an updated curriculum vitae and a two-page application addressing the Selection Criteria (position requirements) with consideration of the duties of the role. The Selection Criteria (position requirement) are outlined in the Position Description of the role. Applicants should provide contact information for two referees one of which should be the applicants current supervisor.

*Applications should be submitted via the Apply Now Button*

Contact Officer: Lynda Condon (02) 6205 1037 Lynda.Condon@act.gov.au

**Housing Assistance**

**Client Services**

**Assistant Director Client Services Branch**

**Senior Officer Grade C $119,595 - $128,465, Canberra (PN: 10588, several)**

Gazetted: 08 April 2024

Closing Date: 22 April 2024

Details: Working with Community Services Directorate (CSD) offers you the opportunity to directly contribute to supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT.

CSD's Housing Assistance Division currently has several vacancies for Assistant Directors in the Client Services Branch. Assistant Directors are responsible for providing leadership and direction to staff, clients, and stakeholders on a diverse, and often complex, range of issues involved in providing support to public housing tenants.

Assistant Directors are required to lead a team to deliver on operational requirements, develop and maintain networks and collaborative working relationships with community service organisations, to assist clients to access appropriate housing and community support services. Assistant Directors are expected to demonstrate strong management and leadership capability, stakeholder management skills and the ability to think strategically in a busy operational environment. There is a requirement to work across other business units when necessary.

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.

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)

Notes: This is temporary vacancy available 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.

How to Apply: Please submit a two page written response addressing the ‘Position Requirements’ of the role and a resume/curriculum vitae.

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

Contact Officer: Kathryn Looke (02) 6205 8680 [Kathryn.Looke@act.gov.au](mailto:Kathryn.Looke@act.gov.au)

**Corporate**

**People, Capability and Culture**

**Employee Relations**

**Assistant Director, Employee Relations**

**Senior Officer Grade C $119,595 - $128,465, Canberra (PN: 03589)**

Gazetted: 04 April 2024

Closing Date: 18 April 2024

Details: The Assistant Director, Employee Relations is a key member of Community Services Directorate’s (CSD’s) Employee Relations Team. Under the direction of the Director, the Assistant Director will assist with the day-to-day delivery of employee and employment relations advice for CSD staff, managers, and executives.

As a trusted advisor representing the People, Capability and Culture Branch, the Assistant Director will take a solution's focused approach.

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, intersex and queer (LGBTIQ) people.

Have any questions about the role? Please reach out to the contact officer.

Note: This is a temporary position available immediately until 2 July 2024 with the possibility of extension up to 12 months.

How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the 'What you Require' capabilities listed on the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current of immediate past supervisor.

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

Contact Officer: Graeme Henderson (02) 6207 2692 Graeme.Henderson@act.gov.au

**Housing Assistance**

**Client Services Branch**

**Tribunal Services**

**Body Corporate Officer**

**Administrative Services Officer Class 5 $89,114 - $94,120, Canberra (PN: 54919)**

Gazetted: 04 April 2024

Closing Date: 25 April 2024

Details: The Housing ACT Body Corporate Officer is responsible for the effective and efficient management of Housing ACT’s obligation under the Unit Titles (Management) Act 2011.

The role is responsible for managing levy fees, managing common area repairs and maintenance, resolving complaints and breaches of unit titles complex rules, conducting site visits to resolve identified or emerging issues and working collaboratively with Client Services Branch Housing Managers, Total Facilities Managers, or other internal stakeholders to ensure compliance with legislative obligations and protect the interests of the Commissioner for Social Housing.

The Body Corporate Officer must also maintain relationships with various stakeholders including owners and executive members of each unit titles complex, strata managers or managing agents for a unit titles complex, other relevant ACT Government directorates and business areas.

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:

Current driver’s licence is essential.

Experience in Strata management or Body Corporate management is highly desirable.

This position does require a pre-employment medical.

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

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

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria considering the position overview, together with your curriculum vitae and contact details of two referees. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

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

Contact Officer: Daniel Boggs (02) 6205 3804 Daniel.Boggs@act.gov.au

**Communities**

**Support Services for Children**

**Executive Assistant, Support Services for Children**

**Administrative Services Officer Class 4 $80,535 - $86,909, Canberra (PN: 09184)**

Gazetted: 04 April 2024

Closing Date: 18 April 2024

Details: Support Services for Children Branch, within Inclusion Division, is seeking a highly-motivated and well organised candidate to join our team, working under direction, from the Executive Branch Manager and Operations Manager. This position will support broader functions and services at the Support Services for Children 5 ACT locations.

We are looking for people with strong written and verbal communication skills, sound organisational skills, the ability to plan, prioritise, co-ordinate responses and manage workflows associated with a high-pressure environment in support of senior executive.

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

Eligibility/Other requirements:

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

Notes: This is a temporary position available for 12 months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: If this sounds like you, please click the ‘apply now’ button, with no more than 2 pages addressing the selection criteria and 2 referees. We would love to hear from you!

Applications should be submitted via the Apply Now button below.

Contact Officer: Grace Cotton (02) 6205 9372 Grace.Cotton@act.gov.au

**Corporate**

**People and Capability**

**Safety and Wellbeing**

**Safety and Wellbeing Advisor**

**Administrative Services Officer Class 6 $95,746 - $109,072, Canberra (PN: 61199)**

Gazetted: 04 April 2024

Closing Date: 18 April 2024

Details: Working with Community Services Directorate (CSD) offers you the opportunity to directly contribute to supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT.

The People Capability and Culture Branch current have a vacancy for a Safety and Wellbeing Advisor to join the team. Reporting to the Director of Safety and Wellbeing, the Safety and Wellbeing Advisor provides support, assistance and guidance on safety and wellbeing frameworks, psychosocial hazards, legislation, policies and best practice.

The role is required to support the team with the implementation of CSD’s early intervention, redeployment and wellbeing frameworks. The role is also key in the identification of trends based on collection, analysis and reporting of hazard and risk data and providing general advice on safety and wellbeing matters. Please see the position description for further information.

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

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

How to Apply: Please provide an updated curriculum vitae and a one page pitch against the duty statement to support your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: BecL Smith (02) 6207 4094 BecL.Smith@act.gov.au

**Housing Assistance**

**Housing and Homelessness Programs**

**Assurance Review and Complaints**

**Operations Manager**

**Senior Officer Grade C $119,595 - $128,465, Canberra (PN: 49989)**

Gazetted: 04 April 2024

Closing Date: 18 April 2024

Details: Working with Community Services Directorate (CSD) offers you the opportunity to directly contribute to supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT.

The Housing and Homelessness Programs Branch currently has a vacancy for an Operations Manager to join the team. The Operations Manager Review and Response (Complaints) motivates and positively influences 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 Operations Manager provides a key support role to the Business unit and works collaboratively across all levels with internal and external staff and agencies. Please see the position description for further information.

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

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

How to Apply: Please provide a 2-page pitch addressing the selection criteria and an up to date curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Cavanagh (02) 6205 2202 [Sarah.Cavanagh@act.gov.au](mailto:Sarah.Cavanagh@act.gov.au)

**Corporate**

**Communications and Engagement**

**Strategic Projects**

**Director, Strategic Project**

**Senior Officer Grade B $140,226 - $157,418, Canberra (PN: 64942)**

Gazetted: 08 April 2024

Closing Date: 22 April 2024

Details: Would you like to make a real difference to some of Canberra’s most vulnerable children, young people and families?

The Community Services Directorate (CSD) is seeking a high-performing communicator to lead a small team to develop an integrated suite of communication products that support a broad program of work to reform how we deliver services to support children, young people and families.

The work will involve deeply engaging with the subject matter to support creation of over arching joined-up narratives, internal change management communications, trauma informed audience focused client communications, stakeholder information and public facing communication.

You will excel building strong and respectful working relationships, diving deep into issues to get to the heart of what needs to be communicated and communicating succinctly and in plain English.

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.

Join us to help our work creating a safe and equitable Canberra for all.

Eligibility/Other Requirements:

Professional / Technical Skills and Knowledge

1. Comprehensive knowledge of contemporary communications and engagement practices and an understanding of the importance of applying an audience-first lens that is informed by research, insights and evaluation.

2. Demonstrated skills in conceptualising, developing and implementing high quality, complex and integrated communication and engagement strategies aligned to organisational goals and statutory planning requirements.

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

Behavioural Capabilities

4. Professional experience in a leadership role in communications and engagement including leadership expertise to deliver agreed business outcomes, while setting direction and providing guidance for team members.

5. Adaptability to changing circumstances and successfully managing multiple priorities and demands, in a dynamic, complex and diverse environment.

6. Well-developed persuasive and negotiation skills, utilising exceptional written and verbal communication ability to engage effectively with various stakeholders and audiences."

7. Demonstrated high work ethic, ability to meet deadlines under limited supervision, exercise initiative in a complex and dynamic work environment, and to work under pressure.

Compliance Requirements / Qualifications

Relevant tertiary education qualifications such as in Communications, Journalism, Media Studies, Marketing and/or Public Relations or extensive work experience in those areas is desirable.

Notes: This is a temporary vacancy available for nine months with the possibility of extension (not exceeding 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: Applicants are asked to provide curriculum vitae and a maximum 2-page pitch responding to the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Robey (02) 6207 8541 Lisa.Robey@act.gov.au

### Cultural Facilities Corporation

**Facility Operations and Capital Works**

**Director, Facility Operations and Capital Works**

**Senior Officer Grade A $162,291, Canberra (PN: 1121)**

Gazetted: 10 April 2024

Closing Date: 1 May 2024

Details: Are you an excellent, motivated leader in procurement, capital works, facilities management and team building? Do you have a track record in procurement, governance and the delivery of projects on time and on budget? Do you have a passion for the arts, heritage and culture? Do you want to be part of the ACT’s largest cultural organisation at one of the most exciting and expansive times? Then read on!

The Cultural Facilities Corporation (CFC) is seeking an experienced senior manager for the position of Director, Facility Operations and Capital Works. As part of the CFC, you will work collaboratively across the whole organisation, and contribute to the expansion of CMAG into new gallery spaces, significant investment in Lanyon Homestead, and the next stage of the redevelopment of Canberra Theatre Centre.

Working directly to the CEO, you will lead a team which has responsibility for procurement for minor and major works. You will develop and implement the capital works program right across the CFC.

You will also improve the CFC's built asset management and maintenance program, establish a fresh, modern approach to facilities management, and build a motivated, resilient facilities management team.

How to Apply:  Provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

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

Contact Officer: Gordon Ramsay 02 6207 3976 gordon.ramsayr@act.gov.au

### 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**

**Safe at Schools**

**School Attendance Team**

**Business Support Officer**

**Administrative Services Officer Class 4 $80,535 - $86,909, Canberra (PN: 59651)**

Gazetted: 04 April 2024

Closing Date: 18 April 2024

Details: The position of Business Support Officer is based in the School Attendance Team (SAT).

Our ideal applicant will be an experienced Administration Officer with knowledge of the ACT public school context. They will have experience with stakeholder engagement, Education databases such as Sentral School Administration System (SAS), and the Microsoft Office Suite.

The position provides support for the smooth operations of the school attendance team and all its functions. The successful applicant will also work independently and closely with the Assistant Director to support the oversight of the student departure data as a main function of the role.

Eligibility/Other Requirements:

HIGHLY DISERABLE

Familiar with Sentral School Administration System

Knowledge of business processes in ACT schools or similar environment

Highly developed proficiency in the Microsoft Suite of applications.

MANDATORY REQUIREMENTS

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

Note: This is a temporary position available immediately until 20 September 2024, with the possibility of extension up to 12 months or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to Apply:  Please provide a written response to the Selection Criteria (max three pages), current curriculum vitae and contact details for two referees.

*Applications should be submitted via apply Now button below.*

Contact Officer: Hannah Welch (02) 6205 1310 Hannah.Welch@ed.act.edu.au

### Education

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

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

**Executive Branch Manager, Education Programs and Services Branch**

**Temporary Vacancy (24 April 2024 to 29 May 2024)**

**Education Directorate**

**Service Design and Delivery**

**Position: E475**

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

Date circulated: 8 April 2024

Circulated to: ACTPS Senior Executive List and ACTPS SOGAs

The Education Directorate has a short-term opportunity from 24 April 2024 to 29 May 2024 to backfill the position of Executive Branch Manager, Education Programs and Services.

The Executive Branch Manager Education Programs & Services is a key leadership role in the Directorate and across ACT Government. The Executive Branch Manager is responsible and accountable for the development strategic planning and system leadership across a broad range of areas including:

•Careers and VET

•International Education Unit

•Instrumental Music Program

•First Nations Education

The Executive Branch Manager reports to the Executive Group Manager Service Design and Delivery and is a member of the Groups Corporate Executive team. The position requires a person with exceptional leadership and executive management skills including expertise in policy development and advice to Government. A comprehensive understanding of governance and excellent oral and written communication skills are required, along with experience in programme development and implementation.

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: Applications should include a maximum one-page Expression of Interest and a current curriculum vitae including the details of two referees. Applications should be sent to Angela Spence via email, [Angela.Spence@act.gov.au](mailto:Angela.Spence@act.gov.au) by COB Monday 15 April 2024.

Contact Officer: Angela Spence (02) 6207 7918 [Angela.Spence@act.gov.au](mailto:Angela.Spence@act.gov.au)

**Office for Schools**

**South Weston Network**

**Charles Weston School Coombs**

**Excursions and Administrative Assistant**

**Administrative Services Officer Class 3 $72,889 - $78,177, Canberra (PN: 46663)**

Gazetted: 09 April 2024

Closing Date: 16 April 2024

Details: Charles Weston School Coombs is located in the Molonglo Valley. Our enrolment area includes Coombs and Wright. At the commencement of 2024 we have approximately 550 students enrolled across preschool to year 6 and our staff comprises of approximately 40 teaching staff and 20 support staff.

The school is an inclusive education setting with students and staff of all abilities and cultural backgrounds welcomed and supported. With many of our students and families from multilingual backgrounds and as an International Baccalaureate PYP school, we encourage, support and embrace the diversity of our school community.

We value and encourage community engagement and connections both within our immediate school community and within the broader Molonglo Valley.  As part of these connections, our school facilities are regularly used by community groups.

The position is an Excursion & Administrative Assistant.  The position holder is an active member of the school business and administration team reporting to the Business Manager. The successful applicant will undertake a variety of administration tasks specifically excursion management and assisting with the organisation of school assets, facility hire supporting customer service.

Eligibility/Other Requirements:

This position requires a Working with Vulnerable People (WWVP) Registration prior to commencing in this role.

First Aid Certificate or a willingness to undertake appropriate training.

Desirables

Previous experience in an administration role within a public primary school office.

Excellent knowledge of Microsoft Outlook, Word, Excel and Google Drive applications.

Knowledge of school specific software including Sentral.

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

How to Apply: Please submit your resume and Statement of Claims addressing each of the selection criteria of no more than two pages, along with two (2) referee reports.  Applicants are encouraged to contact the school’s Business Manager prior to submitting an application to learn more about the school and the specific role of Administrative Support Officer.

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

Contact Officer: Virginia Morcos (02) 6142 0404 Virginia.Morcos@ed.act.edu.au

**Service Design & Delivery**

**Engagement & Wellbeing Support Services**

**Clinical Practice**

**Senior Psychologist**

**Senior Psychologist $148,114, Canberra (PN: 37351)**

Gazetted: 05 April 2024

Closing Date: 5 May 2024

Details: Are you a leader in providing psychology services for children, young people and their families? ACT Education is seeking an experienced psychologist to fulfil the role of Senior Psychologist within Clinical Practice.

As a Senior Psychologist you will:

Support the Executive Branch Manager, Senior Director and Director to lead the strategic direction of the Engagement and Wellbeing Support Services branch within the Directorate and collaborate in the development of policies and processes.

Collaborate with the senior psychology leadership group to deliver a dynamic, supportive, professional and evidence-based School Psychology service.

Provide clinical supervision and professional practice support to school psychologists to improve student learning and wellbeing outcomes.

Utilise well developed communication and interpersonal skills, along with high level contemporary psychological knowledge to provide consultation and advice to ACT Public School students, families and staff.

Support the Engagement and Wellbeing Support Services Branch respond to critical incidents in schools in line with current evidence-based emergency management response and Directorate processes.

Develop and deliver professional learning both within and external to the Education Directorate.

Apply a range of strategies, assessments, and interventions in direct work with children and / or young people to improve learning and psychological wellbeing.

Reflect and regularly review one’s own practice and performance to identify and respond to continuous professional development needs.

Maintain registration requirements as a Psychologist with the Australian Health Practitioners Regulation Agency (AHPRA).

Adhere to the Australian Psychological Society Code of Ethics and Ethical guidelines.

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 in this role applicants require:

full registration as a psychologist with the Psychology Board of Australia.

a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information refer to <https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804>

It is highly desired the applicant has:

a minimum of five (5) years’ experience as a fully registered psychologist,

experience working with children, young people and families,

is a Psychology Board of Australia Approved Supervisor

holds a current Australian drivers’ licence.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension up to 2 years. n order of merit will be established from this selection process and may be used to fill identical vacancies on a temporary basis over the next 12 months. These positions are under the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2023 – 2026.* Selection may be based on application and referee reports only. Please email EDUClinicalpractice@act.gov.au to arrange to discuss this role.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the selection criteria outlined in the application package (maximum five pages) and two referees including your current supervisor. Please also include a copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People card.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsty Brown N/A EDUClinicalpractice@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.

**School Performance & Improvement**

**Belconnen Network**

**University of Canberra High School Kaleen**

**Principal, University of Canberra High School Kaleen**

**School Leader A 2 $194,962, Canberra (PN: 01665)**

Gazetted: 04 April 2024

Closing Date: 1 May 2024

Details: University of Canberra High School Kaleen (UCHSK) is situated in the Belconnen region of Canberra with students from a richly diverse range of backgrounds from years 7 to 10. It is a growing school, with approximately 562 enrolments.

UCHSK is a professional learning community, committed to working collaboratively and focusing on learning and results. Their dedicated staff maintain high expectations of the students, academically and socially; challenging and supporting students to achieve their best.

Positive Behaviour for Learning (PBL) is an evidence-based school-wide approach that supports student behaviour to improve social and academic outcomes for all students. The school and the community created the PBL Behaviour Expectation Matrix and now work together to uphold expectations of being Safe and Respectful Learners. Students demonstrate these expectations through agreed example behaviours that are displayed all around the school on posters and television screens.

The school thrives on a foundation of strong relationships, where individuals are valued, and all student needs are met. There are high expectations of student behaviour and academic endeavour strives to create strong community links with and an enthusiastic student body and a supportive school board and P&C.

Eligibility/Other requirements:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification

A current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and

A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

How to apply: Please provide a Statement of Claims based on the School Leader Leadership Capabilities outlined in the Position Description (maximum six pages). A current curriculum vitae (two pages) and contact information for two referees.

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

Contact Officer: Sam Seton (02) 6205 8219 EDU.DSIOffice@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.

**System Policy and Reform**

**Education and Care Regulation and Support**

**Non-government Education**

**Assistant Director Home Education**

**Senior Officer Grade C $119,595 - $128,465, Canberra (PN: 41257)**

Gazetted: 04 April 2024

Closing Date: 11 April 2024

Details: Education and Care, Regulation and Support (ECRS) Branch is seeking a highly motivated individual with an interest in working with the families of children and young people registered for home education in the ACT.

This position is responsible for managing home education registration processes and data collation, providing support to new and existing home education families with complex needs; and assisting parents to understand their legislated responsibilities. The successful applicant will have direct contact with home educating families and community stakeholders.

Eligibility/Other requirements:

A strong knowledge of the *Education Act 2004* (The Act) is desirable.

Experience in developing educational programs and stakeholder engagement is highly desirable for this position.

Tertiary qualifications and experience in education is highly desirable.

This position requires:

A current driver’s licence.

The ability to be approved and operate as an Authorised person under the Act.

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

Notes: This is a temporary position available immediately for a period of six months.  Selection may be based on application and referee reports only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages 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.

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

Contact Officer: Helen Booth (02) 6205 8427 Helen.Booth@act.gov.au

**Safe at School**

**Complex Behaviour Support & WHS Branch**

**WHS, Early Intervention and Wellbeing**

**Senior Director WHS, Early Intervention and Wellbeing**

**Senior Officer Grade A $162,291, Canberra (PN: 57597)**

Gazetted: 04 April 2024

Closing Date: 11 April 2024

Details: This role is a key role within a newly established Safe at School group leading the work to delivery systems and processes to drive a strong safety culture across the Education Support office and all schools.

We are seeking a work health and safety (WHS) professional to lead the strategic direction for an integrated WHS, wellbeing and early intervention approach to support the safety and wellbeing of our staff. Working with other teams in the Safe School group you will ensure that WHS, wellbeing and early intervention approaches are incorporated into all aspects of the Directorates functioning.

You will work collaboratively across the Directorate to drive the continuous improvement of the systems and processes to support an integrated approach to WHS, wellbeing and early intervention in our schools and Education support office to drive a strong safety culture.

Our ideal candidate will have exceptional interpersonal and communication skills. You will be a supportive, collaborative, and engaging leader with extensive knowledge of WHS legislation and experience in implementing WHS, wellbeing and early intervention policies and processes in workplaces. You will need to demonstrate resilience, tact and empathy in managing multiple stakeholders and sensitive situations and work to tight timeframes.

Eligibility/Other Requirements:

Highly Desirable

Tertiary qualifications in Human Resources, Work Health and Safety or similar and / or experience in managing WHS, wellbeing and injury management frameworks for a large workforce would be high regarded.

Notes: This is a temporary position available immediately until 19 July 2024 with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a response to the selection criteria (maximum 2 pages), a current CV/resume and contact details for 2 referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Bray (02) 6207 6341 Rebecca.Bray@act.gov.au

**Service Design & Delivery**

**Education Programs & Services**

**Service Design & Architecture**

**Director, Service Design and Architecture**

**Senior Officer Grade B $140,226 - $157,418, Canberra (PN: 45831)**

Gazetted: 05 April 2024

Closing Date: 19 April 2024

Details: The Director, Service Design and Architecture will lead the development of frameworks and systems to strengthen policy development and implementation and project initiation and management directly contributing to the overall service governance for the Group. They will work collaboratively across the EPS and L&T Branches and Group more broadly as well as with a range of executive staff to ensure the delivery of quality policies, programs and services to schools.

This position plays a critical role in implementing the SDD review outcomes that directly contribute to strengthening the Groups Service Delivery Framework and culture. The role will establish a program schedule, managing, and tracking the key deliverables, resource planning and identifying and communicating key risks to the program.

The role is responsible for establishing and maintaining strong relationships with key internal and external stakeholders to ensure the successful delivery of coherent programs and projects undertaken across the two Branches in line with the SDD Service Framework, and strong SDD policies and procedures.

The ideal candidate will be a strategic, self-motivated and a effective leader with high level interpersonal and communication skills. They will be a critical thinker, with strong research and problem-solving skills and have a strong understanding of how schools operate and the legislative requirements within which they operate.  They will require resilience, tact and empathy in managing multiple stakeholders and have the ability to work to tight timeframes and be responsive to emerging work pressures of the Branch, where needed.

Note: This is a temporary position available immediately until 30 June 2025 with the possibility of permanency.  A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply:

Please submit:

 a two-page response to the Selection Criteria.

A current curriculum vitae.

Two referee reports with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

*Applications should be submitted via the Apply Now Button*

Contact Officer: Anita Wesney (02) 6207 3593 Anita.Wesney@act.gov.au

**Service Design & Delivery**

**Engagement & Wellbeing Support Services**

**Flexible Education**

**Indigenous Student Engagement Officer**

**Administrative Services Officer Class 5 $89,114 - $94,120, Canberra (PN: 53556)**

Gazetted: 08 April 2024

Closing Date: 28 April 2024

Details: Flexible Education are looking for an Indigenous Student Engagement Officer to join the team. The successful applicant must have the ability to communicate effectively and sensitively, including the capability to consult with Aboriginal and Torres Strait Islander students, families and community members, school staff and other stakeholders.

A comprehensive knowledge and understanding of the ACT Education Directorate’s commitment to Cultural Integrity in ACT Public Schools is a must, as well as insight into the issues important to Aboriginal and Torres Strait Islander people, and the importance of schools meeting the needs and aspirations of all Aboriginal and Torres Strait Islander 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:

Essential

Current ACT Working with Vulnerable People (WWVP) Registration

Currents drivers’ licence

Access to personal vehicle

Highly Desirable

Certificate IV in Youth Work or Community Services

First Aid Certificate

Trauma Informed Training

Notes: This is 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. This is an Identified position for Aboriginal and Torres Strait Islanders.

How to Apply: Please submit response to the selection criteria (maximum 4 pages) curriculum vitae and details for two referees, including your current supervisor.

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

Contact Officer: Vanessa Sargeant (02) 6142 0093 Vanessa.Sargeant@ed.act.edu.au

**Service Design & Delivery**

**Executive Team**

**Director, Project Management**

**Senior Officer Grade B $140,226 - $157,418, Canberra (PN: 64961)**

Gazetted: 08 April 2024

Closing Date: 22 April 2024

Details: The Director, Project Management is responsible for the provision of high-level project management advice and the delivery of successful projects in line with the Directorate’s Inclusive Education Reform Strategy and Services Renewal Program. This role will support the implementation of key outcomes of a group-wide review and lead a Directorate review of allied health services. The Director Project Management will use strong research, written and verbal communication skills to review the Directorate’s approach to allied health services and develop models of care to support students in ACT public schools. The Director will work closely with experts within the Directorate’s allied health services, executives and the SDD Group Services Renewal Program Team on this work.

The role will involve working under broad direction to conduct a review of the Directorate’s allied health services, including supporting students with disability and lead the development of a model of care for the public education context.

The role will work closely with the Engagement and Wellbeing Support Services (EWSS) branch in the SDD Group. The EWSS Branch is responsible for the policy, strategic planning, and management of school support for student wellbeing, including the provision of allied health services. The Branch provides direct support for individual students, and support to classroom teachers and school leadership teams designed to build the capacity of schools and contribute to the achievement of improved student outcomes.

The role requires a self-motivated, detail orientated person with strong time management and organisational skills and attention to detail, who can work under pressure and achieve deadlines in an environment with competing priorities.

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

How to Apply: Please submit a maximum 2-page pitch addressing the selection criteria, a current curriculum vitae, and details for two referees.

Please ensure referees have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Mahar (02) 6205 0494 Michael.Mahar@act.gov.au

**School Improvement**

**North Gungahlin Network**

**Campbell High School**

**Faculty Executive in charge of English and Inclusion**

**School Leader C $137,133, Canberra (PN: 01976)**

Gazetted: 05 April 2024

Closing Date: 12 April 2024

Details: Campbell HS is seeking a dynamic and motivated school leader. The successful applicant will be an instructional leader who builds strong, respectful and productive relationships with all members of the school community and provides

strategic leadership and coaching and mentoring support to implement school programs and initiatives

Work as an effective member of the school’s leadership team, supporting the Senior Executive to implement the School Improvement Plan and achieve whole school priorities and goals.

Lead and manage the HASS and Language teams, working closely with the Principal and Deputy Principal, to engage with students, parents/carers and community organisations to optimise academic, behavioural and social outcomes for students.

Lead and support all staff in the management of students with the goal of actively and equitably engaging all students in their learning.

Lead and manage the implementation of relevant whole school programs; strengthen whole school procedures and processes

Lead the utilisation of data to inform an evidence-based approach, aligned with the school’s implementation of PBL, to address emerging issues, monitor and evaluate policies and programs and track progress against school priorities.

Eligibility/ Other Requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (TQI) or eligibility to obtain TQI.

A current registration issued through Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011* *(WwVP).*

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

How to apply: Please read the *How to Apply* section of the job advertisement and submit your statement of claims based on the school leadership capability framework outlined in the application package (maximum six pages) curriculum vitae (two pages) and contact information for two referees. For more information on submitting your application please refer to Submit-your-application.

*Applications should be submitted via the Apply Now Button*

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

Contact Officer: John Mantinaos 0410581810 John.Mantinaos@ed.act.edu.au

**Service Design & Delivery**

**Engagement & Wellbeing Support Services**

**Flexible Education**

**Classroom Teacher - Hospital School**

**Teacher Level (EDU) $84,978 - $121,038, Canberra (PN: 05886)**

Gazetted: 09 April 2024

Closing Date: 29 April 2024

Details: This position will support students at the Hospital School, located at the Canberra Hospital School  by:

Developing learning experiences through inquiry-based learning, utilising creative pedagogical and differentiated learning approaches to support engagement for all children and young people (P-12)

Working with families and home schools to keep children and young people connected to their learning

Working independently and as part of a multidisciplinary team to develop positive and productive relationships with children and young people, working in an inclusive and trauma informed way

Establishing quality partnerships with the Canberra Hospital staff and community to enhance the learning environment and provide an inclusive culture for all students from a wide range of diverse ages, backgrounds and health needs

Engaging in cross campus collaborations with the broader Flexible Education Team and support the delivery of education in other programs as required

Eligibility/Other Requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

Current registration issued by Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011.

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

How to Apply:

How to Apply: Please submit your curriculum vitae, two-page Statement of Claims and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sasha Posthuma 0421 980 606 Sasha.Posthuma@ed.act.edu.au

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

**School Improvement**

**Tuggeranong Network**

**Calwell High School**

**School Systems**

**School Leader C $137,133, Canberra (PN: 60902)**

Gazetted: 10 April 2024

Closing Date: 24 April 2024

Details:

Calwell High School is located in beautiful Tuggeranong. Staff are part of a team dedicated to school improvement and innovation in individual student learning and pathways. Calwell High is well resourced with a tight knit staff and community, committed to supporting our students and each other.

We are seeking a school leader with a strong strategic focus on leading curriculum, staff inductions and high impact teaching practices. The school leader will join an experienced and innovative leadership team to continue the strategic priorities to improve student outcomes.

The SLC Teaching and Learning will be responsible for leading curriculum, assessment and reporting and staff support processes with a focus on:

Faculty leadership

Leading Universal Design for Learning professional learning

Developing and coordinating data systems for student learning analysis

Curriculum coordination and review

Coordinating and Leading Assessment and Reporting through Sentral

Exploring innovative curriculum design

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

How to Apply:  Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum six pages) and Application Coversheet with two referees.

*Applications should be submitted via the apply now button.*

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

Contact Officer: Patricia Marton (02)620 56833 Patricia.Marton@ed.act.edu.au

**Business Services**

**People and Performance**

**Recruitment**

**Assistant Director: Onboarding and Operations**

**Senior Officer Grade C $119,595 - $128,465, Canberra (PN: 41868)**

Gazetted: 09 April 2024

Closing Date: 23 April 2024

Details: The Assistant Director, Recruitment Operations will support the Director and Senior Director in providing a range of operational recruitment activities in support of the ACT Public Schools and the Education Support Office.

The Recruitment Section sits within the People and Performance Branch and is responsible for education employment support, improving the quality of student learning through attracting, developing, and retaining a skilled and high performing workforce. The Section provides advice and operational support about staff recruitment and deployment, establishment management, resource allocations, recruitment and movement of staff and conditions of service and staff entitlements.

The Assistant Director, Recruitment Operations will have a focus on:

Improving, developing, and implementing ACTPS/Directorate systems supporting the broader functions of the recruitment Section.

Centralised Recruitment offers and onboarding for all school-based positions.

Monitoring School Leader advertising and selection.

Oversight of casual employment registers and systems supporting casual registration.

Annual school leader, classroom teacher and school administrative employee transfer rounds.

Day to day operational recruitment activities.

Oversight of regulatory processes including TQI Professional Registration and Working with Vulnerable People registration.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, as well demonstrate the related signature behaviours.

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

How to Apply: Please provide a maximum two-page response outlining your skills, experience and suitability based on the requirements of the role as set out in the position description and a current curriculum vitae.

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

Contact Officer: Bec Nicholls (02) 6207 2616 Bec.Nicholls@act.gov.au

**School Improvement**

**Narrabundah College**

**Data Systems Coordinator**

**Administrative Services Officer Class 6 $95,746 - $109,072, Canberra (PN: 65013)**

Gazetted: 09 April 2024

Closing Date: 23 April 2024

Details: The Data Systems Coordinator is an active member of the administration team who will oversee the operations of the key data systems and a small team undertaking related work, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements.  The Data Systems Coordinator will work under limited direction in relation to established priorities, task methodology and work practices to provide support to the Business Manager and Principal in the day-to-day management of the business area in line with school requirements and Directorate priorities.

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: 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 curriculum vitae and a response to the selection criteria of no greater than two pages.

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

Contact Officer: Jenny Street (02)6142 3200 Jenny.Street@ed.act.edu.au

**School Improvement**

**University of Canberra High School Kaleen**

**Business Manager**

**Senior Officer Grade C $119,595 - $128,465, Canberra (PN: 65799)**

Gazetted: 09 April 2024

Closing Date: 28 April 2024

Details: This position is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements.  The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe and positive environment where students love to learn. The role provides support to the principal while working collaboratively with the school leadership team and the school community to support student outcomes.

In this position, the selected candidate will be responsible for providing advice and guidance to the principal on school-related business matters. They will lead and manage both the day-to-day and long-term strategic operations, fostering a culture of continuous improvement. Furthermore, they will take the lead in managing the support and administration staff, managing community access, ensuring that business objectives are met, priorities are set and achieved, workflows are monitored, and school-specific procedures and practices are developed.

Proficiency in various areas is essential for this role, including strategic planning, financial and facilities management, human resources, communication, stakeholder engagement, procurement, contract administration, as well as compliance, risk management, and governance.

Given the fast-paced and ever-changing nature of schools, the successful candidate will also need to possess the ability to prioritise and monitor workflows and practices in alignment with Directorate policies and procedures. Exceptional communication and liaison skills, with the capacity to engage with a diverse range of clients, are essential qualities for this position.

Eligibility/Other Requirements:

This position requires a Working with Vulnerable People (WWVP) registration.

Asbestos Awareness Training is a mandatory requirement of this role and must be completed prior to or on commencement of this role.

Desirables

Business qualifications or experience in a business-related role

Financial qualifications or relevant experience

Confined spaces qualifications

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

How to Apply: Applicants are to supply:

Written response to selection criteria of no more than four pages along with a curriculum vitae.

WWVP proof of registration

Asbestos awareness training

Any other relevant/desirable qualification

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

Contact Officer: Greg Stirling (02) 6142 0490 Greg.Stirling@ed.act.edu.au

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

**People, Governance and Communications**

**Communication, Engagement and Government Support**

**Ministerial and Corporate Reporting**

**Ministerial Liaison Officer**

**Administrative Services Officer Class 4 $80,535 - $86,909, Canberra (PN: 09401)**

Gazetted: 09 April 2024

Closing Date: 24 April 2024

Details: The Education Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life.  The Directorate is responsible for the operation of the network of government schools across the ACT and for regulating non-government school and early childhood education providers.

The Ministerial and Corporate Reporting team provides the critical connection between the Directorate and Government. The team manages and supports the Directorate to meet its obligations around Cabinet, Legislative Assembly and Ministerial business. The team coordinates significant input to government commitments, annual reporting, performance and accountability, and attendance at committee hearings.

We are looking for someone to join us!

The Ministerial Liaison Officer (MLO) is responsible for coordinating, tracking, and monitoring Ministerial correspondence. You will have significant contact with Education Executive Offices, requiring a high degree of sensitivity and a highly responsive approach within tight deadlines.

The MLO is responsible for overseeing and ensuring all Education Directorate matters relating to correspondence to the Minister are coordinated and actioned in a timely manner with a high degree of accuracy.

This is a role where you will apply your interpersonal, liaison and engagement skills, and work closely with line areas to provide advice and help to support them to manage Ministerial correspondence. You will have the ability to work under pressure and achieve deadlines in an environment of competing priorities and require a high-level attention to detail.

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 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.

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 two-page pitch (maximum) outlining your suitability for the position in line with the Position Description.

Please provide a current curriculum vitae and the contact details of at least one referee.

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

Contact Officer: Benjamin Bron (02) 6205 9481 Benjamin.Bron@act.gov.au

**Service Design & Delivery**

**Engagement & Wellbeing Support Services**

**Flexible Education**

**Classroom Teacher - Muliyan**

**Teacher Level (EDU) $84,978 - $121,038, Canberra (PN: 14897)**

Gazetted: 09 April 2024

Closing Date: 29 April 2024

Details: This position will support students in the Muliyan Program, years 7-10 by:

Developing personalised learning programs, utilising creative pedagogical and differentiated learning approaches to supports high engagement and high expectations for all students

Supporting the delivery of general education programs (Literacy/Numeracy) as required

Working independently and as part of a multidisciplinary team to develop positive and productive relationships with young people, working in an inclusive and trauma informed way

Establishing quality partnerships with parents and the community to enhance the learning environment and provide an inclusive culture for all students from a wide range of diverse backgrounds, including Aboriginal and Torres Strait Islander students

Working across sites within Flexible Education as required and engage in cross campus collaborations with the broader Flexible Education Team

Eligibility/Other Requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

Current registration issued by Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011.

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

How to Apply: Please submit your CV / Resume, two-page Statement of Claims and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Kerr-Stevens 0422 064 641 Andrew.Kerr-Stevens@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.

**Service Design & Delivery**

**Engagement & Wellbeing Support Services**

**Flexible Education**

**Classroom Teacher - Muliyan**

**Teacher Level (EDU) $84,978 - $121,038, Canberra (PN: 46289)**

Gazetted: 09 April 2024

Closing Date: 29 April 2024

Details: This position will support students in the Muliyan Program, years 7-10 by:

Developing personalised learning programs, utilising creative pedagogical and differentiated learning approaches to supports high engagement and high expectations for all students

Supporting the delivery of general education programs (Literacy/Numeracy) as required

Working independently and as part of a multidisciplinary team to develop positive and productive relationships with young people, working in an inclusive and trauma informed way

Establishing quality partnerships with parents and the community to enhance the learning environment and provide an inclusive culture for all students from a wide range of diverse backgrounds, including Aboriginal and Torres Strait Islander students

Working across sites within Flexible Education as required and engage in cross campus collaborations with the broader Flexible Education Team

Eligibility/Other Requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

Current registration issued by Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011.

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

How to Apply: Please submit your CV / Resume, two-page Statement of Claims and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Kerr-Stevens 0422 064 641 Andrew.Kerr-Stevens@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.

**Service Design & Delivery**

**Engagement & Wellbeing Support Services**

**Flexible Education**

**Classroom Teacher - The Cottage**

**Teacher Level (EDU) $84,978 - $121,038, Canberra (PN: 06901)**

Gazetted: 09 April 2024

Closing Date: 29 April 2024

Details: Flexible Education is currently looking to fill a permanent Classroom Teacher role in their team. This position will support students attending the CAMHS Cottage (the Child and Adolescent Mental Cottage Day Program), located at the North Canberra Hospital. This successful applicant will be responsible for :

Developing learning experiences through inquiry-based learning, utilising creative pedagogical and differentiated learning approaches to support engagement of young people aged 13-18 years.

Working with families and home schools to keep children and young people connected to their learning and support transition plans to enrolled school or vocational pathway.

Supporting other aspects of the Cottage therapeutic program, including duty of care at activities and excursions.

Working independently and as part of a multidisciplinary team to develop positive and productive relationships with children and young people, working in an inclusive and trauma informed way

Establishing quality partnerships with the CAMHS staff to enhance the learning environment and provide an inclusive culture for all students from a wide range of diverse ages, backgrounds and health needs

Engaging in cross campus collaborations with the broader Flexible Education Team and support the delivery of education in other programs as required

Eligibility/Other Requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

Current registration issued by Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011.

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

How to Apply: Applicants are to provide a Curriculum Vitae (CV)/ Resume, a two-page Statement of Claims based on the *Australian Professional Standards for Teachers* and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sasha Posthuma 0421 980 606 Sasha.Posthuma@ed.act.edu.au

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

**School Performance & Improvement**

**North & Gungahlin Network**

**Gold Creek School**

**Learning Support Assistant**

**School Assistant 2/3 $55,054 - $66,477, Canberra (PN: 61113, Several)**

Gazetted: 10 April 2024

Closing Date: 17 April 2024

Details: Gold Creek School are seeking a highly motivated and collaborative learning Support Assistant who will be able to assist our students in their day-to-day learning and be able to work with and relate to students with additional needs/ and or intellectual and/ or physical disabilities.

Eligibility/ Other Requirements: Must have current ACT Working with vulnerable people (WWVP) Registration.

Desirable:

First Aid certificate or willingness to undertake appropriate training.

Willingness to undertake HASS program training in relation to health care procedures/tasks.

Certificate 111 or equivalent e.g. Disability, Early Childhood Education and Care, Education Support/ School Support Services

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

How to Apply:  Please provide your curriculum vitae and referee contact information.

Please submit a one-page application addressing the Selection Criteria.

*Applications should be submitted via the apply now button.*

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

Contact Officer: Melissa Lyttle (02) 6142 1300 Melissa.Lyttle@ed.act.edu.au

**School Performance and Improvement**

**Belconnen Network**

**Macquarie Primary School**

**Administrative Assistant - Macquarie Primary School**

**Administrative Services Officer Class 3 $72,889 - $78,177, Canberra (PN: 65851)**

Gazetted: 09 April 2024

Closing Date: 16 April 2024

Details: Macquarie Primary School is seeking a highly motivated, experienced Administrative Support Officer to provide office support services to the school through centralised processes and procedures. The successful applicant will provide appropriate advice and support to staff and parents on student related matters with assistance from senior staff. In this position the applicant will need the ability to develop, implement and maintain processes that contribute to the efficient and effective management of the school.

The successful applicant will support the front office administration team, in day-to-day activities, including: Welcoming visitors to the school, provide assistance with general enquiries from the community, communication including answering phones and emails, providing first aide, supporting with notes and excursions.

Schools are a fast-paced busy environment, you will need to be able to prioritise and monitor workflows and practices in line with Directorate policy and procedures. The applicant will have exceptional communication and liaison skills with the ability to liaise with a wide range of clients.

Applicants are encouraged to call or email the contact officer to discuss the role in more details, prior to submitting their application.

Eligibility/Other requirements:

Required:

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

Highly Desirable:

First Aide Certificate or willingness to obtain.

An understanding of SAS (system) and administration experience would be highly desirable.

Notes:  This is a temporary position available from 29 April 2024 until 17 December 2024. A Merit Pool may be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Interested applicants should provide a supporting statement of no more than two pages addressing the capabilities to perform the duties and responsibilities of the position, contact details of two referees and a current curriculum vitae.

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

Contact Officer: Kristy Grant (02) 6142 1550 Kristy.Grant@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**

**Statutory Planning**

**Development Assessment and Decisions**

**Assessment Officer and Decision Officer**

**Administrative Services Officer Class 6 $95,746 - $109,072, Canberra (PN: 05434)**

Gazetted: 09 April 2024

Closing Date: 23 April 2024

Details: Are you someone who is has is interested on shaping the future of Canberra? The Statutory Planning Division within Environment, Planning and Sustainable Development Directorate is looking for eager people to join our staff in assisting on providing good development outcomes to the Canberra community.

What we do

The Statutory Planning Division is responsible for assessing and determining development applications, administering the ACT leasehold system, assisting the ACT Civil and Administrative Appeals Tribunal in its review of decisions, providing advice to the community and industry on development matters, and the environmental impact assessment process relating to impact track development applications.

Who we are

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative ideas, who communicate with candour and respect, and who have the motivation to help shape the future of Canberra’s built environment and facilitate high quality development outcomes through development assessment.

What we offer

*Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.*

*The opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise.*

*A flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment.*

THE TEAM YOU WILL WORK IN

As an Assessment or Decision Officer within the Statutory Planning Division, you will often be the first point of contact between the Directorate, the community and industry and must have excellent communication skills and the ability to provide consistently high levels of customer service.

You will provide advice, information and recommendations to senior officers to assist in decision making and prepare input for Ministerial briefs and correspondence.

You must be a team player, with the ability to work independently, identify solutions to problems and contribute to a positive team culture.

Assessment Team:

The Assessment Team is responsible, under the Planning Act 2023, for assessing and determining a large range and number of development proposals, including complex commercial proposals, multi-unit, mixed use development, and estate development plans. The Assessment team handles the assessment and decision process of exemption declarations (single dwelling minor departures). The team also assists the ACT Civil and Administrative Appeals Tribunal in its review of decisions.

Decision Team:

The Decision Team is responsible, under the Planning Act 2023, for reviewing and determining a large range and number of development proposals, including complex commercial proposals, multi-unit, mixed use development, and estate development plans. The Decision Team handles the review of conditional compliance assessments and reconsideration applications for determined developments. The team also assists the ACT Civil and Administrative Appeals Tribunal in its review of decisions.

 Eligibility/ Other Requirements: Highly Desirable:

Town/ urban planning

Development assessment

Land development.

Architecture

Landscape architecture

Note: This is a temporary position available 15 April 2024 to 31 December 2024 with the possibility of extension up to 12 months. Our workforce is currently working in a hybrid of home and at 480 Northbourne Avenue in Dickson. The successful candidates will be provided information on how to work from home safely and effectively. 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 provide: your curriculum vitae. a two-page response to the ‘Selection Criteria' included in the Position Description; and the names and contact details of two referees.

*Applications should be submitted via the Apply Now Button*

Contact Officer: Trent Varlow (02) 6207 9997 Trent.Varlow@act.gov.au

**Office of the Director General**

**Engagement and Executive Support**

**Communications, Engagement and Media**

**Communications and Engagement officer**

**Administrative Services Officer Class 6 $95,746 - $109,072, Canberra (PN: 42973)**

Gazetted: 05 April 2024

Closing Date: 19 April 2024

Details: The Environment, Planning and Sustainable Development directorate (EPSDD) Communication, Engagement & Media team is looking for a passionate communications and engagement professional to join our team. This position will work collaboratively within a multidisciplinary team to develop and deliver strategic communications and engagement projects across a range of interesting and challenging topics.

EPSDD is responsible for a wide range of policies and programs within the ACTPS, including climate change policy, energy policy, nature and wildlife conservation, environment protection policy, water policy, strategic and statutory planning, development approvals, building policy, land policy, and heritage protection and restoration. The Directorate also includes the ACT Parks and Conservation Service which manages nature reserves, national parks, commercial softwood forests and rural lands to ensure Canberra provides open and safe space to our community.

This is an exciting opportunity to strengthen your communications and engagement skills, develop targeted and engaging content for a variety of audiences, work with subject matter experts across a range of topics, and gain exposure to the diverse and rewarding work being delivered across the directorate.

We are seeking a highly organised and driven individuals to join our dynamic team of communication professionals. If you are committed to supporting a positive team culture and keen to help shape Canberra’s future, we want to hear from you!

Eligibility/Other Requirements:

Relevant tertiary education qualifications in the fields of Communications, Marketing, Public Relations, Engagement or a related field is highly desirable.

Accreditation under the International Association of Public Participation (IAP2) is highly desirable.

Notes: This is a temporary posoition avialble from 31 July 2024 to 2 February 2026 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To apply, please provide your curriculum vitae and a maximum two-page pitch describing why you are suitable for the role addressing the professional / technical skills and knowledge and behavioural capabilities in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacqueline Goddard (02) 6205 8608 Jacqueline.Goddard@act.gov.au

**Environment, Heritage and Water**

**Office of Nature Conservation**

**Maps and Data**

**Spatial Data & Applications Officer**

**Professional Officer Class 2 $95,746 - $109,072, Canberra (PN: 65040)**

Gazetted: 05 April 2024

Closing Date: 19 April 2024

Details: Play a vital role in managing spatial data and developing GIS applications to support conservation efforts. Apply now to make a difference! We are seeking a skilled GIS/Spatial Data & Apps Officer to join our Maps and Data (MAD) team in the Office of Nature Conservation. The successful candidate will be responsible for developing and maintaining GIS applications and geospatial databases, working with internal stakeholders to support data needs, and communicating findings and recommendations to non-technical audiences.

Fulfilling and interesting work supporting nature conservation

Hybrid working arrangements

A close supportive spatial 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:

Qualifications in spatial science, GIS, geography, data science, computer science/IT, ecology/environmental science or other related discipline

Experience using the Esri ArcGIS software suite

Experience building with GIS applications such as Survey123, Field Maps and ArcGIS Dashboards

Excellent database management skills

Demonstrated skills in data visualisation or cartography

Comfortable working long hours with computers and be able to attend the office in person two days a week.

3 years+ relevant work experience in spatial data management or spatial professional field.

To be eligible for temporary employment with the ACT Government, you must be in Australia on a visa with working rights or be an Australian citizen or permanent resident.

Notes: This is a temporary position available immediately to 30 June 2025, with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position sits within a building designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide written responses to each of the selection criteria in 3-4 pages (max), as well as provide the name of two referees and a resume/CV.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Smits (02) 6207 0573 Jennifer.Smits@act.gov.au

**Environment Heritage and Water**

**Office of Water**

**Water Information Services**

**Senior Hydrological Analyst**

**Senior Officer Grade C $119,595 - $128,465, Canberra (PN: 64712)**

Gazetted: 05 April 2024

Closing Date: 26 April 2024

Details: The ACT Office of Water is seeking an experienced and motivated water professional to join the Water Information Services section to aid in the delivery of the Integrated River Model Uplift (IRMU) project.

This role will involve undertaking a wide range of tasks to ensure the successful delivery of the project and advance the interests of the Office of Water. This role sits at the nexus of technical knowledge generation, and translation to policy and planning outcomes. You will have skills, knowledge and experience in working with technical information, including water resource data and modelling outputs, interpreting policy and legislation, and good project management skills.

The role will involve all elements of project management, including financial management, reporting and stakeholder liaison. You will work closely with the technical team of water resource modellers and data analysts to develop solutions to new and emerging water management issues in the ACT and region. You will be responsible for interpreting and translating existing Commonwealth, ACT legislation and policy to be incorporated into water resource models. You will also use data generated from water resource models and other sources to develop new policy, accounting methods and other products. The IRMU program is funded to June 2025.

Eligibility/ Other Requirements: Desirable

Knowledge of and/or experience with Commonwealth and/or ACT/NSW water policy and legislation

Knowledge and experience with water resource modelling (e.g. Source model) and development of water resource model scenarios to inform policy development or evaluation is an advantage

A tertiary qualification in water resource management, or similar technical background

Note: This is a temporary position available 3 June 2024 to 30 June 2025. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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 referee reports only.

How to Apply:  Please submit a maximum two-page written application, addressing the Selection Criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

*Applications should be submitted via the Apply Now Button*

Contact Officer: Ryan Breen (02) 6207 8268 ryan.breen@act.gov.au

**Corporate Services and Operations**

**People and Capability**

**Workplace Relations, Safety and Wellbeing**

**Assistant Director, Workplace Relations**

**Senior Officer Grade C $119,595 - $128,465, Canberra (PN: 15225)**

Gazetted: 04 April 2024

Closing Date: 18 April 2024

Details: Do you want be part of Branch supporting the Directorate in continuing the investment in a highly valued, skilled and safe workforce. The People and Capability Branch within EPSDD are seeking applications from flexible, agile and pragmatic HR practitioners who have a passion for embedding strategies that enhance early resolution of workplace issues, integrity, respect, wellbeing and sound administrative decision making.

The Assistant Director, Workplace Relations, plays an important role in supporting the Director Workplace Relations and stakeholders around employee relations and the ACTPS employment framework. The Workplace Relations teams focus is delivering high-level, contemporary advice and guidance on a range of workplace and industrial matters and supporting our people in resolving workplace issues.

The role will work in partnership with the other teams across People and Capability and the Directorate to support cultural and business transformation and improvement activities with a human centric focus and assist with the development and implementation of a range of workplace relations, human resource services, policy, initiatives and advice.

To be successful in this role, you will have experience with public sector employment frameworks, performance and behaviour matters with a focus on supporting positive workplace outcomes. The successful applicant will also be proactive and motivated and enjoys working on high level strategic HR initiatives, can balance competing priorities, and possesses a positive, collaborative and encouraging work style. Your ability to establish effective networks and communicate effectively with key internal and external stakeholders will also be critical to success.

Environment Planning Sustainable Development Directorate (EPSDD) 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 are encouraged to apply.

Eligibility/Other requirements: Highly desirable

Relevant and current experience in employee and workplace relations in a government environment.

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

Selection may be based on application and referee reports only.

How to apply: In no more than two pages tell us why you want the role and outline your demonstrated experience as it applies to the Position Description, with a particular focus on the Skills and Knowledge and Behavioural Capabilities section.

You should submit your curriculum vitae and the contact details of two referees who have a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

*Applications should be submitted via the Apply Now button below.*Contact Officer: Donna Hicks (02) 6205 1285 Donna.Hicks@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**

**Deputy Director-General, Justice**

**Temporary Vacancy (3 May 2024 to 11 October 2024 with possibility of extension)**

**Justice and Community Safety Directorate**

**Position E723**

**(Remuneration equivalent to Executive Level 3.3)**

Date circulated: 4 April 2024

Circulated to: Band 2 and Band 3 Executives

The Justice and Community Justice Directorate is seeking expressions of interest from experienced senior executives to temporarily fill the Deputy Director-General Justice role from 3 May to 11 October 2024 with possibility of an extension up to nine months.

The Deputy Director-General Justice oversees delivery of key priorities of Ministers and the Directorate and provides high level leadership and strategy and policy advice across the justice portfolio. The role is also a key member of the Directorate’s executive leadership team.

The Directorate delivers a wide range of justice and community safety services within the ACT and seeks to maintain a safe, just and resilient community in the ACT.

To be a strong contender, you will need to have an outstanding record of achievement as a senior executive in a large, complex, politically sensitive, and operationally diverse organisation. You will also have a proven record of achievement in contributing to and influencing key policy decisions and providing timely and robust advice on a range of portfolio/service-wide issues. Your well-honed representational and stakeholder management skills, sound judgement and collegiate approach will be complemented by an interpersonal style that engenders trust and respect. Legal qualifications are desirable.

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 $409,269 - $425,685 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $364,815.

To apply: Please submit a ‘one page pitch’ and curriculum vitae addressing your suitability and availability for the role by 5:00pm Friday 12 April 2024 to Richard Glenn via email, [Richard.Glenn@act.gov.au](mailto:Richard.Glenn@act.gov.au)

Contact Officer: Richard Glenn, Director-General, on 02 6207 0501 or [Richard.Glenn@act.gov.au](mailto:Richard.Glenn@act.gov.au)

**ACT Courts and Tribunal**

**Registrar's Office (MC)**

**Legal**

**Conferencing Officer / Deputy Registrar**

**Senior Officer Grade C $119,595 - $128,465, Canberra (PN: 64893)**

Gazetted: 10 April 2024

Closing Date: 24 April 2024

Details: The ACT Magistrates Court is seeking part-time conferencing officers to conduct a shuttle-based conference known as preliminary conference in family violence, personal violence and workplace protection proceedings. The object of the conference is to facilitate settlement of proceedings by consent of the parties or alternatively to ensure that the application for a final protection order is ready for hearing as soon as practicable. Conferencing officers manage a busy daily list of conferences by working cooperatively as a team, together with administrative staff from the FPVU and Directors and Senior Directors of the FPVU. The role of the conferencing officer role includes explaining and providing guidance on the conference process, and if required, connecting a party with support agencies co-located in the court such as Legal Aid ACT or the Domestic Violence Crisis Service as appropriate. It may also require the facilitation of other assistance services such as interpreters or the ACT Public Advocate. It may require facilitation of referrals to external mediation services in compliance with relevant rules and legislation. Accurate recording of any agreement reached by the parties in the conference using the Court’s electronic case management system and file management procedures is essential. The role has limited delegations as a Deputy Registrar of the Court and authorisation under the Court Procedures Rules 2006 for the exercise of some statutory powers including the making of consent orders.

Note:   This position is part-time at (16:00) hours per week and the full-time salary noted above will be pro-rata. Conferencing officers are employed on a part-time basis on a roster. Conferencing officers ordinarily work between 8:45 am and 1 pm Monday to Friday excluding Public Holidays. Conferences are conducted in person at the ACT Magistrates Court. The conferencing officer positions will be offered on a part-time basis commencing as soon as practicable.

How to Apply:  Please provide a two-page application addressing the skills, capabilities and the job specific criteria, along with a current curriculum vitae.

*Applications should be submitted via the apply now button.*

Contact Officer: Elizabeth Bennett 0262071203 Elizabeth.Bennett@act.gov.au

**Corporate**

**People & Workplace Strategy**

**Assistant Director, Early Intervention and Injury Management**

**Senior Officer Grade C $119,595 - $128,465, Canberra (PN: 38092)**

Gazetted: 10 April 2024

Closing Date: 24 April 2024

Details: People and Workplace Strategy (PWS) are seeking applications for the role of Assistant Director, Early Intervention and Injury Management for commencement as soon as possible.  The successful applicant will undertake a range of duties under the direction and support of the Director, Injury Prevention and Management.

The Assistant Director Early Intervention and Injury Management will provide strategic guidance and support to Business Units within JACS to ensure the appropriate and consistent management of injured and ill JACS employees. Working with various stakeholders including the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Injury Management team, Employers Mutual Limited (EML) and JACS Business Units you will support JACS employees through their rehabilitation process and support the managers/supervisors in navigating these processes.

The successful applicant will have excellent communication skills and the ability to manage complex people management 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:

Driver’s license Class C would be highly regarded

This position does not require a pre-employment medical.

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

Note:   This is a temporary position available immediately for a period of 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note, this position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply:  Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided using the STAR method where appropriate.

*Applications should be submitted via the apply now button.*

Contact Officer: Daniel Borrett (02) 6205 8585 Daniel.Borrett@act.gov.au

**Emergency Services Agency**

**ACT Ambulance Service**

**PACER**

**Police Ambulance Clinician Early Response (PACER) Paramedic**

**Ambulance Paramedic 2 $101,293 - $113,336 plus penalties (10/14 Shift Pattern), Canberra (PN: 49744)**

Gazetted: 09 April 2024

Closing Date: 23 April 2024

Details: The ACT Ambulance Service (ACTAS) invites suitably qualified ACTAS Ambulance Paramedics to apply for the opportunity to work with the Police, Ambulance, Clinician Early Response (PACER).  PACER is an innovative model of care that involves a partnership between paramedic, police and mental health professionals to achieve better outcomes for mental health consumers. The PACER paramedic will be required to perform a physical assessment of the patient to inform decision making concerning the assessment, treatment and care of persons experiencing acute mental health episodes.

Please see the attached Position Description Statement for further information about the role.

The paramedic will work a combination of PACER and emergency shifts and the full-time salary noted above will be *paid pro-rata for PACER shifts worked*.

 Eligibility/ Other Requirements: To apply for this position you must meet the following requirements:

Registration as a paramedic with the Australian Health Practitioner Regulation Agency (AHPRA)

ACT Ambulance Service authority to practice as an Ambulance Paramedic

Current driver licence

Be prepared to undertake and successfully obtain a Commonwealth NV-1 security clearance to be able to work with ACT Policing

*Note that three years’ experience post authority to practice as an Ambulance Paramedic is preferred.*

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 provide: A two-page A4 statement (no more than 1000 words) demonstrating how you meet the “Professional/Technical Skills and Knowledge” and “Behavioural Capabilities” listed in the Position Description statement for the position.

A brief (maximum two page) curriculum vitae outlining your relevant work history.

*Applications should be submitted via the Apply Now Button*

Contact Officer: Joanne Miles 0403268235 Joanne.Miles@act.gov.au

**ACT Courts and Tribunal**

**SC & MC Civil Registry**

**Senior Registry Officer, SC & MC Civil Registry**

**Administrative Services Officer Class 5 $89,114 - $94,120, Canberra (PN: 42396)**

Gazetted: 09 April 2024

Closing Date: 16 April 2024

Details: The ACT Courts and Tribunal is seeking a highly organised, self-motivated and professional person to perform the role of Senior Registry Officer in the Supreme Court & Magistrates Court Civil Registry.

The Senior Registry Officer’s primary role is leading and coordinating in-court support, recording subpoena/exhibit material, preparing, quality assuring and processing court orders, awards, defences and other miscellaneous documentation provided for under appropriate legislation and practice directions of the jurisdiction and implementing sustainable quality assurance systems (including using the Integrated Courts Management System ICMS) for all court outcomes and related matters. The position liaises with the senior team leaders about urgent or complex matters.  The position is also required to handle sensitive and protected information and will be required to fulfil the role in line with legislation, policy, procedures and protocols, with maturity, sensitivity and compassion.

Eligibility/Other Requirements:

to be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident. To be eligible for temporary employment with the ACT Public Service you must hold a valid work visa, be an Australian citizen or a permanent resident.

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

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

This position does not require a pre-employment medical.

Experience working in a court environment is highly desirable.

Notes: This is a temporary position available from 31 May 2024 to 30 May 2025.

How to Apply: To apply, please provide a written pitch addressing the technical skills and behavioural capabilities, along with a current curriculum vitae and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gabrielle Barnes (02) 6205 4894 Gabrielle.Barnes@Courts.act.gov.au

**Emergency Services Agency**

**ACT Ambulance Service**

**PACER**

**Police Ambulance Clinician Early Response (PACER) Paramedic**

**Intensive Care Paramedic 2 $114,546 - $126,591 plus penalties, Canberra (PN: 31866)**

Gazetted: 09 April 2024

Closing Date: 23 April 2024

Details: The ACT Ambulance Service (ACTAS) invites suitably qualified ACTAS Intensive Care Paramedics to apply for the opportunity to work with the Police, Ambulance, Clinician Early Response (PACER).  PACER is an innovative model of care that involves a partnership between paramedic, police and mental health professionals to achieve better outcomes for mental health consumers. The PACER paramedic will be required to perform a physical assessment of the patient to inform decision making concerning the assessment, treatment and care of persons experiencing acute mental health episodes.

Please see the attached Position Description Statement for further information about the role.

The paramedic will work a combination of PACER and emergency shifts and the full-time salary noted above will be *paid pro-rata for PACER shifts worked*.

 Eligibility/ Other Requirements: To apply for this position you must meet the following requirements:

Registration as a paramedic with the Australian Health Practitioner Regulation Agency (AHPRA)

ACT Ambulance Service authority to practice as an Intensive Care Paramedic

Current driver licence

Be prepared to undertake and successfully obtain a Commonwealth NV-1 security clearance to be able to work with ACT Policing

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 Provide:

A two-page A4 statement (no more than 1000 words) demonstrating how you meet the “Professional/Technical Skills and Knowledge” and “Behavioural Capabilities” listed in the position description statement for the position.

A brief (maximum two page) curriculum vitae outlining your relevant work history.

*Applications should be submitted via the Apply Now Button*

Contact Officer: Joanne Miles 0403268235 Joanne.Miles@act.gov.au

**ACT Courts and Tribunal**

**Magistrates Court and Supreme Court Registry Operations**

**ACT Courts and Tribunal**

**Registry Officer**

**Administrative Services Officer Class 3 $72,889 - $78,177, Canberra (PN: 42366, Several)**

Gazetted: 08 April 2024

Closing Date: 22 April 2024

Details: The ACT Courts and Tribunal (ACTCT) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high-quality services to those using the courts and tribunal. The Registrar’s Office (Magistrates Court) and Registrar’s Office (Supreme Court) provides support to the Magistrates and Supreme Courts and the judiciary including exercising statutory powers of a registrar of the court and providing legal, policy and procedural advice. The Magistrates and Supreme Court registry provides high level administrative support to the judiciary in the performance of their roles, and to the parties and legal representatives who appear in the courts.

Registry Officers provide administrative support across registry operations. They provide client service, handle enquiries, process documents, provide in-court support, prepare and manage files, record outcomes and list matters using the IT systems, and assist with administration.  They work in a dynamic team that operates in a fast-paced and client-facing environment. The registry functions include accepting documents for filing, arranging conferences and hearings, maintaining court files, managing the bail office, issuing subpoenas, collecting court fees, entering data in the case management system, generating court documents and providing general advice about court rules, practices and procedures.

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

How to Apply:   Please submit a maximum two-page pitch, addressing the Professional/Technical and Behavioural Capabilities set out in the Position Description and provide a current curriculum vitae, including contact details for two referees.

*Applications should be submitted via the Apply Now Button*

Contact Officer: Marianne Ibrahim (02) 6205 0462 Marianne.Ibrahim@act.gov.au

**ACT Corrective Services**

**Custodial Operations**

**Facilities**

**Stores Officer**

**Administrative Services Officer Class 3 $72,889 - $78,177, Canberra (PN: 13754)**

Gazetted: 05 April 2024

Closing Date: 19 April 2024

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and conscientious person to fill a vacancy within the Facilities Management Unit, as a Stores Officer (ASO3). This position is located at the Alexander Maconochie Centre (AMC), in Hume.

As the Stores Officer, you will be responsible for delivering a vast range of warehouse, courier and retail tasks, including operating plant and equipment, ensuring work areas safe, clean and secure and managing stock. The Stores Officer will work within a dynamic team and will perform tasks in accordance with agreed timeframes, policies, and procedures.

In addition, you will operate plant and equipment such as order picking work platforms, forklifts, pallet Jacks, and utility vehicles to move packages and equipment of all types and sizes. You will also  be required to undertake administrative tasks including using computer applications to maintain records, complete reports, manage stock, complete orders, and contribute to detainee case management.

Further to this, you will be required to supervise detainees who are undertaking warehouse, logistics and retail employment programs.

To be successful you will have the ability to work in a fast-paced environment, with close attention to detail and a high degree of accuracy and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

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

Eligibility/ Other Requirements:

Background/Security clearance checks will be conducted.

This position requires a pre-employment medical.

Unrestricted Drivers licence class C is highly desirable.

This position requires a Working with Vulnerable People check.

Current forklift and order picking work platform licence is highly desirable.

Experience working within a custodial or secure environment is highly desirable.

Trade qualifications in one or more of the following sectors is highly desirable:

Warehousing Operations

Retail

Transport and Logistics

A high degree of physical fitness is highly desirable, as the role requires frequent manual handling and lifting.

How to apply: Applicants are required to submit three items: 1) a one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of your driver’s licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now Button

Contact Officer: Mark O'Keeffe (02) 6207 6044 Mark.O'Keeffe@act.gov.au

**Emergency Services Agency**

**Operations Branch**

**Senior Director, Support and Enabling Services**

**Senior Officer Grade A $162,291, Canberra (PN: 44918)**

Gazetted: 05 April 2024

Closing Date: 19 April 2024

Details: The ACT Emergency Services Agency (ESA) is seeking applications from highly motivated, experienced, and suitable individuals to fill the position of Senior Director, Support and Enabling Services. This critical role provides oversight and management of the ESA Workshop, Facilities, Assets and Equipment and Logistics and Incident Support teams.

As the Senior Director, Support and Enabling Services, in person you will provide strategic direction and leadership to the Workshop, Facilities, Assets and Equipment, and Logistics and Incident Support teams, fostering collaborative work practices and promoting a workplace environment focused on staff empowerment, efficient work practices and encouragement of initiative and innovation.

You will collaborate closely with business units and stakeholders to ensure alignment with business objectives set by the ESA Commissioner and Assistant Commissioner, Operations, ensuring their successful achievement.

You will be responsible for ensuring compliance with legislative requirements, ACT Government and JACS Directorate policy frameworks and will be required to provide high quality reporting, advice, and timely briefs to Executive/senior management.

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:

This position *does* require a Working with Vulnerable People registration.

A current ‘C’ class drivers license with no restrictions.

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

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

*Applications should be submitted via the Apply Now Button*

Contact Officer: Jason Jones (02) 6207 5967 Jason.Jones@act.gov.au

**Community Safety**

**Deputy Director-General, Community Safety**

**Executive Level 3.3 $409,269 - $425,685 depending on current superannuation arrangements, Canberra (PN: E722)**

Gazetted: 08 April 2024

Closing Date: 22 April 2024

Details: The Justice and Community Safety Directorate is seeking for the long-term filling of the role of Deputy Director-General, Community Safety role from 2 September 2024. See attached position description.

The Deputy Director-General Community Safety oversees delivery of key priorities of Ministers and the Directorate and provides high level leadership and strategy and policy advice across the justice portfolio. The role is also a key member of the Directorate’s executive leadership team.

The Directorate delivers a wide range of justice and community safety services within the ACT and seeks to maintain a safe, just and resilient community in the ACT.

To be a strong contender, you will need to have an outstanding record of achievement as a senior executive in a large, complex, politically sensitive, and operationally diverse organisation. You will also have a proven record of achievement in contributing to and influencing key policy decisions and providing timely and robust advice on a range of portfolio/service-wide issues. Your well-honed representational and stakeholder management skills, sound judgement and collegiate approach will be complemented by an interpersonal style that engenders trust and respect.

Remuneration: The position attracts a remuneration package ranging from $409,269 - $425,685 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $364,815.

Contract: The successful applicant will be engaged under a performance-based long-term contract for a period of up to five years.

How to Apply: Please submit an application of no more than two pages, as well as a current curriculum vitae, including the contact details of two referees.

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

Contact Officer: Richard Glenn 6207 0501 Richard.glenn@act.gov.au

**ACT Corrective Services**

**Operational Support**

**Sentence Administration Board**

**Senior Administration Officer**

**Administrative Services Officer Class 6 $95,746 - $109,072, Canberra (PN: 63314)**

Gazetted: 05 April 2024

Closing Date: 19 April 2024

**Details:** An opportunity has arisen in ACT Corrective Services (ACTCS) for a highly motivated and organised person to fill the role of Senior Administration Officer, within the Sentence Administration Board Unit.

The Senior Administration Officer plays a critical role in ensuring the Unit runs as effectively as possible by organising and coordinating office administration and resources.

The successful applicant will manage the workflow and allocate work to administrative staff, in addition to overseeing intra office communication protocols, including the coordination of team meetings and updating of procedures and templates.

In consultation with the team and under direction from the Director, the successful applicant will also coordinate and deliver project work.

Further to this, the successful applicant may also take administrative carriage of specific and/or complex offender cases.

To be successful, you will have the ability to think strategically, problem solve and make sound judgements. You will also demonstrate strong administrative and organisational capabilities, in addition to exceptional communication and interpersonal skills.

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

Eligibility/ Other Requirements:

A knowledge of the criminal justice system and/or a general understanding of the functions of the Sentence Administration Board would be desirable.

This position does not require a pre-employment medical.

This position requires a National Police Check.

This position requires a Working with Vulnerable People Check.

How to Apply:

To apply, applicants are required to submit two items: (1) a one-to-three-page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; and (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now Button

Contact Officer: Brooke Pratt (02) 6205 2170 Brooke.Pratt@act.gov.au

**ESA**

**ACT Ambulance Service**

**Clinical Governance Unit**

**Ambulance Manager Clinical Governance Unit**

**Ambulance Manager Level 2 $146,855 - $154,483, Canberra (PN: 58188, several)**

Gazetted: 04 April 2024

Closing Date: 18 April 2024

Details: The ACT Ambulance Service (ACTAS) Clinical Governance Unit (CGU) is seeking applications from highly motivated and experience people to fill the position of Ambulance Manager, Clinical Governance Unit. As the Ambulance Manager, Clinical Governance Unit, you will lead clinical quality and patient safety practices and strive to ensure ACTAS provides the highest level of quality and safe care to the people of the ACT and surrounding community.

As a leader in clinical review and audit, the outcomes of your work will drive high-level systems quality and safety change. You will commit to ACTAS achieving and maintaining National Safety and Quality Health Service (NSQHS) Standards, through identifying and implementing quality and safety improvement projects and initiatives. You will also contribute to the management of external feedback, consumer liaison and complex consumer care needs, while being a strong conduit between ACTAS and the wider ACT healthcare system.

The Ambulance Manager, Clinical Governance Unit will contribute to a culture of quality and safety, through the delivery of a consistent person-centred service, that is driven by evidence and innovative processes to improve and support healthcare outcomes. We are after candidates that are agile and pragmatic, who will work closely with all levels of ACTAS staff and stakeholders to achieve and maintain this outcome.

Eligibility/Other Requirements:

Current registration as a paramedic (without conditions or notations) with the Australian Health Practitioner Regulation Agency (Ahpra).

Current Authority to Practice at Intensive Care or Ambulance Paramedic level with a minimum 5 years’ experience post authority to practice (either level).

Driver’s licence Class ‘C’ is essential.

Notes: Two (2) full time permanent positions will be filled from this recruitment. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit:

A two-page A4 statement addressing the capabilities for this position, showing your experience and what you can bring to the position of Ambulance Manager CGU.

A brief (maximum two page) curriculum vitae outlining your relevant work history.

AHPRA registration (photocopy).

Authority to Practice evidence (external applicants only).

Applications should be submitted via the Apply Now button below.

Contact Officer: Patrick Meere (02) 6207 7301 Patrick.Meere@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**

**Executive Branch Manager, ACT Property Group**

**Temporary Vacancy (ASAP to 16 April 2024 with possible extension)**

**Major Projects Canberra**

**ACT Property Group**

**Position: E279**

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

Date circulated: 5 April 2024

Circulated to: ACTPS Senior Executive List and ACTPS SOGAs

ACT Property Group within Major Projects Canberra is seeking expressions of interest from suitably qualified applicants for the role of Executive Branch Manager, ACT Property Group for a vacancy until April 16 April 2024, with the possibility of an extension.

What you will do?

As Executive Branch Manager, ACT Property Group, 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.

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 $274,784 - $285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $244,201.

To apply: If you are interested in this exciting opportunity, please provide a one page pitch addressing the selection criteria and job specific criteria, current curriculum vitae, two referees and mandatory qualifications to Josh Rynehart via email, [Josh.Rynehart@act.gov.au](mailto:Josh.Rynehart@act.gov.au) by COB Wednesday 10 April 2024.

Contact Officer: Josh Rynehart 6205 3740 [Josh.Rynehart@act.gov.au](mailto:Josh.Rynehart@act.gov.au)

**Executive Group Manager, Infrastructure and Light Rail Program**

**Temporary Vacancy (ASAP to 1 October 2024 with possible extension)**

**Major Projects Canberra**

**Infrastructure and Light Rail Program**

**Position: E1059**

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

Date circulated: 4 April 2024

Circulated to: Band 1 and Band 2 Executives

Major Projects Canberra is seeking a highly experienced and skilled executive leader to perform the role of Executive Group Manager, Infrastructure and Light Rail Program, to start immediately until 1 October 2024, with the possibility of extension of up to 9 months.

Reporting to the Major Projects Canberra (MPC) Director-General and ACT Chief Engineer, the Executive Group Manager, Infrastructure and Light Rail Program is a key position within MPC, responsible for overseeing the planning, procurement and delivery of Stage 2 of the Canberra light rail network, as well as corporate responsibilities of Finance and Work Health and Safety.

The Executive Group Manager, Infrastructure and Light Rail Program will lead and motivate a dynamic and high performing project team, liaise with Ministers and important project stakeholders, oversee the receipt of advisory services by the Territory, manage project transition from business case to procurement, including planning approvals, manage budgets, and ensure project outcomes are delivered in a timely and value for money manner.

Eligibility/Other Requirements:

Mandatory:

•The position requires substantial experience in constructionresponsibilities of large scale, complex infrastructure projects, particularlyin transport within a developed urban environment.

•Relevant tertiary qualifications in a construction, engineering, projectmanagement, commercial or legal discipline is required.

Desirable:

•Demonstrated experience in contract management in a PPP and/orD&C contract environment is highly desirable.

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

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: If you are interested in this exciting opportunity, please provide a one-page pitch addressing the selection criteria and job specific criteria, current curriculum vitae, two referees and mandatory qualifications to Ashley Cahif via email, [Ashley.Cahif@act.gov.au](mailto:Ashley.Cahif@act.gov.au) by COB Tuesday 9 April 2024.

Contact Officer: Ashley Cahif 6205 1212 [Ashley.Cahif@act.gov.au](mailto:Ashley.Cahif@act.gov.au)

**Infrastructure Project Solutions**

**Project Management Office**

**Contracts**

**Assistant Director, Procurement, Contracts, and Panels**

**Senior Officer Grade C $119,595 - $128,465, Canberra (PN: 46008, Several)**

Gazetted: 09 April 2024

Closing Date: 23 April 2024

Details: Do you want to apply your skills in procurement and drafting contracts to support the delivery of infrastucture in this city? Then this opportunity is for you! We have several positions available with options for either permanent appointment, or temporary appointment for six months with possibility of extension or permanency.

Major Projects Canberra leads the procurement and delivery of the ACT Government’s infrastructure (capital works) program.

In this role you will become a member of a small team of experienced officers who are responsible for the timely drafting and execution of contracts and agreements required in the delivery of construction related services and works. In addition to drafting agreements, the Contracts team provides advice regarding procurement processes to MPC project officers.

In turn, MPC project officers undertake procurements and administer / manage contracts.

The Contracts team maintains a suite of contemporary contracts, provides support for the use of the standard suite of contracts, and is becoming increasingly involved in managing panel arrangements.

The Contracts team is led by the Senior Director, Contracts.

You will also be part of a dynamic and experienced wider team, the Project Management Office (PMO) Branch, which consists of the Project Controls Team; Prequalification Team, Workplace Health and Safety Team, Project Development Team, and the Project Management and Reporting System (PMARS) Team.

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

 Eligibility/ Other Requirements: Relevant tertiary qualifications in a related area are highly desirable. These qualifications include procurement, law, contract management, or commercial management in an infrastructure related environment.

Note: There are two positions available, one is a permanent position; and a temporary opportunity for six months with possibility of extension up until 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit no more than a two page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now Button

Contact Officer: Sam Oryan (02) 6207 1129 Sam.ORyan@act.gov.au

**Director Generals Office**

**Cultural and Pathways Adviser**

**Senior Officer Grade B $140,226 - $157,418, Canberra (PN: 65114)**

Gazetted: 08 April 2024

Closing Date: 22 April 2024

**Details:** Major Projects Canberra is seeking in this newly created position, a Directorate Aboriginal and/or Torres Strait Islander Cultural and Pathways Adviser. In this position, you will provide visible and effective leadership in the role of a Cultural and Pathways Adviser, actively engaging with stakeholders, championing cultural initiatives, and leading by example to inspire positive change across the directorate and advocacy on behalf of Aboriginal and Torres Strait Islander employees within Major Projects Canberra.

This role offers:

A diverse and rewarding role

Flexible working including hybrid office/home arrangements

Relocation expenses

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. Evidence is required to meet the eligibility of the Identified Position by providing a Confirmation of Aboriginal and/or Torres Strait Islander identity. Proof of Aboriginality | AIATSIS. Experience in a similar role within a services delivery or a project environment will be highly regarded.

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

How to Apply: Please submit no more than a 3 page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dee Chicco (02) 6205 2778 Dee.Chicco@act.gov.au

**ACT Property Group**

**Integrated Facilities Management: Property Maintenance and Upgrades**

**Assistant Director, Business Support and Development**

**Senior Officer Grade C $119,595 - $128,465, Canberra (PN: 62909)**

Gazetted: 05 April 2024

Closing Date: 19 April 2024

Details: This position will be responsible for reviewing the Property Maintenance and Upgrades Teams operational governance and developing a suite of documents to support the day-to-day running of the business. You will be responsible for working with the Teams to gain a clear understanding of the business and required steps to undertake each task and then develop appropriate process maps, standard operating procedures and processes as well as any file management structures needed to streamline and manage the Teams tasks and activities.

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.

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:

This position requires:

Qualifications and/or significant experience in a relevant field such as Public Sector Management, Business Administration, Governance, Policy Development or Business Analyst that will support your capabilities to undertake the requirements of this position.

a current driver’s licence (car)

Relevant training and/or qualifications in construction, building, property management are desirable.

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

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

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

Please submit the following:

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

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

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

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

A current curriculum vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

*Applications should be submitted via apply Now button below.*

Contact Officer: Sean Colson 0262059876 actpgcorporate@act.gov.au

**Office of Director General**

**Senior Director**

**Senior Officer Grade A $162,291, Canberra (PN: 65048)**

Gazetted: 04 April 2024

Closing Date: 25 April 2024

Details: The Office of the Director-General, Major Projects Canberra is looking for a highly motivated professional for the role of Senior Director.

As a senior leader within Major Projects Canberra, this position requires an individual with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications and or extended experience in business administration Executive support within a public sector environment will be highly regarded for this role.

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

How to Apply:  Please submit no more than a three page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the Position Description, along with a current curriculum vitae and contact details for two referees.

*Applications should be submitted via apply Now button below.*

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

**Office of Director General**

**Chief Operating Office**

**Governance Audit and Risk**

**Senior Director, Governance**

**Senior Officer Grade A $162,291, Canberra (PN: 45239)**

Gazetted: 04 April 2024

Closing Date: 18 April 2024

Details: Are you a solutions-focused collaborator, with great attention to detail and the ability to work flexibly and at a fast pace?  Then this might be the opportunity for you.

We’re seeking applications from highly motivated, experienced and suitable individuals to lead our Governance Team.

The Senior Director will provide strategic leadership for the team including managing resources, work planning and developing team capacity to ensure timely delivery of outcomes in relation to a range of programs and reports. The Senior Director has an overarching strategic planning and co-ordination role across the Directorate. Key elements of the position include coordination of the MPC Annual Report, Freedom of Information (FOI), corporate policies, and internal audit.

Major Projects Canberra is responsible for procuring and delivering infrastructure projects designated as ‘major projects’ as well as delivering ACT Government infrastructure projects in partnership with other directorates.

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: Tertiary qualifications in Public Policy, Communications or a related field would be highly regarded.

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

How to Apply: Please submit no more than a two page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural

Capabilities and Compliance Requirements/Qualifications outlined in the Position Description, along with a current curriculum vitae and contact details for two referees.

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

Contact Officer: Daisy Baker (02) 6205 1947 Daisy.Baker@act.gov.au

**Office of the Director-General**

**Project Director, Northside Hospital**

**Executive Level 2.4 $358,414 - $372,778 depending on current superannuation arrangements, Canberra (PN: E1355)**

Gazetted: 04 April 2024

Closing Date: 18 April 2024

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

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

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

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

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

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

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

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

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

The role offers:

excellent remuneration package

relocation expenses

diverse and rewarding role

flexible working including hybrid office/home arrangements.

Remuneration: The position attracts a remuneration package ranging from $358,414 - $372,778 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of $319,205.

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

How to Apply: Interested candidates are requested to submit an application of no more than four pages outlining relevant skills and experience against the executive capabilities and job specific criteria, as well as a current curriculum vitae and the name and contact details of two referees.

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

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

Contact Officer: Ashley Cahif 6205 1212 Ashley.Cahif@act.gov.au

**Property and Government Insourcing**

**ACT Property Group**

**Estate and Procurement Management**

**Property Officer**

**Administrative Services Officer Class 5 $89,114 - $94,120, Canberra (PN: 26181)**

Gazetted: 08 April 2024

Closing Date: 29 April 2024

Details: This role provides a first point of contact for customer service officers in relation to buildings under ACT Property Group management.  This role is part of a team that ensures that ACT Property Group managed buildings are inspected, planned maintenance and inspection programs are in place, monitors unplanned maintenance activities and has an overarching view on the buildings operations.  This role is expected to spend significant time in the field physically inspecting buildings, attending to enquiries about buildings and liaising with tenants, customer service managers and technical professionals.

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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: This position requires:

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

a current driver’s licence (car)

Qualification/s (Certificate IV or higher) or significant experience in Property Management, Commercial Real Estate, building trades or similar are highly desirable.

Notes: This is a temporary position available immediately for six months with possibility of extension up to 12 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

Please submit the following:

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

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

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

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

A current Resume/Curriculum Vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and Contact details of at least two referees.

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

Contact Officer: Brad Aspland 0403 182 229 actpgcorporate@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**

**Thriving Communities Group**

**Sales & Client Services**

**Assistant Director, Sales and Builder Relations**

**Senior Officer Grade C $119,595 - $128,465, Canberra (PN: 50906)**

Gazetted: 08 April 2024

Closing Date: 22 April 2024

Details: Seeking candidates for the role of Assistant Director, Sales and Builder Relations within the Thriving Communities Group’s Sales and Client Services team. Collaborating with team members, this role oversees Suburban Land Agency’s (SLA) sales of various land types in the ACT. Responsibilities include developing sales strategies, managing processes, and fostering relationships with stakeholders. The ideal candidate possesses strong negotiation and liaison skills, along with the ability to thrive in a dynamic environment. Reporting to the Director, Sales and Client Services, they will manage residential land sales to the builders, fostering strong stakeholder relationships and facilitating communication between SLA, partner builders, and industry clients.

The Sales and Client Services team is responsible for managing ACT Government-owned land sales, working closely with SLA’s Project Delivery and Marketing teams, and other stakeholders. We value innovation, open communication, and drive to deliver projects from conception to completion.

Key roles and responsibilities include managing land sales, developing stakeholder relationships, and facilitating communication between various teams and external parties. We are seeking candidates with excellent communication skills, adaptability, and exceptional organisational abilities.

Eligibility/Other Requirements:

Highly desirable

Frontline client service experience in a sales environment,

Experience using a CRM (Salesforce) or equivalent,

Must possess a current Drivers licence,

Ability to work on a roster which includes weekends, and

Flexibility to work offsite at the Agency’s sales suite when required.

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

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

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

Contact Officer: Kathy Torcasio 0401 920 028 Kathy.Torcasio@act.gov.au

**Suburban Land Agency**

**Thriving Communities Group**

**Sales & Client Services**

**Sales & Client Services Project Officer**

**Administrative Services Officer Class 6 $95,746 - $109,072, Canberra (PN: 41114)**

Gazetted: 05 April 2024

Closing Date: 19 April 2024

Details: Are you passionate about real estate and thrive on managing projects? Are you a self-motivated with exceptional organisational skills who can work independently and as a team member? The Sales and Client Services team is seeking an enthusiastic individual with a dynamic approach and relevant experience for an exciting sales, administration, and events management role. This full-time position offers the opportunity to work at Suburban Land Agency's (SLA) Sales Office on Thursdays and Fridays, with potential for weekend overtime.

Join our Sales and Client Services team, where we oversee the sale of ACT Government-owned land, collaborating closely with SLA's Project Delivery and Marketing teams, as well as external solicitors and stakeholders. We foster an environment of innovation, open communication, and a drive to see projects through from start to finish.

As part of this role, you'll manage the sales process and policy requirements for SLA's single residential projects, oversee procurement panel arrangements for legal services, and cultivate strong client and stakeholder relationships.

We are seeking a person with a dynamic and enthusiastic approach combined with skills and experience suitable for a sales, administration and project management. Strong IT skills and attention to detail, and the ability to develop, maintain and manipulate data for recording and extracting data sets for reporting purposes would be an advantage.

The successful candidate will communicate respectfully, possess a thirst for learning new skills, can adapt to shifting priorities, excel in written and oral communication, and are motivated to drive projects from conception to delivery.

If you're ready to embark on a thrilling journey in real estate and project management, we want to hear from you!

Eligibility/Other requirements:

Highly Desirable:

Project management experience in a sales environment.

Understanding of ACT Government legislative frameworks in relation to land development and sales activities and processes.

Understanding of the land / property development market, particularly in terms of marketing and sales.

Experience with Information Technology, online marketing and data management.

 Current Drivers Licence

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

Notes: This is a temporary position available immediately until 30 June 2026 with the possibility of extension and/or permanency.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 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: Kathy Torcasio 0401 920 028 Kathy.Torcasio@act.gov.au

**Suburban Land Agency**

**Thriving Communities Group**

**Sales & Client Services**

**Sales & Client Services Officer**

**Administrative Services Officer Class 5 $89,114 - $94,120, Canberra (PN: 57095, Several)**

Gazetted: 05 April 2024

Closing Date: 19 April 2024

Details: Are you ready to embark on an exciting journey in sales and administration? The Sales and Client Services team is seeking dynamic individuals who thrive on motivation and organisation. We're offering two full-time positions - one permanent and one temporary, with the potential for extension or permanency. Join us at Suburban Land Agency’s (SLA) sales office on Thursdays and Fridays, with opportunities for weekend overtime.

Our team is at the forefront of managing the sale of ACT Government-owned land, collaborating closely with SLA’s Project Delivery and Marketing teams, and other stakeholders. We foster a culture of innovation, open communication, and a drive to see projects through from conception to delivery.

As part of this role, you'll provide vital sales-related administrative support, contributing to the success of SLA's sales operations and gaining valuable experience in delivering high-quality outcomes. We're seeking candidates who communicate respectfully, possess a thirst for learning, can adapt to changing priorities, and excel in written and oral communication. Exceptional organisational skills and attention to detail are essential.

Eligibility/Other Requirements:

Highly desirable

Frontline client service experience in a sales environment,

Experience using a CRM (Salesforce) or equivalent,

Must possess a current Drivers licence,

Ability to work on a roster which includes weekends, and

Flexibility to work offsite at the Agency’s sales suite when required.

Notes: There is one permanent and one temporary position until 30 June 2025 with the possibility of extension and/or permanency available. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than 2 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: Kathy Torcasio 0401 920028 Kathy.Torcasio@act.gov.au

### Transport Canberra and City Services

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

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

**Transport Canberra & Business Services**

**Libraries ACT**

**ACT Heritage Library**

**Archivist**

**Professional Officer Class 1 $68,635 - $93,809, Canberra (PN: 22017)**

Gazetted: 10 April 2024

Closing Date: 24 April 2024

Details: Do you enjoy exploring the past and ensuring it is preserved so that others can rediscover it? Do you have a keen I eye for detail? Then we want to hear from you.

As a branch within Transport Canberra City Services, Libraries ACT offers you more than a job – the work we do supporting the people of Canberra is work nobody else does. Canberra is a growing, vibrant and every-changing city and our genuine commitment to reflect the diverse community of Canberra means our people are exposed to a diversity of perspectives and experiences.

Working closely with the Senior Archivist, this part time role will support the collection, appraisal, and arrangement and description of archival materials in all formats in the ACT Heritage Library.

Want to know more about us?

The ACT Heritage Library is the ACT’s collecting archive and reference library.  Its collections form part of the national documentary record of Australian life and history ensuring that the stories of Canberra are not lost to future generations. It contributes to the wellbeing of the ACT by celebrating belonging.

You can check out more about what we do by visiting our website <www.library.act.gov.au/find/history>

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:

Tertiary qualifications in a relevant field such as archives, library, museum studies or information management

This position requires a Working with Vulnerable People Check.

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Notes: This is a permanent part-time position at (18:68) hours per week. The above full-time salary will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please address the selection criteria, attach a resume and provide the names of two professional referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Suzy Nunes (02) 6205 4763 Suzy.Nunes@act.gov.au

**City Services**

**ACT NoWaste**

**Service Delivery**

**Customer Service Officer**

**Administrative Services Officer Class 4 $80,535 - $86,909, Canberra (PN: 50038)**

Gazetted: 09 April 2024

Closing Date: 23 April 2024

Details: ACT NoWaste is searching for an outstanding customer service expert to join our Customer Service Team.

As a Customer Service Officer, you will be responsible for responding to customer queries relating to essential government waste management services.  The position sits within the Service Delivery Team who are responsible for managing a range of contracted waste management services.

Tasks that you enjoy at work include critical thinking, providing clear and concise advice, negotiation of complex issues, and conducting research and analysis to improve business practice and performance.

Tasks will include:

Providing support to all resident and stakeholder queries pertaining to waste collection services (queries can be submitted via email, phone and/or automated online forms).

Supporting the complete lifecycle of the waste collection services requests in Salesforce system.

Undertake customer and stakeholder liaison and negotiation activities to resolve customer enquiries and complaints.

Providing support and assistance to ACT NoWaste management and staff as required.

Providing a highly professional, responsive and customer-oriented approach on all contact opportunities.

This role requires someone who can inspire, energise, and positively influence team and individual outcomes. High quality customer service skills with the ability to work independently but collaboratively within a team are essential for this position.

The ideal candidate will possess the ability to provide a highly professional, responsive, and customer-oriented approach on all contact opportunities.

Eligibility/ Other Requirements: Qualifications relevant to the duties of the position and or work experience in a relevant field are highly desirable.

Note: 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 within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a pitch, no more than three pages addressing the *What You Require* section of the Position Description and provide an updated copy of your curriculum vitae which includes two referees.

*Applications should be submitted via the Apply Now Button*

Contact Officer: Candice Wright (02) 6205 1149 Candice.Wright@act.gov.au

**Transport Canberra & Business Services**

**Libraries ACT**

**ACT Heritage Library**

**Innovation and Projects Manager**

**Administrative Services Officer Class 6 $95,746 - $109,072, Canberra (PN: 37649)**

Gazetted: 10 April 2024

Closing Date: 24 April 2024

Details: Are you ready to undertake an exciting adventure? Can you create new space and time at a moment's notice? Then we want to hear from you.

As a branch within Transport Canberra City Services, Libraries ACT offers you more than a job – the work we do supporting the people of Canberra is work nobody else does. Canberra is a growing, vibrant and every-changing city and our genuine commitment to reflect the diverse community of Canberra means our people are exposed to a diversity of perspectives and experiences.

As the Innovation and Projects Manager is a brand-new role within the ACT Heritage Library. In this role you will work collaboratively with staff and key stakeholders Libraries ACT team to identify, develop and implement innovative initiatives and projects that meet the needs of the ACT Heritage Library. These activities have a particular focus on digital innovation involving new and emerging technologies and digital preservation.

Want to know more about us?

The ACT Heritage Library is the ACT’s collecting archive and reference library.  Its collections form part of the national documentary record of Australian life and history ensuring that the stories of Canberra are not lost to future generations. It contributes to the wellbeing of the ACT by celebrating belonging.

You can check out more about what we do by visiting our website <www.library.act.gov.au/find/history>

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

Eligibility/Other Requirements:

Relevant tertiary qualifications in information studies (or a related discipline) or at least three years’ experience of the same is desirable.

This position requires a Working with Vulnerable People Check.

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident

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

How to Apply: Please address the selection criteria, provide a resume and the names and contact details of two professional referees.

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

Contact Officer: Antoinette Buchanan (02) 6207 75163 Antoinette.Buchanan@act.gov.au

**Transport Canberra & Business Services**

**Libraries ACT**

**ACT Heritage Library**

**Education and Engagement Officer**

**Professional Officer Class 1 $68,635 - $93,809, Canberra (PN: 18586)**

Gazetted: 10 April 2024

Closing Date: 24 April 2024

Details: Yuma!

Are you passionate about literature, writing and history? Are you seeking an opportunity to build on your existing skills as an educational professional in primary or secondary environment?

As a branch within Transport Canberra City Services, Libraries ACT offers you more than a job – the work we do supporting the people of Canberra is work nobody else does. Canberra is a growing, vibrant and every-changing city and our genuine commitment to reflect the diverse community of Canberra means our people are exposed to a diversity of perspectives and experiences.

The Education and Engagement Officer plays a critical role in connecting ACT Heritage Library and its collection with ACT Schools and the wider community. This position requires extensive internal liaison with Libraries ACT services areas, as well as with other business units within Transport Canberra and City Services, other ACT Government Directorates, and external organisations.

Want to know more about us?

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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.

Bachelor of Education (primary or secondary) and/or tertiary GLAM sector qualifications

Up to date knowledge of the Australian Curriculum and emerging trends, updates and issues

This position requires a Working with Vulnerable People Check.

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident

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

How to Apply: Please address the selection criteria, provide a resume and the names and contact details of two professional referees. As an identified position and only open to Aboriginal and Torres Strait Islander people, applicants will need to provide supporting evidence with their application package.

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

Contact Officer: Antoinette Buchanan (02) 6207 7424 Antoinette.Buchanan@act.gov.au

**Transport Canberra & Business Services**

**Libraries ACT**

**ACT Heritage Library**

**Collections Officer**

**Administrative Services Officer Class 4 $80,535 - $86,909, Canberra (PN: 46698)**

Gazetted: 10 April 2024

Closing Date: 23 April 2024

Details: Are you a library and information guru? Are you fascinated by the past and history of Canberra? Then the ACT Heritage Library may be the place for you!

As a branch within Transport Canberra City Services, Libraries ACT offers you more than a job – the work we do supporting the people of Canberra is work nobody else does. Canberra is a growing, vibrant and every-changing city and our genuine commitment to reflect the diverse community of Canberra means our people are exposed to a diversity of perspectives and experiences.

As the Collections Officer for the ACT Heritage Library, you will assist the Heritage Librarian in providing access to the unique collections of the ACT Heritage Library has to offer and support the day to day maintenance operations of the our collections.

Want to know more about us?

The ACT Heritage Library is the ACT’s collecting archive and reference library.  Its collections form part of the national documentary record of Australian life and history ensuring that the stories of Canberra are not lost to future generations. It contributes to the wellbeing of the ACT by celebrating belonging.

You can check out more about what we do by visiting our website <www.library.act.gov.au/find/history>

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

Eligibility/Other Requirements:

Relevant tertiary qualifications in library and information studies (as defined by ALIA) or a related discipline or willingness to undertake further education in library and information studies.

This position requires a Working with Vulnerable People Check.

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident

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

How to Apply: Please address the selection criteria, provide a curriculum vitae and the names of two professional referees.

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

Contact Officer: Antoinette Buchanan (02) 6207 7424 Antoinette.Buchanan@act.gov.au

**Transport Canberra & Business Services**

**Libraries ACT**

**ACT Heritage Library**

**Cataloguing and Metadata Librarian**

**Professional Officer Class 1 $68,635 - $93,809, Canberra (PN: 55477)**

Gazetted: 10 April 2024

Closing Date: 24 April 2024

Details: The ACT Heritage Library is on the hunt for a cataloguing and metadata librarian who has a knack for bibliographic description, database maintenance/enhancement, and the application of new technology and metadata formats.

As a branch within Transport Canberra City Services, Libraries ACT offers you more than a job – the work we do supporting the people of Canberra is work nobody else does. Canberra is a growing, vibrant and every-changing city and our genuine commitment to reflect the diverse community of Canberra means our people are exposed to a diversity of perspectives and experiences.

The position will strengthen the discovery of the ACT Heritage Library collections by performing a key role in the investigation and application of metadata standards at the Libraries’, which enable the discovery of and access to unique and complex resources.

Want to know more about us?

The ACT Heritage Library is the ACT’s collecting archive and reference library.  Its collections form part of the national documentary record of Australian life and history ensuring that the stories of Canberra are not lost to future generations. It contributes to the wellbeing of the ACT by celebrating belonging.

You can check out more about what we do by visiting our website <www.library.act.gov.au/find/history>

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:

Tertiary qualification in Librarianship or significant progress towards this qualification.

This position requires a Working with Vulnerable People Check.

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Notes: This position is part-time at (18:38) hours per week and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please address the selection criteria, provide a curriculum vitae and the names of two professional referees.

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

Contact Officer: Suzy Nunes (02) 6205 4763 Suzy.Nunes@act.gov.au

**Chief Operating Office**

**Procurement, Legal and Information Access**

**Procurement Services**

**Senior Director, Procurement Services**

**Senior Officer Grade A $162,291, Canberra (PN: 34312)**

Gazetted: 09 April 2024

Closing Date: 16 April 2024

Details: Transport Canberra and City Services (TCCS) undertakes a wide range of procurement activities to achieve Directorate goals. The Senior Director, Procurement Services provides strategic assistance to the TCCS Executive and staff to plan, develop and facilitate procurement and contract management outcomes.

The Senior Director, Procurement Services delivers the ongoing development, review, and implementation of procurement governance, promoting compliance with Directorate and ACT Government policies and guidelines, including procurement processes, use of systems, and contract risk management.

The Procurement Services team monitor compliance through the TCCS Assurance Framework, and the Senior Director, Procurement Services works with Business Units to develop and implement process improvement and compliance.

Note: This is a temporary position available 30 April 2024 to 31 July 2024 with the possibility of permanency. Selection may be based on written application and referee reports only.

How to Apply: Submit a current curriculum vitae and two-page pitch briefly describing your current role and recent employment history together with information on how your experience and skills will enable you to meet the Selection Criteria in the attached Position Description.

*Applications should be submitted via the Apply Now Button*

Contact Officer: Kristine Scheul (02) 6205 5054 Kristine.Scheul@act.gov.au

**Roads ACT**

**Environment and Utilities**

**Projects and Policy**

**Assistant Director, Utilities Policy and Projects**

**Infrastructure Officer 3 $119,862 - $131,232, Canberra (PN: 45860)**

Gazetted: 05 April 2024

Closing Date: 19 April 2024

Details: Are you an experienced Asset Management professional looking for a change? Do you have an interest in setting the strategic direction for operation and maintenance practices? Do you want to make a difference in the Territory's approach to built infrastructure? Then Transport Canberra and City Services may have the role for you.

Roads ACT is looking for an experienced Asset Management Practitioner to assist with the development and implementation of Asset Management Plans across its diverse asset base, taking in amongst other classes streetlights, stormwater, bridges and dams. We are looking for someone with a high level of organisational ad leadership skills to provide experience and direction to the teams in preparing individual plans across each category. This is an opportunity to have a significant input and set the direction of mid-term management of our assets. The role will incorporate office activities and will necessitate field work to understand the current asset conditions.

For further information, please contact Robert Allen, Director Environment and Utilities on 0403 443 336 or at robertj.allen@act.gov.au

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: 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. Current and former ADF members are encouraged to apply.

How to Apply: If you believe this is a role that you will excel in, please review the attached Position Description, taking note of the *What You Require* section. To apply for the role please provide a cover letter, demonstrating that you hold the skills and qualifications outlined in the *What You Require* section, a copy of your current CV and a 2 page written response against the *Selection Criteria*, outlining your experience against these 4 key capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: RobertJ Allen 0403443336 robertj.allen@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.

### Worksafe ACT

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

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

**WorkSafe ACT**

**WorkSafe ACT**

**Compliance & Enforcement**

**Senior Inspector**

**Regulatory Inspector 6 (WorkCover Officer 6) $95,746 - $109,072, Canberra (PN: 39355, several)**

Gazetted: 10 April 2024

Closing Date: 24 April 2024

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 Senior Inspector could take you.

WorkSafe ACT is growing our inspectorate 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 Senior 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

Vulnerable Workers

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.

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

How to Apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two (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: Catherine Matthews (02) 6205 3464 Catherine.Matthews@worksafe.act.gov.au

## APPOINTMENTS

### ACT Health

**Senior Officer Grade B $140,226 - $157,418**

Mariam Anees, Section 68(1), 27 March 2024

### Canberra Health Services

**Registered Nurse 1 $72,698 - $97,112)**

Carolyn Barwick, Section 68(1), 9 April 2024

**Registered Nurse 1 $72,698 - $97,112)**

Lina Mech, Section 68(1), 9 April 2024

**Registered Nurse Level 1 $72,698 - $97,112**

Saskia Baaijens, Section 68(1), 11 April 2024

**Health Service Officer Level 3 $59,421 - $61,238 (Retention Point CHS only $61,336 - $66,129)**

Marc Beresford, Section 68(1), 15 April 2024

**Registered Nurse Level 1 $72,698 - $97,112**

Praveen Chackumkal Zachariah, Section 68(1), 11 April 2024

**Registered Nurse Level 1 $72,698 - $97,112**

Sarina Dhillon, Section 68(1), 11 April 2024

**Administrative Services Officer Class 3 $72,889 - $78,177**

Diana Donoghue, Section 68(1), 3 April 2024

**Administrative Services Officer Class 3 $72,889 - $78,177**

Jasmine Ghatorha, Section 68(1), 2 April 2024

**Technical Officer Level 1 $66,742 - $69,805**

Alexandria Gorman, Section 68(1), 18 April 2024

**Senior Building Trade $87,950 - $93,809**

Haydan Hales, Section 68(1), 10 April 2024

**Registered Nurse Level 2 $100,957 - $107,000**

Sarah Ingram, Section 68(1), 11 April 2024

**Technical Officer Level 1 $66,742 - $69,805**

Nayoung Jung, Section 68(1), 11 April 2024

**Administrative Services Officer Class 2 $64,744 - $71,126**

Nayeon Kim, Section 68(1), 12 April 2024

**Health Professional Level 2 $70,679 - $97,028**

Phyu Mon Kyaing, Section 68(1), 2 May 2024

**Registered Nurse Level 1 $72,698 - $97,112**

Sangita Lama, Section 68(1), 7 April 2024

**Registered Nurse Level 1 $72,698 - $97,112**

Hannah Lovegrove, Section 68(1), 11 April 2024

**Administrative Services Officer Class 3 $72,889 - $78,177**

Denny Mathew, Section 68(1), 10 April 2024

**Registered Nurse Level 1 $72,698 - $97,112**

Ashmita Neupane, Section 68(1), 10 April 2024

**Health Professional Level 4 $114,928 - $123,710**

Deborah Anne O'Kane, Section 68(1), 11 April 2024

**Administrative Services Officer Class 2 $64,744 - $71,126**

Heidi Price, Section 68(1), 11 April 2024

**Administrative Services Officer Class 4 $80,535 - $86,909**

Aaron Joshua Reefman, Section 68(1), 13 April 2024

**Registered Nurse Level 2 $100,957 - $107,000**

Alexander Reid, Section 68(1), 11 April 2024

**Medical Physics Specialist $112,579 - $156,362**

Marie Anne Vozzo, Section 68(1), 4 April 2024

**Administrative Services Officer Class 3 $72,889 - $78,177**

James Wallace, Section 68(1), 4 April 2024

### Canberra Institute of Technology

**Teacher Level 1 $84,997 - $114,113**

Saksham Chawla, Section 68(1), 5 April 2024

**General Service Officer Level 10 $95,746 - $109,072**

Richard Furniss, Section 68(1), 3 April 2024

### Chief Minister, Treasury and Economic Development

**Administrative Services Officer Class 4 $80,535 - $86,909**

Jack Maley, Section 68(1), 9 April 2024

### Community Services

**Health Professional Level 3 $99,819 - $105,180 (up to $110,398 on achieving a personal upgrade)**

Daljeet Natt, Section 68(1), 8 April 2024

### Cultural Facilities Corporation

**Administrative Service Officer Class 3 $72,889 - $78,177**

Joe Dinn, Section 68(1), 9 April 2024

### Education

**Classroom Teacher $84,978 - $121,038**

Emma Holliday, Section 68(1), 11 April 2024

**Classroom Teacher $84,978 - $121,038**

Megan Miller, Section 68(1), 11 April 2024

**Classroom Teacher $84,978 - $121,038**

Natasha Pearson, Section 68(1), 11 April 2024

**Classroom Teacher $84,978 - $121,038**

Christopher Pratt, Section 68(1), 11 April 2024

**Classroom Teacher $84,978 - $121,038**

Ngaire Wallace Section 68(1), 11 April 2024

**Classroom Teacher $84,978 - $121,038**

Samuel Crowe, Section 68(1), 9 March 2024

**Classroom Teacher $84,978 - $121,038**

Brittany Champion, Section 68(1), 25 March 2024

**Classroom Teacher $84,978 - $121,038**

Robyn Frencham, Section 68(1), 28 March 2024

**Classroom Teacher $84,978 - $121,038**

Sarah Ciuffetelli, Section 68(1), 29 April 2024

**School Assistant 2/3 $55,054 - $66,477**

Laura Buckeridge, Section 68(1), 11 March 2024

**School Assistant 2/3 $55,054 - $66,477**

Sarah Lorenz, Section 68(1), 28 March 2024

**School Assistant 2/3 $55,054 - $66,477**

Brad Moufarrige, Section 68(1), 28 March 2024

**Professional Officer Class 2 $95,746 - $109,072**

Susan Giugni, Section 68(1), 8 April 2024

**School Psychologist $91,839 - $130,270**

Frances Jomantas, Section 68(1), 8 April 2024

**Professional Officer Class 2 $95,746 - $109,072**

Lauren Kapper, Section 68(1), 8 April 2024

**Administrative Services Officer Class 5 $89,114 - $94,120**

Niyanta Pathak, Section 68(1), 16 April 2024

### Justice and Community Safety

**Administrative Services Officer Class 6 $95,746 - $109,072**

Jane Moyle, Section 68(1), 9 April 2024

**Prosecutor Grade 1 - 2 $87,158 - $134,264**

Liam Taylor, Section 68(1), 28 March 2024

### Major Projects Canberra

**Infrastructure Officer 2 $95,860 - $109,755**

Daniel Reardon, Section 68(1), 5 April 2024

### Transport Canberra and City Services

**Technical Officer Level 3 $83,414 - $93,809**

Lisa Burgstaller, Section 68(1), 5 April 2024

**Senior Officer Grade C $119,595 - $128,465**

Lachlan Duncan, Section 68(1), 10 April 2024

**General Service Officer Level 3/4 $57,923 - $62,931**

Lachlan Hewatt, Section 68(1), 3 April 2024

**Senior Officer Grade C $119,595 - $128,465**

Corey Le Mesurier, Section 68(1), 8 April 2024

**Administrative Services Officer Class 4 $80,535 - $86,909**

Brendan O'Toole, Section 68(1), 5 April 2024

**Technical Officer Level 3 $83,414 - $93,809**

Jack Skousen, Section 68(1), 8 April 2024

**General Service Officer Level 5/6 $63,828 - $69,893**

Scott Warner, Section 68(1), 9 April 2024

**Administrative Services Officer Class 5 $89,114 - $94,120**

Niu Yang, Section 68(1), 11 April 2024

### Worksafe ACT

**Regulatory Inspector 5 (WorkCover Officer 5) $89,114 - $94,120**

Jessica Holden, Section 68(1), 8 April 2024

## TRANSFERS

### Canberra Health Services

**Katey Mudge**

From: Registered Nurse Level 2 $100,957

Canberra Health Services

To: Registered Nurse Level 2 $100,957 - $107,000

Canberra Health Services, Canberra (PN. 38083) (Gazetted 8 February 2024)

**Thomas Thadathiparambil John**

From: Registered Nurse Level 1 $97,112

Canberra Health Services

To: Registered Nurse Level 1 $72,698 - $97,112

Canberra Health Services, Canberra (PN. 37766) (Gazetted 15 November 2023)

### Chief Minister, Treasury and Economic Development

**Charlotte Smith**

From: Senior Officer Grade B $140,226 - $157,418

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade B $140,226 - $157,418

Chief Minister, Treasury and Economic Development, Canberra (PN. 59224) (Gazetted 12 December 2023)

**Kimberly Street**

From: Senior Officer Grade B $157,418

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade B $140,226 - $157,418

Chief Minister, Treasury and Economic Development, Canberra (PN. 27625) (Gazetted 5 March 2024)

## PROMOTIONS

### ACT Health

**Digital Solutions Division**

**Technology Operations**

**Cyber Security**

**Navneet Dhillon**

From: Information Technology Officer Class 2 $95,746 - $109,072

ACT Health

To: †Senior Information Technology Officer Grade C $119,595 - $128,465

ACT Health, Canberra (PN. 52354) (Gazetted 6 October 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.

**Health System Planning and Evaluation**

**Local Hospital Network Commissioning**

**ACT Health System Council Secretariat**

**Clare Williams**

From: Registered Nurse Level 2 $100,957 - $107,000

Canberra Health Services

To: Administrative Services Officer Class 6 $95,746 - $109,072

ACT Health, Canberra (PN. 50166) (Gazetted 29 August 2023)

### Canberra Health Services

**Critical Care division**

**Emergency Department**

**Raymond Hunt**

From: Registered Nurse Level 3 $115,743 - $120,506

Canberra Health Services

To: Health Registered Nurse Level 3 Grade 2 $130,846

Canberra Health Services, Canberra (PN. 602562) (Gazetted 01 January 2024)

**Medical Services**

**Nancy Barsoum**

From: Technical Officer Level 1 $66,742 - $69,805

Canberra Health Services

To: Health Professional Level 2 $70,679 - $97,028

Canberra Health Services, Canberra (PN. 28961) (Gazetted 20 February 2024)

**Clinical Services**

**Medicine**

**Cardiology**

**Joyce El Khaissi**

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. 22240) (Gazetted 15 December 2023)

**Clinical Services**

**Rebecca Greenwood**

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. 60547) (Gazetted 6 February 2024)

**Allied Health**

**Thomas Howes**

From: Health Professional Level 2 $74,903 - $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. 63744) (Gazetted 5 February 2024)

**Office of Deputy CEO**

**Ryan Murray**

From: Senior Officer Grade C $119,595 - $128,465

Canberra Health Services

To: †Senior Officer Grade B $140,226 - $157,418

Canberra Health Services, Canberra (PN. 36803) (Gazetted 1 February 2024)

**Medical Services**

**Matina Pavez**

From: Administrative Services Officer Class 4 $80,535 - $86,909

Canberra Health Services

To: Administrative Services Officer Class 6 $95,746 - $109,072

Canberra Health Services, Canberra (PN. 65022) (Gazetted 10 July 2023)

**Medical Services**

**Melissa Pentland**

From: Administrative Services Officer Class 6 $95,746 - $109,072

Canberra Health Services

To: †Senior Officer Grade C $119,595 - $128,465

Canberra Health Services, Canberra (PN. 64041) (Gazetted 7 March 2024)

**Medical Services**

**Sadikshya Rijal**

From: Technical Officer Level 1 $66,742 - $69,805

Canberra Health Services

To: Health Professional Level 2 $70,679 - $97,028

Canberra Health Services, Canberra (PN. 27104) (Gazetted 25 January 2024)

**Clinical Services**

**Zanna Rodriquez-Lovibond**

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. 59598) (Gazetted 3 November 2023)

**Allied Health**

**Allied Health**

**Alexander Szabo**

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. 16735) (Gazetted 24 January 2024)

**Finance and Business Intelligence**

**Belinda Verschoor**

From: Administrative Services Officer Class 3 $72,889 - $78,177

Canberra Health Services

To: Administrative Services Officer Class 4 $80,535 - $86,909

Canberra Health Services, Canberra (PN. 43234) (Gazetted 23 February 2024)

### Canberra Institute of Technology

**Education and Training Services**

**CIT Health, Community and Science**

**CIT Human Services**

**Susan Hart**

From: Administrative Services Officer Class 4 $80,535 - $86,909

Canberra Institute of Technology

To: Administrative Services Officer Class 5 $89,114 - $94,120

Canberra Institute of Technology, Canberra (PN. 17688) (Gazetted 21 February 2024)

**Health Community and Science**

**Human Services**

**Lavanya Immaraj**

From: Registered Nurse Level 2 $100,957 - $107,000

Canberra Health Services

To: Teacher Level 1 $84,997 - $114,113

Canberra Institute of Technology, Canberra (PN. 14251) (Gazetted 26 February 2024)

**Corporate Services**

**CIT Corporate Services**

**Strategic Communications and Media**

**Claudia Sadow De Leonval**

From: Administrative Services Officer Class 6 $95,746 - $109,072

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C $119,595 - $128,465

Canberra Institute of Technology, Canberra (PN. 61208) (Gazetted 14 February 2024)

### Chief Minister, Treasury and Economic Development

**Office of Industrial Relations and Workforce Strategy**

**Workforce Governance and Recruitment**

**Recruitment and Information Services**

**Fatima James**

From: Administrative Services Officer Class 4 $80,535 - $86,909

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 $89,114 - $94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 33490) (Gazetted 9 February 2024)

**Office of Industrial Relations and Workforce Strategy**

**Payroll and HR Systems**

**Payroll Services**

**Malcolm Mullavey**

From: Senior Officer Grade B $140,226 - $157,418

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A $162,291

Chief Minister, Treasury and Economic Development, Canberra (PN. 09751) (Gazetted 14 February 2024)

**Office of Industrial Relations and Workforce Strategy**

**Workforce Governance and Recruitment**

**Recruitment and Information Services**

**Mary Wong**

From: Administrative Services Officer Class 4 $80,535 - $86,909

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 $89,114 - $94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 37890) (Gazetted 9 February 2024)

### Community Services

**Children, Youth and Families**

**Child and Youth Protection Services**

**CYPS Operations**

**Amy Jordaan**

From: Child and Youth Protection Professional Level 2 $82,312 - $109,592

Community Services

To: Child and Youth Protection Professional Level 3 $112,483 - $123,433

Community Services, Canberra (PN. 16559) (Gazetted 4 April 2023)

**Children, Youth and Families**

**Youth Justice**

**Bimberi**

**Nathan Whitta**

From: Administrative Services Officer Class 5 $89,114 - $94,120

Community Services

To: Administrative Services Officer Class 6 $95,746 - $109,072

Community Services, Canberra (PN. 22795) (Gazetted 4 May 2023)

### Education

**School Improvement**

**North Canberra Gungahlin**

**Gold Creek School**

**Kyle Baulman**

From: $137,133

Education

To: †School Leader B $159,091

Education, Canberra (PN. 04143) (Gazetted 26 February 2024)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

**System Policy and Reform**

**Enrolments and Planning**

**Erin Butler**

From: Administrative Services Officer Class 5 $89,114 - $94,120

Education

To: Administrative Services Officer Class 6 $95,746 - $109,072

Education, Canberra (PN. 45845) (Gazetted 7 February 2024)

**School Improvement**

**North/Gungahlin**

**Ngunnawal Primary School**

**Dianne Champion**

From: Administrative Services Officer Class 3 $72,889 - $78,177

Education

To: †Administrative Services Officer Class 6 $95,746 - $109,072

Education, Canberra (PN. 36777) (Gazetted 21 February 2024)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

**School Improvement and Performance**

**North Canberra/Gungahlin**

**Dickson College**

**Elizabeth Hodgson**

From: School Assistant 3 $61,981 - $66,477

Education

To: School Assistant 4 $73,960 - $79,814

Education, Canberra (PN. 38266) (Gazetted 23 February 2024)

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**South Weston**

**Telopea Park School**

**Cameron Steer**

From: $84,978 - $121,038

Education

To: †School Leader C $137,133

Education, Canberra (PN. 12831) (Gazetted 22 February 2024)

**School Improvement**

**Narrabundah College**

**Beibei Wang**

From: School Assistant 2/3 $55,054 - $66,477

Education

To: School Assistant 3 $61,981 - $66,477

Education, Canberra (PN. 49691) (Gazetted 22 June 2023)

### Environment, Planning and Sustainable Development

**Corporate Services and Operations**

**Finance Information and Assets**

**Strategic Finance**

**Grace Brassington**

From: Administrative Services Officer Class 5 $89,114 - $94,120

Education

To: †Senior Officer Grade C $119,595 - $128,465

Environment, Planning and Sustainable Development, Canberra (PN. 03048) (Gazetted 5 February 2024)

**Climate Change and Energy Division**

**Programs**

**Mietta Evans**

From: Administrative Services Officer Class 4 $80,535 - $86,909

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 $89,114 - $94,120

Environment, Planning and Sustainable Development, Canberra (PN. 43596) (Gazetted 23 August 2023)

**Environment, Heritage & Water**

**ACT Parks and Conservation Service**

**Fire Management Unit**

**Dylan Lawrey**

From: Technical Officer Level 3 $83,414 - $93,809

Environment, Planning and Sustainable Development

To: Technical Officer Level 4 $95,746 - $109,072

Environment, Planning and Sustainable Development, Canberra (PN. 11663) (Gazetted 5 April 2023)

**Corporate Services and Operations**

**Finance Information and Assets**

**Strategic Finance**

**Yinyuhan Tang**

From: Administrative Services Officer Class 6 $95,746 - $109,072

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C $119,595 - $128,465

Environment, Planning and Sustainable Development, Canberra (PN. 15486) (Gazetted 5 February 2024)

**Climate Change and Energy**

**Program**

**Fotini Tzavalas**

From: Administrative Services Officer Class 4 $80,535 - $86,909

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 $89,114 - $94,120

Environment, Planning and Sustainable Development, Canberra (PN. 43178) (Gazetted 21 February 2024)

### Justice and Community Safety

**Office of the Director-General**

**Elise Garrity**

From: Administrative Services Officer Class 6 $95,746 - $109,072

Justice and Community Safety

To: †Senior Officer Grade C $119,595 - $128,465

Justice and Community Safety, Canberra (PN. 47155) (Gazetted 6 February 2024)

**ACT Civil and Administrative Tribunal**

**Amrit Grewal**

From: Administrative Services Officer Class 3 $72,889 - $78,177

Justice and Community Safety

To: Administrative Services Officer Class 4 $80,535 - $86,909

Justice and Community Safety, Canberra (PN. 34362) (Gazetted 1 February 2024)

**Emergency Services Agency**

**ESA Commissioner's Office**

**Public information and Engagement**

**Cassandra Kavanagh**

From: Administrative Services Officer Class 5 $89,114 - $94,120

Major Projects Canberra

To: Administrative Services Officer Class 6 $95,746 - $109,072

Justice and Community Safety, Canberra (PN. 49238) (Gazetted 19 February 2024)

**Emergency Services Agency**

**ESA Commissioner's Office**

**Public Information and Engagement**

**Annabelle Kelly**

From: Administrative Services Officer Class 5 $89,114 - $94,120

Justice and Community Safety

To: †Senior Officer Grade C $119,595 - $128,465

Justice and Community Safety, Canberra (PN. 10714) (Gazetted 19 February 2024)

**Emergency Services Agency**

**Assistant Commissioner Operations**

**Operations Branch**

**Jo-Ann Nadin**

From: Administrative Services Officer Class 5 $89,114 - $94,120

Justice and Community Safety

To: Administrative Services Officer Class 6 $95,746 - $109,072

Justice and Community Safety, Canberra (PN. 64585) (Gazetted 16 February 2024)

**ACT Corrective Services**

**Custodial Operations**

**Kylie Nixon**

From: Administrative Services Officer Class 3 $72,889 - $78,177

Justice and Community Safety

To: Administrative Services Officer Class 4 $80,535 - $86,909

Justice and Community Safety, Canberra (PN. 44628) (Gazetted 23 February 2024)

**ACT Civil and Administrative Tribunal**

**Jacqueline Tierney**

From: Administrative Services Officer Class 3 $72,889 - $78,177

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 $80,535 - $86,909

Justice and Community Safety, Canberra (PN. 10460) (Gazetted 1 February 2024)

**Emergency Services Agency**

**ACT Ambulance Service**

**Paul Woods**

From: Administrative Services Officer Class 5 $89,114 - $94,120

Justice and Community Safety

To: †Senior Officer Grade C $119,595 - $128,465

Justice and Community Safety, Canberra (PN. 21949) (Gazetted 6 February 2024)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

### Major Projects Canberra

**Light Rail**

**Technical**

**Michael Liu**

From: Infrastructure Officer 1 $80,067 - $93,964

Major Projects Canberra

To: †Infrastructure Officer 3 $119,862 - $131,232

Major Projects Canberra, Canberra (PN. 64692) (Gazetted 14 February 2024)

### Transport Canberra and City Services

**City Services**

**Infrastructure Delivery and Waste**

**Infrastructure Delivery**

**Vicki-Lee Brogden**

From: Administrative Services Officer Class 4 $80,535 - $86,909

Justice and Community Safety

To: Administrative Services Officer Class 5 $89,114 - $94,120

Transport Canberra and City Services, Canberra (PN. 40841) (Gazetted 16 February 2024)

**City Services**

**Roads ACT**

**Works**

**Shane Cox**

From: General Service Officer Level 7 $71,955 - $75,787

Transport Canberra and City Services

To: †General Service Officer Level 9 $83,414 - $93,809

Transport Canberra and City Services, Canberra (PN. 63954) (Gazetted 20 February 2024)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

**City Services**

**City Services**

**Road and Path Network / Traffic Investigations**

**Lauren Exton**

From: Infrastructure Officer 2 $95,860 - $109,755

Transport Canberra and City Services

To: †Infrastructure Officer 3 $119,862 - $131,232

Transport Canberra and City Services, Canberra (PN. 62750) (Gazetted 2 January 2024)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

**City Services**

**Infrastructure Delivery and Waste**

**ACT NoWaste**

**Cassandra Hosie**

From: Administrative Services Officer Class 4 $80,535 - $86,909

Canberra Health Services

To: Administrative Services Officer Class 5 $89,114 - $94,120

Transport Canberra and City Services, Canberra (PN. 34228) (Gazetted 25 January 2024)

**City Services**

**Roads ACT**

**Works**

**Craig Madden**

From: General Service Officer Level 5/6 $63,828 - $69,893

Transport Canberra and City Services

To: †General Service Officer Level 9 $83,414 - $93,809

Transport Canberra and City Services, Canberra (PN. 54985) (Gazetted 20 February 2024)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

**Transport Canberra & Business Services**

**Strategic Policy and Programs**

**Transport Policy and Regulation**

**Aaron Ridley**

From: Administrative Services Officer Class 6 $95,746 - $109,072

Health

To: †Senior Officer Grade C $119,595 - $128,465

Transport Canberra and City Services, Canberra (PN. 55614) (Gazetted 24 January 2024)

**City Services**

**City Presentation**

**Business Support**

**Barbara Simpson**

From: General Service Officer Level 5/6 $63,828 - $69,893

Transport Canberra and City Services

To: Administrative Services Officer Class 6 $95,746 - $109,072

Transport Canberra and City Services, Canberra (PN. 61444) (Gazetted 21 February 2024)

**Transport Canberra & Business Services**

**Territory & Business Services**

**Canberra Memorial Parks**

**Tristan Walters**

From: General Service Officer Level 5/6 $63,828 - $69,893

Transport Canberra and City Services

To: †General Service Officer Level 8 $77,681 - $81,886

Transport Canberra and City Services, Canberra (PN. 46555) (Gazetted 7 February 2024)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

### Worksafe ACT

**WorkSafe ACT**

**WorkSafe ACT**

**Strategy**

**Duncan Cockburn**

From: Senior Officer Grade C $119,595 - $128,465

Worksafe ACT

To: †Senior Officer Grade B $140,226 - $157,418

Worksafe ACT, Canberra (PN. 50813) (Gazetted 28 February 2024)