ACT Government
Chief Minister, Treasury and Economic Development

Freedom of Information Disclosure Log Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

Application Details	
Ref. No.	CMTEDDFOI 2026-274
Date of Application	18 September 2026
Date of Decision	29 October 2026
Processing time (in working days)	28
Fees	Waived
Decision on Access	Partial Release
Information Requested (summary)	WorkSafe ACT recruitment information of EBM role.

Publication Details		
Original application	☑ Published	☐ N/A
Decision notice	☑ Published	☐ N/A
Documents and schedule	☑ Published	☐ N/A
Decision made by Ombudsman	N/A	
Additional information identified by Ombudsman	N/A	
Decision made by ACAT	N/A	
Additional information identified by ACAT	N/A	

Freedom of Information (FOI) request - Submission confirmation

Your submission has been successful. Please keep a copy of this receipt for your records.

Date and time

18 Sep 2026 9:50:42 AM

Reference code

QPW3PNNL

Chief Minister, Treasury and Economic Development Directorate (CMTEDD)

GPO Box 158
Canberra City, ACT 2601

Phone: 6207 7754
CMTEDDFOI@act.gov.au

Applicant information

- [x] I want to submit this request anonymously

Assistance

Do you need assistance with preparing your request?

- ( ) Yes
- (•) No

Do you need an interpreter?

- ( ) Yes
- (•) No

Contact details

For your anonymous request to be valid, please provide at least one method of contact. This information will help us confirm the details of your request and/or deliver information to you once your request is completed.

Phone number

Email address

Address line 1

Address line 2

Suburb

State

Postcode

Help us direct your request

The following information helps us send your request to the most appropriate team who will coordinate and respond to your request.

What do you know about the information you are requesting?*

- (●) I know the Directorate or agency
- ( ) I know the topic
- ( ) I am not sure

Directorate or agency*

- ( ) Canberra Health Services
- (•) Chief Minister, Treasury and Economic Development Directorate
- ( ) City and Environment Directorate
- ( ) Digital Canberra
- ( ) Education Directorate
- ( ) Health and Community Services Directorate
- ( ) Infrastructure Canberra
- ( ) Justice and Community Safety Directorate
- ( ) Multiple Directorate request

Request for

To help us process your request:

- Include enough detail in your application so we can identify what government information you want.
- As an alternative to using fields within the form, you may choose to attach documents or audio recordings.
- You may wish to include a statement on how the release of this information is in the public interest.

Scope of your request

What information are you requesting access to?*

Dear FOI Information Officer,

Purpose

I apply under section 30 of the Freedom of Information Act 2016 (ACT) for records concerning [redacted], also known as [redacted] or [redacted], and his September 2023 appointment as Executive Branch Manager, Compliance and Enforcement, WorkSafe ACT, position E01326.

This is a new access application for underlying source, approval and record-history information. It is not a request to reconsider or reprocess CMTEDDFOI 2026-142. I refer to FOI142 because information released in that matter identifies the records and apparent inconsistency giving rise to this application.

Background

CMTEDDFOI 2026-142 records:

a. item 18: [redacted] appointment date as 28 September 2023;

b. item 19: Damian West as the approving delegate for [redacted] August to September 2023 recruitment process, with the decision dated 25 September 2023; and

c. item 20: the WHS Commissioner as approving delegate for the same position, recruitment period and decision date.

The ACT Legislative Assembly Hansard of 12 September 2023, page 2589, records that Dr West died on 24 July 2023. He therefore could not personally have made a decision on 25 September 2023.

The records sought below are intended to identify:

a. the actual approval;

b. the person or office exercising the relevant authority;

c. the authority relied upon;

d. the history and source of any record attributing approval to Dr West; and

e. the records used to prepare the Smith-related entries in FOI142.

This application concerns [redacted] September 2023 executive appointment. It is distinct from his commencement with WorkSafe ACT on 25 July 2022. Records relating only to the earlier recruitment or commencement process should be identified as such and should not substitute for records concerning the September 2023 appointment.

Information sought

1. Selection recommendation and actual approval

Please provide the final selection-panel report and recommendation submitted for approval, together with each completed decision or approval concerning [redacted] selection and September 2023 appointment.

This includes signed and dated documents, approval emails, electronic workflow decisions and any subsequent endorsement, ratification, replacement or corrective approval concerning that appointment.

2. Execution and implementation

Please provide the executed executive employment contract or engagement instrument, limited to the provisions and execution pages identifying:

a. the position;

b. the parties;

c. the term;

d. the commencement date;

e. the signatories;

f. their official capacities; and

g. the dates of execution.

Please also provide any instruction transmitting the appointment to HR or Shared Services and the resulting appointment creation or amendment entries in the relevant HR or recruitment system, including retained transaction or workflow history identifying the recorded approver, approval date, effective date, entry or amendment date, user and transaction identifier.

3. Decision-maker's authority

Please provide any delegation, authorisation, relevant schedule, acting-appointment instrument or other instrument conferring or purporting to confer authority on each person or office-holder recorded as:

a. approving [redacted] selection;

b. approving the September 2023 appointment; or

c. executing the engagement.

Please include the versions operative, or recorded as applicable, on the dates of the relevant actions.

Please also provide any existing record identifying the authority relied upon, including any directly conferred statutory power. Relevant operative instruments remain within scope whether or not a separate record expressly states that they were relied upon.

4. Approval or authority attributed to Damian West

Please provide any record bearing, recording or purporting to record Dr West's approval, instruction, authority or signature in connection with [redacted] September 2023 selection or appointment.

This includes records identified in recruitment, HR, executive or FOI files as supporting the appointment, including retained originals, copies and drafts, whether the attribution was created, entered, copied, applied or amended before or after 24 July 2023 and whether it was later superseded, corrected or disputed.

Where retained, please provide records showing:

a. when the attribution to Dr West was entered or applied;

b. who entered or applied it;

c. the source from which the attribution was taken;

d. whether it was subsequently amended or corrected; and

e. who made any such amendment or correction.

If an earlier approval is identified as supporting the September 2023 appointment, please provide records showing what that approval authorised and its connection to the later appointment decision.

Please distinguish approval to establish, classify or advertise a position from approval of a particular candidate or executive engagement.

5. Approval, metadata and document history

I expressly request access to metadata under section 98 of the Act, to the extent reasonably practicable.

For the records within items 1, 2 and 4, please provide retained:

a. document metadata;

b. version histories and authorship information;

c. electronic approval and signature histories;

d. workflow or audit logs;

e. creation and amendment dates and times;

f. recorded users;

g. approval and lodgement dates and times; and

h. document and transaction identifiers.

This metadata request also extends to the relevant version and authorship information sought in item 6.

Please also provide any record authorising another person to sign, record or enter an approval on behalf of the named decision-maker. Any such authority and the resulting entry or approval are both within scope.

6. Preparation, verification and correction of FOI142

Please provide the source records, relevant extracts, business-area responses, drafting correspondence and review or clearance records created, received or used in preparing, checking, clearing, revising or correcting the -related entries in FOI142 items 18 to 20.

Please include retained drafts and versions containing those entries where there are additions, changes or deletions concerning:

a. recruitment or appointment dates;

b. panel membership;

c. the approving delegate or decision-maker; or

d. source references or underlying records.

Please also provide retained version history identifying who made those changes and when.

Superseded, corrected and unadopted versions containing a substantive difference in those particulars remain within scope.

Please include:

a. records identifying who supplied or verified the respective delegate attributions;

b. existing records identifying, discussing, checking or correcting the inconsistency between the related entries in items 19 and 20; and

c. where information from another recruitment or appointment process supplied or informed entries, the relevant source record and records showing its use.

Scope

Items 1 to 5 are confined to the September 2023 appointment and its recorded authority, implementation and history.

They include relevant earlier instruments or attributed approvals, and later entries, amendments or ratifications, where those records relate to, or were used to support, the September 2023 appointment.

Records attributing an action to Dr West remain within scope whether or not that action is subsequently considered valid, effective, mistaken, superseded or relied upon.

Item 6 is confined to the identified -related entries in FOI142, including their preparation, verification and correction.

Within these subject limits, records are within scope regardless of creation date, provided they are held when this application is received.

Search locations

Please search the relevant:

a. WorkSafe ACT recruitment and HR records;

b. Office of the Work Health and Safety Commissioner records;

c. CMTEDD executive and recruitment records;

d. CMTEDD FOI records;

e. Shared Services or executive-recruitment records;

f. recruitment and HR systems;

g. electronic document and records-management systems; and

h. relevant email and electronic approval systems.

If CMTEDD believes relevant information is held, or may also be held, by another ACT agency or Minister, please deal with that information in accordance with sections 57 and 58 of the Act, as applicable, and notify me of any transfer or referral.

Form of access and processing

I seek copies of the underlying records. A newly prepared summary, explanation or referral back to FOI142 would not provide access to the records sought.

I seek existing government information, including any explanation already recorded. I do not ask CMTEDD to create a new explanatory document.

Please provide electronic copies. Where reasonably practicable, please provide native files or system exports preserving the requested metadata, approval history and audit information.

Unrelated candidates' personal information and private contact, banking, tax and remuneration details are outside scope.

Decision-maker identities, official capacities, approval and signature fields, relevant dates, source references and document identifiers remain within scope.

Identical duplicates need only be supplied once. Copies containing different annotations, approval fields, metadata or version information are not identical duplicates.

Please identify which numbered category or categories each released record addresses.

If responsive information is not held for a category, please state that outcome and describe the searches undertaken, including the relevant custodians and systems searched.

If information is withheld, please identify the record or part concerned, state the applicable basis for withholding it, and release the balance where possible.

If scope consultation is required, please identify the particular category and concern. Please obtain my agreement before making any substantive narrowing of the application.

Disclosure would enable scrutiny of who authorised a public executive appointment, the authority exercised in doing so, and the reliability and provenance of information subsequently supplied under the FOI Act. These are matters of public administration and accountability.

Please acknowledge receipt, provide the new application reference and advise the decision due date. Please send correspondence and released records to this email address.

I also request that relevant source records, electronic versions, metadata and audit histories be preserved while this application is being processed.

Source references

CMTEDDFOI 2026-142, particularly items 18 to 20.
ACT Legislative Assembly Hansard, 12 September 2023, page 2589.

Attach additional documents to support your application

Submit application

Timeframes

The Directorate responsible for your application must:

- inform you in writing within 10 working days that it has received your application
- communicate to you about any difficulties/ delays in processing your request
- provide you with a decision on access to the information within 30 working days or less

Requests may take longer than 30 days in situations where an extension has been granted.

If the Directorate must consult a third party, the deadline for providing a decision is extended by 15 working days. The Directorate will notify you if consultation is required.

Anonymous request

You're submitting an anonymous FOI request. The information you supply will be provided to:

- **Chief Minister, Treasury and Economic Development Directorate**
- **cmteddFOI@act.gov.au**

The FOI team may contact you to clarify details of your request. This will assist the team in reaching a decision on providing access to the information.

After submitting your request, you may wish to save a PDF copy of your form or email a PDF copy to your nominated email address.

ACT Government
Chief Minister, Treasury and Economic Development

Our ref: CMTEDDFOI 2026-273

[redacted]

FREEDOM OF INFORMATION REQUEST – NOTICE OF DECISION

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 18 September 2026.

Specifically, you have sought access to *records concerning* [redacted] *also known as* [redacted] *or* [redacted] *and his September 2023 appointment as Executive Branch Manager, Compliance and Enforcement, WorkSafe ACT, position E01326.*

For your full scope, please see **Appendix 1.**

On 28 September 2026 you were contacted with updated information concerning CMTEDDFOI2026-142 and an inconsistency in the data. The data was corrected, a new decision notice was issued, and the CMTEDD Disclosure Log was updated with the correct information. You were asked to withdraw this request.

On 29 September 2026 you requested to continue with this application.

Authority

I am an Information Officer appointed by the CMTEDD Director-General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application within 30 days.

Therefore, a decision is due by **2 November 2026.**

Decision on access

Searches within CMTEDD records have identified five documents in scope of your request.

I have decided to grant **full access** to three documents.

I have decided to grant **partial access** to two documents.

The records identified as relevant to your application are listed in the schedule enclosed at **Attachment A**. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

Release of documents

The information being released to you is provided at **Attachment B**.

Statement of Reasons

In accordance with section 54(2) of the Act a statement of reasons outlining my decisions is below. In reaching my access decisions, I have taken the following into account:

- the Act
- the information that falls within the scope of your request
- *Human Rights Act 2004*
- *CMTEDDFOI2026-142*
- Communications with the applicant

As a decision maker, I am required to determine whether the information within scope is in the public interest to release. To make this decision, I am required to:

- assess whether the information would be contrary to public interest to disclose as per **Schedule 1** of the Act.
- perform the public interest test as set out in section 17 of the Act by balancing the factors favouring disclosure and factors favouring nondisclosure in **Schedule 2** of the Act.

Exemptions claimed

Schedule 1: Information taken to be contrary to the public interest

My reasons for deciding not to grant access to the information or components of information found are as follows:

- *No relevant sections identified.*

Public Interest Test

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interest lies. As part of this process, I must consider factors favouring disclosure and nondisclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when 'used in a statute, the term [public interest] derives its content from "the subject matter and the scope and purpose" of the enactment in which it appears'. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act.

Schedule 2: Factors to be considered when deciding the public interest

Taking into consideration the information within scope of your request, I have identified that the following public interest factors are relevant to determine if release of the information contained within these documents is within the 'public interest'.

Factors favouring disclosure (Section 2.1)

- *Section 2.1(a)(i) - promote open discussion of public affairs and enhance the government's accountability.*

I consider release of this information promotes the open discussion of government accountability. While you have been provided the corrected information regarding CMTEDDFOI 2026-142, the release of the information search response from WorkSafe ACT provides further accountability.

I am satisfied that this factor favouring disclosure carries some weight. However, this factor is to be balanced against the factors favouring nondisclosure.

Factors favouring nondisclosure (Section 2.2)

- *Section 2.2(a)(ii) - prejudice the protection of an individual's right to privacy or any other right under the Human Rights Act 2004.*
- *Section 2.2(a)(xv) - prejudice the management function of an agency or the conduct of industrial relations by an agency.*

Redactions have been applied to the personal information of applicants and staff to protect their right to privacy under the *Human Rights Act 2004*. I consider an individual's right to privacy weighs heavily when compared with the factor for disclosure.

The ACT Ombudsman *Guidelines Considering the Public Interest* (2020) outlines the management function of any agency as including activities such as recruitment, training, performance reviews, promotion, counselling, discipline, compensation and occupational health and safety.

I consider the release of information related to the management of the recruitment process would prejudice the management function of WorkSafe ACT and undermine the trust and confidentiality of recruitment processes. Disclosure of this information would inhibit WorkSafe ACT's ability to effectively complete such a process in the future and potentially serve to discourage suitable candidates from applying for roles. I have added significant weight to this factor.

Having applied the test outlined in section 17 of the Act and deciding that release of some information contained in the documents is not in the public interest to release, I have chosen to redact this specific information in accordance with section 50(2). Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that I believe is not in the public interest to release will ensure that the intent of the Act is met and will provide you with access to the majority of the information held by CMTEDD within the scope of your request.

Charges

Processing charges are applicable for this request because the total number of pages to be released to you exceeds the charging threshold of 50 pages. However, the charges have been waived.

Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log.

Your original access application and my decision will be published on the CMTEDD disclosure log. Your personal contact details will not be published.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is provided to you, or a longer period allowed by the Ombudsman.

We recommend using this form *Applying for an Ombudsman Review* to ensure you provide all of the required information. Alternatively, you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601

Via email: actfoi@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
http://www.acat.act.gov.au/

Should you have any queries in relation to your request please contact the CMTEDD FOI Team by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely



Emma Hotham

Information Officer
Chief Minister, Treasury and Economic Development Directorate

29 October 2026

Appendix 1

Purpose

I apply under section 30 of the Freedom of Information Act 2016 (ACT) for records concerning [redacted], also known as [redacted] or [redacted], and his September 2023 appointment as Executive Branch Manager, Compliance and Enforcement, WorkSafe ACT, position E01326.

This is a new access application for underlying source, approval and record-history information. It is not a request to reconsider or reprocess CMTEDDFOI 2026-142. I refer to FOI142 because information released in that matter identifies the records and apparent inconsistency giving rise to this application.

Background

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b. item 19: Damian West as the approving delegate for [redacted] August to September 2023 recruitment process, with the decision dated 25 September 2023; and
c. item 20: the WHS Commissioner as approving delegate for the same position, recruitment period and decision date.

The ACT Legislative Assembly Hansard of 12 September 2023, page 2589, records that Dr West died on 24 July 2023. He therefore could not personally have made a decision on 25 September 2023.

The records sought below are intended to identify:

a. the actual approval;
b. the person or office exercising the relevant authority;
c. the authority relied upon;
d. the history and source of any record attributing approval to Dr West; and
e. the records used to prepare the [redacted]-related entries in FOI142.

This application concerns [redacted] September 2023 executive appointment. It is distinct from his commencement with WorkSafe ACT on 25 July 2022. Records relating only to the earlier recruitment or commencement process should be identified as such and should not substitute for records concerning the September 2023 appointment.

Information sought

1. Selection recommendation and actual approval

Please provide the final selection-panel report and recommendation submitted for approval, together with each completed decision or approval concerning [redacted] selection and September 2023 appointment.

This includes signed and dated documents, approval emails, electronic workflow decisions and any subsequent endorsement, ratification, replacement or corrective approval concerning that appointment.

2. Execution and implementation

Please provide the executed executive employment contract or engagement instrument, limited to the provisions and execution pages identifying:

a. the position;

b. the parties;
c. the term;
d. the commencement date;
e. the signatories;
f. their official capacities; and
g. the dates of execution.

Please also provide any instruction transmitting the appointment to HR or Shared Services and the resulting appointment creation or amendment entries in the relevant HR or recruitment system, including retained transaction or workflow history identifying the recorded approver, approval date, effective date, entry or amendment date, user and transaction identifier.

3. Decision-maker's authority

Please provide any delegation, authorisation, relevant schedule, acting-appointment instrument or other instrument conferring or purporting to confer authority on each person or off ice-holder recorded as:

a. approving [redacted] selection;
b. approving the September 2023 appointment; or
c. executing the engagement.

Please include the versions operative, or recorded as applicable, on the dates of the relevant actions.

Please also provide any existing record identifying the authority relied upon, including any directly conferred statutory power. Relevant operative instruments remain within scope whether or not a separate record expressly states that they were relied upon.

4. Approval or authority attributed to Damian West

Please provide any record bearing, recording or purporting to record Dr West's approval, instruction, authority or signature in connection with [redacted] September 2023 selection or appointment.

This includes records identified in recruitment, HR, executive or FOI files as supporting the appointment, including retained originals, copies and draft s, whether the attribution was created, entered, copied, applied or amended before or aft er 24 July 2023 and whether it was later superseded, corrected or disputed.

Where retained, please provide records showing:

a. when the attribution to Dr West was entered or applied;
b. who entered or applied it;
c. the source from which the attribution was taken;
d. whether it was subsequently amended or corrected; and
e. who made any such amendment or correction.

If an earlier approval is identified as supporting the September 2023 appointment, please provide records showing what that approval authorised and its connection to the later appointment decision.

Please distinguish approval to establish, classify or advertise a position from approval of a particular candidate or executive engagement.

5. Approval, metadata and document history

I expressly request access to metadata under section 98 of the Act, to the extent reasonably practicable.

For the records within items 1, 2 and 4, please provide retained:

a. document metadata;
b. version histories and authorship information;
c. electronic approval and signature histories;
d. workflow or audit logs;
e. creation and amendment dates and times;
f. recorded users;
g. approval and lodgement dates and times; and
h. document and transaction identifiers.

This metadata request also extends to the relevant version and authorship information sought in item 6.

Please also provide any record authorising another person to sign, record or enter an approval on behalf of the named decision-maker. Any such authority and the resulting entry or approval are both within scope.

6. Preparation, verification and correction of FOI142

Please provide the source records, relevant extracts, business-area responses, drafting correspondence and review or clearance records created, received or used in preparing, checking, clearing, revising or correcting the [redacted]-related entries in FOI142 items 18 to 20.

Please include retained drafts and versions containing those entries where there are additions, changes or deletions concerning:

a. recruitment or appointment dates;
b. panel membership;
c. the approving delegate or decision-maker; or
d. source references or underlying records.

Please also provide retained version history identifying who made those changes and when.

Superseded, corrected and unadopted versions containing a substantive difference in those particulars remain within scope.

Please include:

a. records identifying who supplied or verified the respective delegate attributions;
b. existing records identifying, discussing, checking or correcting the inconsistency between the [redacted]-related entries in items 19 and 20; and
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Scope

Items 1 to 5 are confined to the September 2023 appointment and its recorded authority, implementation and history.

They include relevant earlier instruments or attributed approvals, and later entries, amendments or ratifications, where those records relate to, or were used to support, the September 2023 appointment.

Records attributing an action to Dr West remain within scope whether or not that action is subsequently considered valid, effective, mistaken, superseded or relied upon.

Item 6 is confined to the identified [redacted]-related entries in FOI142, including their preparation, verification and correction.

Within these subject limits, records are within scope regardless of creation date, provided they are held when this application is received.

Search locations

Please search the relevant:

a. WorkSafe ACT recruitment and HR records;
b. Off ice of the Work Health and Safety Commissioner records;
c. CMTEDD executive and recruitment records;
d. CMTEDD FOI records;
e. Shared Services or executive-recruitment records;
f. recruitment and HR systems;
g. electronic document and records-management systems; and
h. relevant email and electronic approval systems.

If CMTEDD believes relevant information is held, or may also be held, by another ACT agency or Minister, please deal with that information in accordance with sections 57 and 58 of the Act, as applicable, and notify me of any transfer or referral.

Form of access and processing

I seek copies of the underlying records. A newly prepared summary, explanation or referral back to FOI142 would not provide access to the records sought.

I seek existing government information, including any explanation already recorded. I do not ask CMTEDD to create a new explanatory document.

Please provide electronic copies. Where reasonably practicable, please provide native files or system exports preserving the requested metadata, approval history and audit information.

Unrelated candidates' personal information and private contact, banking, tax and remuneration details are outside scope.

Decision-maker identities, official capacities, approval and signature fields, relevant dates, source references and document identifiers remain within scope.

Identical duplicates need only be supplied once. Copies containing different annotations, approval fields, metadata or version information are not identical duplicates.

Please identify which numbered category or categories each released record addresses.

If responsive information is not held for a category, please state that outcome and describe the searches undertaken, including the relevant custodians and systems searched.

If information is withheld, please identify the record or part concerned, state the applicable basis for withholding it, and release the balance where possible.

If scope consultation is required, please identify the particular category and concern. Please obtain my agreement before making any substantive narrowing of the application.

Disclosure would enable scrutiny of who authorised a public executive appointment, the authority exercised in doing so, and the reliability and provenance of information

subsequently supplied under the FOI Act. These are matters of public administration and accountability.

ACT Government
Chief Minister, Treasury and Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

WHAT ARE THE PARAMETERS OF THE REQUEST	Reference NO.
1. Selection recommendation and actual approval **Please provide the final selection-panel report and recommendation submitted for approval, together with each completed decision or approval concerning [redacted] selection and September 2023 appointment.** **This includes signed and dated documents, approval emails, electronic workflow decisions and any subsequent endorsement, ratification, replacement or corrective approval concerning that appointment.** **2. Execution and implementation** **Please provide the executed executive employment contract or engagement instrument, limited to the provisions and execution pages identifying:** **a. the position;** **b. the parties;** **c. the term;** **d. the commencement date;** **e. the signatories;** **f. their official capacities; and** **g. the dates of execution.** **Please also provide any instruction transmitting the appointment to HR or Shared Services and the resulting appointment creation or amendment entries in the relevant HR or recruitment system, including retained transaction or workflow history identifying the recorded approver, approval date, effective date, entry or amendment date, user and transaction identifier.** **3. Decision-maker's authority** **Please provide any delegation, authorisation, relevant schedule, acting-appointment instrument or other instrument conferring or purporting to confer authority on each person or off ice-holder recorded as:** **a. approving [redacted]'s selection;** **b. approving the September 2023 appointment; or** **c. executing the engagement.** **Please include the versions operative, or recorded as applicable, on the dates of the relevant actions.** **Please also provide any existing record identifying the authority relied upon, including any directly conferred statutory power. Relevant operative instruments remain within scope whether or not a separate record expressly states that they were relied upon.** **4. Approval or authority attributed to Damian West** **Please provide any record bearing, recording or purporting to record Dr West's approval, instruction, authority or signature in connection with [redacted] September 2023 selection or appointment.** **This includes records identified in recruitment, HR, executive or FOI files as supporting the appointment, including retained originals, copies and draft s, whether the attribution was created, entered, copied, applied or amended before or aft er 24 July 2023 and whether it was later superseded, corrected or disputed.** **Where retained, please provide records showing:** **a. when the attribution to Dr West was entered or applied;** **b. who entered or applied it;** **c. the source from which the attribution was taken;** **d. whether it was subsequently amended or corrected; and** **e. who made any such amendment or correction.**	**CMTEDDFOI2026-273**

If an earlier approval is identified as supporting the September 2023 appointment, please provide records showing what that approval authorised and its connection to the later appointment decision. Please distinguish approval to establish, classify or advertise a position from approval of a particular candidate or executive engagement. 5. Approval, metadata and document history I expressly request access to metadata under section 98 of the Act, to the extent reasonably practicable. For the records within items 1, 2 and 4, please provide retained: a. document metadata; b. version histories and authorship information; c. electronic approval and signature histories; d. workflow or audit logs; e. creation and amendment dates and times; f. recorded users; g. approval and lodgement dates and times; and h. document and transaction identifiers. This metadata request also extends to the relevant version and authorship information sought in item 6. Please also provide any record authorising another person to sign, record or enter an approval on behalf of the named decision-maker. Any such authority and the resulting entry or approval are both within scope. 6. Preparation, verification and correction of FOI142 Please provide the source records, relevant extracts, business-area responses, drafting correspondence and review or clearance records created, received or used in preparing, checking, clearing, revising or correcting the [redacted]-related entries in FOI142 items 18 to 20. Please include retained drafts and versions containing those entries where there are additions, changes or deletions concerning: a. recruitment or appointment dates; b. panel membership; c. the approving delegate or decision-maker; or d. source references or underlying records. Please also provide retained version history identifying who made those changes and when. Superseded, corrected and unadopted versions containing a substantive difference in those particulars remain within scope. Please include: a. records identifying who supplied or verified the respective delegate attributions; b. existing records identifying, discussing, checking or correcting the inconsistency between the [redacted]-related entries in items 19 and 20; and c. where information from another recruitment or appointment process supplied or informed [redacted] entries, the relevant source record and records showing its use.	

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1-5	Executive Action Request	25/09/2023	Partial	Sch 2 s2.2 (a)(ii)	Yes
2	6	Org chart	nd	Full		Yes
3	7-11	RE: Selection report – E01326 (WorkSafe ACT)	22/09/2023	Partial	Sch 2 s2.2 (a)(ii) and Sch 2 s2.2 (a)(xv)	Yes
4	12-122	ACT Government Gazette 17 August 2023	17/08/2023	Full		Yes
5	123-127	RE: CMTEDDFOI 2026-142 – Freedom of Information Search due 15 July 2026	14/07/2026	Full		Yes

Total No of Docs
5

ACT Government

Executive Action Request

Guidelines:

1. This form is completed to request Head of Service approval for Executive contract actions.
2. The form should be completed electronically in MS Word and emailed to Shared Services HR, Executive Contracts for processing along with Director-General approval (Deputy Director-General approval where these arrangements are authorised within the directorate).
    a. Director-General approval is necessary for Band 3 Deputy Director-General equivalent executive positions. The Deputy Director-General is able to approve executive actions for Band 1 and Band 2 positions.
3. The total engagement in a long term contract must not exceed five years (PSM Standards).
4. The total engagement in a short term contract must not exceed two years (PSM Standards).
5. Requests should be provided to Shared Services to arrange Head of Service approval at least **two weeks** prior to commencement to allow sufficient time for processing. Urgent requests less than this period can be considered on a case by case basis.
6. Executive contracts should be for a minimum of four weeks, however requests for a period less than four weeks will be considered based on the justification provided as part of the EAR form, on a case-by-case basis.
7. Generally, periods shorter than 4 weeks should be performed as unpaid development opportunities with the functions exercised through an instrument of delegation.
8. Executive vacancies less than nine months, should be advertised via an expression of interest.
9. Executive vacancies over nine months, must be advertised on the Jobs website and the gazette to meet the requirements under the *Public Sector Management Act 1994*, and may be advertised in other ways, including press and through a recruitment firm.
10. Consultation with Head of Service is essential to discuss the creation of new executive positions prior to submitting this request.
11. A Mercer assessment is required for new executive positions and existing positions that have not previously been assessed by Mercer for a period of time.
12. Shared Services is responsible for ensuring the request meets the ACTPS legislative requirements as well as preparation and disbursement of documentation to the executive.

Request Details		
Directorate/Agency	Office of the Work Health and Safety Commissioner	
Division	Executive	
Position Title	Executive Branch Manager, Compliance and Enforcement	
Position Number	E01326	
Classification	SES 1.2	*Please see translation table 130 of the PSM Standards 2016*
Establishment Action (if applicable)	(Please Select)	1800
Position Reports to (attach organisation chart)	P46665	
Multiple Actions?	No	
Action 1	Long Term Contract	
Action 2 (if applicable)	Select Reason for Request	
Action 3 (if applicable)	Select Reason for Request	

Position Occupancy	Long term occupant	Enter nominal occupant	Actual occupant	Enter actual occupant
Status	New executive			
Does the person have an existing executive contract?	No	If yes, in what position		

Does ICT Access need to be arranged?	If yes, please submit a Network Access form here: https://actss.service-now.com/ddts	
Business Reason *Provide supporting information to assist the Head of Service. Attach additional information or evidence if needed.* *Please note, for short term contracts, include information on where the Long Term occupant (if applicable) will be during the period.*	To fill Executive Branch Manager position as a result of recruitment process. Applicant William Smith was found successful. Please find supporting documents such as panel agreement (emails), referee report, comparative and individual assessments attached.	
Is this executive action backfilling leave or other arrangements? If so, please provide details	No	Provide details
Legislative Compliance Check for Contract Requests	**Merit selection process completed** ☐ Engagements exceeding nine months (mandatory full selection process). Please specify date: Enter Date ☐ Engagements less than nine months (EOI selection process) date: Enter Date **Short Term Contract (PSM Standards)** ☐ Total engagement in this position does not exceed two years **Long Term Contract (PSM Standards)** ☒ Total engagement in this position does not exceed five years	
Ministerial Appointment?	No	
Directorate Contact	Andrew Craig	Sch 2.2(a)(ii)

Contract Executive Details			
Term of Contract	From: 28/09/2023 To: 27/09/2028		
Full-time/Part-time	Full-time	If part-time, please specify the hours	Enter hours per week
Title			
Family Name			
Given Name(s)			
Date of Birth	Sch 2.2(a)(ii)		
AGS Number (if known)			
Phone			
Email	@worksafe.act.gov.au		

Nominal/permanent role	P58097	Executive level (if applicable): Select Level Other level (if applicable): Enter level	
Superannuation Scheme	Sch 2.2(a)(ii)		
If this engagement is a result of an external recruitment process, would you like Shared Services to send unsuccessful notification?	No - Directorate wil send unsuccessful notification		
Enter any special conditions that form part of this contract and attach evidence of approval	Enter any special conditions that form part of this contract		
Advertising Details (if applicable)			
Vacancy period	Select placement period or type your own option.		
Vacancy period for Short Term Contracts if known	From: Select Start Date To: Select End Date		
How will the vacancy be advertised	Select Advertising	If EOI, which distribution list?	Select distribution list
Press Required	Enter Press Requirements if Applicable		
Further Advertising Instructions	Enter Special Instructions if Applicable		
Closing Date	Select Closing Date		
Full-time/Part-time (including hours)	Enter Hours Per Week		
Contact Officer	Enter Name		
Contact Officer Phone	Enter Phone No		
Contact Officer Email	Enter Email Address		
Wording for Advertisement (please also include a short description (SEEK only) and 3 succinct bullet points if external press is required:	Type or paste advertising wording here		
Do you intend on using an Executive Search Firm?	Yes/No	If yes, which organisation	Enter name of organisation
Director-General / Deputy Director-General Details			
Name	Jacqueline Agius		
Date	22/09/2023	Approved by email (copy attached) ☒	
Shared Services Use Only			
Original Contract Start Date (for extensions only)	Select Start Date		
Advertisement	☐ attach advertisement		

Complies with Legislative requirements and guidelines	Please Select
Comments	Enter Comments

Head of Service Decision

This request is

- ☒ approved
- ☐ modified and approved
- ☐ not approved

Reason if modified/not approved:

Name: Jacqueline Agius

Date: 25/9/2023

Document requirements

Action Type	Document Requirements
Executive Advertising request	• Executive Action request with supporting information • Director-General/Deputy Director-General or equivalent approval (email approval is acceptable) • Sufficient and detailed information should be included in the request so that it can be reviewed by the Head of Service • Organisational Chart • Position Description • Proposed advertisement wording
Job sizing request (new or existing position)	• Executive Action request with supporting information • Director-General/Deputy Director-General or equivalent approval (email approval is acceptable) • Organisational Chart • Position Description • Confirmation as to whether consultation with Head of Service has occurred for new/additional executive roles • Position structure including cost code and reporting line

Short Term Contracts request (up to two years)	• Executive Action request with supporting information
	• Director-General/Deputy Director-General or equivalent approval (email approval is acceptable)
	• Evidence to support the selection process i.e.
	  ○ a selection report
	  ▪ List of applicants/application of successful candidate (if EOI up to 9 months)
	  ▪ Comparative Assessment
	  ▪ Individual Assessment
	  ○ email from the panel outlining the assessment method

Long Term Contracts request (up to five years)	• Executive Action request with supporting information • Director-General/Deputy Director-General or equivalent approval (email approval is acceptable) • Approved selection report • Comparative Assessment • Individual Assessments • List of applicants • Referee reports **NB:** no organisational chart needed if organisational chart is current and was provided as part of the EAR to advertise
Re-engagement request	• Executive Action request with supporting information • Director-General/Deputy Director-General or equivalent approval (email approval is acceptable) • Re-engagement appraisal discussion and associated documentation • Organisational chart • Initial advertisement


Jacqueline Agius
Work Health and Safety Commissioner
Amanda Grey
Deputy Work Health and Safety Commissioner
Alice Pocock
Executive Assistant to WHS Commissioner
Vacant
Executive Branch Manager Operations
Andrew Craig
Director
Corporate & HR
Midori Kobayashi
Senior Director & CFO
TBD A
Senior Director
Quality, Strategy & Engagement
TBD D
Senior Director
Investigations & Specialist Operations
TBD C
Senior Director
Compliance & Enforcement
Penelope Parker
Assistant Director
Corporate & HR
Crystal Wang
Director
Finance
Matt Davis
Director
Quality, Capability & Systems
Gemma Godwin
Director
Strategy & Engagement
Michelle Corlett
Director
Specialist Operations
Sarah Towers
Director
Investigations and Psychosocial Operations
Kris Johnston
Director
Compliance & Enforcement Operations
Vacant
Assistant Director
Finance
Rachel Juvan
Assistant Director
Capability
Lydia Bartolovich
Assistant Director
Systems
Trent Fumminger A/g
Assistant Director
Regulatory Policy
Alysha Stokoe
Assistant Director
Strategy
Tony Sanna
Assistant Director
Vulnerable Workers
Dave Holland
Assistant Director
Investigations
Ben Palmer
Assistant Director
Psychosocial
Andrew Wholgar A/g
Assistant Director,
Civil, Residential & Commercial Construction
Brad Barratt
Assistant Director
Occupational Hygiene & Dangerous Substances
Dani Grant
Assistant Director
General
Duncan Cockburn
Assistant Director
Data
Liz Sweeney
Assistant Director
Media & Communications

Craig, Andrew

From: Agius, Jacqueline
Sent: Friday, 22 September 2023 2:39 PM
To: Craig, Andrew; Grey, Amanda; Rynehart, Josh
Subject: RE: Selection report - E01326 (WorkSafe ACT)

OFFICIAL: Sensitive - Personal Privacy

Dear Andrew

Thank you for your email. I approve of all of the reports.

Kind regards

Jacqueline Agius |Work Health and Safety Commissioner
|Labour Hire Licence Commissioner
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601

WORKSAFEACT

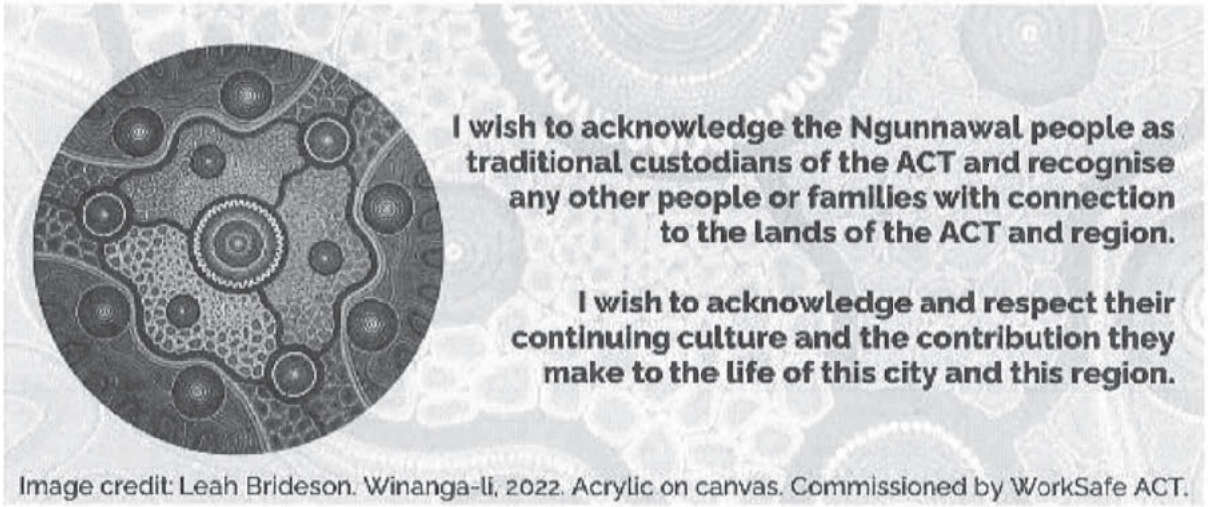


Image credit: Leah Brideson. Winanga-li, 2022. Acrylic on canvas. Commissioned by WorkSafe ACT.

From: Craig, Andrew <Andrew.Craig@worksafe.act.gov.au>
Sent: Friday, 22 September 2023 2:36 PM
To: Grey, Amanda <Amanda.Grey@worksafe.act.gov.au>; Rynehart, Josh <Josh.Rynehart@act.gov.au>; Agius, Jacqueline <Jacqueline.Agius@worksafe.act.gov.au>
Subject: Selection report - E01326 (WorkSafe ACT)

ACT Government

Comparative Assessment
Merit Pool

Instructions

If your vacancy was advertised for a period greater than six months, Complete this form and attach to the **online Selection Report form** on the OneGov Service Centre Website.

Merit pools: Applicants found by the panel to meet the capabilities of the position may be merit pooled. Applicants are all equally suitable, despite there being a difference in their overall scores. Any of these applicants can be made offers in any order.

Applicant Shortlist Summary

Position number: E01326	Number of applications received: 22
Number of applicants shortlisted: 4	Number of withdrawals: N/A
Number of excess or potentially excess officers: N/A	Number of applicants with voluntary redundancy in last two years: N/A

Suitability/Merit Pool

All applicants have been assessed on the basis of merit and in accordance with legislation. All applicants deemed suitable for the position have been pooled as follows:

Applicant	SC1	SC2	SC3	SC4	SC5	Suitable
Sch 2.2(a)(ii), Sch 2.2(a)(xv)						

Recruitment Rating Scale:

5 Excellent
4 Fully Competent
3 Competent
2 Requires Development/Satisfactory
1 Unsuitable/Unsatisfactory
N/A Not Assessed

Supporting Comments (summary of reasons)

22 candidates applied for the advertised role and 4 were shortlisted for interview. Interviews were held in Canberra, ACT on Tuesday, 19 September 2023. Candidates were asked the same series of questions, designed to test their capabilities against the position requirements and their overall suitability for the role.

Sch 2.2(a)(ii), Sch 2.2(a)(xv)

Sch 2.2(a)(ii), Sch 2.2(a)(xv)

The three other shortlisted candidates were assessed as not suitable for the vacancy.

Sch 2.2(a)(ii), Sch 2.2(a)(xv)

ACT Government

Individual Assessment

Instructions

Complete this form and attach to the **online Selection Report** on the Shared Services website. If using for EOIs, only submit the outcome of an EOI to Shared Services.

Applicant and Position Details

Applicant's name:	Position number applied for:
[redacted]	E01326

Ratings

The applicant has been assessed and rated as follows against capabilities/selection criteria:

SC1	SC2	SC3	SC4	SC5	Overall
Sch 2.2(a)(ii), Sch 2.2(a)(xv)					

Recruitment Rating Scale:

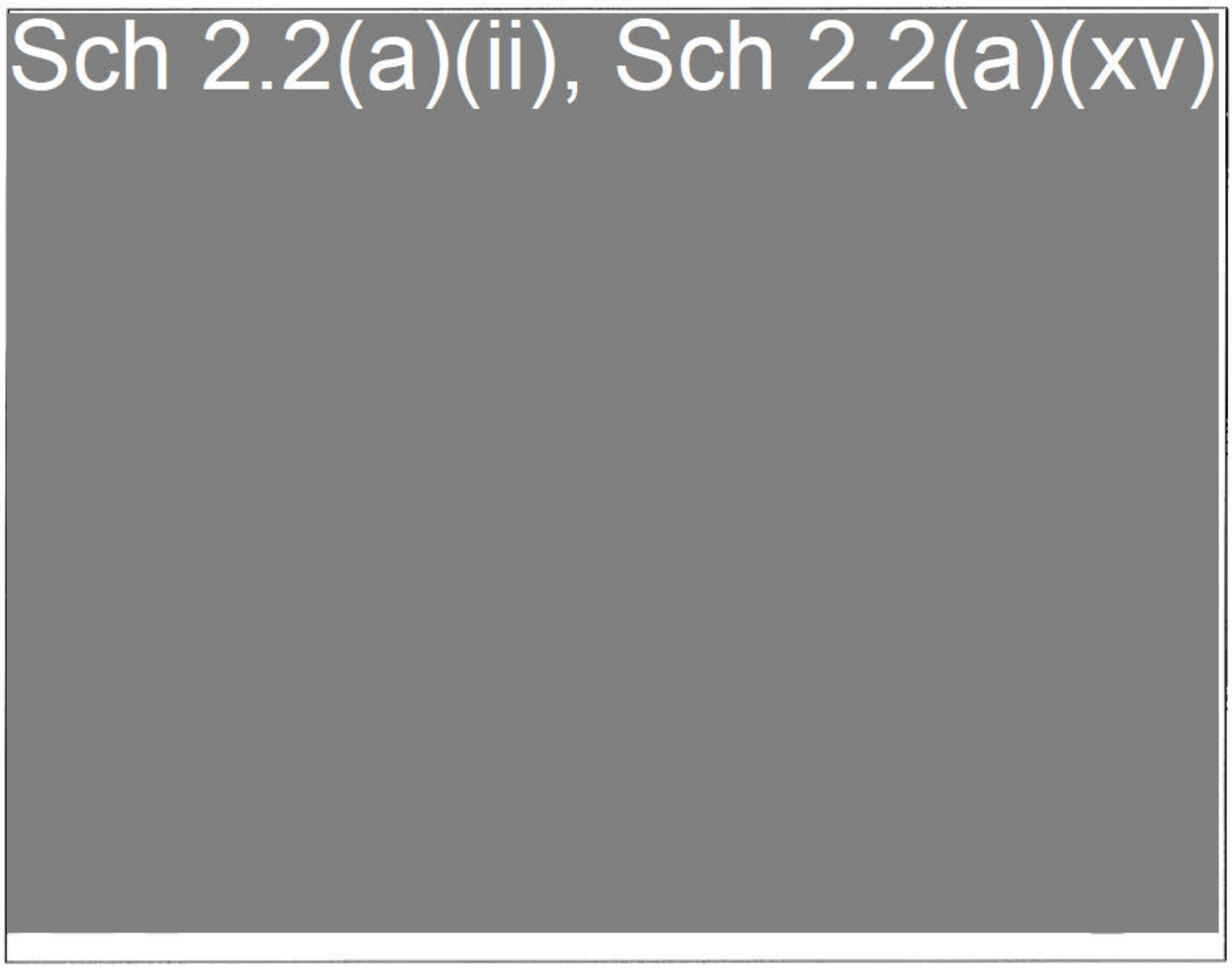
5	Excellent
4	Fully Competent
3	Competent
2	Requires Development/Satisfactory
1	Unsuitable/Unsatisfactory
N/A	Not Assessed

Eligibility/Qualifications (if applicable)

Applicant meets eligibility/qualification requirements? ☐ Yes ☐ No ☒ N/A

Supporting Comments (summary of reasons)

Sch 2.2(a)(ii), Sch 2.2(a)(xv)


Sch 2.2(a)(ii), Sch 2.2(a)(xv)

ACT Government Gazette

Gazetted Notices for the week beginning 17 August 2023

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VACANCIES

ACT Audit Office

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

Performance Audit
Director
Audit Manager $118,489 - $127,757, Canberra (PN: 62706)
Gazetted: 23 August 2023
Closing Date: 6 September 2023
Details: The ACT Audit Office is seeking people with excellent analytical, research and investigatory skills to join the Performance Audit team. As a Director you will be responsible for conducting performance audits and other reviews, research and investigations of the operations of ACT public sector entities.
The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the ACT. You should have an awareness of, and understanding and commitment to, the values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles.
The ACT Audit Office offers a range of flexible working conditions, including the ability to work from home, to balance staff circumstances with the needs of the Office. The Office makes significant investment in developing and supporting staff by providing them with learning and development opportunities including a career path. Staff are also provided with training and support to obtain relevant professional post-graduate qualifications.
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 are highly desirable.
All applicants must be fluent in English.
All ACT Audit Office employees are required to undergo employment screening. This position is a *Position of Trust 1.* Therefore, if you are selected for this position, you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not obtained, your employment in the role will not commence or, if already commenced, will be terminated.
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: Applicants are to address the Selection Criteria, located in the Position Description, and provide a current curriculum vitae with the contact details of two referees.
Applications should be submitted via the Apply Now button below.
Contact Officer: Katinka Mutandadzi (02) 6205 3910 Katinka.Mutandadzi@act.gov.au

ACT Electoral Commission

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: http://www.jobs.act.gov.au/
Applications can be sent via email to: jobs@act.gov.au

Elections Operations Manager
Senior Officer Grade C $114,928 - $123,710, Canberra (PN: 01866)
Gazetted: 22 August 2023
Closing Date: 29 August 2023

Details: Elections ACT is looking for an enthusiastic and dedicated person to join our small team, to assist in preparations for the 2024 ACT Legislative Assembly election.
The successful applicant will be working within the Elections Operations team and will be involved in the implementation of election projects in preparation for the 2024 ACT Legislative Assembly election.
These projects include, but are not limited to, management of polling operations, assessment and sourcing of polling venues, management of procurement activities, assisting with the delivery of ICT system upgrades and reviews, development of election training and materials and oversight of other fee-for-service elections.
Staff of Elections ACT are expected to be proactive, demonstrate quality customer service and show a capacity to work well within a small team. They must be willing to continuously improve, be outcome focused and accountable for their actions. It is also important for the successful applicants to 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.
Elections ACT 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: As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days and weekends.
Note: This is a temporary position available immediately until 15 November 2024. 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 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 below.
Contact Officer: Jiv Sekhon (02) 6205 0046 Jiv.Sekhon@act.gov.au

Elections ICT Operations Manager
Senior Officer Grade C $114,928 - $123,710, Canberra (PN: 37129)
Gazetted: 22 August 2023
Closing Date: 29 August 2023
Details: Elections ACT is looking for an enthusiastic and dedicated person to assist in preparations for the 2024 ACT Legislative Assembly election.
The successful applicant will be working within the Elections Operations team and will be involved in the finalisation of election ICT projects in preparation for the 2024 ACT Legislative Assembly election.
The successful applicant will be tasked with project management, testing and deployment of critical electoral ICT systems such as electronic voting and counting, overseas e-voting, Election Management, electronic certified list and polling place management and election results display. Experience with these types of systems would be highly regarded. The role will also involve assisting in the management of polling operations, management of procurement activities, including contract management, development of election training and materials and assistance with fee-for-service elections.
Staff of Elections ACT are expected to be proactive, demonstrate quality customer service and show a capacity to work well within a small team. They must be willing to continuously improve, be outcome focused and accountable for their actions. It is also important for the successful applicants to 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.
Elections ACT 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: As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days and weekends.
Note: This is a temporary position available immediately until 15 November 2024, with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.
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 below.
Contact Officer: Jiv Sekhon (02) 6205 0046 Jiv.Sekhon@act.gov.au

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

Office of Professional Leadership and Education
Office of the Chief Allied Health Officer
Project Officer, Health Workforce
Administrative Services Officer Class 6 $91,315 - $104,509, Canberra (PN: 62559)
Gazetted: 22 August 2023
Closing Date: 5 September 2023
Details: Yuma/hello!
We have a great opportunity for the person with the right skills, attitude and values to join our friendly team as we commence a new work program to build a sustainable health workforce that will meet the needs of the ACT and surrounding regions now and in the future.
The Health Workforce Strategy team is tasked with developing and implementing the *ACT Health Workforce Strategy 2023-2032* (the Strategy) and the accompanying Actions Plans. The Strategy is a 10-year strategic document that sets out the territory wide approach to building a sustainable health workforce and will support the territory and surrounding regions to predict and respond to workforce challenges. It is targeted at all of the health workforce in the ACT, including health professionals registered by the Australian Health Practitioner Regulation Agency, or who are self-regulated or unregulated, technical and non-clinical staff, students and care workers.
As Project Officer in the Health Workforce Strategy team you will support the implementation of the Strategy and development of the accompanying Action Plans. You will have opportunities to take the lead on health workforce-related projects, including to develop the scope and implement the actions in collaboration with key stakeholders. You will also be involved in the Territory-wide Health Workforce Planning Group, which is a high-level committee established to consider issues of health workforce at the jurisdiction level. There will also be opportunities for you to participate in inter-jurisdictional and national strategic workforce planning and be involved in wider health policy 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 diverse people and those who identify as LGBTIQ are encouraged to apply.
Eligibility/Other requirements:
Qualifications in a health-related field are highly desirable.
Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.
Notes: A merit list will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. The ACT Government aims to be the most progressive jurisdiction in Australia for hybrid and flexible working. We offer access to ongoing hybrid work arrangements including home-based and activity-based working when in the Woden office.
How to Apply: Please submit a two-page (maximum) pitch addressing the professional and behavioural capabilities, 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: Marisa Bialowas (02) 5124 9966 Marisa.Bialowas@act.gov.au

Population Health
Health Protection Service
Environmental Health
Environmental Health Officer
Health Professional Level 2 $70,679 - $97,028, Canberra (PN: 50542)
Gazetted: 21 August 2023
Closing Date: 4 September 2023

Details: ACT Health provides a unique opportunity for Environmental Health Officers to gain operational experience in both local government and State/Territory functions. The Environmental Health team conducts a variety of public health regulatory activities, including food safety inspection and management of outbreaks, swimming pool and cooling tower compliance inspections and other potential public health risks such as insanitary conditions.
Eligibility/Other requirements:
The position is suitable for a qualified Environmental Health Officer who has tertiary qualification including:
A Bachelor of Science (Environmental Health) or similar qualification acceptable and recognised by Environmental Health Australia or
Graduate Diploma in Environmental Health recognised by Environmental Health Australia Accredited courses - Environmental Health Australia Ltd. (eh.org.au)
Current Drivers Licence
Please
note: applicants with a Bachelor of Applied Science with demonstrated/work experience as an Environmental Health Officer may be considered.
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: To apply for this position please provide a written response detailing your experience against each of the Professional/Technical Skills and Knowledge and Behavioural Capabilities listed in the Position Description. The written application is limited to a maximum 3 pages.
Applications must be submitted with a current curriculum vitae listing two referees.
Applications should be submitted via the Apply Now button below.
Contact Officer: Faith Bvirakare (02) 5124 9096 Faith.Bvirakare@act.gov.au

Population Health
Health Protection Service
Environmental Health
Customer Service Officer
Administrative Services Officer Class 5 $84,749 - $89,705, Canberra (PN: 34462)
Gazetted: 18 August 2023
Closing Date: 1 September 2023
Details: The Environmental Health team at the Health Protection Service is responsible for food safety regulation including managing the registration of food businesses, providing food safety information to food businesses, managing enforcement activities, and responding to public enquiries and complaints as well as foodborne incidents/outbreaks and food recalls at local and national level. The team is also responsible for regulating a range of environmental components including cooling towers, swimming pools, recreational water sampling, investigation of public health complaints and insanitary conditions.
The Customer Service Officer is an integral member of the team who provides information to members of the public in relation to starting a food business, recording and triaging public health complaints, maintaining quality assurance and process improvement within the team and is a single point of contact for Environmental Health enquires.
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: To apply for this position please provide a written response outlining your experience against each of the Professional / Technical Skills and Knowledge Criteria and the Behavioural Capabilities listed within the Position Description. Applications should be no more than three pages in length.
Please provide a current curriculum vitae listing two referees with your written application.
Applications should be submitted via the Apply Now button below.
Contact Officer: Galip Kartop (02) 5124 6396 Galip.Kartop@act.gov.au

Population Health Division
Public Health Medical Officer Team
Public Health Registrar
Registrar 1-4 $112,917 - $141,084, Canberra (PN: 24146, several)
Gazetted: 17 August 2023

Closing Date: 31 August 2023
Details: ACT Health, Population Health is seeking applications for Public Health Registrars for 2024.
Working under the broad direction of Public Health Specialist staff, the Public Health Registrar position plays a key role in providing professional advice and support to the Chief Health Officer.
The position provides support across a range of public health projects, policy, and operating procedures across all areas of the Population Health Division.
This includes public health management of communicable diseases and outbreaks, environmental health, food safety, preventive health, health promotion and health emergency preparedness and response.
Eligibility/Other Requirements: This role is suited to a Public Health Trainee (or someone eligible to apply) through the Australasian Faculty of Public Health Medicine training program. This position offers the opportunity to achieve training competencies and experience relevant to both a local public health unit, as well as at the level of a jurisdictional health department.
Note: This is a temporary 12-month rotation to commence in early 2024. Selection may be based on application and referee checks only.
How to Apply: Please provide a written response against the Position Description and a current curriculum vitae .
Applications should be submitted via the Apply Now button below.
Contact Officer: Sally Singleton 5124 9205 Sally.Singleton@act.gov.au

Health System Planning and Evaluation
Local Hospital Network Commissioning
Directors, ACT Health System Council Secretariat, Funding and Performance
Senior Officer Grade B $135,355 - $152,377, Canberra (PN: 58104, several)
Gazetted: 17 August 2023
Closing Date: 24 August 2023
Details: Are you values driven, decisive and inclusive with outstanding interpersonal and influencing skills? Do you have experience in the preparation of high-level, quality policy advice? ACT Health has two roles that require top-notch writing, analysis, research and synthesising skills along with extensive stakeholder engagement and management skills, and a strong understanding of governance. You'll need to demonstrate your understanding of the ACT health system or your ability to acquire this knowledge fairly quickly.
One of the roles has a particular focus on the funding and performance of the public health system and requires an officer who has strategic policy development and data analysis experience, including in the validation and reporting of health system measures and critical analysis of performance information.
The other role is new and is in the to-be-established ACT Health System Council Secretariat and requires an officer who has a depth of experience in governance, and designing policies, procedures and processes for the administration of a Ministerial Council or similar body. You'll have the opportunity to create the shape and remit of this role, as the Council kicks off.
Both roles require people who will be expected to act autonomously, show initiative and take responsibility for achieving outcomes. The roles are within the Local Hospital Network Commissioning Branch, which is a fast-paced working environment encompassing strategic, operational and governance functions. Join our teams!
Notes: There are two temporary position available for a period up to six months with the possibility of extension and/or permanency.
How to Apply: If one of the roles sounds like you and you want to be part of an expansive, supportive team, please submit:
A response of no more than two pages, addressing your suitability against the professional/technical skills and knowledge which includes reference to the behavioural capabilities, outlined in the Position Description
You do not need to address each criterion individually
An indication of which role you are applying for
A current Curriculum Vitae (CV)
Contact details of two referees, one of which should be your current supervisor
Applications should be submitted via the Apply Now button below.
Contact Officer: Camille Carroll (02) 512 43143 Camille.Carroll@act.gov.au

Infrastructure, Communication and Engagement
Executive Branch Manager, Communication and Engagement
Executive Level 1.4 $274,784 - $285,773 depending on current superannuation arrangements, Canberra (PN: E1176)
Gazetted: 23 August 2023
Closing Date: 6 September 2023
Details: Pursue your dream job in a world-class city that suits your lifestyle.
Our work in the ACT Public Service directly serves the needs of the Canberra community and when you work with us you will see the impact that we have on the lives of Canberrans every day.
The ACT Public Service is an inclusive and welcoming employer. We're big enough to give you career variety, but small enough that you'll get to know your colleagues.
ACTHD will consider flexible working conditions
The ACT Health Directorate is seeking an experienced leader with executive management skills to undertake the role of Executive Branch Manager, Communication and Engagement. The occupant will need an established track record conceptualising, designing, implementing and delivering contemporary and emerging communications and engagement initiatives and services. The successful applicant will have an expertise in strategic communications and engagements including experience providing critical and high level advice to key stakeholders.
The Executive Branch Manager leads the Directorate's professional communications and engagement staff to deliver an efficient and effective internal and external communications and engagement function.
The role leads the Communication and Engagement Branch, and works closely with business and policy teams across the Directorate to:
Provide advice and leadership in communications and engagement strategy and delivery
Lead significant campaign activity
Provide our stakeholders, including non-government organisation (NGO) health service partners information, consultation and engagement channels
Lead communication and engagement delivery for the benefit of the act community in partnership with business and policy areas, including media, strategic, internal, and online communications, including multimedia and design.
Work with business units to facilitate clear understanding of the communication needs of Canberrans
The position reports to the Executive Group Manager, Infrastructure, Communication and Engagement, and works collaboratively with the Ministers' offices, Director-General, Executives and officers across the ACTP as well as with numerous key external stakeholders.
The successful applicant will model our values of respect, integrity, collaboration and innovation.
Remuneration: The position attracts a remuneration package ranging from $242,863 - $252,564 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $215,572.
Contract: The successful applicant will be engaged under a performance-based 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 two pages addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees.
Applications should be submitted via the Apply Now button below.
Contact Officer: Catherine Loft 0468 573 605 Catherine.Loft@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

MHJHADS, Child and Adolescent Mental Health Services
CAMHS Clinical Manager - HPO2
Health Professional Level 2 $70,679 - $97,028, Canberra (PN: 20158, several - 02CYG)
Gazetted: 18 August 2023
Closing Date: 30 August 2023

What can we offer you:
City living without the traffic – click her to see why you should live in Canberra.
Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:
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.
The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework to children and Young People up to the age of 18.
This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 clinicians.
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.
About you:
Mandatory Requirements/Qualifications:
1. Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 1 years' post-qualification experience working professionally in respective field.
2. A current Driver's Licence.
3. Experience in working with children and young people with mental illness.
4. CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Desirable:
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals. Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Simone Clarke N/A Simone.clarke@act.gov.au

Women's and Children's
Clinical Director - Women's and Children's Division
Specialist Band 1 - 5/Senior Specialist $188,151 - $254,198, Canberra (PN: LP6827 - 02D1B)
Gazetted: 21 August 2023
Closing Date: 8 September 2023
Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.
What can we offer you:
City living without the traffic.
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 clinical director is responsible for the medical governance, leadership and coordination of care for women and neonates accessing services through the Women's and Children's Division North Canberra Hospital (NCH). The clinical director is an experienced medical professional with specialty qualifications in obstetrics and gynaecology. The clinical director leads their medical professional group including specialists, registrars and junior medical officers. They have a critical role in supporting education and training for their workforce and in this position they have a key clinical leadership role within the organisation.
What you require
These are the key selection criteria for how you will be assessed in conjunction with your CV and experience.
Demonstrated experience in clinical supervision, teaching and professional development of junior medical staff and other relevant staff to foster safe clinical practice and development of the medical profession.
Demonstrated understanding of contemporary models of care in the maternity setting including midwifery led care and professional issues impacting on workforce retention.
Excellent interpersonal skills including effective negotiation and conflict resolution, and an ability to liaise effectively at all levels of work, and interact as part of a diverse professional team.
Ability to implement improvement and innovation in the clinical setting.
Demonstrated commitment to teaching, continuing education, research and quality improvement.
Demonstrated knowledge of, and ability to deliver quality assurance measures, research and best practice models of operation, within accreditation and organisational requirements.
Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.
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: Michelle Thinius . michelle.thinius@calvary-act.com.au

North Canberra Hospital
Medical & Mental Health
Registered Nurse – 5 West
Registered Nurse Level 1 $72,698 - $97,112, Canberra (PN: LP9982 - 02D15)
Gazetted: 21 August 2023
Closing Date: 1 September 2023
Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.
What can we offer you:
• City living without the traffic.
• Competitive pay rates and excellent working conditions within a tertiary hospital
• Salary Packaging with many options that provide full fringe benefits tax concessions.
• Flexible working conditions
• 11.5% Superannuation
• VISA/Sponsorship for eligible candidates
• Reimbursement of relocation expenses for interstate candidates (subject to review and approval)
About the Role:
The Registered Nurse (RN) is responsible for assessing, planning, implementing and evaluating patient care. The RN will be required to collaborate with multidisciplinary team and provide support, guidance and education to patients and their families.
Under limited direction of the Clinical Nurse Consultant you will:
• Be responsible for the provision of comprehensive, high quality care to patients utilising the principles of fair access and equity, patient participation, health promotion and prevention.
• Provides patient care in accordance with relevant legislation, professional standards and organisational policy within an ethical and professional framework.
• Maintain required clinical core competencies and skills, accessing appropriate education and staff development opportunities. Practices within professional scope of practice.
• Participate in risk assessment, incident and accident reporting, continuous quality improvement activities, program-based research and accreditation that aim at improving the level of service to patients and the department.
• Communicate effectively with patients and colleagues utilising well developed verbal, written and technological skills.
• Maintain and promote safe clinical practice and adhere to Infection Control principles and practices.
• 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.
• Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.
What you require
These are the key selection criteria for how you will be assessed in conjunction with your CV and experience
• Demonstrate effective communication, organisational and interpersonal skills
• Demonstrate ability to work autonomously and as a member of the multidisciplinary team
• Demonstrate ability to utilise the nursing process in the provision of safe, evidence based nursing care to patients in the acute care environment
• Demonstrate capacity to mentor and precept new and/or less experienced staff

• Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.
• Participate in ongoing professional development of self and others
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: Janine May 62016858 Janine.May@calvary-act.com.au

Endocrinology
Staff Specialist Endocrinology
Specialist Band 1 - 5/Senior Specialist $188,151 - $254,198, Canberra (PN: 602500 - 02D0H)
Gazetted: 21 August 2023
Closing Date: 8 September 2023
Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.
What can we offer you:
City living without the traffic.
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:
Endocrinology is the study of hormone-producing (endocrine) glands and the diagnosis and treatment of endocrine disorders. The endocrinology department at NCH is the tertiary referral centre for endocrinology in the ACT and surrounding areas of NSW and sees patients with a wide range of conditions including (but not limited to) pituitary disease, thyroid disease, adrenal disease, gonadal disorders, metabolic bone disease, electrolyte disorders and diabetes. Canberra Health Services Diabetes Service is an interdisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between NCH and various community-based locations within the ACT. The service provides diabetes care and treatment across the continuum for adults, including women during pregnancy, Type 1 and Type 2 diabetes and secondary forms of diabetes.
The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, initiative, critical thinking and common sense.
The available position will conduct an endocrinology outpatient clinic once per week with up to 0.2FTE available. This will require participation in the on-call roster.
What you require
These are the key selection criteria for how you will be assessed in conjunction with your CV and experience

Proven high level clinical care in the practice of Endocrinology and Diabetes. This includes the ability to manage a busy outpatient clinic with a range of clinical presentations and complexity of clients.
Excellent negotiation, interpersonal, written and oral communication skills. Including demonstrated effective engagement with an interdisciplinary care team.
A demonstrated strong commitment to the importance and provision of quality assurance activities, research and/or teaching of staff at all levels, including medical, nursing, scientific and allied health professional staff, both postgraduate and undergraduate.
Ability to and interest in improving models of care and optimising efficiencies in a busy workplace.
Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.
Registered as a medical specialist practitioner in the field of Endocrinology with the Australian Health Practitioner Regulation Agency.
Fellowship of Royal Australasian College of Physicians.
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: Kim McNeilly . Kim.McNeilly@calvary-act.com.au

Cancer and Ambulatory Services
Cancer Services
Cancer Nursing
Cancer Rapid assessment NP
Registered Nurse Level 4.2 $140,121, Canberra (PN: 24145 - 02CZF)
Gazetted: 21 August 2023
Closing Date: 29 August 2023
Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.
• City living without the traffic – click her to see why you should live in Canberra.
• Competitive pay rates and excellent working conditions within a tertiary hospital.
• Salary Packaging with many options that provide full fringe benefits tax concessions.
• Flexible working conditions.
• 11.5% Superannuation.
• VISA/Sponsorship for eligible candidates.
• Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings.
The Rapid Assessment Unit provides a dedicated point of access for cancer patients who have urgent care needs related to their cancer diagnosis or the treatment they are receiving, as an alternative to attending the emergency department.
The unit is staffed by Nurse Practitioners and Registered Nurses who work in collaboration with the patient's treating team. The Rapid Assessment Nurse Practitioner will work primarily within the Rapid Assessment Unit with development opportunities within the Canberra Region Cancer Centre and inpatient wards.

The NP will receive professional development and formal clinical supervision from the Medical Officers and there are opportunities to participate in research, teaching and service development.
The unit operates between 8am – 6pm Monday to Friday. The position is full-time, however, applications for part-time hours may be considered.
About you:
Mandatory Requirements/Qualifications:
1. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and have the notation of Nurse Practitioner attached to this registration.
2. 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:
1. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
2. Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
• Undergo a pre-employment National Police Check.
• Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
• Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals. Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
For more information on this position and how to apply "click here"
Contact Officer: Erin Wells 0481097676 Erin.wells@act.gov.au

Women, Youth and Children
Maternity
Practice Support Midwife
Registered Midwife Level 2 $100,957 - $107,000, Canberra (PN: 61418, several - 02CY9)
Gazetted: 18 August 2023
Closing Date: 11 September 2023
What can we offer you:
City living without the traffic – click her to see why you should live in Canberra.
Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
Centenary Hospital for Women and Children (CHWC) in partnership with the University of Canberra, is seeking enthusiastic, motivated and suitably qualified Registered Midwives Level 2 with an interest in providing clinical education leadership to support students to grow and develop in their midwifery and nursing careers. Our Maternity Education Team provide educational and clinical support to midwives working across antenatal, intrapartum, and postnatal care services as well as continuity of care models. As a Practice Support Midwife (PSM) you are a skilled midwifery practitioner across the full midwifery scope of practice.
Centenary Hospital for Women and Children:
CHWC is a level 6 tertiary centre providing specialised maternity, neonatology and paediatric services for the ACT and surrounding regional areas to approximately 3800 women per year.
The CHWC offers antenatal, birthing, and postnatal services under various models of care aimed at providing woman and family centred care. CHWC staff are committed to providing a women centred approach where we focus on the woman's unique needs, expectations, and aspirations; recognise her right to self-determination in terms of choice, control, and continuity of care; and address her social, emotional, physical, psychological,

spiritual, and cultural needs and expectations. The maternity department at CHWC is dynamic with a strong culture of finding innovative modern solutions to the demands and challenges facing contemporary midwifery. Maternity care options include midwifery led continuity of care models, midwifery led care, and maternity team care, working collaboratively with the multidisciplinary team as required. The CHWC is the tertiary referral service for the ACT and Southern NSW region. The Maternity services are supported by a tertiary neonatal service including Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).
About you:
Requirements/Qualifications:
Relevant midwifery and/or nursing qualifications and a minimum of five years' experience working professionally in midwifery.
Be registered or be eligible for registration as a midwife with the Australian Health Practitioner Regulation Agency (AHPRA).
The successful applicant will be required to undertake "Train the Assessor" training through Workforce Capability if they do not hold a similar qualification such as Certificate IV in Training and Assessment.
Postgraduate qualifications in relevant field e.g. Education & Training, Midwifery, Child, and Family Health and/or Clinical Leadership (desirable)
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

MHJHADS, Adult Community Mental Health Services
Registered Nurse Level 2 (RN2)
Registered Nurse Level 2 $100,957 - $107,000, Canberra (PN: 11724 - 02CXH)
Gazetted: 18 August 2023
Closing Date: 21 August 2023
What can we offer you:
City living without the traffic – click her to see why you should live in Canberra.
Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres.
Within the service there is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan.
The program recently implemented a new model of care which aims to improve the responsivity and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:
Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions

Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact
Provide optimal treatment for people in their homes and community as effective hospital diversion
About you:
Requirements/Qualifications:
Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Contact Officer: Deepthy Palamadathu 51241146 Deepthy.Palamadathu@act.gov.au

MHJHADS, Adult Community Mental Health
Registered Nurse Level 3.1
Registered Nurse Level 3.1 $115,743 - $120,506, Canberra (PN: 40843-02CJU)
Gazetted: 17 August 2023
Closing Date: 24 August 2023
Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities
What can we offer you:
City living without the traffic – click her to see why you should live in Canberra.
Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater

MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service.

At this level, it is expected that you will provide high quality clinical interventions and care to achieve positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff within the Access Mental Health Team, as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes. The position reports to a Team Leader, who is based on site in the health centre and is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

This work will primarily be based in the Belconnen Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

The successful candidate will be expected to work in a 38-hour, seven day per week 24 hour rotating roster including night shift.

About you:

Requirements/Qualifications:

Applicants must have a minimum of three years post-qualification experience

Be registered or be eligible for general registration with Nursing and Midwifery Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA)

Post Graduate Qualification in Mental Health Nursing or working towards such.

Hold a current driver's licence without restrictions.

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

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

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

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

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

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

Contact Officer: Julie Hanson (02) 6205 3266 Julie.Hanson@act.gov.au

CHS Chief Executive Officer
CHS Medical Services
Pharmacy
Technical Officer Level 2
Technical Officer Level 2 $67,760 - $77,593, Canberra (PN: 24210, several - 02CQ3)

Gazetted: 18 August 2023

Closing Date: 8 September 2023

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

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

community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.
What can we offer you:
City living without the traffic – click her to see why you should live in Canberra.
Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
The role of a pharmacy technicians is to participate as an active member of the pharmacy team to promote and provide exceptional patient care by ensuring the safe, efficient, and cost-effective distribution of pharmaceutical in CHS while working alongside and under the supervision of a registered pharmacist.
This role includes working in an extended scope pharmacy technician role, as a qualified Pharmacy Accuracy Checking Technician (PACT) to perform the final accuracy check of a dispensed prescription. This role therefore requires successful completion of the PACT training program within 12 months of appointment to the position and the need to maintain the PACT qualification. CHS pharmacy have signed an agreement with the Pharmaceutical Society of New Zealand College Education and Training to provide the PACT Training Program within the Australian context.
About you:
Requirements/Qualifications:
Certificate IV in Hospital and Health Services Pharmacy Support qualifications and
At least 2 years full-time hospital pharmacy experience post obtaining certificate IV Hospital and Health Services Pharmacy Support qualification.
PACT qualification or demonstrated ability to meet the pre-requisites for enrolment in the PACT training program provided through College, Education and Training at Pharmaceutical Society of New Zealand including:
Support from your current line manager to become a PACT
a 200-item dispensing log to demonstration your ability to dispense accurately over a range of prescription types.
Six months experience working in the dispensary over the past 12 months
4. Highly Desirable: Professional membership with Society of Hospital Pharmacists of Australia
5. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
6. CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
7. Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
For more information on this position and how to apply "click here"
Contact Officer: Daniel Lalor (02) 5124 2121 daniel.lalor@act.gov.au

Clinical Services
Women, Youth and Children's Health
Women, Youth and Children Community Health Programs
School Youth Health Nurse
Registered Nurse Level 2 $100,957 - $107,000, Canberra (PN: 41585 - 02CYT)
Gazetted: 21 August 2023
Closing Date: 28 August 2023
Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the

Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.
What can we offer you:
City living without the traffic – click her to see why you should live in Canberra.
Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
The School Youth Health Nurse (SYHN) Program employs Registered Nurses with knowledge and experience in adolescent health who provide targeted primary health care for students attending ACT Government Secondary Schools.
This is an exciting role for a registered nurse interested in advocating for and supporting young people to access healthcare providers in our community. The successful applicant will be employed in ACT Government Secondary Schools
The Youth Health Nurse plays a vital role in the school community in addressing contemporary health and social issues faced by young people with a focus on health promotion and primary healthcare including individual consultations, health education and small group education.
The program's core elements are:
Adolescent focused individual consultations
Small group health promoting work
Support for teachers to deliver the health curriculum
Support for health promotion activities within the school
The position is based in ACT Government Secondary Schools, with 1 day per week working from the City Health Centre, at 1 Moore Street, Canberra City.
Note: This position is under Schedule 4 of the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2020-2022. There is one permanent position available with Wednesday being a required work day.
About you:
Mandatory Requirements/Qualifications:
Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
Experience working in adolescent health.
Current Driver's Licence.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Desirable:
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals. Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: 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: Ruth Evans 0408 648 945 Ruth.Evans@act.gov.au

CHS Clinical Services
Cancer and Ambulatory Services
Cancer Services
Nurse Level 2 - Registered
Registered Nurse Level 2 $100,957 - $107,000, Canberra (PN: 17241 - 02C4R)
Gazetted: 18 August 2023
Closing Date: 25 August 2023
Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.
What can we offer you:
City living without the traffic – click her to see why you should live in Canberra.
Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:
An exciting opportunity exists for a chemotherapy credentialed Registered Nurse to undertake this position within the Medical Oncology DTU. The unit is seeking a highly motivated team member who is patient focused and interested in developing their Oncology and chronic illness knowledge.
The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health.
The Medical Oncology DTU provides treatment to cancer patients, and immunocompromised patients due to a variety of medical conditions. The successful applicant will be working with chemotherapy agents, immunotherapies, blood products, and central venous access devices.
Excellent interpersonal communication skills and the ability to work effectively within a team are essential for this position. It is essential for the candidate to have previous chemotherapy knowledge.

About you:
Requirements/Qualifications:
Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA
Be found competent in the administration of cytotoxic medication.
The successful applicant will need to be required to perform weekend work.
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will

be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Note: This is a temporary role available for a period of 9 month with the possibility of extension and/or permanency
For more information on this position and how to apply "click here"
Contact Officer: Liset DeKoeijer (02) 5124 8457 liset.dekoeijer@act.gov.au

CHS Clinical Services
Medicine
Emergency
Administration Officer ASO 2/3
Administrative Services Officer Class 2/3 $60,620 - $73,920, Canberra (PN: 20960 - 02CHZ)
Gazetted: 18 August 2023
Closing Date: 24 August 2023
Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.
What can we offer you:
City living without the traffic – click her to see why you should live in Canberra.
Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: https://www.health.act.gov.au/
The Division of Medicine provides a range of medical specialties. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.
The Emergency Department at Canberra Hospital sees over 90 000 patients per annum. In such a busy department, the administrative team provides support to medical, nursing, and allied health staff.
The Administration Officer is responsible for the administrative activities within the Emergency Department such as patient registration, transfer, admission, discharging patients and the coordination of medical records whilst providing high quality customer service 24 hours a day, 7 days a week.

About you:
Requirements/Qualifications:
The successful applicant must have the ability to work on a 24 hour, 7 days a week rotating roster including night shift
Provide a high level of administrative support under pressure
Excellent customer service skills
Be a proactive, enthusiastic, and strong communicator
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
For more information on this position and how to apply "click here"
Contact Officer: Ashley Young (02) 5124 4115 Ashley.R.Young@act.gov.au

CHS Clinical Services
Medicine
Emergency
EMU Billing Officer ASO 2/3
Administrative Services Officer Class 2/3 $60,620 - $73,920, Canberra (PN: 23451 - 02COM)
Gazetted: 18 August 2023
Closing Date: 24 August 2023
Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.
What can we offer you:
City living without the traffic – click her to see why you should live in Canberra.
Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: https://www.health.act.gov.au/
The Division of Medicine provides a range of medical specialties. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training.

The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.
The Emergency Department at Canberra Hospital sees over 90 000 patients per annum. In such a busy department, the administrative team provides support to medical, nursing, and allied health staff.
Within the Emergency Medicine Unit (EMU), the Billing Officer is responsible for patient admissions and administrative support to the staff in that area 7 days a week.
About you:
Requirements/Qualifications:
The successful applicant will need to be available for weekend and after-hours work.
Strong communication skills, written and verbal
Excellent customer service skills
Ability to work in a fast-paced environment
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Note: This position is part-time at (25:72) 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: Ashley Young (02) 5124 4115 Ashley.R.Young@act.gov.au

Registered Nurse Level 2
Registered Nurse Level 2 $100,957 - $107,000, Canberra (PN: LP6734, several-02CSU)
Gazetted: 17 August 2023
Closing Date: 27 August 2023
Details: City living without the traffic.
• Competitive pay rates and excellent working conditions within a tertiary hospital
• Salary Packaging with many options that provide full fringe benefits tax concessions.
• Flexible working conditions
• 11.5% Superannuation
• VISA/Sponsorship for eligible candidates
• Reimbursement of relocation expenses for interstate candidates (subject to review and approval)
Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: https://www.health.act.gov.au/
City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click here Lifestyle | Canberra to find out more about why you should live and work in Canberra.
About the Hospital
North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)
This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.
The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.
About the Role:

The Registered Nurse Level 2 (RNL2) forms a key part of direct patient care and lays the foundation of clinical leadership at NCH. This entails advance knowledge in medical nursing practice, highly developed clinical skills and experience of team leadership. At NCH, the role of the RNL2 encompasses four key categories: clinical, management, education and research, the successful applicant is expected to perform high in all four categories. The RNL2 plays a vital role in ensuring that services meet the National Safety and Quality Health Service (NSQHS) Standards (2nd edition), improving staff performance and delivery of high quality evidence based patient care. The RNL2 is responsible for liaising with the multidisciplinary team and stakeholders regarding patient care requirements, and informing management of any issues that may impact meeting organisational targets.
Under limited direction of the Hospital in the Clinical Nurse Consultant you will:
• Provide clinical leadership and excellence in the delivery of patient centred care.
• Effectively perform team leader responsibilities when required.
• Provides advanced nursing care in a defined clinical area.
• Continuously promote and support nursing best practice and education to other staff, patients and their families.
• Participate in quality improvement by undertaking either clinical research, quality improvement or procedure development that adds value to NCH.
• Encourage and facilitate the implementation of new evidence based practice to deliver a high quality service.
• Develop and maintain strong rapport with stakeholders.
• Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.
What you require
These are the key selection criteria for how you will be assessed in conjunction with your CV and experience
• Relevant registration as a Registered Nurse (Division 1) with the Australian Health Practitioner Regulation Agency (AHPRA).
• Undertaking, or completed post graduate relevant qualifications or studies
• The successful applicant will need to be for weekend and after-hours work.
• CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Please note prior to commencement successful candidates will be required to:
• Undergo a pre-employment National Police Check.
• Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
For more information on this position and how to apply *"click here"*
Contact Officer: Kathryn Sliwinski . Kathryn.Sliwinski@calvary-act.com.au

Women, Youth and Children
HAAS Registered Nurse
Registered Nurse Level 2 $100,957 - $107,000, Canberra (PN: 28287 - 02CYR)
Gazetted: 17 August 2023
Closing Date: 28 August 2023
Details: What can we offer you:
City living without the traffic – click her to see why you should live in Canberra.
Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
The Healthcare Access at School (HAAS) program is delivered in a partnership between Canberra Health Services and the Education Directorate.
The program supports students in ACT public schools with a range of health conditions who require complex or invasive tasks or procedures to be undertaken during school hours.

Under the HAAS Program, the Registered Nurse provides training for school-based staff to ensure they are competent and confident in meeting the healthcare needs of individual students, allowing these students to safely attend school.
The HAAS nurse also provides a link between families, schools, and the child's health professionals.
This is an opportunity to use your valuable knowledge and skills in a different way; one that has a long-lasting beneficial outcome for children and young people living with complex health conditions, their families, and their schools. The HAAS team is positive and dynamic, and you will be welcomed and well supported as you learn the role.
Note: This is a temporary (5 month) full or part time position; Monday to Friday 0800-1630hrs. There is the possibility of extension, increased hours and/or permanent appointment.
The office is based at 1 Moore Street Canberra City with travel to schools or to meet with families on most days.
About you:
Mandatory Requirements/Qualifications:
Relevant tertiary qualifications and a minimum of 5 years' experience working professionally in paediatrics is preferred.
Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)
Hold a current driver's licence
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Desirable:
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals. Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
Contact Officer: Mel Taylor Mel.R.Taylor@act.gov.au mel.r.taylor@act.gov.au

Surgery, Perioperative Unit OR Scrub
Registered Nurse Level 2
Registered Nurse Level 2 $100,957 - $107,000, Canberra (PN: 21105, several - 02CGV)
Gazetted: 17 August 2023
Closing Date: 31 August 2023
Details:
City living without the traffic – click her to see why you should live in Canberra.
Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
The Division of Surgery is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas.
A Registered Nurse with advanced nursing practice skills in the field of Scrub/Scout Nursing is required to provide high level support consistently and competently to perioperative patients within The Canberra Hospital and Health Services.
Scrub/Scout RN2 report directly to Scrub/Scout Nurse Unit Manager and join the nursing leadership team. This position is responsible, in collaboration with the other Scrub/Scout RN2, supporting Scrub/Scout nursing team to provide evidence-based nursing care to perioperative patients.
About you:
Requirements/Qualifications:
Relevant Tertiary Nursing qualifications
5 years' experience working in scrub/scout RN position desirable
Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)
The successful applicant will be rostered on a 7 day rotating roster which will include weekends and public holidays. The applicant will need to be rostered to work Morning, evening and night shift
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Contact Officer: Meifeng Zheng (02) 5124 2397 meifeng.zheng@act.gov.au

Women Youth and Children
Women's Health Service Manager
Health Professional Level 4 $114,928 - $123,710, Canberra (PN: 26575-02CAR)
Gazetted: 18 August 2023
Closing Date: 25 August 2023
Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities
What can we offer you:
City living without the traffic – click her to see why you should live in Canberra.
Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
Women, Youth and Children Community Health Programs delivers a range of health care community-based services to women, children, young people, and families. These services include support, education, and information; counselling, assessment, and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multidisciplinary team.
The Enhanced Health Services (EHS) include the Early Family Support Service (EFSS), Enhanced Child Health Service (ECHS), Developmental Paediatric and Child Protection Medical Service (DPCPMS), and Women's Health Service (WHS).
Women's Health Service
The Women's Health Service provides nursing, medical, counselling, and nutrition services for women who have significant difficulty accessing mainstream health services. The WHS provides safe and accessible services that support physical, psychological, and emotional health and wellbeing for women across the adult lifespan. Services are provided by two teams within WHS: The Counselling Team and Medical/Nursing Team.
As Operational Manager you will provide leadership and operational management to multidisciplinary teams within WHS and actively contribute to the EHS leadership team, reporting to the EHS Manager.
This is a rewarding and exciting position within a vibrant service that is suitable for a dynamic, flexible, and highly skilled Health Professional, with strong leadership and operational experience, who is committed to the delivery of a high quality, trauma informed and holistic service
Note: This is a temporary part-time position at 16.5 hours per week, the salary noted will be pro rata.
About you:
Requirements/Qualifications:
Relevant Tertiary qualifications (or equivalent) in a Health Profession.
A minimum of five years' experience working professionally in health services for women and/or children, young people, and families is preferred.
Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or if from a profession that is not AHPRA regulated, be eligible for membership of relevant professional association.
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

For more information about this position and how to apply *"click here"*
Contact Officer: Fiona Holihan (02) 5124 2712 Fiona.Holihan@act.gov.au

Medical Imaging
Administration Manager
Administrative Services Officer Class 6 $91,315 - $104,509, Canberra (PN: 58163 - 02CQS)
Gazetted: 18 August 2023
Closing Date: 26 August 2023
What can we offer you:
City living without the traffic – click her to see why you should live in Canberra.
Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:
The Medical Imaging department is a part of the Medical Services Group, which is comprised of the Healthcare Technology Management, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit, Pathology, Pharmacy and Library Services.
Medical Imaging provides state of the art diagnostic imaging, interventional radiology, and nuclear medicine services on a 24-hour, seven day a week basis for patients in Canberra and the surrounding NSW catchment area.
The Medical Imaging Administration Manager leads a team of 22 administration officers ranging from ASO2 to the ASO5 level. The section is responsible for providing consumer facing administration services to public outpatients, as well as supporting individual modalities manage the day-to-day flow of clinical services.
The Medical Imaging department is a dynamic, demanding public radiology and nuclear medicine service, which performs in excess of 150,000 scans annually. From mid-2024 the service will be geographically located across four sites. Two on the Canberra Hospital Campus, one at a community health centre and one at the University of Canberra Hospital.
About you:
Requirements/Qualifications:
Strong computer literacy and analytical skills and the ability to quickly navigate the ACT Digital Health Record.
Sound knowledge of the Medicare Benefits Scheme or the ability to quickly acquire and apply knowledge applicable to a public radiology service.
A minimum of 2 years' experience as a supervisor or manager leading people in a healthcare setting is preferred.
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Contact Officer: Sean Fenotti 02 5124 7254 Sean.Fenotti@act.gov.au

People and Culture
Injury Management
Injury Management Advisor
Administrative Services Officer Class 6 $91,315 - $104,509, Canberra (PN: 29679 - 02CP2)
Gazetted: 22 August 2023
Closing Date: 29 August 2023
Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
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Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
The Employment Relations and Injury Management team is responsible for providing employee relations and injury management services, support and advice whilst ensuring the effective and efficient operation of strategic people management advice, policy and programs across Canberra Health Services.
You will play a key role whilst working closely with staff across other areas within People and Culture, CMTEDD and EML. The main responsibilities of the role of Injury Management Advisor, Employment Relations and Injury Management will be to:
Provide day-to-day injury management support and advice to executives, managers and staff across CHS relating to initial support, return to work processes and fitness for duty assessments corresponding to compensable and non-compensable matters.
Develop and maintain strong, positive working relationships with internal and external stakeholders (including CMTEDD Injury Management team and EML), demonstrating liaison and communication skills of a high order.
Develop and interpret injury management policies and procedures as well as employment frameworks.
About you:
Mandatory Requirements/Qualifications:
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Desirable:
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Contact Officer: Julie Randall (02) 5124 9617 julie.randall@act.gov.au

North Canberra Hospital
Registered Nurse Level 1- Patient Flow Unit
Registered Nurse Level 1 $72,698 - $97,112, Canberra (PN: LP8729, several-02CZ7)
Gazetted: 23 August 2023
Closing Date: 25 August 2023
Details: City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click here Lifestyle | Canberra to find out more about why you should live and work in Canberra.
About the Hospital
North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)
This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.
The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.
About the Role:
As a Registered Nurse you are part of the Nursing Relief Pool who deliver safe compassionate clinical care; working collaboratively with the healthcare team to achieve best practice patient outcomes. You will engage in reflective, analytical practice through effective assessment, planning, implementation and evaluation of direct person-centred care. You will continually improve your skills and knowledge in a variety of areas throughout the hospital,

including surgical, medical, critical care and other speciality areas. Staff who are recruited through the Nursing Relief Pool are employed permanently to replace staffing shortfalls as required, throughout the hospital due to emergent, short term, and long-term leave.
Staff will be required to undertake a rotating roster encompassing 7 days/week, all standard shifts including morning, evening and night shifts.
What you require
• Registered as a Registered Nurse (Division 1) with the Australian Health Practitioner Regulation Agency (AHPRA).
• The successful applicant will need to be available for weekend and after-hours work.
• Demonstrated recent clinical experience in an acute care/hospital setting.
• Demonstrated ability to utilise the nursing process in the provision of safe and evidenced based care to patients.
• Demonstrated ability to prioritise tasks and achieve goals within a timeframe.
• Demonstrated effective communication and interpersonal skills.
• Demonstrated ability to work as well as a member of the multidisciplinary team
• Demonstrated commitment to ongoing professional development of self and others.
• Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience.
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: Pui Ki Yeng Pui.yeung@calvary-act.com.au Pui.yeung@calvary-act.com.au

Cancer and Ambulatory Services
Ambulatory Care
Plastics Team Leader
Registered Nurse Level 2 $100,957 - $107,000, Canberra (PN: 25312 - 02CI3)
Gazetted: 23 August 2023
Closing Date: 29 August 2023
Details: What can we offer you:
• City living without the traffic – click her to see why you should live in Canberra.
• Competitive pay rates and excellent working conditions within a tertiary hospital.
• Salary Packaging with many options that provide full fringe benefits tax concessions.
• Flexible working conditions.
• 11.5% Superannuation.
• VISA/Sponsorship for eligible candidates.
• Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
The Central Outpatient (COP) unit at Canberra Hospital sits within the Division of Cancer and Ambulatory Support (CAS), providing clinic-based care to a wide variety of medical and surgical specialties. Nursing staff work across medical and surgical services including neurology, neurosurgery, endocrinology, general medicine, general surgery, rheumatology, dermatology, infectious diseases, orthopaedics, plastics, vascular, urology, ear nose & throat and oral and maxillofacial.
The level 2 Registered Nurses in the COP unit have a primary focus on one or more specialities but are expected to deliver flexible care across the department as required. The primary speciality focus for this position is the Plastics service.
Under the supervision of the Clinical Nurse Manager and the Plastics Advanced Practice Nurse (APN), the Plastics Registered Nurse Level 2 (RN2) role is to work alongside clinicians and key stakeholders to coordinate safe, effective, and timely access to care. The team leader is responsible for triaging referrals, managing clinic schedules, supporting staff and act as a role model to promote evidence-based practice. The role requires excellent communication skills to work in concordance with the multidisciplinary team. Clinic schedules primarily run from Monday to Friday during business hours.
About you:
Mandatory Requirements/Qualifications:

1. Relevant tertiary qualifications (or equivalent) in clinical teaching and assessment or post graduate qualifications in nursing or clinical education.
2. A minimum of five years' experience working professionally as a Registered Nurse is preferred.
3. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
4. 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:

1. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
2. Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

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

Contact Officer: Ella Luttrell 0468 595 585 ella.M.luttrell@act.gov.au

Registered Nurse Level 2

Registered Nurse Level 2 $100,957 - $107,000, Canberra (PN: 14114, several-02D0K)

Gazetted: 23 August 2023

Closing Date: 29 August 2023

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

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

What can we offer you:

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- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and 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 people's home. These services include:

Rehabilitation and Speciality Services
Adult Community Mental Health Services
Adult Acute Mental Health Services
Alcohol & Drug Services
Child and Adolescent Mental Health Services (CAMHS)
Justice Health Services
The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.
Alcohol and Drug Services provides information, advice, referral, intake, assessment, and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.
Under supervision of the Team Leader, the Registered Nurse role at this level is responsible for the provision of sound clinical services and interventions to clients of Alcohol and Drug Services. This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies The Registered Nurse position is supported by a cohesive and multi-disciplinary team. This position(s) maybe required to work across multiple sites, participate in overtime, and/or rotation roster.
About you:
Mandatory Requirements/Qualifications:
Relevant registration through the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of 12 months experience working professionally in an Alcohol & Drug Facility and a sound understanding of Alcohol and Other Drugs.
The successful applicant will need to be for weekend and after-hours work.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable:
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
For more information on this position and how to apply *"click here*"
Contact Officer: Belinda Robson (02) 51247964 Belinda.Robson@act.gov.au

Women, Youth and Children's Health
Director of Nursing and Midwifery
Midwifery Continuity Program
Registered Midwife Level 2 $100,957 - $107,000, Canberra (PN: 22266, several - 02CT1)
Gazetted: 22 August 2023
Closing Date: 11 September 2023
Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and

Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.
What can we offer you:
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- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:
The Midwifery Continuity of Care service is family centered, as we understand that the family is central to the successful delivery of health care. We believe in respect for mother, baby and their family and their cultural and religious needs. CHWC staff are committed to providing care that is focussed on the individual's unique needs, expectations, and aspirations; recognises the individual's right to self-determination in terms of choice, control, and continuity of care; and address their social, emotional, physical, psychological, spiritual, and cultural needs and expectations. We provide family-based care with an emphasis on partnership with families at this important time. The environment is breast feeding friendly and we provide a safe, functional, and comfortable work environment for all staff. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of midwifery led care.
The advertised position is for a case load midwife providing continuity of midwifery care during the antenatal, birth and postnatal periods, working in the community, women's home and within CHWC.
Reporting to the Clinical Midwifery Manager, the level 2 Registered Midwife is responsible for providing midwifery leadership within a continuity team, providing continuity of care to a caseload of women. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and with consumers of maternity services. The level 2 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.
About you:
Mandatory Requirements/Qualifications:
1. Relevant midwifery and/or nursing qualifications
2. Eligible for registration as a Midwife with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).
3. This is an on-call position and when on call need to be available within 30 minutes of the Centenary Hospital for Women and Children
4. Must hold a current driver's license.
5. Desirable: Minimum of four years' experience working professionally in midwifery
6. CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable:
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• Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
Contact Officer: Emma Mevius 02 5124 0991 Emma.Mevius@act.gov.au

Undergraduate Nurse Coordinator
Nursing and Midwifery
Undergraduate Nurse Coordinator
Registered Nurse Level 3.1 $115,743 - $120,506, Canberra (PN: LP9990 - 02CZD)
Gazetted: 22 August 2023
Closing Date: 4 September 2023
Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
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• Reimbursement of relocation expenses for interstate candidates (subject to review and approval)
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About the Hospital
North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)
This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.
The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:
The Undergraduate Nurse Co-ordinator coordinates and facilitates clinical placements for all nursing students within Calvary Public Hospital Bruce under established Deeds and Schedules. The role provides high quality customer services and promotes collaborative relationships with internal and external stakeholders to achieve quality clinical learning opportunities. This entails reconciling priorities and objectives and ensuring effective clinical placements are offered to students and trainees, while balancing the competing interests of clinical areas, multiple education providers and student groups in order to achieve fair and equitable outcomes.
This role will need to demonstrate a substantial advanced practice experience in nursing and will apply a systems approach to education programs and units of instruction. This role will also support a defined area within the National Quality in Health Care Standards.

What you require
These are the key selection criteria for how you will be assessed in conjunction with your CV and experience
• Registered as a Registered Nurse (Division 1) with the Australian Health Practitioner Regulation Agency (AHPRA).
• Relevant post graduate qualifications in relevant area(s) of expertise and/or education and a minimum of 5 years' post graduate clinical experience
• Experience in the supervision of students and/or newly graduated nurses
• Demonstrated knowledge of adult learning principles and simulation learning techniques used in clinical facilitation and training
•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. You will also require a working knowledge of all Microsoft Office applications and familiar with eLearning platforms.
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: Kate Taylor 6201 6696 6201 6696 Kate.Taylor@calvary-act.com.au

Quality, Safety, Innovation and Improvement
Senior Quality and Safety Data Officer
Senior Officer Grade C $114,928 - $123,710, Canberra (PN: 04544-02C72)
Gazetted: 22 August 2023
Closing Date: 28 August 2023
Details: What can we offer you:
• City living without the traffic – click her to see why you should live in Canberra.
• Competitive pay rates and excellent working conditions within a tertiary hospital.
• Salary Packaging with many options that provide full fringe benefits tax concessions.
• Flexible working conditions.
• 11.5% Superannuation.
• VISA/Sponsorship for eligible candidates.
• Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
This position is temporary backfill for a period of six months to cover the nominal position holder whilst on secondment. There might be a possibility of extension.
The Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.
The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through safeguarding and continuous improvement strategies.
The senior Quality and Safety Data Officer works within the small Clinical Analytics and Insights Team responsible for confirming the provision of safe, effective, efficient care within CHS. This position requires strong attention to detail and will work with large quantities of data from differing data sources, while completing multiple tasks in a timely matter. The successful applicant will demonstrate their ability to communicate clearly and collaborate with various stakeholders including clinicians, members of the CHS Executive team, divisional quality and safety committee members, and other clinical governance committees across CHS. You will use your data and analysis skills to provide strategic advice on best practice data management processes and effectively manage multiple datasets to identify trends, provide reports, and educate clinical staff on quality and safety indicators.
About you
Mandatory Requirements/Qualifications:
Relevant tertiary qualifications and/or work experience in a data management and analysis related field in a health care setting is preferred.
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:
Moderate to advanced skills in Excel, PowerBI and Digital Health record (EPIC) with willingness to learn other systems as required.
Experience in development of support materials and delivery of education.
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
• Undergo a pre-employment National Police Check.
For more information on this position and how to apply *"click here"*
Contact Officer: Catherine McMaster (02) 51249593 Catherine.McMaster@act.gov.au

Medical Imaging Interventional Booking Nurse
Registered Nurse Level 2 $100,957 - $107,000, Canberra (PN: 39461-02CQD)
Gazetted: 22 August 2023
Closing Date: 25 August 2023
Details: What can we offer you:
• City living without the traffic – click her to see why you should live in Canberra.
• Competitive pay rates and excellent working conditions within a tertiary hospital.
• Salary Packaging with many options that provide full fringe benefits tax concessions.
• Flexible working conditions.
• 11.5% Superannuation.
• VISA/Sponsorship for eligible candidates.
• Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
Under limited direction of the Clinical Nurse Coordinator of Medical Imaging and Angiography you will perform pre-operative health assessments for patients undergoing interventional radiology procedures. As a Registered Nurse you will work autonomously, in collaboration with the Clinical Nurse coordinator, radiologist, radiography and administration teams to ensure the patient is in optimal health prior to procedures and is well prepared for their admission and for discharge.
About you:
Requirements/Qualifications:
Mandatory: eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)
Relevant Tertiary Nursing qualifications and a minimum of 3 years' experience working professionally in an acute surgical setting is preferred.
The successful applicant works Monday-Friday excluding public holidays.
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering with Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
• Undergo a pre-employment National Police Check.
• Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Note: This is a temporary position available for three months with the possibility of extension and/or permanency.
For more information on this position and how to apply *"click here"*
Contact Officer: Donna Gaisford (02) 51244333 Donna.Gaisford@act.gov.au

Cancer and Ambulatory Services
Breastscreen ACT
Designated Radiographer (MI4) – BreastScreen ACT
Medical Imaging Level 4 $126,419 (Up to $136,080 for positions designated in clause 20.1 of the EA), Canberra (PN: 28556 - 02CIY)
Gazetted: 21 August 2023
Closing Date: 29 August 2023
Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.
What can we offer you:
City living without the traffic – click her to see why you should live in Canberra.
Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years 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 assessments are carried out at the Canberra city clinic.
This role is responsible for the management, planning and evaluation of the imaging/screening radiographer component of BreastScreen ACT. All service provisions for both mammography screening and assessment are developed in accordance with agreed outcomes that meet community needs and the accreditation standards of the National BreastScreen Australia program. This role supports the Program Director by overseeing the radiographer screening and assessment operations of BreastScreen ACT.
About you:
Mandatory Requirements/Qualifications:
Possess a degree or Diploma in Applied Science (Medical Imaging) qualifications and a current Certificate of Mammography Practice (CMP).
Extensive knowledge and experience in screening mammography and / or diagnostic mammography (minimum 5 years).
Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
Possess excellent knowledge of technical quality assurance.
High level communication and interpersonal skills and the ability to critically think and exercise a high level of judgement.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Desirable:

Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals. Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
Contact Officer: Julianne Siggins 0422 390 606 Julianne.siggins@act.gov.au

CHS Allied Health
Acute Allied Health Services
Admin Support Officer
Administrative Services Officer Class 3 $68,685 - $73,920, Canberra (PN: 33407 - 02CGS)
Gazetted: 22 August 2023
Closing Date: 28 August 2023
Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.
What can we offer you:
City living without the traffic – click 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:
Acute Allied Health Services (AAHS) provide services to a range of clients in the acute inpatient setting and specialised outpatient services at Canberra Hospital. Under general direction you will be required to provide administrative support within the acute allied health services departments reporting to the Manager of Psychology. You will be responsible for booking and scheduling, client appointments, banking/cash handling, data entry, and general administration tasks.
About you:
Requirements/Qualifications:
An understanding of medical terminology and relevant experience working professionally in acute care setting preferred.
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Contact Officer: Sarah Gordon (02) 5124 2230 sarah.gordon@act.gov.au

Clinical Services
Cancer and Ambulatory Services
Cancer Services
Clinical Nurse Manager
Registered Nurse Level 3.2 $130,846, Canberra (PN: 44825 - 02CHY)
Gazetted: 21 August 2023
Closing Date: 26 August 2023
Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.
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Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
The Division of Cancer, Ambulatory Support (CAS) provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient, and community settings. This Division is also responsible for the support functions for ambulatory and community health including the Central Health Intake team, Central Outpatients, and the Walk in Centres.
The Walk in Centres (WiCs) are a primary health service staffed with Advanced Practice Nurses and Nurse Practitioners providing episodic care for minor injury and illness to the ACT community and surrounds. The CNM and nursing staff provide care to clients using their advanced clinical assessment skills supported by protocols and medication standing orders.
About you:
Requirements/Qualifications:
Registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
Minimum of 5 years post graduate nursing experience.
Ability to work across all ACT Walk-in Centres, as directed.
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Note: This is a temporary position available for a period of five months with the possibility of extension.
For more information on this position and how to apply "click here"
Contact Officer: Anne Douglas 0434 945 109 Anne.Douglas@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services
Director of Allied Health
Health Professional Level 2
Health Professional Level 2 $70,679 - $97,028, Canberra (PN: 31464 - 02C9D)
Gazetted: 21 August 2023
Closing Date: 28 August 2023
Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.
What can we offer you:
City living without the traffic – click her to see why you should live in Canberra.
Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:
The Adult Mental Health Day Service (AMHDS) is a specialist team within MHJHADS that delivers effective evidence-based and recovery-focused interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including several group-based interventions and other specialist services that target people who are living in the community and who are experiencing moderate to severe mental health conditions. The team aims to provide collaborative care involving the person, their families/carers and community support services.
The Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their careers, and other key stakeholders.
As a senior health professional, you will use your expertise in the theoretical and practical application of a range of specialist therapeutic interventions to promote recovery in individuals with moderate to severe mental illness in both an outpatient and in-patient setting. You will deliver discipline-specific evidence-based individual and group interventions to promote wellbeing and meaningful occupation, as well as use your skills and knowledge in Dialectical Behaviour Therapy (DBT) to provide leadership and delivery of the DBT program, including individual therapy and DBT skills group.
The AMHDS and AMHRU are located at the University of Canberra Hospital.

About you:
Requirements/Qualifications:
For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia.
For Psychology: Be registered or eligible for general registration with Psychology Board of Australia.
For Social Work: Hold a degree in Social Work.
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Contact Officer: Bronwyn Thomson . Bronwyn.Thomson@act.gov.au

UCH Rehabilitation
UCH Brindabella Rehab Services - Alllied Health
Allied Health Assistant 2
Allied Health Assistant 2 (Qualified) $57,245 - $63,734 (up to $65,631 depending on qualification level), Canberra (PN: 20535 - 02CP4)
Gazetted: 21 August 2023
Closing Date: 25 August 2023
Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
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What can we offer you:
City living without the traffic – click her to see why you should live in Canberra.
Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes University of Canberra Hospital, Aged Care wards at the Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: reliable, progressive, respectful and kind.
The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, provides a variety of inpatient, day, ambulatory and community-based rehabilitation services. Allied Health

assistants (AHAs) work within all of these settings delivering rehabilitation programs as part of the Occupational Therapy, Physiotherapy and Speech pathology teams, or within the interprofessional Allied Health team comprising Brindabella Day and Ambulatory Rehabilitation Services.
All teams have a focus on improving patients' independence, and ability to engage in activities and their community. They provide rehabilitation for persons with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. All AHAs work under the direct or indirect supervision of an Allied Health Professional (AHP) and play a key role in the day to day functioning of the team in which they work. They are provided with regular clinical supervision and access to education and training. Therapy can be provided to individuals or in group settings.
If you are an enthusiastic, flexible, patient and team focused Allied Health assistant who enjoys working with patients requiring rehabilitation, these services will provide you with constant diversity, rewarding challenges and the opportunity to help patients improve their health, function and well-being.
Allied Health Assistants in RACS work flexibly across services, and locations where services are offered and may be required to participate in a weekend roster.
As well as the position on offer, a merit list will be created from this recruitment round which may be used to fill future temporary or permanent AHA2 positions across RACS for the next 12 months (both full time or part time).
About you:
Requirements/Qualifications:
Certificate IV in Allied Health Assistance, or equivalent or higher qualifications in a related field.
Current Australian Driver license.
Be registered under the Working with Vulnerable People (Background Checking) Act 2011.
Comply with Canberra Health Service credentialing and scope of clinical practice requirements for Allied Health professionals.
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Contact Officer: Jacqui Taylor 512400079 Jacqui.taylor@act.gov.au

Clinical Services
Mental Health, Justice Health and Alcohol and Drug Services
Child and Adolescent Mental health Services
CAMHS - Registered Nurse Level 2
Registered Nurse Level 2 $100,957 - $107,000, Canberra (PN: 61521, several - 02CXV)
Gazetted: 21 August 2023
Closing Date: 28 August 2023
Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
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Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
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. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.
The CAMHS inpatient unit is a 6 bed inpatient unit for CAMHS clients experiencing moderate to severe mental illness. The adolescent mental health inpatient unit is a contemporary evidence based service, providing high quality mental health care guided by the principles of recovery. The service aims to provide collaborative care involving the consumer, their carers, and other key services.
The Safe wards model and interventions is an adaptable program of evidence-based nursing interventions that will be implemented on the unit. Safe ward interventions strengthen existing principles of good nursing practice. The program encourages staff and clients (including carers, family, and support people) to work together to make the ward safer for everyone.
There are a number of permanent full time RN2 positions available at CAMHS Services.
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 and provide clinical supervision to RN level 1.
Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.
About you:
Requirements/Qualifications:
Tertiary qualifications in Nursing.
Applicants must have a minimum of 2 years paid work experience, post qualification, in a related/relevant mental Health organisation/service.
Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
Desirable: Experience in working with children and young people/ Experience working in mental health
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Note: There are several permanent and temporary positions with the possibility of extension and/or permanency available.
For more information on this position and how to apply "click here"
Contact Officer: Poonam Pokhrel (02) 5124 5454 Poonam.Pokhrel@act.gov.au

Office of Deputy CEO
Strategy and Governance
Medico-legal Coordinator
Health Professional Level 4 $114,928 - $123,710, Canberra (PN: 04569 - 02CQ0)
Gazetted: 21 August 2023
Closing Date: 25 August 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
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City living without the traffic – click her to see why you should live in Canberra.
Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The division includes Policy and Planning, Risk, Insurance and Legal Liaison, and Government Relations areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community.
As Medico-legal Coordinator you will work as part of a small but dedicated team in supporting and coordinating medico-legal, coronial and claims related matters. You will be a conduit for the flow of information between the ACT Insurance Authority from an insurance perspective and the ACT Government Solicitor to assist in matters involving CHS.
About you:
Requirements/Qualifications:
Minimum of five years' experience working professionally within a hospital or health service environment is preferred.
Desirable: Legal background and experience.
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Contact Officer: Simon Fenton 02 5124 9548 simon.fenton@act.gov.au

Registered Nurse, Level 1
Registered Nurse Level 1 $72,698 - $97,112, Canberra (PN: 13528 - 02CIF)
Gazetted: 21 August 2023
Closing Date: 26 August 2023
What can we offer you:
City living without the traffic – click her to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
The Central Outpatient Department (COD) at Canberra Hospital sits within the Division of Cancer and Ambulatory Support (CAS), providing clinic-based care to a wide variety of medical and surgical specialties. Nursing staff work across medical and surgical services including neurology, neurosurgery, endocrinology, general medicine, rheumatology, dermatology, infectious diseases, orthopaedics, plastics, vascular, urology, ear nose & throat and oral and maxillofacial.
The level 1 Registered Nurse will work across the four main areas of the COD, inclusive of the *Central Outpatient clinic*, *Registrar Review clinic*, *Fracture clinic* and *Ear, Nose, Throat & Oral Maxillofacial clinics*. These clinics are fast paced with a high turnaround of patients, requiring excellent communication skills to work in concordance with the multidisciplinary team. Clinic schedules primarily run from Monday to Friday during business hours.
About you:
Requirements/Qualifications:
Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
The successful applicant will need to be available for occasional weekend and after-hours work.
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Note: This is a temporary position available for a period of six months with a possibility of extension.
Contact Officer: Ella Luttrell 0468 595 585 Ella.M.Luttrell@act.gov.au

CHS Medical Services
Imaging
Nurse Level 1 - Registered
Registered Nurse Level 1 $72,698 - $97,112, Canberra (PN: 34056 - 02CX9)
Gazetted: 21 August 2023
Closing Date: 28 August 2023
Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.
What can we offer you:

City living without the traffic – click her to see why you should live in Canberra.
Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
The Medical Imaging Department at CHS operates 24 hours, seven days a week, as well as on call and offers a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the Southeast Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.
The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.
About you:
Requirements/Qualifications:
Relevant tertiary qualifications in the field of nursing and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and minimum of one years' experience working in clinical hospital setting.
The successful applicant will need to be available for a rotating roster, including a close call roster requirement.
Desirable: Post graduate qualifications (or working towards) in relevant field.
Desirable: Current driver's licence.
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Contact Officer: Donna Gaisford 51244333 Donna.Gaisford@act.gov.au

Surgery
Operation Rooms
Anaesthetic CDN Backfill
Registered Nurse Level 2 $100,957 - $107,000, Canberra (PN: 09576 - 02CMA)
Gazetted: 23 August 2023
Closing Date: 5 September 2023
Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our

community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.
What can we offer you:
City living without the traffic – click 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 Division of Surgery is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.
The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas.
The Clinical Development Nurse is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Clinical Development Nurse must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.
The Clinical Development Nurse provides Perioperative teaching, direct clinical support, ongoing evaluation and feedback for graduate nurses across a diversity of clinical areas within Canberra Health Services.
The Clinical Development Nurse is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff and provide direct nursing care as required.
This role works collaboratively with and takes direction on clinical and education priorities from the Perioperative Educator and the Clinical Nurse Consultant.
About you:
Mandatory Requirements/Qualifications:
Relevant tertiary nursing qualifications and a minimum of five years' experience working professionally in perioperative environment or similar nursing role.
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:
Certificate IV in Training and Assessment.
Postgraduate qualification in nursing and/or clinical education.
Clinical experience as Clinical Development Nurse role.
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Contact Officer: Sandra Pilloni (02) 5124 4218 sandra.pilloni@act.gov.au

CHS Medical Services
Pathology
Haematology Medical Scientist
Health Professional Level 2 $70,679 - $97,028, Canberra (PN: 21284 - 02CB4)

Gazetted: 22 August 2023
Closing Date: 26 August 2023
Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.
North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.
What can we offer you:
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Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
About the Role:
ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.
ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.
The Haematology laboratory is a tertiary facility performing highly complex time-consuming investigations in the areas of Transfusion, Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology and Morphology on patients with a wide range of co-morbidities.
Under direction, the Scientist role is responsible for the provision of Haematology, Coagulation and Transfusion procedures. At the Haematology laboratories at Canberra and Calvary Hospitals, the Scientist role is a key position involved in the troubleshooting of instrumentation, monitoring of Quality Control, analysis of results, blood film morphology and the provision of blood and blood products.
This position is an opportunity to be part of a large team with a number of specialist areas and room for personal development and possible career opportunities.
About you:
Requirements/Qualifications:
Relevant Medical Science tertiary qualifications and a minimum of one years laboratory experience working professionally in Pathology is preferred.
The successful applicant will need to be for weekend and after-hours work.
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
Please note prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Contact Officer: Jackie Pratt 5124 2034 jackie.pratt@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

CIT Corporate Services
Senior Manager, Workload Management
Senior Officer Grade B $135,355 - $152,377, Canberra (PN: 62412)
Gazetted: 22 August 2023
Closing Date: 29 August 2023
Details: Senior Manager, Workload Management
Do you want to be actively involved in shaping and streamlining CIT's workforce to be future proof?
Do you have a passion for process improvement, developing practical solutions and the skills to back it up?
Are you curious and ready for a new challenge?
WHAT DO WE WANT:
CIT is currently seeking a passionate, proactive, and productive individual to join our team in the positions of Senior Manager, Workload Management. We are seeking an enthusiastic person with the skills to understand business processes, identify process improvements and efficiencies and produce practical solutions and resources.
WHAT WILL YOU DO?
Reporting directly to the Executive Director, Corporate Services, the Senior Manager, Workload Management will play a key role in supporting and implementing improved business practices as identified in CIT's Workload Pressures committee.
Responsible for reviewing current administrative processes across the institute, this position will develop, implement and review a range of new policies, procedures and resources to streamline functions for maximum efficiency for our people.
This position will provide high level project reporting to the CIT Executive Management Committee, the CIT Consultative Committee, Tier 1 WHS Committee and the CIT Board, and as such high-level written skills are essential.
WHAT DO I NEED?
As a leader within CIT, this role requires a person who can engage, inspire, energise and positively influence institute-wide and individual practices, while genuinely engaging to meet the diverse needs of staff across the Institute.
With a focus on reducing workload pressures, this role effective engagement and collaboration skills are a key enabler in the performance of this position, as is a values-based leadership style. The role must model commitment to continual learning and encourage ongoing development.
You will be 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 and outcomes that align with strategic goals.
The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.
Eligibility/Other requirements:
Experience in the ACT Public Sector is highly desirable.
Qualifications or experience in Project/Program/Portfolio management will be highly regarded.
Advanced knowledge and policy expertise in the VET sector and the broader ecosystem within which CIT operates will be highly regarded.
Notes: This is a temporary position available immediately for three months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.
How to Apply: Please provide a written response to tell us why you would be our first choice for Senior Manager, Workload Manager referencing your Skills, Capabilities and Qualifications in line with the position requirements. A response of no more than two pages should be submitted in addition to a current curriculum vitae and the contact details of your two most recent referees.

Applications should be submitted via the Apply Now button below.
Contact Officer: Corey Uncles (02) 6207 0742 Corey.Uncles@cit.edu.au

Education and Training Services
CIT Technology and Design
CIT Information, Communication & Technology
Laboratory Manager
Information Technology Officer Class 2 $91,315 - $104,509, Canberra (PN: 32382)
Gazetted: 21 August 2023
Closing Date: 4 September 2023
Details: Are you a problem solver? Do you have a passion for computers and Software?
CIT is seeking an energetic Information Technical Officer "Laboratory Manager" to join their Information Communication and Cybersecurity team. If you enjoy working with a diverse group of people and supporting students and peers with their technical issues, then this position is just right for you.
As an Information Technical Officer, you will be required to have sound technical hardware and software skills to support the ongoing operation of the ICT and Cyber departments. You will be actively monitoring, maintaining, and reviewing current resources to problem-solve technical issues using sound judgement.
Eligibility/Other requirements:
QUALIFICATIONS AND EXPERIENCE
Diploma of Information Technology or higher is essential.
Server knowledge using both Microsoft and Linux are essential.
Cisco lab equipment knowledge is essential.
Desirable:
Minimum of two years' experience maintaining a technical environment.
Knowledge of CITs Digital needs and practices desirable.
Notes: This is a temporary position available immediately for six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.
How to Apply: ICT and Cyber welcome your two-page statement addressing the criteria (position description attached) on why you may be the right person to join a highly motivated and diverse team.
Please submit your application along with two (2) referee reports with your application.
Applications should be submitted via the Apply Now button below
Contact Officer: Monique Roeton (02) 6205 4470 Monique.Roeton@cit.edu.au

Chief Minister, Treasury and Economic Development

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: http://www.jobs.act.gov.au/
Applications can be sent via email to: jobs@act.gov.au

Executive Group Manager, Corporate
Temporary Vacancy (25 September 2023 to 13 October 2023)
Chief Minister, Treasury and Economic Development
Corporate
Position: E790
(Remuneration equivalent to Executive Level 2.4)
Circulated to: ACTPS Senior Executive List
Date circulated: 18 August 2023
Expressions of interest are sought for the position of Executive Group Manager, Corporate. This temporary vacancy is from 25 September 2023 to Friday 13 October 2023.
The Executive Group Manager, Corporate reports directly to the Director-General, Chief Minister, Treasury and Economic Development (CMTEDD) and works collaboratively with the Under Treasurer, the Senior Executive Group and other Executives within CMTEDD, as well as with other key government and non-government stakeholders.

The role also demands effective engagement with key external stakeholders, including the provision of advice and support to the Chief Minister's Office and consultation and negotiation with unions, and the ability to apply sound judgement and integrity to all work matters. The Executive Group Manager, Corporate is also the CMTEDD Senior Executive Responsible for Business and Integrity Risk.
The Executive Group Manager Corporate is the chair of the CMTEDD Executive Management Group, which is the Directorate's Corporate Executive meeting, with membership comprising of the Director General, Under Treasurer and Chief Financial Officer. In addition, this role chairs the Public Sector Chief Operating Officers meeting driving whole of government best practice and strategy in corporate activities.
The position requires outstanding leadership, relationship management and communications skills. A commitment to public service integrity and people management is essential. Applicants should have demonstrated leadership experience in public sector governance and people capability management, and a demonstrated capacity to contribute to and support various activities across the directorate.
For further information please see the Executive Capabilities attached.
Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.
Remuneration: The position attracts a remuneration package ranging from $358,414 - $372,778 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $319,205.
To apply: Interested candidates should submit a short Expression of Interest, of no more than one page addressing the Executive Capabilities, details of two referees and a current curriculum vitae to Robert Wright via email, robert.wright@act.gov.au by COB Friday, 25 August 2023.
Contact Officer: Robert Wright 0404 455 574 robert.wright@act.gov.au

Executive Branch Manager, Strategic Business Branch
Temporary Vacancy (asap to 4 October 2023)
Chief Minister, Treasury and Economic Development Directorate
Digital Data and Technology Solutions
Position: E484
(Remuneration equivalent to Executive Level 1.3)
Circulated to: ACTPS Band 1 Executive List
Date circulated: 17 August 2023
Applications are sought for the position of Executive Branch Manager, Strategic Business Branch, Digital Data and Technology Solutions (DDTS) within the Chief Minister Treasury and Economic Development Directorate (CMTEDD). The position is part of the executive team of DDTS and reports directly to the Executive Group Manager, Finance Procurement and Contracts, DDTS.
DDTS provides professional business change services that enable the ACT Government to deliver quality outcomes for the Territory. will provide leadership, analysis and advice on planning, developing and implementing innovative strategies to drive data and digital transformation across government. The role involves development of strong relationships with the executive leadership of the ACT Government Directorates and their Chief Information Officers.
The successful applicant will have strong leadership and stakeholder management capabilities with a strong track record of achievement. Demonstrated experience in delivering outcomes in a challenging multi-stakeholder environment is essential.
For further information please see the Executive Capabilities attached.
Remuneration: The position attracts a remuneration package ranging from $258,855- $269,201 depending on current superannuation arrangements of the successful applicant. This includes a cash component of $229,915.
To apply: Interested applicants are requested to submit an EOI of no more than one page addressing the attached selection documents, a current curriculum vitae and contact details for two referees to Mark Whybrow via email, Mark.Whybrow@act.gov.au by COB Thursday, 24 August 2023.
Contact Officer: Mark Whybrow (02) 6207 7879 Mark.Whybrow@act.gov.au

Office of Industrial Relations and Workforce Strategy / Property and Government Insourcing Group
ACT Property Group
Integrated Facilities Management : Intake, Security and Property Operations
Director, Property Intake, Security and Operations
Senior Officer Grade B $135,355 - $152,377, Canberra (PN: 50473)

Gazetted: 21 August 2023
Closing Date: 11 September 2023
Details: This role leads a team responsible for providing security, building maintenance and intake services across ACT Government owned buildings and properties. It is a dynamic job where no day is ever the same. The role is both a manager and a leader of a multi-disciplinary team including trade professionals and office-based staff that ensure buildings and maintenance are managed well and our customers have a service driven response to maintenance concerns. The person in this role will manage and oversee security functions in the organisation, including electronic and physical access security. The team also manages a trade compliance role that ensures our trades and contractors deliver a good quality and compliant trade services.
The person in this role ensures the team delivers high quality, efficient and productive trade and customer focussed services, provides professional guidance and direction, sets the strategic agenda with the team, and manages human resource and industrial matters relevant to the team. The person in this role will also provide customers and senior leaders with information and reports on the activities, achievements, and productivity of the team.
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.
The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.
Eligibility/other requirements:
The following are highly desirable:
Hold or have the capacity to obtain White Card and Asbestos Awareness
Qualification/s in facilities management, project management, property management, management, procurement, contract management or similar.
A current driver's licence (car) is required.
Note: 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.
Please provide a current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and contact details of at least two referees.
Applications should be submitted via the *"Apply Now"* button below.
Contact Officer: Kassandra Keppell (02) 6205 9876 ACTPGCorporate@act.gov.au

Economic and Financial Group
Treasury
Executive Branch Manager, Economics and Financial Analysis Branch
Executive Level 1.4 $274,784 - $285,773 depending on current superannuation arrangements, Canberra (PN: E402)

Gazetted: 23 August 2023
Closing Date: 6 September 2023
Details: ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate, is seeking an experienced senior executive leader to fill the position of Executive Branch Manager, Economic and Financial Analysis Branch, Economic and Financial Group.
Within the Economic and Financial Group, the Economic and Financial Analysis Branch is responsible for providing microeconomic, revenue and regulatory policy advice to the government as well as infrastructure and commercial advice. The successful applicant will be skilled in finding solutions to complex issues; making sound decisions while managing risk; communicating with influence to achieve outcomes; and leading, managing and nurturing teams to achieve effective results.
You will be a key member of the Economic and Financial Executive group working together within ACT Treasury to provide strategic advice to the ACT government to help improve Canberra's financial position and economic management.
Eligibility: 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 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 are passionate about the ACT and you think that you have the necessary skills for this job, then we are keen to hear from you. Interested candidates are requested to submit no more than two 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.
Applications should be submitted via the Apply Now button below.
Contact Officer: Mitch Pirie 0403 640 896 Mitch.Pirie@act.gov.au

Access Canberra
Service Delivery and Engagement
Traffic Camera Compliance and Parking Operations Team
Business Support Manager
Administrative Services Officer Class 6 $91,315 - $104,509, Canberra (PN: 62602)
Gazetted: 17 August 2023
Closing Date: 31 August 2023
Details: Are you ready to undertake an exciting adventure? Do you have a keen interest in road and public safety? Are you willing to promote this through community engagement, education, and compliance activities? Can you lead, support, and develop a team to achieve common goals? 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!
From enabling kids to walk safely in school zones to ensuring accessible parking is available for those who need it, the Access Canberra Parking Operations and Traffic Compliance Team plays a crucial role in supporting Access Canberra vision of 'A Safe and Liveable City'.
As the Business Support Manager you will support the day-to-day operation of the Access Canberra Traffic Camera Compliance and Parking Operations Team in supporting business improvement activities, development of training, to support staffs continued development or to respond to changes, analysis of data and insights such as complaints and infringement history to develop thoughtful and target compliance programs. You will need to have the ability to adapt well to change and balance competing priorities with strong communication and negotiation skills.
Need more convincing? Meet some of the staff from the team and hear about what it's like to support a safe and liveable city every day here.
Eligibility/Other Requirements:
Certificate IV in Training and Assessment, and or relevant experience highly desirable.
Certificate IV in Government, and or relevant experience high desirable.
Note: A Merit Pool will be established from this selection process and will be used to fill similar vacancies over the next 12 months.

How to Apply: If this sounds like you, send your curriculum vitae along with a pitch of no more than two pages, describing the skills, knowledge, and behavioural capabilities.
Applications should be submitted via the Apply Now button below.
Contact Officer: Lynette Troy (02) 6207 9280 Lynette.Troy@act.gov.au

Access Canberra
Service Delivery and Engagement
Communication and Engagement
Assistant Director, Communication and Engagement
Senior Officer Grade C $114,928 - $123,710, Canberra (PN: 36428)
Gazetted: 17 August 2023
Closing Date: 31 August 2023
Details: Are you a communications professional with a relentless drive to provide clear information to our community and to business – in the way they want to receive it?
Have a knack at working collaboratively with all stakeholders to ensure the audience is at the centre of all you do?
Do you think creatively and push the boundaries in how information is presented to achieve cut-through and effect behaviour change?
Then we want you!
Access Canberra is on the hunt for an experienced and motivated communication professional, someone who is a strategic thinker and a good stakeholder manager, to help a busy team deliver on multiple priorities simultaneously.
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: To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the Position Description and details of two referees.
Applications should be submitted via the Apply Now button below.
Contact Officer: Elisha Hammond (02) 6205 0549 elisha.hammond@act.gov.au

Digital Data and Technology Solutions
Customer Data and Technology
Records Services, Digital Records Support
Assistant Director, Projects, Digital Records Support
Senior Officer Grade C $114,928 - $123,710, Canberra (PN: 35127)
Gazetted: 17 August 2023
Closing Date: 24 August 2023
Details: An exciting opportunity is available in a fast paced, dynamic and ever changing environment. Digital Records Support provides high level administration and support for the two ACT Government Electronic Records Management Systems (EDRMS) Objective and Content Manager. The team manage system upgrades, system enhancements, operational support and other high level functions in supporting ACT Government directorates in their digital record keeping.
Digital Records Support team have a positive culture, work well under pressure, and enjoy the flexible working arrangements.
This position will oversee the projects stream delivering some high level projects across ACT Government.
Attention to detail, a great attitude and ability to work under pressure is vital for this role.
Notes: A merit pool will be established from this selection process and will be used to fill future identical vacancies over the next 12 months.
How to Apply: If this sounds like something you would love to do, please submit a 1 - 2 page pitch addressing the Position Description attached.
Applications should be submitted via the Apply Now button below.

Contact Officer: Catriona Towner (02) 6205 7252 Catriona.Towner@act.gov.au

Finance and Budget Group
Director
Senior Officer Grade B $135,355 - $152,377, Canberra (PN: 33581)
Gazetted: 18 August 2023
Closing Date: 25 August 2023
Details: Are you looking for an exciting opportunity to work on a wide breadth of issues in the ACT Government? Do you want to help develop and manage budgets, develop financial related policy advice for Government or work with a range of statutory related financial reporting issues?
The ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for a Senior Analyst/Director to join the team.
The position provides a great opportunity to see the inside workings of ACT Treasury, and to contribute to delivering the Government's key policy priorities including planning and oversight of investment in infrastructure and government services in the ACT.
The successful applicants will join a dedicated team undertaking a variety of work, such as: review of business cases and reports; undertaking complex research and analysis; developing advice about financial and performance outcomes, cost pressures and unspent funds; identifying service delivery issues in the context of legislative, policy, community and operational drivers; assisting to develop annual budget papers; collaborating on research and analysis projects; and liaising with people in the directorate and in other parts of the ACT Government.
We are looking for applicants who are able to use Microsoft Excel and Word when analysing and reporting on financial, economic, policy and administrative issues. We will help you in learning to use our in-house budget and reporting systems, including TM1. We also need people who are strong communicators and team players and/or leaders who are enthusiastic and can work to tight deadlines.
We're especially keen to hear from people who have demonstrable experience working with relevant protective security doctrine and property management guidelines and/or frameworks. If this role sounds like a challenge you are interested in, we want to hear from you.
The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.
Eligibility/Other Requirements:
Tertiary or post graduate qualifications in relevant areas such as Accounting, Economics, Commerce or Finance are highly desirable.
Public policy or business administration skills would also be highly regarded.
Note: There are temporary and permanent positions available. Temporary positions are available 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. 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: Please review the Position Description and apply by providing the following documents: a written response addressing all the Selection Criteria demonstrating why you are the right person: your current curriculum vitae including details of two current referees.
Applications should be submitted via the Apply Now button below.
Contact Officer: Mimi Dyall (02) 6207 8611 Mimi.Dyall@act.gov.au

Access Canberra
Corporate Support and Capability
Projects and ICT
Security Analyst
Senior Officer Grade C $114,928 - $123,710, Canberra (PN: 62709)
Gazetted: 21 August 2023
Closing Date: 4 September 2023

Details: As the front door for government services and transactions in the ACT, Access Canberra operates many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities, and implement new initiatives for the community.
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.
In Access Canberra, we're proud to say that we put our people first. As this video shows, We are passionate about supporting the community we live and work in: https://youtu.be/Jo9cgKt4f-Y
The Access Canberra Projects and ICT section enables Access Canberra's effective and secure use of technology in delivering digital services to the community. Working in partnership with the operational business units and policy areas, the section leads the design and delivery of digital solutions as well as supporting the agency's critical business systems.
We are looking for a suitably qualified, enthusiastic, and collaborative individual to join our team as a Security Analyst. If you are passionate about protecting our community users from security risks, then you might just be the person we are looking for! You must also be a self-starter, exceptional collaborator, and someone who enjoys working together with a range of stakeholders to achieve positive business outcomes.
The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.
Eligibility/other requirements:
Demonstrate ability to understand organisational strategies and policies and apply them to achieve positive outcomes for the organisation.
Degree or industry certifications in ICT and/or cyber security related discipline is highly desirable.
Working knowledge of ICT and/or cyber security including principles, concepts, current and emerging trends, and technologies is highly desirable.
Note: This is a temporary position available immediately for 10 months with the possibility of permanency.
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 attach the following to your application:
Your curriculum vitae.
Names and contact details of two professional referees; and
A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position.
Applications should be submitted via the *"Apply Now"* button below.
Contact Officer: Veronica Morados (02) 6207 0584 Veronica.Morados@act.gov.au

Access Canberra
Corporate Support and Capability
Projects and ICT
Solutions Architect
Senior Officer Grade B $135,355 - $152,377, Canberra (PN: 62710)
Gazetted: 21 August 2023
Closing Date: 4 September 2023
Details: As the front door for government services and transactions in the ACT, Access Canberra operates many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities, and implement new initiatives for the community.
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.

In Access Canberra, we're proud to say that we put our people first. As this video shows, We are passionate about supporting the community we live and work in: https://youtu.be/Jo9cgKt4f-Y
The Access Canberra Projects and ICT section enables Access Canberra's effective and secure use of technology in delivering digital services to the community. Working in partnership with the operational business units and policy areas, the section leads the design and delivery of digital solutions as well as supporting the agency's critical business systems.
We are looking for a suitably qualified, enthusiastic, and collaborative individual to join our team as a Solutions Architect. If you are passionate about solving complex business problems by applying design-led and architecture-focused principles, then you might just be the person we are looking for! You must also be a strategic thinker, exceptional collaborator, and someone who enjoys working together with a range of stakeholders to achieve positive outcomes for 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:
Demonstrated ability to understand Whole of Organisation ICT and digital strategies and apply these strategies to specific business unit related solutions, particularly in the Public Sector.
Degree or qualification in ICT or relevant professional experience is highly desirable.
Qualification in TOGAF v9 or other architectural framework and methodology is highly desirable.
Note: This is a temporary position available immediately for 10 months with the possibility of permanency.
A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.
This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.
How to apply: Please attach the following to your application:
Your curriculum vitae.
Names and contact details of two professional referees; and
A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position.
Applications should be submitted via the *"Apply Now"* button below.
Contact Officer: Veronica Morados (02) 6207 0584 Veronica.Morados@act.gov.au

Economic Development
Events ACT
Procurement and Contracts Officer
Administrative Services Officer Class 5 $84,749 - $89,705, Canberra (PN: 42448)
Gazetted: 21 August 2023
Closing Date: 4 September 2023
Details: Events ACT is charged with developing, delivering and marketing a number of major and community events across Canberra helping to make it a great place to live, explore and enjoy. The Procurement and Contracts team is seeking a highly capable individual to provide procurement services to the business units within Events ACT.
We are seeking a procurement and contracts officer, with high levels of motivation and enthusiasm, who has experience in procurement activities or is able to demonstrate how their previous experience translates to the role. If you are an innovative thinker who is eager to learn, enjoys working collaboratively, has the ability to interpret legislation, holds a history of delivering high quality customer service and can handle competing priorities in a fast-paced environment, then we are very keen to hear from you.
The procurement and contracts officer will support the delivery of a range of time-critical procurement activities, contract management and reporting, and some financial administration. Some activities include:
Review procurement and contract related documentation for compliance with the Territory's legislative, statutory and policy requirements;
Draft contracts and agreements, manage the contract execution process, contract reporting requirements, and fulfil the administrative functions associated with these processes;

Provide accurate advice to Events staff in relation to contracts, agreements, and related matters; and
Provide input into reporting requirements.
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 up until 30 June 2025 with possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.
Selection method: Selection may be based on application and referee reports only.
ABW: Please note, this position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.
Inclusivity: 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 your curriculum vitae, details of two referees and using no more than two pages, address the Professional/Technical Skills and Knowledge and the Behavioural Capabilities as per the position description of the role identifying why this makes you the best person for the role.
Applications should be submitted via the Apply Now button below.
Contact Officer: Ethan Browne (02) 6205 3450 Ethan.Browne@act.gov.au

Economic Development
Executive Branch Manager Skills Canberra
Executive Level 1.4 $274,784 - $285,773 depending on current superannuation arrangements, Canberra (PN: E074)
Gazetted: 23 August 2023
Closing Date: 6 September 2023
Details: Applications are sought for the position of Executive Branch Manager (EBM), Skills Canberra. This is a long-term vacancy available from October 2023.
Skills Canberra is responsible for vocational education and training (VET), adult community education (ACE) and skilled migration policy and programs in the ACT. Skills Canberra gathers and interprets data from a wide range of sources to predict industry trends, identify future training and skilled migration requirements, and implements initiatives and programs to deliver on ACT Government priorities.
The EBM Skills Canberra will be required to support the Government's economic and social vision for Canberra and the ACT, and the Government's objectives of strong, responsive and accountable government.
Reporting to the Executive Group Manager, the EBM Skills Canberra is responsible for leading the management of the Australian Apprenticeships system in the ACT, overseeing the ACT Skilled Migration Program and coordinating the Government's strategic and operational management of government funded VET programs in the ACT.
For further information, please see the attached Executive Capabilities.
Eligibility/Other Requirements: Appropriate management qualifications and/or significant management experience; and proficient financial/budget management skills and experience, are highly desirable.
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 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 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: Applications of no more than two pages, addressing the Executive Capabilities, along with a current curriculum vitae and details of two referees.
Applications should be submitted via the Apply Now button below.
Contact Officer: Kate Starick (02) 6205 9828 Kate.starick@act.gov.au

Office of Industrial Relations and Workforce Strategy

Secure Local Jobs Code
Temporary Vacancy - Maternity Leave Cover - Secure Local Jobs Code
Senior Officer Grade B $135,355 - $152,377, Canberra (PN: 62366)
Gazetted: 21 August 2023
Closing Date: 28 August 2023
Details: An exciting Temporary Vacancy with Secure Local Jobs Code has arisen. Working in a small and collaborative team environment the occupant fulfils a senior leadership role in supporting the Registrar administer the Secure Local Jobs Code. The occupant will be an experienced leader and strategic thinker who can interpret legislation and communicate effectively with a range of stakeholders to promote compliance with Code obligations.
The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.
Eligibility/Other Requirements:
Experience in compliance roles and / or procurement, industrial relations or employment law would be highly regarded.
This position does not require a pre-employment medical
Driver's licence C Class is not essential.
This position does not require a Working with Vulnerable People Check.
Notes: This is a temporary position available immediately for 12 months with the possibility of extension. Selection may be based on application and referee report only.
How to Apply: Candidates are to submit a single page written response addressing the selection criteria and attach a curriculum vitae.
Applications should be submitted via the Apply Now button below.
Contact Officer: Jordan James (02) 6207 4484 Jordan.James@act.gov.au

Digital, Data and Technology Solutions
Technology Services Branch
End User Services
Junior Automation Test Analyst
Information Technology Officer Class 1 $73,920 - $84,144, Canberra (PN: 20409)
Gazetted: 23 August 2023
Closing Date: 6 September 2023
Details: End User Services (EUS) is seeking a motivated person to take on the role of a Junior Automation Test Analyst. This role is primarily responsible to assist senior test analysts to execute and maintain automated tests of desktop applications and environment smoke test, using industry standard tools such as Tricentis TOSCA, within the End User Services (EUS) Test Team automation capability. Collaborate with cross-functional teams to investigate and troubleshoots issues, providing reports and documentation.
The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.
Eligibility/Other requirements: The successful applicant will need to hold or be able to rapidly obtain an ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline security clearance equivalent).
Notes: Selection may be based on application and referee reports only. Please note, this position may be transitioning to activity-based working (ABW). Under ABW arrangements, officers may 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: After reviewing the Position Description, please provide a written response to each of the individual six capabilities listed in the "What you require" based on the ‘What you will do’ section. Describing experience, examples, and claims of suitability for each capability separately. Applications should be limited to cover sheets, applicant’s curriculum vitae, and no more than two pages of response that addresses the required capabilities.
Applications should be submitted via the Apply Now button below.
Contact Officer: Franky Chanthanao (02) 6207 9849 Franky.Chanthanao@act.gov.au

Economic Development
Business and Innovation
Senior Director, Investment Attraction and Tertiary Education
Senior Officer Grade A $157,201, Canberra (PN: 27825)
Gazetted: 21 August 2023
Closing Date: 4 September 2023
Details: The Business and Innovation Branch in Economic Development is looking for a high performing leader to manage the design and delivery of a range of policies and programs aimed at the growth of Canberra's tertiary education and knowledge sectors, investment attraction and retention activities and the ACT Government's Venture Capital fund.
This is a critical leadership position which will manage and direct a team, or teams, to provide strategic, policy and budget related advice to Economic Development executives and Ministers around the delivery of key economic development programs. This role is required to work collaboratively across the Economic Development Division, the directorate, the broader ACT Public Service and with key external stakeholders.
The successful candidate will have demonstrated experience in program and/or policy design, delivery, and evaluation, as well as the proven ability to manage risk. A high-level understanding of the ACT and region economy, economic development policy and business development dynamics at both the local and national levels will also be vital.
Excellent stakeholder engagement skills and the ability to work with influence across a range of issues with senior leaders are key capabilities in this position. The role also includes representing Government's interests at relevant local and national policy groups and supporting the ACT Government's international trade and study missions.
This role requires excellent oral and written communication skills, the ability to manage competing priorities with limited supervision, a demonstrated strong work ethic, and the willingness to exercise initiative in a complex and dynamic work environment.
The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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: Please submit a pitch of no more than two pages addressing the selection criteria, a current curriculum vitae, and the details of two referees.
Applications should be submitted via the Apply Now button below.
Contact Officer: Hugh Maclachlan 0423 858 755 Hugh.Maclachlan@act.gov.au

Economic Development
Minister and Executive Coordination Team
Directorate Liaison Officer - Economic Development
Senior Officer Grade B $135,355 - $152,377, Canberra (PN: 41878)
Gazetted: 23 August 2023
Closing Date: 6 September 2023
Details: The Economic Development Division, within Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is looking to recruit a Directorate Liaison Officer (DLO).
Economic Development is a dynamic division with a variety of portfolios reporting to four ministers. Its business units include sport and recreation, artsACT, Events ACT, VisitCanberra, Skills, and Business and Innovation. As Economic Development DLO, you will play a key role as the liaison between Ministers' offices and the Division. You will attend meetings with Ministers and ensure the efficient flow of materials between Ministers' offices and the Division.
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 qualification in public administration, economics, business or a related subject (or a willingness to undertake) is highly desirable.
Note: This is a temporary potion available from October for 12 months, with the possibility of extension up to 12 months. An order of merit list may be established to fill future temporary vacancies over the next 12 months.
How to Apply: Please submit your curriculum vitae, the contact details of two referees and a two page pitch outlining your experience and/or abilities relative to the Selection Criteria.
Applications should be submitted via the Apply Now button below.
Contact Officer: Kate Starick (02) 6205 9828 Kate.Starick@act.gov.au

Office of Industrial Relations and Workforce Strategy
Industrial Relations and Public Sector Employment
Senior Director, Public Sector Industrial Relations
Senior Officer Grade A $157,201, Canberra (PN: 19587)
Gazetted: 22 August 2023
Closing Date: 5 September 2023
Details: The ACT Government aims to the most progressive jurisdiction in Australia for our workforce practices. We may be small, but we are already recognised for propelling change through contemporary employment conditions. We have an exciting work agenda, that includes embracing agility and flexibility, and ensuring that our industrial relations and employment framework is prepared to face rapidly changing workforce arrangements in the ACT.
Our team is part of the Office of Industrial Relations and Workforce Strategy which is leading work on shaping the culture and workforce practices of the ACTPS.
We have an opportunity for a Senior Director, Public Sector Industrial Relations to join us here in the Public Sector Employment team and make meaningful change and contributions to the ACTPS employment framework.
As the Senior Director, you can expect to be on the forefront of an exciting and challenging work program modernising a responsive and agile employment framework.
Our team is doing some leading-edge work in providing our ACTPS employees with contemporary and supportive employment entitlements; for example, we are enhancing and transforming our entitlements to flexible and hybrid work across the service, which will ensure the ACTPS is an employer of choice!
If you have a strong desire to perform meaningful work and undertake critical thinking and problem solving, then this is the job for you!
Landing this job will mean leading a team that is responsible for developing, negotiating and implementing enterprise agreements, related policies, and processes, and for providing high quality advice to the ACT Government and directorates. You will also assist in providing essential work in the application, implementation and interpretation of Public Sector employment related legislation. You will also collaborate to develop (or provide advice) on workable solutions, working closely with a vast range of stakeholders across the ACTPS.
Most importantly, you will work with a team of enthusiastic professionals who come from a variety of professional backgrounds and areas of expertise so don't expect to do it alone. The Public Sector Employment team value a strong work ethic but also have a solid sense of humour. The team has a highly connected and collaborative work culture and would welcome a person who has the interpersonal qualities as well as an agile and adaptive style to match the changing workflow and priorities that come with being a small team within the CMTEDD directorate.
Need ACTPS experience?
No, you don't have to be from the ACTPS or public sector to apply. We love new and different ways of thinking and we'll help you learn our context (and acronyms).
Where can you work?
We have access to ongoing hybrid work arrangements including home-based and activity-based working (ABW) when working from the office (located at 220 London Circuit, Canberra City) and our new Innovation Centre.
The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.
Notes: This is a temporary position available for six months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.
How to Apply: Please submit a maximum two-page pitch addressing the Professional and Behavioural Capabilities, 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: Kim Szandurski (02) 6207 0810 Kim.Szandurski@act.gov.au

Digital, Data and Technology Solutions
Customer Engagement Services Branch
Communication and Customer Experience team
Director Communication and Engagement
Senior Officer Grade B $135,355 - $152,377, Canberra (PN: 49187)
Gazetted: 23 August 2023
Closing Date: 6 September 2023
Details: Digital, Data and Technology Services (DDTS) is responsible for leading the ACT digital strategy and providing ICT services to the ACT Public Service and public schools.
Our small team delivers communication strategies for 25,000+ customers across ACT Government.
We also drive the DDTS internal communication strategy. Including the provision of communication support to DDTS Executives.
As the Director Communication and Engagement, you will:
manage the day-to-day operations of the team
oversee the development and implementation of communication strategies and plans
put in place processes, practices and tools to drive optimal service delivery
provide expert advice and support to staff, colleagues, and clients
represent the Communication function at internal forums as required.
This is a full-time position, but it may be filled by a job share arrangement. Part-time applicants are encouraged 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 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 minimum of 5 years' experience in senior communication roles.
Qualification in Communication or a related discipline (e.g., Public Relations, Journalism, Marketing) is highly desirable
Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.
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 maximum 2-page pitch addressing the requirements outlined in the Position Description, an up-to-date curriculum vitae and details of two referees.
Applications should be sent directly to the Contact Officer.
Contact Officer: Lora Krile (02) 6207 0771 Lora.Krile@act.gov.au

Policy and Cabinet
Territory Records Office
Physical Records Operations
Assistant Director, Physical Records Operations
Senior Officer Grade C $114,928 - $123,710, Canberra (PN: 43052)
Gazetted: 22 August 2023
Closing Date: 29 August 2023
Details: Territory Records Office / Physical Records Operations (PRO) has an exciting temporary opportunity for the position of Assistant Director, Physical Records Operations.
We are looking for a dynamic candidate to manage the activities of a multi-disciplinary team involved in the delivery of physical records services.
The position requires effective oral and written communication skills to successfully negotiate and liaise with stakeholders, flexibility to manage complex projects, manage busy operational environments and exceptional organisational 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.
Eligibility/Other requirements: This position requires the ability to work in a manual handling environment.
Notes: This is a temporary position available immediately for 6 months with the possibility of extension and or permanency. Selection may be based on application and referee report only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.
How to Apply: Please submit a two page (maximum) personal pitch covering the professional/technical and behavioural capabilities in the attached position description, along with your curriculum vitae, listing two referees and their contact details.
Applications should be submitted via the Apply Now button below.
Contact Officer: Daniel Walshe (02) 6207 2016 Daniel.Walshe@act.gov.au

Office of Industrial Relations and Workforce Strategy
ACT Property Group
Estate and Procurement Management
Director, Estate and Strategic Asset Management
Senior Officer Grade B $135,355 - $152,377, Canberra (PN: 16581)
Gazetted: 23 August 2023
Closing Date: 6 September 2023
Details: The person in this role leads the Strategic Asset and Estate Management team functions, ensuring expert asset planning and management is in place for the ACTPG property and aquatics portfolio, including building lifecycles and a comprehensive strategic asset management plan. The role includes planning, management and reporting functions for upgrades and capital works. You will need a strong understanding of capital works project and financial management to drive the Building Improvement Funding (BIF) program and other related projects. This position also drafts and coordinates a substantial amount of reporting and government business writing and is a member of the Executive leadership team.
The position manages the Strategic Asset and Estate Management team who undertake the important work that ensures ACTPG's assets are in sound condition, safe for tenants and the community, along with development and implementation of the BIF program, capital works and planned maintenance The role also manages planning and reporting functions for upgrades and capital works reporting.
This position manages a team that manages both the strategic and operational asset and estate management responsibilities. The team is responsible for driving the strategic planning and asset management for a large number of ACT Government owned buildings ensuring they are fit for purpose, maintained to the agreed standards, advancing sustainable measures and meeting the needs of our customers. The position is also responsible for ensuring the Territory's aquatic facilities are managed, maintained, upgraded and comply with regulatory requirements.
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
Hold or have the capacity to obtain White Card and Asbestos Awareness.
a current driver's licence (car)
Relevant industry or tertiary Qualification/s are highly desirable.
Hold or the ability to obtain membership of a relevant professional organisation is desirable.
Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

This position is based in an activity-based working (ABW) environment. 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 review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.
Please submit the following:
A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:
Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.
Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.
Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.
A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and
Contact details of at least two referees.
Applications should be submitted via the Apply Now button below.
Contact Officer: Phillipa Spears (02) 6205 9683 actpgcorporate@act.gov.au

Digital, Data and Technology Solutions
Customer Engagement Services Branch
Full Stack Developer
Information Technology Officer Class 2 $91,315 - $104,509, Canberra (PN: 26726)
Gazetted: 23 August 2023
Closing Date: 6 September 2023
Details: This is an exciting opportunity to work in Digital, Data and Technology Solutions' embedded Emergency Services Agency ICT team.
The role is responsible for the specification, development, testing, enhancement, and maintenance of internally developed software on behalf of the ACT Emergency Services Agency (ESA) and supports the Agency's delivery and reporting requirements.
A typical day will include:
Analyse, design, develop, maintain, enhance and distribute agreed business applications according to industry best practice, ACT Government and Shared Services ICT policies and standards.
Develop business application testing regimes (including formal user acceptance testing capability), training manuals, user manuals and other documentation for developed and supported business applications.
Provide second level incident and problem management services for Vendor supported systems and third level support for developed applications including data analysis and reporting.
Liaise with business units to develop formal application specifications based on documented business needs and user requirements which includes ongoing support and maintenance requirements.
Undertake user application training for ACT Fire and Rescue staff.
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:
Demonstrated programming skill and experience with Angular framework, Angular Material, ASP.NET Core API, TypeScript, HTML5, CSS, Bootstrap and User interface design.
Develop Win form based application with C#, Entity Framework.
Demonstrated knowledge and experience of source code repository management using Microsoft Azure DevOps, GIT and Software system development lifecycle management.
Demonstrated knowledge and understanding of T-SQL scripting including stored procedures/triggers, SQL create/modify tables, backup/restore and database security.
Incident and problem management including prioritising, diagnosing, investigating, resolving, and escalating incidents according to agreed procedures.

Knowledge of Information Technology Infrastructure Library (ITIL) framework would be highly advantageous.
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:
A two-page response to the following questions:
How you meet the technical requirements of the role as described in the Position Description.
Give an example of when you have solved a problem for a client that required you to liaise and negotiate with other teams.
Responses should consider the requirements as described in the position description.
2. Current curriculum vitae including previous relevant experience, training and qualifications and details of two referees.
Applications should be submitted via the Apply Now button below.
Contact Officer: Nicole Duffy (02) 6207 6176 Nicole.Duffy@act.gov.au

Office of Industrial Relations and Workforce Strategy
ACT Property Group
Strategic Projects
Assistant Director, Strategic Property Projects
Senior Officer Grade C $114,928 - $123,710, Canberra (PN: 62395)
Gazetted: 23 August 2023
Closing Date: 6 September 2023
Details: ACT Property Group is looking for someone experienced in project management with a focus on customer driven property solutions to drive and support specific property projects. The person will have a mix of skills and be able to ensure good project governance, provide secretariat services, liaise and manage communication with cross government teams and ensure good quality written information and records and developed and maintained. This person is part of the Strategic Projects team that manages strategic cross organisation projects and initiatives. The person in this role needs a strong strategic approach, and the ability to work with others to develop and manage strategic projects to deliver good business outcomes. The person in this role works closely with the Executive Branch Manager and other Senior Directors in the organisation to identify, develop and deliver specific business improvement activities and projects.
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.
The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.
Eligibility/Other requirements: This position requires:
Current driver's licence (C)
Qualifications in Property, Business Management, Procurement, Project Management or related areas are highly desirable.
Notes: This is a temporary position available immediately for 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. This role is based primarily in the office in Fyshwick. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.
How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.
Please submit the following:

A two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:
Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.
Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.
Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.
A current Curriculum Vita including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications.
Contact details of at least two referees.
Applications should be submitted via the Apply Now button below.
Contact Officer: PhillipB Wales (02) 6207 7214 actpgcorporate@act.gov.au

Access Canberra
Corporate Support and Capability
Strategic ICT
Project Coordinator – Rego. Act Modernisation
Administrative Services Officer Class 6 $91,315 - $104,509, Canberra (PN: 54194)
Gazetted: 21 August 2023
Closing Date: 11 September 2023
Details: Access Canberra is committed to delivering great regulatory outcomes and customer services to the community of the ACT and understands it is the capability and ingenuity of our workforce which determines our ability to deliver on this commitment. As part of our promise to provide quality services to the community, we are undertaking a modernisation program for one of our government critical business systems - Rego.act.
The Rego.act Modernisation program, funded by capital funding for the Digitising Government Services initiative, primarily focuses to deliver outcomes in the following key areas: Prioritise functions for modernisation Application Programming Interface (API) enablement for prioritised functions Multi-disciplinary approach to solution development Microservices deployment Introducing contemporary system development practices.
With that in mind, we are seeking to recruit an energetic and organised Project Coordinator who will play a key role in delivering positive outcomes by assisting the Project Manager in directing and managing the quality and progress of the projects within the program. The successful applicant will see to it that the projects adhere to frameworks and all documentations are maintained appropriately for each project.
They will effectively communicate with the project team, project sponsor, user and other stakeholders and provide administrative support as needed.
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.
For further information on Jobs at Access Canberra: https://youtu.be/Jo9cgKt4f-Y
Eligibility/Other Requirements:
Relevant tertiary qualifications are highly desirable.
Competency in the use of relevant Project Management tools and techniques.
Relevant certification in Scaled Agile Framework (SAFe®) is desirable.
Notes: This is a temporary position available immediately through to the end of June 2024 with the possibility of extension up to 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. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.
How to Apply: Please attach the following to your application:
Your curriculum vitae; including names and contact details of two professional referees; and
A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position.
Applications should be submitted via the Apply Now button below.
Contact Officer: Adam MacLeod (02) 6205 4262 Adam.MacLeod@act.gov.au

City Renewal Authority

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: http://www.jobs.act.gov.au/
Applications can be sent via email to: jobs@act.gov.au

City Renewal Authority
UNSW City Campus Development Co-ordination
Administration Officer
Administrative Services Officer Class 6 $91,315 - $104,509, Canberra (PN: 62667)
Gazetted: 22 August 2023
Closing Date: 6 September 2023
Details: The City Renewal Authority is seeking an Administration Officer for our newly established UNSW City Campus Development Co-ordination team.
This team has a single business unit function - the integrated co-ordination and management of the UNSW City Campus Master Plan and the supporting Deed. The establishment of the new campus in the City Centre is one the most significant long-term renewal initiatives to be managed by the Authority. Further information about the agency and its dynamic City Renewal Program can be found at https://www.act.gov.au/cityrenewal/home
The Administration Officer UNSW reports to the Project Director, UNSW and will provide high level policy, technical and administrative support for the program.
The successful candidate will have great attention to detail, the ability to take initiative and demonstrated experience in a high-level administrative and support role.
Notes: Please note, this position will be in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.
How to Apply: Please submit your current Curriculum Vitae, contact details of at least three referees and address the selection criteria in the Position Description (maximum length three A4 pages).
Applications should be submitted via the Apply Now button below.
Contact Officer: Deb Butt (02) 6205 1878 Deb.Butt@act.gov.au

Community Services

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: http://www.jobs.act.gov.au/
Applications can be sent via email to: jobs@act.gov.au

Housing Assistance
Client Services Branch
Tenant Support and Community Connections Officer
Administrative Services Officer Class 6 $91,315 - $104,509, Canberra (PN: 38711)
Gazetted: 23 August 2023
Closing Date: 6 September 2023
Details: The Client Services Branch supports the management of over 11,000 public housing tenancies. Advice and support are provided to public housing clients and stakeholders on diverse, and often complex issues. The Branch is responsible for the whole tenant life cycle including application, assessment, allocation of properties, tenancy management (rent/debt collection, complaints management, neighbourhood harmony, relocations, escalations to ACAT), monitoring property conditions on behalf of Housing ACT and advising on asset maintenance issues.
The Tenant Support & Community Connections role is responsible for delivering short-term stabilisation support for clients at risk of deteriorating circumstances or experiencing a contributing event such as domestic violence. The role is attached to the Tenant Experience section of Housing ACT and provides specialist advice, information, support and case coordination to public housing tenants who may be experiencing issues impacting on their ability to maintain their tenancy.

The role delivers innovative, flexible and time-limited service responses to assist clients to navigate a particular set of circumstances and to connect to the most appropriate external supports in a timely manner. The position functions aim to improve the client's ability navigate future events or circumstances with a view to sustaining their tenancy.
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
1. Relevant tertiary qualifications in Leadership, Management, Social Work, Community Development or a related field are desirable, but not essential.
2. Previous Case Management and Tenancy Management experience is desirable, but not essential.
3. Driver's license is essential.
Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (a ct.gov.au)
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 will be established from this selection process and will be used to fill vacancies over the next 12 months.
How to apply: Applicants should submit a statement of no more than two pages (size 11 font) demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also submit a copy of your current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure one of the referees is your current or immediate past supervisor.
Applications should be submitted via the Apply Now button below.
Contact Officer: Julianne McMaster (02) 6207 4431 Julianne.McMaster@act.gov.au

Children, Youth and Families
Youth Justice
Bimberi Youth Justice Centre
Family Engagement Officer
Administrative Services Officer Class 6 $91,315 - $104,509, Canberra (PN: 07829)
Gazetted: 23 August 2023
Closing Date: 6 September 2023
Details: Bimberi Residential Services is seeking an experienced, committed and suitably qualified person to permanently fill the Family Engagement Officer role.
This is a designated position in accordance with section 42, Discrimination Act 1991 and is open to Aboriginal and/or Torres Strait Islander people only.
The Family Engagement Officer is designed to assist with the engagement of young people and their families and to promote Aboriginal and Torres Strait Islander practices and perspectives, in the day-to-day functions across Bimberi Residential Services. The role also is involved in promoting initiatives and developing innovative approaches to meeting client and program needs.
The successful applicant will have an opportunity to work within a multidisciplinary team to ensure a holistic statutory service response to all children and young people, including Aboriginal and Torres Strait Islander young people. They will engage and liaise with a range of internal and external stakeholders including young people, their families, community agencies, government services, legal representatives, courts and tribunals. The suitable applicant will also have experience in working with families and stakeholders and a desire to work within a management team that is committed to providing positive outcomes for young people.

The role is focussed on delivering the best possible outcomes for children and young people through responsive client services underpinned by trauma informed best practice. The Family Engagement Officer will support the provision of quality care, support and welfare services, developmental and rehabilitation programs for clients, provide leadership and promote a commitment to the delivery of services and support systems for residents. Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant support to children, young people and their families. It is comprised of

Bimberi Youth Justice Centre (BYJC) and Bimberi Community Residential Services (BCRS) (including Narrabundah House Indigenous Supported Residential Facility and Franklin House).
BYJC is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Childrens or Supreme Courts.
BCRS provides supported accommodation to young men, aged between 15 and 18 years old. Both facilities operate 24 hours a day, seven days a week.
The Family Engagement Officer will be required to work Monday to Friday standard business hours.
Eligibility/Other requirements:
Possession of a current driver's licence.
First Aid Certificate or willingness to attend training.
Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
Notes: 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. 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: Your application should include an expression of interest of no more than two pages outlining your strengths against the above selection criteria, details of two referees and a current curriculum vitae.
Applications should be submitted via the Apply Now button below.
Contact Officer: Chelsea Gutterson (02) 6207 3512 Chelsea.Gutterson@act.gov.au

Strategic Policy
Housing and Inclusive Policy
Housing Inclusive Policy
Assistant Director, Housing Inclusive Policy
Senior Officer Grade C $114,928 - $123,710, Canberra (PN: 14397, several)
Gazetted: 23 August 2023
Closing Date: 6 September 2023
Details: Several short-term opportunities exist with the Housing Inclusive Policy Branch, in Community Services Directorate's (CSD) Strategic Policy Division.
We are looking for people with strong research, policy and stakeholder engagement skills, who are keen to bring their skills to integrated, strategic policy development.
The Strategic Policy Division works in partnership with its operational counterparts, cross-directorate colleagues, clients, stakeholders, and people with lived experience to deliver integrated strategic policy to set the direction for the directorate's human services responsibilities, including housing, women, seniors, veterans, disability, multicultural, children, youth, and families.
The role of Assistant Director within Housing and Inclusive Policy branch is part of a team that works collaboratively, promotes broad thinking, and considers diverse views in decision making practices. The role will contribute to key priority outcomes for the branch, including the development of long-term policies within the ACT and nationally, negotiating intergovernmental agreements such as the next National Housing and Homeless Agreement, the service design to support raising the minimum age of criminal responsibility, and supporting the Directorate to embed an intersectional approach to all policies and programs.
In the role, you will have an opportunity to improve the future outcomes for some of the Territory's most vulnerable, as well as an opportunity to build stakeholder relationships the community, across government and within the Commonwealth.
CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.
Note: There are several temporary positions available for nine months with the possibility of extension up to 12 months and/or permanency.

A merit pool may be established from this selection process and will be used to fill vacancies over the next12 months.
How to apply: Interested applicants are invited to submit a current curriculum vitae (including the contact details of two referees) and a two-page Expression of Interest addressing their suitability against the Skills, Knowledge and Behaviours outlined in the Position Description.
Applications should be submitted via the *"Apply Now"* button below.
Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.
Contact Officer: Nicola Vaughan (02) 6207 7728 Nicola.Vaughan@act.gov.au

Housing Assistance
Client Services Branch
Team Leader
Administrative Services Officer Class 6 $91,315 - $104,509, Canberra (PN: 44393, Several)
Gazetted: 22 August 2023
Closing Date: 5 September 2023
Details: The Client Services Branch within Community Services Directorate (CSD) supports the management of over 11,000 public housing tenancies. Advice and support are provided to public housing clients and stakeholders on diverse, and often complex, issues. The Branch is responsible for the whole tenant life cycle including application, assessment, allocation of properties, tenancy management (rent/debt collection, complaints management, neighbourhood harmony, relocations, escalations to ACAT), monitoring property conditions on behalf of Housing ACT and advising on asset maintenance issues.
The Team Leader role is responsible for managing the day-to-day operations of front line and support teams providing leadership, management, specialist advice and direction to staff, clients, and stakeholders on a diverse and often complex range of issues involved in providing support to public housing tenants. The Team Leaders support a group of staff to prioritise their workload, consider and respond to complex matters, ensure Key Performance Indicators are met and contribute to the broader team across the Client Services Branch.
CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.
Eligibility/Other Requirements:
Relevant tertiary qualifications in Leadership, Management, Community Development, or a related field are desirable but not essential.
Please note, a Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.
Driver's licence essential.
Notes: This is a temporary position available for up to 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.
How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also submit a copy of your current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure one of the referees is your current or immediate past supervisor.
Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Groves (02) 6207 1251 Alexandra.Groves@act.gov.au

Communities
Disability, Seniors Veterans and Social Recovery

Intergrated Service Response Program
Client Support Worker
Administrative Services Officer Class 6 $91,315 - $104,509, Canberra (PN: 53732)
Gazetted: 21 August 2023
Closing Date: 4 September 2023
Details: The Community Services Directorate (CSD) in the ACT Government has responsibility for a wide range of human service functions in the ACT. We work with some of Canberra's most vulnerable people to help them reach their best potential in all stages of life. We also celebrate our city's rich diversity and create positive experiences and change for our community.
The Communities Division in CSD currently has a vacancy for a Client Support Worker to join the team.The role of Client Support Worker, Integrated Service Response Program provides high level coordination across government and community for people with disability engaging with mainstream supports, the NDIS and who are at risk of experiencing crisis. The position is permanent and will be required to work within a small team of people within the Communities division of CSD. The successful candidate will have excellent communication skills, be knowledgeable about the experiences of people with disability and be able to demonstrate compassion and determination in their workplace behaviours.
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: A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months. Selection may be based on application and referee reports only.
How to Apply: Please respond in writing to the selection criteria outlining the skills, knowledge and behaviours to a maximum of three pages and include your current curriculum vitae and contact details for two referees.
Applications should be submitted via the Apply Now button below.
Contact Officer: Jody Sliwka (02) 6207 3883 Jody.Sliwka@act.gov.au

Children, Youth and Families
Aboriginal Service Development Branch
Assistant Director, Engagement and Collaborations
Senior Officer Grade C $114,928 - $123,710, Canberra (PN: 62570)
Gazetted: 17 August 2023
Closing Date: 31 August 2023
Details: The Assistant Director, Aboriginal Service Development will be responsible for leading and managing several strategic and operational projects across the Branch. The position is responsible for coordinating the delivery of a suite of project activities, governance, project reporting, research and analysis, policy and practice development and resource management.
The Assistant Director will lead with demonstrated strong cultural competency and utilise a partnership approach to work with the community. The overarching goal of the Branch is to support the current, developing and emerging ACCO's across the ACT region with expertise in providing high level strategic policy development, service design and the establishment and implementation of partnerships with Aboriginal and Torres Strait Islander community and sectors.
The Assistant Director brings integrity, innovation, and exceptional relationship and influencing skills to implement the goals of the Branch across the community, government and the directorate. The Director also demonstrates strong policy and analytical skills, exceptional communication, and high levels of personal resilience.
This position requires high-level cultural competency.
Eligibility/other requirements:
Experience and/or qualification relating to Project Management is highly desirable.
High level cultural competency require.

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: Merit pool: A merit pool may be established from this selection process and will be used to fill vacancies over the next 12 months.
Selection method: Selection may be based on application and referee reports only.
How to apply: Applicants should submit a statement of no more than three pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.
Applications should be submitted via the *"Apply Now"* button below.
Contact Officer: Brooke Rigney (02) 6207 2868 Brooke.Rigney@act.gov.au

Housing Assistance
Housing and Homelesness
Assurance Review and Complaints
Senior Director, Assurance Review and Complaints
Senior Officer Grade A $157,201, Canberra (PN: 62699)
Gazetted: 17 August 2023
Closing Date: 14 September 2023
Details: The Community Services Directorate's (CSD) Housing and Homelessness Programs Branch is seeking a skilled and experienced professional to lead the Assurance Review and Complaints (ARC) team. The ARC team is responsible for leading continuous improvement across Housing Assistance in the areas of customer service, program delivery, governance, program management, risk, and business continuity. The team also manages and delivers Housing Assistance's complaints and compensation claims in accordance with best practice policies and processes.
The ACR team is pivotal in supporting all Branches and teams across Housing Assistance to improve our business ensuring we are a model social landlord. The right person will need to have exceptional leadership skills with the ability to be flexible, lead change effectively and build a high performing team. Innovation, openness, and collaboration are key attributes needed to deliver the best outcomes for the ACT community and for individuals who are experiencing, or at risk of homelessness.
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:
Experience in Project Management, Change Management and/or Complaints Management is an advantage.
Qualifications in a relevant field is highly desirable.
High level knowledge of human services environment including social, policy and legislative is an advantage.
Note: Selection may be based on application and referee reports only and a merit pool will be established to fill vacancies over the next 12 months
How to apply: Applicants should provide an application that addresses the Selection Criteria together with a current curriculum vitae.
Applications should be submitted via the *"Apply Now"* button below.
Contact Officer: Satnam Singh (02) 6207 6957 Satnam.Singh@act.gov.au

<u>Cultural Facilities Corporation</u>

Corporate/Centra
Chief Financial Officer

Senior Officer Grade C $114,928 - $123,710, Canberra (PN: 001)
Gazetted: 23 August 2023
Closing Date: 6 September 2023
Details: The Cultural Facilities Corporation Chief Financial Officer is a core strategic leadership position in an organisation that is at an exciting time in its transformation - building Australia's arts and culture capital.
The CFC is ACT's largest cultural organisation, overseeing performing arts, visual arts, social history and heritage. Exciting things are happening with the expansion of Canberra Museum and Gallery into new gallery spaces, significant investment in Lanyon Homestead, and planning for the redevelopment of Canberra Theatre Centre along with organisational business development from the CFC's new Strategic Plan.
In your leadership, you will work closely with the CFC's Senior Leadership Team and directly to the CEO. You will provide experienced strategic leadership in the areas of financial management and development (as CFO) and the development, oversight and modernisation of the CFC's ICT infrastructure, systems and capability (as Chief Information Officer).
You will bring excellence in executive and change management skills, an ability to lead, inspire and transform an organisation that is embarking on a significant period of growth and modernisation. You will combine commercial acumen, financial management skills with your experience in working across Government and, preferably, a complex arts or cultural organisation.
You are very likely to love the arts, and love them even more arising from this position.
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 0481069148 gordon.ramsay@act.gov.au

ACT Galleries, Museum and Heritage
Exhibitions Officer
General Service Officer Level 7 $70,205 - $74,037, Canberra (PN: 43545)
Gazetted: 18 August 2023
Closing Date: 1 September 2023
Details: ACT Galleries, Museums and Heritage is looking for a highly motivated Exhibitions Officer to work at the Canberra Museum and Gallery, Lanyon Homestead, Mugga Cottage and Calthorpes House. This role is part of the Exhibitions and Collections team that is responsible for the care, conservation and exhibition development of the collections at Canberra Museum and Gallery and the ACT Historic Places.
The role would suit a practical, multi-tasker who enjoys supervising a small team and supporting high-performing staff as well as being involved in a creative, dynamic environment. You will have experience working in a museum or gallery with an understanding of best practice and health and safety issues for the security, installation, and movement of cultural material. You will have skills in the installation of a wide variety of objects as well as construction and carpentry, audio visual and computer literacy skills.
In return, we can offer you a friendly, creative inclusive workplace at significant heritage places, the opportunity to contribute to the smooth running of the ACT's most prominent cultural organisation, and close-up exposure to the ACT's cultural heritage.
Eligibility/Other Requirements: Experience working in ACT Government would be welcome but not essential.
Note: The position is a full-time position located at Canberra Museum and Gallery and includes work at our historic sites as required.
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: Antonia Ross 6207 2303 antonia.ross@act.gov.au

Education

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: http://www.jobs.act.gov.au/
Applications can be sent via email to: jobs@act.gov.au

School Improvement
South Weston Network
Canberra College
Children Services Rooms Leader - Canberra College
School Assistant 4 $70,028 - $75,827, Canberra (PN: 52289)
Gazetted: 22 August 2023
Closing Date: 12 September 2023
Details: Canberra College is located in Phillip and has approximately 1195 students. Canberra College offers a program to our community called 'CCCares'. The successful applicant will be working in the children's rooms supporting and caring for children ranging from newborn to 4 years old and as part of the CCCares team will support the implementation of educational and wellbeing programs and activities for young children and their mothers. The position is initially a temporary position, with possibility of permanency, working 5 days per week.
CCCares Program:
Formally established in 2005, CCCares is an alternate education and support program for pregnant and parenting youth from the ACT and surrounding districts. The program provides flexible delivery of learning and content, towards the receipt of an ACT Senior Secondary Certificate and certified competency-based training. Students are usually aged 14 to 25 and come from diverse backgrounds. Students identify CCCares as a supportive non-judgmental environment with individual learning plans, provision of adjunct childcare and transport which are essential in meeting their learning needs and facilitating their participation. Staff emphasise health and education services and collaborate with a range of community and training organisations.
Eligibility/Other requirements:
Mandatory:
Diploma in Early Childhood Education and Care
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)
Must have an Australian Driver's License and the ability to drive a 12-seat transit bus.
Highly Desirable:
Certificate IV in Education Support.
Certificate III or IV in Community Services.
First Aid qualifications or the willingness to undertake appropriate training.
Notes: This is a temporary position available 9 October 2023 for six months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.
How to Apply: Please provide a written response of no more than two pages, addressing each of the selection criteria's listed in the Position Description attached, along with a copy of your current curriculum vitae.
Applications should be submitted via the Apply Now button below.
Contact Officer: Glen Rowe (02) 6142 3288 Glen.Rowe@ed.act.edu.au

Office of Schools
Tuggeranong School Network
Lake Tuggeranong College
Administration Assistant
School Assistant 2 $51,548 - $56,919, Canberra (PN: 62607)
Gazetted: 22 August 2023
Closing Date: 5 September 2023
Details: Lake Tuggeranong College is a year 11 and 12 school located in Greenway. The College has approximately 620 students.
The successful applicant will be required to support multiple administration areas within an educational setting. This could include working across multiple areas within the administration team, different work streams and working towards building multifaceted knowledge across the school sector.
The successful applicant will have strong customer service skills and a proactive approach to daily tasks. It would also be beneficial for the applicant to be proficient in the use of variety of computer applications, databases and spreadsheets including Sentral with the ability to advise on and implement effective office work practices.

This is a full-time position, working 5 days a week. As the administration assistant you will be required to work 10 days during holiday stand down periods this would include 4-days Professional Learning, 6 normal working days or as directed by the Business Manager.
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:
Must have current WWVP registration
Must have or willing to undertake First Aid Qualifications
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 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 responses to the selection criteria (maximum 2 pages) curriculum vitae and details for two referees, including your current supervisor.
Applications should be submitted via the Apply Now button below.
Contact Officer: Emma Housden (02)61423667 Emma.Housden@ed.act.edu.au

Business Services
Infrastructure and Capital Works
Asset Strategies
Building Services Officer
Building Service Officer 2 $65,256 - $68,143, Canberra (PN: 59338)
Gazetted: 22 August 2023
Closing Date: 5 September 2023
Details: The Asset Strategies section within the Infrastructure and Capital Works (ICW) Branch of the Education Directorate provides facility and asset management for a large and diverse portfolio of ACT public schools and Directorate facilities.
ICW is seeking applications for a Building Service Officer (BSO) to assist the Centre Manager in the management of the Hedley Beare Centre for Teaching and Learning (HBCTL) and other Education Support Office sites across the ACT. The BSO will undertake a range of manual and technical tasks at HBCTL, and these include maintenance and operation of the facility, liaison with contractors and staff, setting up meeting and conference rooms and deliveries of essential equipment to schools.
The Centre Management at HBCTL operates in a fast paced and customer focussed environment and the BSO will need to be flexible and able to respond to issues as they arise, often within tight timelines.
The role requires a self-motivated, detail-oriented person with strong people skills, effective time management skills, with the ability to work under pressure and achieve deadlines. A background in, or understanding of, facilities management would be an advantage in this role.
Eligibility/Other requirements:
Mandatory:
As the position involves the shifting of furniture, a good level of physical fitness is essential.
A current “C” class Driver’s Licence.
Desirable:
A current First Aid Certificate, or the ability and willingness to gain one.
Working at Heights competency certificate or the ability and willingness to gain one if required.
Notes: This is a permanent position available immediately. 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: Suitably qualified and experienced applicants should submit a curriculum vitae, a statement of claims addressing the capabilities listed in the Position Description under ‘What you require’ and the contact details of two referees.
Applications should be submitted via the Apply Now button below.
Contact Officer: Patrick Coffey (02) 6205 6677 Patrick.Coffey@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 and Improvement
South Weston Network
Curtin Primary School
Administration Officer
School Assistant 3 $58,404 - $62,857, Canberra (PN: 13224)
Gazetted: 22 August 2023
Closing Date: 5 September 2023
Details: Curtin Primary School (P-6) is seeking a highly experienced officer for the position of Administrative Officer. Under the direction of the Business Manager the successful applicant will be responsible for a large range of administrative duties in support of the school executive team and staff. The successful applicant will possess excellent communication and customer service skills and will have the ability to work within a busy work environment with competing demands. The successful applicant will: Undertake general finance duties including collection and recording of payments, receipting and cash management; be the leader in student record keeping systems; liaise successfully with students, families and staff; coordinate the preparation of school newsletters and other communication; provide administrative support to staff throughout the school including assistant functions for the Principal; and work flexibly be proactive, exercise good judgement and work effectively as part of a collaborative administrative team with limited supervision. The successful applicant will be required to provide student support to two preschools.
Eligibility/Other Requirements:
Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to Access Canberra.
Desirable:
Working knowledge of the Sentral management system
Be proficient in the use of a variety of computer applications, word processing, databases and spreadsheets.
A current first aid certificate or willingness to undertake appropriate training.
Certificate III in Children's Services or equivalent
Note: This is a temporary position available immediately for up to 12 months with the possibility of permanency .
Selection may be based on application and referee only.
How to Apply: The online application form requires a written response and a curriculum vitae to be provided. Documents need to be provided are referee reports.
Applications should be submitted via the Apply Now button below.
Contact Officer: Lili Jankovic (02) 6142 2570 Lili.Jankovic@ed.act.edu.au
Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

School Performance and Improvement
South Weston Network
Curtin Primary School
Staffing/Enrolments Coordinator
Administrative Services Officer Class 4 $76,255 - $82,566, Canberra (PN: 00559)
Gazetted: 22 August 2023
Closing Date: 5 September 2023
Details: Curtin Primary School is a P-6 primary school situated in the South Weston School Network.
The successful applicant will be an integral part of the team supporting and working with both the teaching and administrative staff. Curtin Primary School is looking for an Enrolments/Staffing Coordinator that works closely with the Principal and Executive staff with engagement of relief staff (using Kronos) to cover classes using the school's and directorate online systems. Provide support in maintaining a database of new enrolments, provide and keep information updated to ensure that the enrolment process is clear and precise. Providing front office support with administration duties.
Eligibility/Other Requirements: An ASO4 is required to work during stand down periods between school terms to undertake duties as directed, for example, records management, program preparation as well as flexible working hours to meet the needs of the position. This will be subject to negotiation with the principal.

Prior to commencing in this role, a current registration issued under the working *With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804
Note: Selection may be based on application and referee only.
How to Apply: The online application form requires a written response and a curriculum vitae to be provided. Documents need to be provided are referee reports.
Applications should be submitted via the Apply Now button below.
Contact Officer: Lili Jankovic (02) 6142 2570 Lili.Jankovic@ed.act.edu.au
Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

School Performance and Improvement
Tuggeranong School Network
Erindale College
Food Technology Assistant
School Assistant 2 $51,548 - $56,919, Canberra (PN: 00736)
Gazetted: 22 August 2023
Closing Date: 5 September 2023
Details: Erindale College is seeking a highly motivated person to undertake the dynamic role of the Food Technology Assistant within our Technology and Creative Arts Academy.
The successful applicant will provide procedural and safety support to teachers regarding the implementation of educational programs.
The successful applicant will take responsibility for the ordering, safe storage, accurate preparation and cleaning of supplies and equipment used in the college hospitality and food technology areas.
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)
An industry recognised trade qualification or equivalent work experience.
How to apply: Please provide a structured response to the Selection Criteria (maximum three pages) that lists the criteria headings and includes examples, along with a current curriculum vitae.
Applications should be submitted via the *"Apply Now"* button below.
Contact Officer: Nigel Bourke (02) 61422977 Nigel.Bourke@ed.act.edu.au

Business Services
Strategic Finance
Schools Resourcing & Finance
Senior Finance Officer
Administrative Services Officer Class 6 $91,315 - $104,509, Canberra (PN: 46624)
Gazetted: 21 August 2023
Closing Date: 28 August 2023
Details: The Schools Resourcing and Finance team are seeking an experienced officer to assist with finance help desk support to ACT Government Schools.
The officer will work directly with school staff to support them with processing of financial transactions, reconciling financial data in preparation of end of month reporting, and the preparation and delivery of training to school staff in financial operating processes and procedures.
Interested officers should be highly motivated and highly skilled in school finance processes and procedures.
Note: Selection may be based on application and referee reports only.
How to apply: Interested applicants need to submit a response to the Selection Criteria in no more than two pages, along with a current curriculum vitae that includes at least two referees.
Applications should be submitted via the *"Apply Now"* button below.
Contact Officer: Suzanne Vincent (02) 6205 8425 Suzanne.Vincent@act.gov.au

Office for Schools
Belconnen Network
Staffing Officer
School Assistant 4 $70,028 - $75,827, Canberra (PN: 49993)
Gazetted: 21 August 2023
Closing Date: 4 September 2023
Details: Mount Rogers Primary School is seeking a highly organised, flexible and self-motivated staff member to undertake the duties of Staffing Officer. Whilst working under the direction of the Business Manager and Executive Team, the successful applicant will also be required to work independently and with minimal supervision. The position involves coordinating the day-to-day staffing of the preschools and primary school, including organising relief staff and managing changes to teacher release timetables, learning support assistant timetables and playground duty rosters. Other duties include performing inductions with relief staff, assisting with rostering, reconciling staff leave submissions and addressing staff requirements for excursions. The successful candidate will also work as part of the school front office team and will need to work across other administrative roles as required.
The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.
Note: This is a temporary position available until 12 April 2024, with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.
Selection may be based on application and referee reports only.
How to Apply: Please submit a current curriculum vitae and a written statement (no more than two pages) addressing the Selection Criteria whilst referencing the key responsibilities and job overview.
Applications should be submitted via the Apply Now button below.
Contact Officer: Lyn O'Keeffe (02) 6142 2750 Lyn.O'Keeffe@ed.act.edu.au

Project Officer
Administrative Services Officer Class 6 $91,315 - $104,509, Canberra (PN: 48625)
Gazetted: 21 August 2023
Closing Date: 4 September 2023
Details: Are you a high performing officer looking for your next rewarding challenge? Are you excited by implementing strategic reform that benefits our youngest community members? Then this could be the role for you!
We are seeking a high performing team player to join us to help implement the ACT Government's strategic reforms for early childhood education under its 10 year plan, *Set up for Success: An Early Childhood Strategy for the ACT*. Experience in early childhood education is not required, but experience in government program implementation would be an advantage.
We work collaboratively and in a fast-paced environment, so we need someone who has great organisational skills, networks well and invests in their professional relationships, builds connections with new stakeholders quickly, thinks strategically, and has excellent written and oral communication skills.
This is a great opportunity if you are looking to expand your skills and experience in government and you want to be part of a collaborative effort to support work that benefits children and families in our community.
Note: This position will be designed for flexible work arrangements and activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk and work across multiple Education sites. Our branch is currently working in a mixed-mode of at home and at the ACT Whole-Of-Government building at 220 London Circuit and/or the Hedley Beare Centre for Teaching and Learning. The successful candidate will be expected to work flexibly across sites.
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: Interested applicants are encouraged to contact the Contact Officer prior to applying. The contact officer is Jantiena Batt, contactable on (02) 6207 4082, jantiena.batt@act.gov.au or MSTeams (if internal to ACTGov).

Please submit a current curriculum vitae and a maximum three page response outlining your knowledge, skills and capabilities against the selection criteria.
Your curriculum vitae should include the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You may also be asked to provide further referees.
Applications should be submitted via the Apply Now button below.
Contact Officer: Jantiena Batt (02) 6207 4082 Jantiena.Batt@act.gov.au

System Policy and Reform
Strategic Policy
Information Technology Change Manager
Senior Officer Grade C $114,928 - $123,710, Canberra (PN: 62627)
Gazetted: 17 August 2023
Closing Date: 31 August 2023
Details: Strategic Policy is implementing the ACT Government's commitment to universal access to free three-year-old preschool. We are seeking someone with proven organisational change management experience in a digital transformation environment to join us **as soon as possible for 12 months**.
To be successful in this role you excel at developing communications, engagement, training, and benefits realisation plans. You know how important designing, planning, and implementing change management is and understand how people go through and process change.
You use your well-established communication skills to build and maintain strong relationships across diverse organisations. You are amazing at prioritising your time, workload and think outside the box and have extensive stakeholder engagement experience.
You maintain and communicate change management strategies for projects across all organisational levels. You are confident in conducting change impact analyses, assessing change readiness and identifying key stakeholders. You possess thorough knowledge of integrating change management activities into projects. One of your strengths is your ability to communicate clearly and with influence, negotiate persuasively and represent the businesses best interest.
You have the capability, capacity, and experience in providing best practice change management guidance and leadership. You take ownership of issues and demonstrate the ability to understand the wider business issues. Lastly, you have a great sense of humour, are resilient and tactful, passionate about what you do and committed to making a difference!
Eligibility/Other Requirements:
Permanent resident of Australia
Notes: This is a temporary position available immediately for 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.
How to Apply: If you are interested in this position, we encourage you to contact the contact officer before applying. Please submit a **current curriculum vitae** and a maximum **three page response** outlining your knowledge, skills and capabilities against the selection criteria.
Your curriculum vitae should include the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You may also be asked to provide further referees.
Applications should be submitted via the Apply Now button below.
Contact Officer: Emmalene Sculthorpe (02) 6207 1120 Emmalene.Sculthorpe@act.gov.au

School performance and Improvement
South Weston
Mount Stromlo High School
Laboratory Assistant
School Assistant 3 $58,404 - $62,857, Canberra (PN: 00840)
Gazetted: 17 August 2023
Closing Date: 24 August 2023

Details: Mount Stromlo High School is seeking an experienced laboratory assistant to work independently in a fast-paced high functioning team.
You will Provide technical, procedural and safety advice to teachers regarding the implementation of science educational programs. Take responsibility for the safe storage of chemicals, safe and accurate preparation of chemical solutions and the maintenance and preservation of biology, physics and geology specimens and equipment.
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)
First Aid Certificate or a willingness to undertake appropriate training is desirable.
Certificate III or equivalent for example in Laboratory Skills is highly desirable.
Note: This is a temporary position for 12 months with the possibility of permanency
Selection may be based on application and referee reports only.
How to apply: Please submit a written application addressing the selection criteria, no more than three pages along with your current curriculum vitae, listing two referees and their contact details.
Applications should be submitted via the *"Apply Now"* button below.
Contact Officer: Katie Hart (02) 6142 3444 Katie.Hart@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

Environment
Resilient Landscapes
Biosecurity and Rural Services
Rural Services Officer
Technical Officer Level 3 $79,105 - $89,398, Canberra (PN: 09890)
Gazetted: 22 August 2023
Closing Date: 5 September 2023
Details: The Biosecurity and Rural Services team has an exciting opportunity for an enthusiastic person to join our team based at Stromlo depot.
If you are someone with livestock handling skills and have an understanding of sustainable farming practices, we want to hear from you.
This role will see you apply your knowledge and skills in agriculture to help build strong client relationships within our ACT farming community.
This role will see you regularly liaise with other areas of government departments and relevant stakeholders to assist in the development and delivery of programs and extension activities to the ACT rural community.
You will assist in supporting ACT farmers with sustainable agriculture along with the conservation values and contribute to the management of the land through the provision of appropriate resources, rural extension programs, workshops and coordinated pest plant and animal control programs.
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 answer each of the seven criteria and limit responses to a maximum of 350 words per criterion please.
Applications should be submitted via the Apply Now button below.
Contact Officer: Kirsten Tasker (02) 6207 5149 Kirsten.Tasker@act.gov.au

Environment
ACT Parks and Conservation Service

Parks and Partnerships
Senior Park Ranger
Senior Park Ranger 3 $84,749 - $89,705, Canberra (PN: 13564, several)
Gazetted: 21 August 2023
Closing Date: 4 September 2023
Details: The Parks and Conservation Service (PCS) is responsible for the management of the ACT's conservation estate including Nature Reserves, National Parks, commercial softwood forests and rural lands. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental, wildlife and heritage outcomes.
We are seeking highly motivated people who will bring their great communication skills to the team. With a strong focus on people, team leadership and land management. The successful applicants will be well organised and have experience in program delivery and staff supervision.
This is a temporary register that will be used over the next 12 months to fill short- and long-term vacancies as they arise.
Eligibility/other requirements:
Be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training.
Be prepared to work a shift roster, weekends, public holidays, or evening shifts at any site within a region on an "as needs" basis (not all positions are currently required to work a shift roster
Be prepared to wear a uniform.
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)
Possess a manual drivers' licence.
Highly Desirable:
Relevant Tertiary qualifications in Natural & Cultural Resource Management / Park Management
Note: There are several temporary positions available for up to 12 months. A Temporary register that will be used to fill Senior Park Ranger (Park Ranger grade 3) vacancies that arise 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.
How to apply: Please submit a written application addressing the Selection Criteria limiting responses to 300 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.
Applications should be submitted via the *"Apply Now"* button below.
Contact Officer: Ren Webb 0437217607 Ren.Webb@act.gov.au

Development & Implementation
Loose Fill Asbestos Coordination
Director, Complex Properties and Assistance
Senior Officer Grade B/Infrastructure Officer 4 $135,355 - $155,109, Canberra (PN: 46951)
Gazetted: 18 August 2023
Closing Date: 1 September 2023
Details: The Environment Planning and Sustainable Development Directorate (EPSDD) is seeking applications from highly motivated individuals who are adept at project management of complex programs with diverse stakeholder interest to fill the temporary role of Director, Complex Demolition and Assistance.
The *Loose Fill Asbestos Coordination team* (LFAC) within the Development & Implementation division of EPSDD is responsible for managing the Government's response to loose fill asbestos insulation in ACT homes. The team facilitates the delivery of the Loose Fill Asbestos Insulation Eradication Scheme, and activities within the Canberra community related to Governments ongoing legislative, policy or legacy commitments in addressing the risks and impacts from loose fill asbestos insulation.
Reporting to the Senior Director, under limited direction and in accordance with policy, procedure and legislation, the Director, Complex Demolitions and Assistance is a senior member of LFAC and manages activities and accountabilities for the delivery of the Maintenance, Demolition, Complex Properties and Assistance programs.
We value people with a breadth of professional practice experience, that bring innovative and solution focussed ideas, who communicate with candour and respect, enjoy being a part of multidisciplinary team, are strategic

thinkers, community focussed and committed to excellence in the sensitive delivery of projects to meet Government 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.
Eligibility/ Other Requirements
Pre-requisite Qualifications and/or Experience Positions classified as an Infrastructure Officer require the occupant to:
hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or
hold a relevant building degree; or
have significant building or Infrastructure knowledge and/or project management experience.
Where a successful candidate does not meet the Pre-requisite Qualifications and/or experience positions for the requirements of a Infrastructure Officer, they will be offered the SOG B classification.
Highly Desirable:
A minimum of five years' experience in a relevant field.
Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes.
Notes: This is a temporary position available immediately until 31 December 2023 with the possibility of extension up to 12 months.
Selection may be based on application and referee reports only.
This position is located in a workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.
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.
A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.
The ACT Government offers flexible working arrangements including working from home where appropriate.
How to apply: Applications are sought from potential candidates and should include a:
Pitch, with consideration of the duties and selection criteria, of no more than two pages
Curriculum vitae
Contact details of at least two referees
Applications should be submitted via the Apply Now button below.
Contact Officer: Shobaz Kandola (02) 6205 0351 Shobaz.Kandola@act.gov.au

Environment
ACT Parks and Conservation Service
Parks Planning and Policy
Assistant Director, Parks Planning and Policy
Senior Officer Grade C $114,928 - $123,710, Canberra (PN: 55120)
Gazetted: 18 August 2023
Closing Date: 1 September 2023
Details: The Parks Planning and Policy Section of the Environment, Planning and Sustainable Development Directorate is responsible for preparing statutory management plans for public land reserves to conserve the natural environment and promote appropriate recreational, educational and scientific uses of reserve areas. The section also prepares policies, plans and strategies for the management of key natural resources in reserves, reviews existing reserve management plans and prepares implementation reports.
All processes require the preparation of associated documents, advice to the Minister and extensive stakeholder and public consultation.
The section also provides conservation advice to the ACT Government on a broad range of government policies and strategies.
What we are looking for
· A committed, enthusiastic person to work in a small team and partner with the community to protect, conserve and enhance the natural and cultural values of the ACT.
· A team player, who will participate with other members of the team to foster a culture of respect, innovation, collaboration and integrity.

· A person with demonstrated experience in natural resource management and a sound knowledge of conservation planning issues related to the ACT.
· A person with excellent written and oral communication skills, project management skills and experience in preparing documents related to the management of public land reserves, and
· A person with excellent facilitation skills who will develop and maintain effective relationships with multiple 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
Mandatory:
· A Bachelor-level university degree in a relevant field of natural resource management, environmental planning or related discipline is required.
· A current driver's licence is required.
Highly Desirable:
· Demonstrated experience using GIS and database management platforms would be an advantage but not essential to the position.
Notes: This is a temporary position available until 15 March 2024 with the possibility of extension up to 12 months and/or permanency.
· Selection may be based on application and referee reports only.
· This position is required to work within an activity-based working environment (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.
· Flexible working arrangements are available, including hybrid work from home.
· 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 send your curriculum vitae, details of two referees, and a response addressing the Selection Criteria (detailed in the Position Description) with no more than half a page per criteria. Applications that do not address the Selection Criteria will not be assessed.
Applications should be submitted via the Apply Now button below.
Contact Officer: Brian Prince 0407 948 313 Brian.Prince@act.gov.au

Development and Implementation
Development and Implementation Executive
Administrative Services Officer Class 5 $84,749 - $89,705, Canberra (PN: 59302)
Gazetted: 17 August 2023
Closing Date: 24 August 2023
Details: DIVISION OVERVIEW
What we do
The Directorate is responsible for delivering planning policies, programs and projects that aim to improve the liveability of our city. Within the Directorate, the Development & Implementation Division is responsible for undertaking significant programs relating to the planning and sustainable development of our city. Key areas of focus include:
site investigations, due diligence and land use planning to guide the delivery of greenfield and urban renewal land development
demonstration projects to facilitate urban renewal and planning outcomes
direct sales of land in existing suburbs to support community needs
infrastructure planning and studies to inform land use planning outcomes and ensure timely delivery of servicing infrastructure.
Who we are
We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds in planning, project management, engineering, sustainability, policy and design. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. Our team works collaboratively with key stakeholders and the community to develop improved outcomes for our city, community and the environment.
What we offer
Interesting and fulfilling work in a unique government environment where you can directly see the impact you have on making Canberra a great city.
The opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise.
An inclusive, diverse and flexible workplace supporting working from home and working in state of the art office accommodation enabling activity-based work in a fun and creative environment.
For further details on the specifics of the role, please see the position description.
Eligibility/Other Requirements:
Highly Desirable:
Previous experience providing executive support.
Notes: This is a temporary position available from 18 September 2023 until 12 September 2024.This role may be assessed and filled off application and/or 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 no more than two-page pitch addressing the selection criteria along with a curriculum vitae.
Applications should be submitted via the Apply Now button below.
Contact Officer: Ashleigh Francis (02) 6207 8928 Ashleigh.Francis@act.gov.au

Environment, Heritage and Water
Resilient Landscapes
ACT NRM
Program Leader Sustainable Agriculture
Senior Officer Grade C $114,928 - $123,710, Canberra (PN: 16999)
Gazetted: 17 August 2023
Closing Date: 31 August 2023
Details: A great opportunity to join a fabulous team doing interesting work!
This role will lead the ACT NRM Sustainable Agriculture program which supports healthy farm ecosystems and improves productivity and farm income by assisting landholders to address a range of challenges facing ACT farmers which impact on farm resilience and outputs.
The role will oversee the provision of support to rural landholders to apply best practice land management for soil, water, pastures, native vegetation and biodiversity.
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
Your suitability for this position will be assessed based on your skills, knowledge and behaviour. In particular we are seeking:
· Highly developed communication, representational and interpersonal skills, including negotiation, community liaison and written correspondence;
· Extensive experience and highly developed skills in managing agriculture and environmental programs across tenure with a demonstrated ability establish and achieve program targets;
· Demonstrated ability to add value to the team, Division, EPSDD and ACT Government based on the ACT Government Signature Values and Behaviours and the Directorate culture.
· Understanding and/or experience working with a government organisation
· Tertiary qualifications in agriculture/environmental science/natural resource management or a related discipline are highly desirable.
Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.
This is a re-advertisement and previous applications will be advanced for consideration under the new round.

How to apply: Please prepare a two page pitch for the role based on the requirement of the Position Description and include a current curriculum vitae.
Applications should be submitted via the Apply Now button below.
Contact Officer: Frank Garofalow (02) 6207 0497 Frank.Garofalow@act.gov.au

Development and Implementation
Development and Implementation Executive
Assistant Director, Business Management, Reporting and Coordination
Senior Officer Grade C $114,928 - $123,710, Canberra (PN: 59113)
Gazetted: 21 August 2023
Closing Date: 28 August 2023
What we do
The Directorate is responsible for delivering planning policies, programs and projects that aim to improve the liveability of our city. Within the Directorate, the Development & Implementation Division is responsible for undertaking significant programs relating to the planning and sustainable development of our city. Key areas of focus include:
site investigations, due diligence and land use planning to guide the delivery of greenfield and urban renewal land development
demonstration projects to facilitate urban renewal and planning outcomes
direct sales of land in existing suburbs to support community needs
infrastructure planning and studies to inform land use planning outcomes and ensure timely delivery of servicing infrastructure.
Who we are
We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds in planning, project management, engineering, sustainability, policy and design. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.
We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. Our team works collaboratively with key stakeholders and the community to develop improved outcomes for our city, community and environment.
What we offer
Interesting and fulfilling work in a unique government environment where you can directly see the impact you have on making Canberra a great city.
The opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise.
An inclusive, diverse and flexible workplace supporting working from home and working in state of the art office accommodation enabling activity- based work in a fun and creative environment.
For further details on the specifics of the role, please see the position description.
Eligibility/Other requirements: Previous experience in an ACT Government coordination role is highly desirable.
Notes: This is a temporary position available 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. This role may be assessed and filled off application and/or referee reports only.
How to Apply: Please provide a no more than two page pitch addressing the selection criteria located in the Position Description.
Applications should be submitted via the Apply Now button below.
Contact Officer: Lynette Marsh (02) 6205 8592

<u>Justice and Community Safety</u>

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

Assistant Commissioner, Corporate, ACT Emergency Services Agency
Temporary Vacancy (1 September 2023 – 29 September 2023)
Justice and Community Safety Directorate
Emergency Services Agency
Position: E1197
(Remuneration equivalent to Executive Level 1.4)
Circulated to: all executives and SOGAs
Date circulated: 21 August 2023
The Justice and Community Safety Directorate is seeking expressions of interest from suitably experienced candidates to temporarily fill the role of Assistant Commissioner, Corporate, ACT Emergency Services Agency (ESA).
Reporting to the Commissioner, the Assistant Commissioner, Corporate ensures the corporate functions support the operational emergency services of ESA. The Assistant Commissioner, Corporate is also accountable for all ESA functions including health and wellbeing, financial management, and governance to the operational emergency services.
The Assistant Commissioner, Corporate is a pivotal member of the ESA leadership group and in partnership with the Chief Officers, ESA executives and the broader senior leadership team, models the highest levels of collaboration to achieve strategic outcomes.
The ideal candidate will have a strong understanding of corporate services functions possess high-level strategic leadership qualities and a demonstrated ability to develop robust relationships across non-government organisations local, national and Commonwealth levels.
Note: This is a temporary position available from early September until 10 November 2023 with the possibility of extension up to 12 months. 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: Interested candidates are requested to submit an application of no more than one page, as well as a current curriculum vitae and the name and contact details of two referees to Jason Jones via email at Jason.jones@act.gov.au by COB Sunday, 27 August 2023.
Contact Officer: Jason Jones (02) 62075965 Jason.jones@act.gov.au

Executive Branch Manager, Operational Support, ACT Corrective Services
Temporary Vacancy (up to nine months)
Justice and Community Safety Directorate
ACT Corrective Services
Position: E1102
(Remuneration equivalent to Executive Level 1.4)
Circulated to: ACTPS Band 1 Executive List, ACTPS SOGA, MPC Infrastructure Managers
Date circulated: 17 August 2023
An exciting opportunity has come up to lead the Operational Support Branch in ACT Corrective Services for up to nine months. Consisting of Policy, Quality Assurance and Risk, Organisational Capability, Program Management Office and hosting the Sentence Administration Board Secretariat, the Executive Branch Manager, Operational Support provides services across the whole agency to support our important operations in custodial and community-based supervision and rehabilitation.
The Branch draws on the expertise of very experienced and competent team leaders and high functioning teams. At a time of significant service improvement and organisational maturity, the Executive Branch Manager role has a significant function in stakeholder engagement, expert advice and leadership, governance and change management.
This role requires a person who is customer service oriented, collaborative and has exceptional leadership and engagement skills. Technical expertise in any of the functional areas within the Branch is also highly regarded.
The successful applicant will model our values of respect, integrity, collaboration and innovation. They will be responsible for leading a positive culture based on respect and collaboration across ACT Corrective Services, the Justice and Community Safety Directorate and the broader ACT Government and stakeholders.
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 a one-page pitch outlining your suitability for the role based on the attached position description and a current curriculum vitae (including the name of two referees) to Bruno Aloisi via email bruno.aloisi@act.gov.au by COB Thursday, 24 August 2023.
Contact Officer: Bruno Aloisi (02) 6205 0547 bruno.aloisi@act.gov.au

Executive Branch Manager, Justice Reform
Temporary Vacancy (from 25 September 2023 to 06 October 2023)
Justice and Community Safety Directorate
Legislation Policy and Programs
Position: E1100
(Remuneration equivalent to Executive Level 1.4)
Circulated to: ACTPS Senior Executive List, ACTPS SOGA, MPC Infrastructure Managers
Date circulated: 17 August 2023
The Justice and Community Safety Directorate (JACS) is seeking an experienced, innovative, and motivated senior executive to fill the role of Executive Branch Manager within the Legislation, Policy, and Programs Division.
This role reports to the Executive Group Manager and involves direct supervision of senior directors.
Legislation, Policy, and Programs (LPP) advises on and develops policy and legislation in relation to all aspects of civil and criminal law in the Territory. It also develops and administers a variety of justice-related and crime prevention programs and is responsible for managing the ACT's contract with ACT Policing.
This role is to lead the Justice Reform Branch which is responsible for a range of policy and program activities including crime prevention programs, victims and restorative policy issues, supporting the operation of the Policing Agreement and governance issues, implementing the Disability Justice Strategy and delivering the restorative justice scheme.
The Executive Branch Manager should be a dynamic leader with excellent policy, communication, organisational and collaboration skills. The Executive Branch Manager also has responsibility for management including staffing, budget, reporting and governance.
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: Applicants should submit a one-page application and resume addressing their suitability and availability for the role to Kelly Williams via email Kelly.williams@act.gov.au by COB Thursday, 24 August 2023.
Contact Officer: Kelly Williams, Executive Group Manager, LPP on (02) 6207 0522, Kelly.williams@act.gov.au

Emergency Services Agency
Assistant Commissioner Operations
Senior Director ICT
Senior Information Technology Officer Grade A $157,201, Canberra (PN: 62248)
Gazetted: 23 August 2023
Closing Date: 7 September 2023
Details: The Emergency Services Agency is seeking applications from technically proficient, suitably qualified, and highly experienced individuals to provide critical leadership and ICT advice and guidance as the Senior Director, ICT. This role will work with JACS Chief Information Office to align any proposed investments, technology decisions and architecture to JACS and WhoG Governance and directions.
As the Senior Director, ICT you will make decisions for the overarching technology infrastructure; and manage multiple Government critical, and secondary systems that run on a 24 x 7 basis and ensuring the systems meet the needs of the agency, comply with the ACT Government Protective Security Policy.
To be successfully in this role you will need to cultivate and nurture collaborative working relationships with JACS Chief Information Officer branch and delivery partners to ensure ICT controls are effective including system security plans and testing the availability and redundancy of the various systems including CAD, telephony, and radio services.
In addition, you will bring your ICT expertise to represent the ESA at external groups, such as the National Emergency Communications Working Group, and together with relevant subject matter experts the Inter-CAD Electronic Message System Coordination Group.
The successful applicant *may* be required to work outside of normal hours in response to emergencies. Additional hours worked will be remunerated in accordance with the relevant enterprise agreement.

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 management or related discipline are highly desirable.
Qualification (or ability to obtain) a Level Two Incident Controller or Planning Officer.
Experience in the management of Government critical applications
This is a position of trust; a security clearance check will be conducted, and the successful applicant will be required to obtain a Neg vet 1 security clearance if not already a holder.
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)
Note: This is a temporary position available for 12 months with the possibility of permanency.
A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.
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 Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description. Applicants should also attach a current curriculum vitae including the details of two referees.
Applications should be submitted via the *"Apply Now"* button below.
Contact Officer: Jason Jones (02) 6207 5967 Jason.Jones@act.gov.au

Parliamentary Counsel's Office
Legislative Publishing Section
Legislation Officer
Administrative Services Officer Class 4 $76,255 - $82,566, Canberra (PN: 42310)
Gazetted: 23 August 2023
Closing Date: 6 September 2023
Details: The ACT Parliamentary Counsel's Office (PCO) is seeking a highly motivated and skilled person to fill the role of a Legislation Officer.
The Legislation Officer will work as part of the Legislative Publishing Section and is required to undertake a range of legislative publishing activities including editing, notifications and republication of legislation.
You will need to be a self-motivated, detail orientated person with strong time management and effective organisational skills, work under pressure and achieve deadlines in an environment of competing priorities.
The successful applicant will also be required to be able to collaborate with a wide range of government stakeholders, whilst maintaining a high level of confidentiality and discretion, so the ability to work independently and as part of a team are vital.
The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.
Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.
How to Apply: Applicants must submit a current curriculum vitae and written response to the Selection Criteria.
Applications should be submitted via the Apply Now button below.
Contact Officer: Natalie Maclean (02) 6207 0704 Natalie.Maclean@act.gov.au

Legislation, Policy and Programs
Justice Reform Branch
Restorative Justice Unit
First Nations Convenor
Administrative Services Officer Class 6 $91,315 - $104,509, Canberra (PN: 24436)
Gazetted: 22 August 2023
Closing Date: 12 September 2023

Details: The Restorative Justice Unit (RJU) is seeking applications for a First Nations Convenor to assist in the implementation of the ACT Restorative Justice Scheme. The RJU is a high-performing, inclusive and dynamic environment which is guided by trauma-informed and restorative practice, both with clients and with each other. The RJU provides innovative and voluntary restorative justice services to persons harmed by an offence, those responsible, and their respective communities, assisting them to journey away from harm and toward healing. This often looks like a meeting between those most affected by an offence. Careful assessment, preparation and facilitation ensures a safe and productive environment to meet and discuss what happened; how people are affected; and how to make things better. In doing so, the RJU aims to:
Support people who have been harmed by crime, provide a forum for their voice, and empower them to have their needs met in the aftermath.
Repair and strengthen supportive relationships for both persons harmed and persons responsible.
Encourage responsibility-taking by persons responsible.
Identify outcomes which are forward-looking, and which address the interests and needs of persons harmed.
The First Nations Convenor plays an integral role in this process by facilitating the restorative justice conferencing process. The First Nations Convenor works with participants collaboratively to identify interests, needs and responsibilities arising from the offence. Where assessed as suitable, the First Nations Convenor assists the participants to prepare for and take part safely and meaningfully in a conference. The Indigenous Convenor also monitors any agreements to support persons responsible to follow-through on what they have said they'll do to address the harm caused.
First Nations participants in the restorative justice process have the option to work with the RJU's First Nations Convenor and First Nations Guidance Partner, with the aim to create a culturally safe and responsive environment for those clients. The First Nations Guidance Partner operates as a first point for contact for First Nations participants and provides practical and referral support to those participants throughout the restorative justice process. The First Nations Convenor has a more holistic role to support all participants (First Nations and non-First Nations peoples) through to a restorative justice conference.
The First Nations Convenor works closely with Senior Convenors and the Senior Director to identify and manage risks in relation to conferencing, particularly in cases involving family violence and sexual violence. The First Nations Convenor works closely with the First Nations Guidance Partner to initiate and maintain relationships with organisations that work closely with First Nations peoples.
The RJU is looking for candidates who have an understanding of the criminal justice system and impacts on First Nations victims and offenders. They should also understand and apply trauma-informed practices, as well as restorative justice and human rights principles. The successful candidate would ideally have experience in a frontline role working with First Nations peoples, as well as group facilitation experience.
The successful candidate should possess exceptional communication and interpersonal skills, be highly organised, and demonstrate excellent analysis and judgement in relation to management of complex situations.
This role is a unique and rewarding opportunity to work with voluntary First Nations and non-First Nations clients in an empowering way to address the impacts of harmful behaviour in their lives. Participants who have worked with the RJU Convenors report:
"It was a difficult moment for my family, but RJ allowed us to put the past behind us and look forward to the future."
"I'm glad I got to see him again [the person responsible], I remembered him as being dangerous, but today he just looked scared. I'll never forget how scared I felt when he broke in, but now I see him differently and he doesn't frighten me anymore"?
Eligibility/Other requirements:
Qualifications in behaviour science or criminology are desirable.
Qualifications in conflict resolution/mediation are desirable.
Notes: This is an Aboriginal and Torres Strait Islander identified position. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.
How to Apply: Applicants should submit:
A supporting statement (no more than three pages) providing examples of how your skills and experience demonstrate your ability to meet the Professional/Technical Skills and Knowledge as well the Behavioural Capabilities as set out in the Position Description.
A current curriculum vitae including the name and contact details of two referees (at least one must be your current/most recent manager/supervisor).
Applications should be submitted via the Apply Now button below.
Contact Officer: Richard Dening (02) 6207 0041 Richard.Dening@act.gov.au

Senior Director
Senior Officer Grade A $157,201, Canberra (PN: 38579)
Gazetted: 18 August 2023
Closing Date: 30 August 2023
Details: The Public Trustee and Guardian (PTG) is an ACT Territory Authority. At the PTG we support and protect people in our community at some of the most difficult times in their lives. We do this by providing legal and financial services, by acting as a Guardian, a financial manager, as a Trustee and by making Wills and administering deceased estates.
PTG are seeking an enthusiastic, positive and motivated individual, who has a passion for strategic leadership to join us as Senior Director, Financial Management Services Unit (FMSU). FMSU provide financial management services for adults in our community who are unable to manage their financial affairs due to a physical, mental, psychological, or intellectual condition. We do this as substitute decision-maker under the authority of an ACT Civil and Administrative Tribunal (ACAT) order or an Enduring Power of Attorney,
Reporting to the PTG Chief Executive Officer, the Senior Director will have extensive experience in financial management and the delivery of client services, and will lead the day-to-day administration of a busy multi-disciplinary team. The role is client facing requiring the Senior Director to communicate confidently and with compassion with vulnerable people about their financial affairs. Previous experience working with vulnerable clients and knowledge of the *Guardianship and Management of Property Act 1991* is beneficial to the role.
Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline are highly desirable.
Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
Note: This is a temporary position available for up to six months. Selection may be made on application and referee reports only. This is a readvertised position.
How to Apply: Expressions of Interest are sought from potential candidates and should include a one (1) page pitch addressing the professional/technical skills and knowledge behavioural capabilities, which can be found in the position description. A current resume, including the names and contact details of two referees should also be included.
Applications should be submitted to the Contact Officer.
Contact Officer: AaronA Hughes 0427 244 604 AaronA.Hughes@act.gov.au

ACT Courts and Tribunal
Registry Operations
Senior Director, Magistrates Court Operations and Senior Director, Supreme Court Operations
Senior Officer Grade A $157,201, Canberra (PN: 62421, 62422)
Gazetted: 18 August 2023
Closing Date: 1 September 2023
Details: Applications are sought to fill two positions within ACT Courts and Tribunal: Senior Director, Magistrates Court Operations and Senior Director, Supreme Court Operations.
Under the leadership of the relevant Registrar, the successful applicants will lead a team to provide operational support to the Magistrates and Supreme Courts. We are looking for two high performing and dynamic people who possess the following skills to effectively perform the role and assist the Registrars and Courts to exercise their functions. The successful applicant will possess:
demonstrated experience in leading a team to deliver high quality registry services that support the business and comply with relevant legislation, rules and practice;
demonstrated experience in high level and strategic thinking to develop and implement operational and workplace transformation and change programs;
demonstrated ability to report against key performance indicators and statements of performance including preparing complex reports to support projects and business cases;
high level communication skills with the ability develop positive relationship with judicial staff, internal and external stakeholders and members of the legal profession; and

demonstrated high level organisational skills, including the ability multi task, prioritise and respond in an agile manner in a fast pace environment.
Eligibility/Other requirements: Tertiary qualifications and experience in management, law, public policy or other relevant discipline are highly desirable.
Notes: Applicants should specify in their application which role they wish to apply for and address the Selection Criteria located in the relevant Position Description attached.
How to Apply: Interested applicants should provide a two-page pitch addressing the capabilities in the Position Description. A current resume with two referees should also be provided. All enquiries regarding the role can be directed to Suzana Stanojevic on 6207 4004 or Suzana.stanojevic@act.gov.au
Applications should be submitted via the Apply Now button below.
Contact Officer: Suzana Stanojevic (02) 6207 4004 Suzana.Stanojevic@act.gov.au

ACT Emergency Services Agency
ACT Rural Fire Service
Planning, Engagement, Education and Predictive Services
Fire and Weather Analyst
Administrative Services Officer Class 6 $91,315 - $104,509, Canberra (PN: 62670)
Gazetted: 18 August 2023
Closing Date: 1 September 2023
Details: Are you a great communicator, enthusiastic and dedicated? Would you like an opportunity to contribute to keeping our ACT community safe?
The Fire and Weather Analyst will provide analysis and predictive services for fire and severe weather-related hazards to facilitate and improve community and organisation capacity to deal with bush fires and severe weather threats.
The Fire and Weather Analyst also assists with a wide variety of administrative and practical support to ACTRFS and ACTSES for incident response and must have, or be able to quickly develop, an in-depth understanding of ACTRFS operations.
In return you will be provided with a supportive team environment, an excellent opportunity to broaden your skills and capabilities, and insight into how the ACTRFS and broader ESA provides a collaborative service to protect the ACT community.
We welcome people with experience from the community, public and private sectors able to meet the physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be.
If you are an Aboriginal or Torres Strait Islander, if you require extra supports to engage in the workforce due to a disability, if you are a veteran, or identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application.
Eligibility/other requirements:
An understanding of the emergency management environment, qualifications in an Incident Management role is desirable.
A minimum of a C Class Drivers Licence.
Background and Security clearance checks will be conducted including National Police Records Check.
Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration
This position does require the successful applicant to work on some occasion's outside of normal hours and on weekends.
Dependant on qualifications and experience, take part in the 'on call' duty roster.
Note: This is a temporary position part-time position at 22.05 hours (three days) per week, the salary noted will be pro rata. This position is available immediately for 12 months with the possibility of extension. Selection may be based on application and referee reports only.
How to apply: Applicants are required to submit a response of no more than two pages addressing the Position capabilities under "What you Require", 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.

Proof of driving licence and Working with Vulnerable People Registration will also be required prior to commencement in the role.
It is recommended that you contact the Contact Officer to discuss the role and its responsibilities prior to submitting your application.
Applications should be submitted via the *"Apply Now"* button below.
Contact Officer: Katherine JenkinsRFS 0432339454 Katherine.JenkinsRFS@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

Office of the Chief Projects Officer and Office of the Deputy Chief Projects Officer
Executive Officer
Senior Officer Grade B $135,355 - $152,377, Canberra (PN: 33730, several)
Gazetted: 22 August 2023
Closing Date: 29 August 2023
Details: Do you have experience in providing high-level strategic support to senior executives? Are you up for the challenge of working in a fast pace, agile environment? Major Projects Canberra have two exciting opportunities the Office of the Chief Projects Officer.
Major Projects Canberra are seeking two Executives Officers to independently support the Chief Projects Officer and Deputy Chief Projects Officer.
Office of the Chief Projects Officer:
The Chief Projects Officer (CPO) is responsible for the leadership and strategic direction of Major Projects Canberra (MPC), ensuring efficient and effective financial management and robust organisational governance. The CPO also provides advice and reporting to Ministers on the directorate's activities in delivering the Territory's infrastructure program, including the designated major infrastructure and other capital works.
The CPO oversees the procurement and delivery of infrastructure projects designated by the ACT Government and works collaboratively with Government Departments to deliver Whole-of-Government infrastructure projects.
Office of the Deputy Chief Projects Officer:
The Office of the Deputy Chief Projects Officer is a small team providing administrative and strategic support to the Deputy Chief Projects Officer (DCPO), ensuring the delivery of key ACT Government infrastructure projects in a safe, timely, value for money and quality manner.
The DCPO oversees and is responsible for ensuring the Canberra Hospital Expansion, the CIT Woden Campus Project and the Canberra Theatre Redevelopment Project are delivered in a manner whereby safety is of paramount importance, and are delivered in a timely, value for money and quality manner. The Office of the Deputy Chief Projects Officer works collaboratively and respectfully with Ministers, partner directorates and internal and external stakeholders.
As Executive Officer you will be responsible for the provision of timely, high-quality information and advice to the CPO or DCPO and MPC Executive team. The Executive Officer will lead the day-to-day business for the respective office, including key communications, governance, financial, human resources, records management and other accountabilities.
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:
Experience of working within an agency responsible for delivery of major infrastructure
A good working knowledge of Records Management system such as Objective will be an advantage.
Relevant tertiary qualifications and or extended experience in business administration 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.
Selection may be based on application and referee reports only.

How to apply: Please submit a written response no more than two pages 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: Elizabeth Shaw (02) 6207 8436 Elizabeth.Shaw@act.gov.au

Office of the Legislative Assembly

Business Support
Security and Building Services
Senior Security and Building Services Officer
Administrative Services Officer Class 6 $91,315 - $104,509, Canberra (PN: 391)
Gazetted: 17 August 2023
Closing Date: 31 August 2023
Details: The Office of the Legislative Assembly (OLA) has an exciting opportunity for an enthusiastic and experienced property and security professional to join the Security and Building Services team. The role will provide support to the Manager, Security and Building Services in all aspects of protective security and property management to enable Assembly operations and business continuity.
In this role and under general direction from the Manager, Security and Building Services you will be a flexible, approachable and decisive professional who can negotiate the operational work undertaken by the Security and Building Services team. In addition to supervising the day-to-day property and facility operations, you will be committed to supporting positive security outcomes for the OLA and be part of a team that is focused on delivering protective security policy development and advice, security assurance activities and monitoring of the OLAs key security interests.
The key duties of the position include:
• Supervise the day-to-day security and property operations of the Assembly building and manage the team's workload.
• Respond discretely, calmly and effectively to complex security incidents (including threats to harm people, property, and assets), as well as recommending and implementing security controls to mitigate risk and minimise harm.
• Actively contribute to the development and strengthening of the OLAs Protective Security Strategy and Framework through the preparation of policy documents, briefs and general security advice.
• Assist with procurement and contract administration activities.
• Assist in the rectification of property faults across the Assembly, including any related reporting requirements.
• Contribute to team culture and collegiality to promote sharing of knowledge, experience and problem solving.
We're especially keen to hear from people who have demonstrable experience working with relevant protective security doctrine and property management guidelines and/or frameworks. If this role sounds like a challenge you are interested in, we want to hear from you.
Eligibility/Other Requirements: Must be able to obtain and maintain a Negative Vetting Level 1 security clearance.
Note: This is a temporary position available for six months with the possibility of an extension for an additional six months.
How to Apply: Please submit a cover letter of no more than 800 words, responding to 'What we are looking for' section in the Position Description, a current curriculum vitae, and contact details of two referees, one of which is your current or most recent manager.
Applications should be submitted via the Apply Now button below.

Suburban Land Agency

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

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

Suburban Land Agency
Suburban Land Agency
Marketing Officer
Administrative Services Officer Class 6 $91,315 - $104,509, Canberra (PN: 49610)
Gazetted: 23 August 2023
Closing Date: 6 September 2023
Details: Be part of a great place.
Suburban Land Agency is looking for driven and self-motivated marketing professionals. We are in search of a highly creative team player who excels in delivering successful marketing projects to a diverse community. Whether you enjoy collaborating in a team or working independently, you will find a perfect fit in our organisation.
Our vision is to create great places where communities thrive.
Through greenfield development and urban renewal, we create experiences and lifestyles that are uniquely Canberran, where everyone feels welcome and at home.
Our developments aim to balance social, economic, and environmental benefits for all Canberrans through:
affordable living
a safe and healthy population
social inclusion and diversity
housing choices
environmental sustainability.
The Marketing team acquires new customers for the Agency and promotes the business through stories, campaigns, digital and physical experiences. We aim to increase positive brand perceptions with consumers and industry. We:
create awareness of the Agency brand and other suburb or site sub-brands
drive consideration of our suburbs and other sites as the preferred choice for living, building, and investing, to increase land sales and revenue.
educate and nurture potential customers and communities.
develop innovative, creative, and technology-driven solutions to enhance the customer's and community's relationship with the Agency.
provide a customer feedback loop through survey and research.
As part of the Marketing Team, the Marketing Officer will provide support to the Agency's Development Delivery groups in the marketing of our greenfield estates, urban redevelopment sites and the Suburban Land Agency corporate brand. This position reports into a Marketing Manager.
This role consists of support in the development of marketing strategies, delivery of creative campaigns, event management, administration, and stakeholder engagement.
The responsibilities include:
Contributing to the development, delivery and implementation of targeted marketing and communication plans for properties in the ACT Government's Indicative Land Release program.
Assisting with the implementation of campaign marketing, which may include use of digital, print, television and radio advertising, online newsletters, corporate publications, events, targeted industry development/consultation and public relations.
Liaising with external suppliers including marketing and media agencies for the delivery of communication services – graphical design and production, media placement planning, web design, publication distribution and other marketing/event projects for the targeted sites.
Coordinating event logistics for sales and corporate marketing activities.
Assisting with strategy development, planning and coordination of key activities and events such as sales events (e.g., Sales and Information sessions).
Liaising with internal stakeholders to develop work plans and deliver the project requirements ensuring approvals, budgets and deadlines are met.
Preparing reports, briefs, correspondence, publications, and procedures relevant to the targeted marketing activities and projects.
Contract and financial administration, electronic document management and contract compliance reporting.
Eligibility/other requirements:
Minimum of three years' experience supporting on the delivery of marketing campaigns is desirable.
Driver Licence Class C.
Working with Vulnerable People Card.

This position will be required to occasionally work after hours and on weekends.
Note: This is a temporary position available immediately until 31 October 2023 with 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.
This position has moved to a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.
How to apply: Applicants should submit an Expression of Interest considering the Professional/Technical Skills and the Behavioural Capabilities of not more than one page 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: Sam McDonald 62072724 or 0466 713 745 Sam.McDonald@act.gov.au

Suburban land Agency
Development Delivery Group
Urban Development
Project Manager - Urban
Administrative Services Officer Class 6 $91,315 - $104,509, Canberra (PN: 62623, several)
Gazetted: 22 August 2023
Closing Date: 5 September 2023
Details: Are you interested in Urban development and want to be part of a team delivering great places. The Suburban Land Agency is currently recruiting Project Managers for its Urban team. Applicants for this position will be considered for a range of positions and a Merit pool will be created that may be used to fill future vacancies in the team.
Provide brief information regarding the team
These roles are in the Urban Development business unit which has responsible for urban estates and infill sites, industrial and the Ginninderry Joint Venture project.
As a Project Manager in the Urban Development Team, this role will assist the Senior Managers and Directors in meeting delivery targets for land sales identified in the ILRP. Primary responsibilities of the position are to:
Provide support to senior management in the activities of land development and land release including obtaining necessary approvals; preparing and implementing project procurements including coordinating; design, planning, business planning, minor civil engineering and major landscape contracts and preparing, managing and monitoring consultant briefs and project budgets.
Assist with the project management of major urban projects.
Manage small land sale projects, with minimal supervision.
Undertake research related to the section's activities, including research on contemporary urban planning, urban design and architecture, as relevant to urban renewal.
Analyse and identify risks and developing associated risk management plans and undertaking regular risk reviews for allocated projects.
Draft reports, briefs, correspondence, and operational planning documents relevant to the section's activities.
Provide administrative support to the unit, and on request to other Project Managers in the Urban Development section, including preparing illustrative documentation and presentations, records management, undertake communications activities, procurement actions and contract document management.
Assist in project-based community consultations, including preparation of materials, event co-ordination, and face to face community discussions.
Contribute enthusiastically to the overall work of the unit and liaising effectively with Agency staff, external organizations, consultants and contractors.
Eligibility/Other requirements:
Highly desirable
Skills and experience in property and / or land development industry.
Understanding and / or experience in ACT Government procurement processes, the City Renewal Authority and Suburban Land Agency Act 2017 and the ILRP.
Tertiary qualifications or demonstrated experience in a related field such as: Project / Contract Management, Building and Construction Management, Property Law, Built Environment, Urban Design, Architecture, Landscape Architecture or Urban Planning.

General Construction Induction Card (White Card).
Asbestos Awareness Card.
Crystalline Silica Exposure Prevention Card
Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is in 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: Robert Walters (02) 6207 9013 Robert.Walters@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 and business Services
Bus Operations
Fleet
Administration Support Officer
Administrative Services Officer Class 3 $68,685 - $73,920, Canberra (PN: 37174)
Gazetted: 23 August 2023
Closing Date: 6 September 2023
Details: Transport Canberra is seeking a proactive, enthusiastic, and motivated person to fill the role of Administrative Support Officer. The successful applicant will provide administration and support to the Workshop Manager and Workshop team to assist in the day to day running of the workshops. To be successful in this position you will need to have excellent communication skills, participate in the continuous improvement projects for the Fleet Services team, be a team player, with the ability to also work independently, and contribute to a culture of constant improvement and innovation.
To be successful in this position you will:
Demonstrate strong administrative capability.
Possess excellent communication and interpersonal skills.
Great attention to detail and organisational skills.
Eligibility/Other requirements:
To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.
Drivers Licence (C-class) is mandatory.
Security clearance checks will be conducted.
This position does require a pre-employment medical.
Experience in Workshop Management System (TIMS) is highly desirable.
Notes: This is a temporary position available immediately for six months, with a possibility of extension and/or permanency. Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.
How to Apply: Applicants are to submit a response of no more than two pages demonstrating that you have the capabilities in the “What You Require” section of the Position Description document including details of Professional Skills and Knowledge and Behavioural Capabilities. Along with a current curriculum vitae including details of work history and professional qualifications and contact details of at least two referees.
Applications should be submitted via the Apply Now button below.
Contact Officer: Paul Mascord (02) 6205 8278 Paul.Mascord@act.gov.au

City Services
Infrastructure Planning/Asset and Data Integration
Spatial Data and Information Officer
Technical Officer Level 3 $79,105 - $89,398, Canberra (PN: 14227)
Gazetted: 23 August 2023
Closing Date: 30 August 2023
Details: Asset and Data Integration (ADI) are seeking an experienced spatial data officer to assist in the management of Roads ACT asset information. Within the TCCS Infrastructure Planning unit, ADI support Roads ACT and City Presentation in the management of Canberra's public places and infrastructure. This position is primarily responsible for validating, capturing and maintaining Roads ACT civil infrastructure asset data in the TCCS Asset Management System from Works As Executed (WAE) drawings, Minor New Works (MNW) drawings, field audits, existing maps, aerial photography, LiDAR and tabular data.
The core functions of this role are:
Under limited direction, develop, maintain and coordinate GIS capability to support the functions of Roads ACT.
Validate and capture civil infrastructure asset data into the Asset Management System (AMS) from Works As Executed (WAE) drawings, Minor New Works (MNW) drawings, field audits, existing maps, aerial photography, LiDAR and tabular data.
Investigate and resolve topology, rectification and data quality issues.
Design high-quality map, graphics and reporting outputs from the asset management system.
Carry out and coordinate project work as required, including data collection, database development, and map preparation.
Assist in the development of support systems to enable the adoption of GIS technology as a decision support tool for use in public realm asset management.
Liaise with internal staff and other Directorates to provide GIS support as required.
Contribute to Infrastructure Planning and Roads ACT initiatives and undertake other related tasks at a similar technical level as directed.
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 LGBTIQIA+ are encouraged to apply.
Eligibility/other requirements:
Permanent resident of Australia
Driver's licence (C-Class) is essential.
Relevant tertiary qualifications.
Note: This is a temporary position available immediately for six 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.
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: Please submit a written application addressing the Selection Criteria (no more than one page), 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: Isabel Chua (02) 6205 5038 Isabel.Chua@act.gov.au

Worksafe ACT

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: http://www.jobs.act.gov.au/
Applications can be sent via email to: jobs@act.gov.au

Executive Branch Manager, Compliance and Enforcement
Executive Level 1.2 $242,863 - $252,564 depending on current superannuation arrangements, Canberra (PN: E1326)
Gazetted: 18 August 2023
Closing Date: 1 September 2023

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner, who is the Territory's regulator. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led responsive regulator.
WorkSafe ACT achieves its objectives to protect workers and workplaces through a combination of compliance and enforcement, awareness raising, education, inspection and investigation. It is responsible for monitoring and enforcing compliance by duty holders with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation including dangerous substances, workers' compensation and Labour Hire Licensing.
We have an exciting and rare opportunity for a highly skilled professional to fill the role of Executive Branch Manager (EBM) overseeing the work of the Compliance and Enforcement Branch.
The Compliance and Enforcement Branch consists of several Inspectorate teams. The inspectorate undertakes a range of important functions to assist duty holders comply with their obligations including promoting WHS, workers' compensation and labour hire licensing by providing advice, information and assistance, and other compliance and enforcement activities.
The EBM, Compliance and Enforcement, reports to the WHS Commissioner. The EBM leads the work of the inspectorate to ensure key objectives are met and that best practice outcomes are achieved. This includes facilitating the implementation of relevant strategies and forming a critical part of the agency's regulatory policy cycle. The EBM will provide the strategic conduit with the Agency's Strategy area to ensure the effective operational implementation of industry, cohort and disorder level plans and strategies.
The EBM will play a key executive leadership role and will be an integral point of communication between Senior Office Grade A's and the Commissioner.
Eligibility:
The EBM will be required to act on behalf of the Deputy WHS Commissioner when the Deputy Commissioner is otherwise unavailable. When acting as the Deputy WHS Commissioner you may be required to act for the WHS Commissioner.
Relevant tertiary qualifications and/or significant leadership experience are highly desirable.
Remuneration: The position attracts a remuneration package ranging from $242,863 - $252,564 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of $215,572.
Contract: The successful applicant will be engaged under a performance-based contract for a period of five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.
How to Apply: Interested candidates should submit a written pitch no more than three pages outlining relevant skills and experience against the executive capabilities and job specific criteria specified in the Position Description as well as a current curriculum vitae and the name and contact details of two referees.
Applications should be submitted via the Apply Now button below.
Contact Officer: Jacqueline Agius 6207 0360 Jacqueline.Agius@worksafe.act.gov.au

APPOINTMENTS

ACT Integrity Commission

Administrative Services Officer Class 6 $91,315 - $104,509
Henrietta Stapleton, Section 68(1), 23 August 2023

Canberra Health Services

Health Professional Level 3 $99,819 - $105,180 (up to $110,398 on achieving a personal upgrade)
Lucy Coffey, Section 68(1), 23 August 2023

Technical Officer Level 1 $62,599 - $65,631
Parmjit Kaur, Section 68(1), 28 August 2023

Registered Nurse Level 3.1 $115,743 - $120,506
Kylie Lewis, Section 68(1), 8 August 2023

Registered Nurse Level 1 $72,698 - $97,112
Jessica Menzies, Section 68(1), 21 August 2023

Health Professional Level 2 $70,679 - $97,028
Mathew Padayattil Varghese, Section 68(1), 28 August 2023

Registered Nurse Level 1 $72,698 - $97,112
Laxmi Pun Gurung, Section 68(1), 18 August 2023

Registered Nurse Level 1 $72,698 - $97,112
Gita Shrestha, Section 68(1), 16 August 2023

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 $76,255 - $82,566
Sarah Blake, Section 68(1), 21 August 2023

Administrative Services Officer Class 6 $91,315 - $104,509
Dannica Clayton, Section 68(1), 17 August 2023

Administrative Services Officer Class 6 $91,315 - $104,509
Abrena Denhere, Section 68(1), 21 August 2023

Professional Officer Class 1 $64,473 - $89,398
Jack Doyle, Section 68(1), 23 August 2023

Administrative Services Officer Class 5 $84,749 - $89,705
Jason Dutfield, Section 68(1), 21 August 2023

Administrative Services Officer Class 6 $91,315 - $104,509
Deni Goodwin, Section 68(1), 17 August 2023

Senior Officer Grade B $135,355 - $152,377
Siobhan Jones, Section 68(1), 17 August 2023

Senior Officer Grade B $135,355 - $152,377
Ian Reid, Section 68(1), 21 August 2023

Community Services

Youth Worker 1 $68,685 - $73,920
Elijah Emanuel, Section 68(1), 21 August 2023

Youth Worker 1 $68,685 - $73,920
Manu Vanisi, Section 68(1), 21 August 2023

Education

School Assistant 2/3 $51,548 - $62,857
Vanessa Scanes, Section 68(1), 22 August 2023

School Assistant 2/3 $51,548 - $62,857
Andrew Simmonds, Section 68(1), 22 August 2023

Classroom Teacher $76,575 - $114,624
Jordan Heddle, 87896742, Section 68(1), 21 August 2023

Classroom Teacher $76,575 - $114,624
Kate Buckmaster, 88756389, Section 68(1), 21 August 2023

Classroom Teacher $76,575 - $114,624
Kate Buckmaster, 88756389, Section 68(1), 21 August 2023

Classroom Teacher $76,575 - $114,624
Abbey Glennon, 87894157, Section 68(1), 17 July 2023

Classroom Teacher $76,575 - $114,624
Hayley Wordsworth, 87268770 Section 68(1), 17 July 2023

Classroom Teacher $76,575 - $114,624
Chelsea Blunt, 88756418 Section 68(1), 21 August 2023

Classroom Teacher $76,575 - $114,624
Emma Pryor, 87259436 Section 68(1), 16 January 2024

Classroom Teacher $76,575 - $114,624
Isabela Gorringe, 87895221 Section 68(1), 4 August 2023

Classroom Teacher $76,575 - $114,624
Doris Stadus, 87893947 Section 68(1), 4 August 2023

Classroom Teacher $76,575 - $114,624
Alannah Hodge, 87892856 Section 68(1), 4 August 2023

Classroom Teacher $76,575 - $114,624
Alison Hyman, 86278133 Section 68(1), 4 August 2023

Classroom Teacher $76,575 - $114,624
Patrick Geale, 87892725 Section 68(1), 21 August 2023

Classroom Teacher $76,575 - $114,624
Jarrod Casey, 88756645 Section 68(1), 21 August 2023

Classroom Teacher $76,575 - $114,624
Lisa Smith, 887563975, Section 68(1), 9 October 2023

Environment, Planning and Sustainable Development

General Service Officer Level 7 $70,205 - $74,037
Daniel Bowron, Section 68(1), 22 August 2023

Justice and Community Safety

Administrative Services Officer Class 5 $84,749 - $89,705
Belinda Cole, Section 68(1), 17 August 2023

Transport Canberra and City Services

Bus Operator - Training $74,582
Caleb Chubb, Section 68(1), 19 August 2023

Bus Operator - Training $74,582
Scott Gore-Johnson, Section 68(1), 19 August 2023

Bus Operator - Training $74,582
Joseph Neave, Section 68(1), 19 August 2023

Bus Operator - Training $74,582
Shibin Thundiyil Joy, Section 68(1), 19 August 2023

TRANSFERS

ACT Health

Izaac White
From: Senior Officer Grade C $123,710
Community Services
To: Senior Officer Grade C $114,928 - $123,710
ACT Health, Canberra (PN. 62669) (Gazetted 4 May 2023)

Canberra Health Services

Tom Doyle
From: Administrative Services Officer Class 6 $91,315 - $104,509
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 $91,315 - $104,509
Canberra Health Services, Canberra (PN. 36840) (Gazetted 26 July 2022)

Chief Minister, Treasury and Economic Development

Xin Yuan
From: Senior Officer Grade C $114,928
Justice and Community Safety
To: Senior Officer Grade C $114,928 - $123,710
Chief Minister, Treasury and Economic Development, Canberra (PN. 32370) (Gazetted 18 May 2023)

Education

Rebecca Collison
From: School Assistant 3 $51,548
Education
To: School Assistant 2/3 $51,548 - $62,857
Education, Canberra (PN. 46738) (Gazetted 12 July 2023)

Megan Ward
From: $76,575 - $114,624
Education
To: Professional Officer Class 2 $91,315 - $104,509
Education, Canberra (PN. 61807) (Gazetted 15 June 2023)

Environment, Planning and Sustainable Development

Deborah Stanley
From: Technical Officer Level 1 $65,256
Justice and Community Safety
To: General Service Officer Level 6 $65,256 - $68,143
Environment, Planning and Sustainable Development, Canberra (PN. 20125) (Gazetted 15 June 2023)

Exhibition Park in Canberra

Transport Canberra and City Services

Gagandeep Brar
From: Bus Operator $82,733
Transport Canberra and City Services
To: Administrative Services Officer Class 4 $76,255 - $82,566
Transport Canberra and City Services, Canberra (PN. A20192) (Gazetted 3 July 2023)

PROMOTIONS

ACT Health

Mental Health and Suicide Prevention
Mental Health Policy and Strategy
Mental Health Policy
Johannah Collins
From: Administrative Services Officer Class 5 $84,749 - $89,705
ACT Health
To: Administrative Services Officer Class 6 $91,315 - $104,509
ACT Health, Canberra (PN. 57740) (Gazetted 7 July 2023)

Population Health
Office of the Chief Health Officer
Judith Colquhoun
From: Administrative Services Officer Class 4 $76,255 - $82,566
ACT Health
To: Administrative Services Officer Class 5 $84,749 - $89,705
ACT Health, Canberra (PN. 60011) (Gazetted 15 June 2023)

Population Health
Office of the Chief Health Officer
Solaleh Mahmoodian
From: Administrative Services Officer Class 4 $76,255 - $82,566
Canberra Health Services
To: Administrative Services Officer Class 5 $84,749 - $89,705
ACT Health, Canberra (PN. 49657) (Gazetted 15 June 2023)

Population Health
Office of the Chief Health Officer
Michelle Mitchell
From: Technical Officer Level 2 $67,760 - $77,593
Canberra Health Services
To: Administrative Services Officer Class 5 $84,749 - $89,705
ACT Health, Canberra (PN. 45376) (Gazetted 15 June 2023)

Canberra Health Services

Clinical Services
Mental Health Justice Health , Alcohol & Drug Services
Jordan Allen
From: Registered Nurse Level 2 $100,957 - $107,000
Canberra Health Services
To: †Registered Nurse Level 3.1 $115,743 - $120,506
Canberra Health Services, Canberra (PN. 24858) (Gazetted 14 July 2023)

Clinical Services
Women Youth & Children
Michele Bollard
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. 48710) (Gazetted 11 May 2023)

Infrastructure and Health Services
Renee Cooper
From: Administrative Services Officer Class 6 $91,315 - $104,509
Canberra Health Services
To: †Infrastructure Officer 3 $115,193 - $126,450
Canberra Health Services, Canberra (PN. 49346) (Gazetted 27 June 2023)

Abigail Dionio
From: Infrastructure Officer 1 $75,792 - $89,551
Canberra Health Services
To: Infrastructure Officer 2 $91,428 - $105,186
Canberra Health Services, Canberra (PN. 57603) (Gazetted 29 June 2023)

Clinical Services
Surgery
Emma Fox
From: Senior Officer Grade C $114,928 - $123,710
Canberra Health Services
To: †Senior Officer Grade B $135,355 - $152,377
Canberra Health Services, Canberra (PN. 54707) (Gazetted 5 January 2023)

Quality, Safety Innovation and Improvement
Clinical Safety and Quality
Melissa Gaudry
From: Registered Nurse Level 1 $72,698 - $97,112
Canberra Health Services
To: †Registered Nurse Level 3.1 $115,743 - $120,506
Canberra Health Services, Canberra (PN. 46589) (Gazetted 20 June 2022)

Infrastructure and City Services
Adam Goodchild
From: Health Service Officer Level 10 $91,315 - $104,509
Canberra Health Services
To: †Infrastructure Officer 3 $115,193 - $126,450
Canberra Health Services, Canberra (PN. 61073) (Gazetted 27 June 2023)

Finance and Business Intelligence
Supernumerary
Michael Yubo Huang
From: Senior Officer Grade C $114,928 - $123,710
Transport Canberra and City Services
To: †Senior Officer Grade B $135,355 - $152,377
Canberra Health Services, Canberra (PN. 50545) (Gazetted 13 June 2023)

Clinical Services
Rehab, Aged and Community Service
Chinn Lim
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. 27177) (Gazetted 25 May 2023)

Clinical Services
Medicine
Sarah Beth Marrapodi
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. 24073) (Gazetted 31 May 2023)

Clinical Services
Mental Health Justice Health , Alcohol & Drug Services
Poly Puthuparampil Jose
From: Assistant in Nursing $55,927 - $57,820
Canberra Health Services
To: Allied Health Assistant 3 $69,915 - $73,346 (up to $77,593 depending on qualification level)
Canberra Health Services, Canberra (PN. 40168) (Gazetted 23 February 2023)

Clinical Services
Medicine
Claire Ryan
From: Registered Nurse Level 1 $72,698 - $97,112
Canberra Health Services
To: †Registered Nurse Level 3.1 $115,743 - $120,506
Canberra Health Services, Canberra (PN. 24132) (Gazetted 2 May 2023)

Clinical Services
Women Youth & Children
Chloe Vincent
From: Administrative Services Officer Class 3 $68,685 - $73,920
Canberra Health Services
To: Administrative Services Officer Class 3 $68,685 - $73,920
Canberra Health Services, Canberra (PN. 61933) (Gazetted 13 July 2023)

Canberra Institute of Technology

Industry Engagement and Strategic Relations
Industry Engagement
Dan Cook
From: Administrative Services Officer Class 6 $91,315 - $104,509
Canberra Institute of Technology
To: †Senior Officer Grade C $114,928 - $123,710
Canberra Institute of Technology, Canberra (PN. 58997) (Gazetted 13 July 2023)

Industry Engagement and Strategic Relations
Industry Engagement
Rhiannon Heffernan
From: Administrative Services Officer Class 5 $84,749 - $89,705
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C $114,928 - $123,710
Canberra Institute of Technology, Canberra (PN. 55029) (Gazetted 13 July 2023)

Chief Minister, Treasury and Economic Development

Access Canberra
Strategy and Planning
Major Procurement and Projects
Marek Bilski
From: Administrative Services Officer Class 6 $91,315 - $104,509
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C $114,928 - $123,710
Chief Minister, Treasury and Economic Development, Canberra (PN. 59775) (Gazetted 15 June 2023)

Access Canberra
Construction Utilities and Environment Protection
Construction Licensing and Governance
Queenty Fisher
From: Administrative Services Officer Class 3 $68,685 - $73,920
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 $76,255 - $82,566
Chief Minister, Treasury and Economic Development, Canberra (PN. 12430) (Gazetted 14 June 2023)

Access Canberra
Construction Utilities and Environment Protection
Construction Licensing and Governance
Christopher Hall
From: Administrative Services Officer Class 3 $68,685 - $73,920
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 $76,255 - $82,566
Chief Minister, Treasury and Economic Development, Canberra (PN. 03095) (Gazetted 14 June 2023)

Economic Development
Venues Canberra
leilani mcgurgan
From: Administrative Services Officer Class 4 $76,255 - $82,566
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 $84,749 - $89,705
Chief Minister, Treasury and Economic Development, Canberra (PN. 53829) (Gazetted 28 June 2023)

Digital Data and Technology Services
CESB
Service Assurance
Du Chanh Nguyen
From: Information Technology Officer Class 1 $73,920 - $84,144
Chief Minister, Treasury and Economic Development
To: Information Technology Officer Class 2 $91,315 - $104,509
Chief Minister, Treasury and Economic Development, Canberra (PN. 34570) (Gazetted 28 April 2023)

Treasury/Digital, Data and Technology Solutions
Technology Services Branch
Corporate Applications
Qing Rong
From: Senior Information Technology Officer Grade C $114,928 - $123,710
Chief Minister, Treasury and Economic Development
To: †Senior Information Technology Officer Grade B $135,355 - $152,377
Chief Minister, Treasury and Economic Development, Canberra (PN. 14260) (Gazetted 1 May 2023)

Office of Industrial Relations and Workforce Strategy
Secure Local Jobs Code

Phillip Rose
From: Administrative Services Officer Class 5 $84,749 - $89,705
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 $91,315 - $104,509
Chief Minister, Treasury and Economic Development, Canberra (PN. 42831) (Gazetted 6 July 2023)

Communication and Engagement
Strategy and Creative
Strategic Communications, Research and Engagement
Kristin Zeitlhofer
From: Administrative Services Officer Class 5 $84,749 - $89,705
Justice and Community Safety
To: Administrative Services Officer Class 6 $91,315 - $104,509
Chief Minister, Treasury and Economic Development, Canberra (PN. 50131) (Gazetted 14 October 2022)

City Renewal Authority

There were no promotions this week for City Renewal Authority

Community Services

Children, Youth and Families
Child and Youth Protection Services
Operational Support
Amy Armour
From: Administrative Services Officer Class 3 $68,685 - $73,920
Community Services
To: Administrative Services Officer Class 5 $84,749 - $89,705
Community Services, Canberra (PN. 10385) (Gazetted 1 February 2023)

Children, Youth and Families
Youth Justice
Bimberi Residential Services
Daniel Arnold
From: Youth Worker 1/2 $68,685 - $82,566
Justice and Community Safety
To: †Administrative Services Officer Class 5 $84,749 - $89,705
Community Services, Canberra (PN. 04500) (Gazetted 4 May 2023)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Children, Youth and Families
Youth Justice
Bimberi Residential Services
Aristo Lyras
From: Youth Worker 1/2 $68,685 - $82,566
Justice and Community Safety
To: †Administrative Services Officer Class 5 $84,749 - $89,705
Community Services, Canberra (PN. 03295) (Gazetted 4 May 2023)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Children, Youth and Families
Child and Youth Protection Services
Operational Support
Kirsten McNaughton

From: Administrative Services Officer Class 3 $68,685 - $73,920
Justice and Community Safety
To: Administrative Services Officer Class 4 $76,255 - $82,566
Community Services, Canberra (PN. 10106) (Gazetted 1 February 2023)

Children, Youth and Families
Child and Youth Protection Services
Operational Support
Natasha Moore
From: Administrative Services Officer Class 3 $68,685 - $73,920
Justice and Community Safety
To: Administrative Services Officer Class 4 $76,255 - $82,566
Community Services, Canberra (PN. 11578) (Gazetted 1 February 2023)

Children, Youth and Families
Youth Justice
Bimberi Residential Services
Conor O'Donnell
From: Youth Worker 1/2 $68,685 - $82,566
Justice and Community Safety
To: †Administrative Services Officer Class 5 $84,749 - $89,705
Community Services, Canberra (PN. 30725) (Gazetted 4 May 2023)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Children, Youth and Families
Youth Justice
Bimberi Residential Services
Fabian Tago
From: Youth Worker 1/2 $68,685 - $82,566
Justice and Community Safety
To: †Administrative Services Officer Class 5 $84,749 - $89,705
Community Services, Canberra (PN. 20861) (Gazetted 4 May 2023)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Children, Youth and Families
Youth Justice
Bimberi Residential Services
Hamish Turton
From: Youth Worker 1/2 $68,685 - $82,566
Justice and Community Safety
To: †Administrative Services Officer Class 5 $84,749 - $89,705
Community Services, Canberra (PN. 03291) (Gazetted 4 May 2023)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Education

School Performance and Improvement
Belconnen
UC Senior Secondary College Lake Ginninderra
Catherine Jetter
From: School Assistant 2 $51,548 - $56,919
Education
To: Administrative Services Officer Class 4 $76,255 - $82,566

Education, Canberra (PN. 15510) (Gazetted 5 September 2022)

Service Design and Delivery
Digital Strategy, Services and Transformation
Amanda McCormack
From: Senior Officer Grade C $114,928 - $123,710
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B $135,355 - $152,377
Education, Canberra (PN. 04074) (Gazetted 16 June 2023)

School Performance and Improvement
Tuggeranong Network
Calwell Primary School
Ben Roberts
From: $154,033
Education
To: †School Leader A 1 $175,964
Education, Canberra (PN. 31763) (Gazetted 24 May 2023)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Environment, Planning and Sustainable Development

Planning and Urban Policy
David Radice
From: Administrative Services Officer Class 6 $91,315 - $104,509
Environment, Planning and Sustainable Development
To: †Senior Officer Grade C $114,928 - $123,710
Environment, Planning and Sustainable Development, Canberra (PN. 25331) (Gazetted 21 April 2023)

Justice and Community Safety

ACT DPP
Legal
Legal
Colin Balog
From: Prosecutor Associate $76,255 - $78,591
Justice and Community Safety
To: †Prosecutor Grade 1 - 2 $82,812 - $129,452
Justice and Community Safety, Canberra (PN. 05496) (Gazetted 8 June 2023)

Emergency Service Agency
ACT Fire and Rescue
Christopher Bourke
From: FB5 (Senior Fire Fighter) $103,088
Justice and Community Safety
To: †FB6 (Station Officer) $117,069
Justice and Community Safety, Canberra (PN. P15143) (Gazetted 1 August 2023)

Emergency Service Agency
ACT Fire and Rescue
Jason Farnhill
From: FB5 (Senior Fire Fighter) $103,088
Justice and Community Safety

To: †FB6 (Station Officer) $117,069
Justice and Community Safety, Canberra (PN. P37112) (Gazetted 1 August 2023)

ACT Corrective Services
Offender Reintegration
Daniela Ferry
From: Administrative Services Officer Class 4 $76,255 - $82,566
Justice and Community Safety
To: Administrative Services Officer Class 5 $84,749 - $89,705
Justice and Community Safety, Canberra (PN. 60908) (Gazetted 30 August 2022)

ACT Courts and Tribunals
ACT Coroner's Court
Forensic medicine Centre
Kayla Forrester
From: Technical Officer Level 3 $79,105 - $89,398
Justice and Community Safety
To: Health Professional Level 3 $99,819 - $105,180 (up to $110,398 on achieving a personal upgrade)
Justice and Community Safety, Canberra (PN. 60942) (Gazetted 20 February 2023)

ACT Government Solicitor
Holly Harris
From: Administrative Services Officer Class 3 $68,685 - $73,920
Justice and Community Safety
To: Administrative Services Officer Class 5 $84,749 - $89,705
Justice and Community Safety, Canberra (PN. 50992) (Gazetted 14 March 2023)

Emergency Services Agency
Strategy and Governance
ESA Procurement, Sourcing and Purchasing
Devarany Karpay
From: Administrative Services Officer Class 5 $84,749 - $89,705
Justice and Community Safety
To: Administrative Services Officer Class 6 $91,315 - $104,509
Justice and Community Safety, Canberra (PN. 15609) (Gazetted 11 July 2023)

Emergency Service Agency
ACT Fire and Rescue
Arron Kiewiet
From: FB5 (Senior Fire Fighter) $103,088
Justice and Community Safety
To: †FB6 (Station Officer) $117,069
Justice and Community Safety, Canberra (PN. P48074) (Gazetted 1 August 2023)

ACT Corrective Services
Offender Reintegration
Offender Reintegration
Lisabeth Spulak
From: Senior Officer Grade B $135,355 - $152,377
Justice and Community Safety
To: †Senior Officer Grade A/Health Professional Level 6 $131,412 - $157,201
Justice and Community Safety, Canberra (PN. 39828) (Gazetted 29 June 2023)

Emergency Service Agency
ACT Fire and Rescue
Daniel Town
From: FB5 (Senior Fire Fighter) $103,088

Justice and Community Safety
To: †FB6 (Station Officer) $117,069
Justice and Community Safety, Canberra (PN. P58691) (Gazetted 1 August 2023)

Emergency Service Agency
ACT Fire and Rescue
Mark Welsh
From: FB5 (Senior Fire Fighter) $103,088
Justice and Community Safety
To: †FB6 (Station Officer) $117,069
Justice and Community Safety, Canberra (PN. P47286) (Gazetted 1 August 2023)

Major Projects Canberra

Light Rail
Construction
Matthew Curtis
From: Infrastructure Officer 3 $115,193 - $126,450
Transport Canberra and City Services
To: †Infrastructure Officer 4 $136,524 - $155,109
Major Projects Canberra, Canberra (PN. 38214) (Gazetted 25 May 2023)

SPIRE
Project Management
Rama Thapa Khatri
From: Graduate Administrative Assistant $76,255 - $78,591
Major Projects Canberra
To: †Infrastructure Officer 1 $75,792 - $89,551
Major Projects Canberra, Canberra (PN. 62378) (Gazetted)
This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Infrastructure Delivery Partners
Commercial Project Management
Commercial Project Management
Yili Zhang
From: Infrastructure Officer 1 $75,792 - $89,551
Transport Canberra and City Services
To: Infrastructure Officer 2 $91,428 - $105,186
Major Projects Canberra, Canberra (PN. 62708) (Gazetted 20 April 2023)

Suburban Land Agency

Governance and Corporate Services
Governance
Aimee Vassallo
From: Senior Officer Grade B $135,355 - $152,377
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade A $157,201
Suburban Land Agency, Canberra (PN. 45272) (Gazetted 23 July 2023)

Transport Canberra and City Services

Office of the Director-General
Communications
Emily Wadwell
From: Administrative Services Officer Class 6 $91,315 - $104,509
Transport Canberra and City Services
To: †Senior Officer Grade C $114,928 - $123,710
Transport Canberra and City Services, Canberra (PN. 47386) (Gazetted 21 July 2023)

From:	Ren, Ray
To:	CMTEDD FOI
Cc:	Chen, Hester; Kobayashi, Midori; OWHSC, Corporate; HR Worksafe ACT
Subject:	RE: CMTEDDFOI 2026-142- Freedom of Information Search - due 15 July 2026
Date:	Tuesday, 14 July 2026 1:11:12 PM
Attachments:	image002.png image003.png image004.jpg image005.jpg Documents in Scope.obr WTCB77GW.pdf

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OFFICIAL

Good afternoon Aaron,
Please find attached, documents in scope for CMTEDDFOI2026-142, with completed table as below.
If you have any questions, please let us know.
Thank you for your assistance to us in this process!
Best,
Ray

Ray Ren | Director, Corporate and HR
: Ray Ren | E: Ray.Ren@worksafe.act.gov.au | P: (02) 6207 1181
Office of the Work Health and Safety Commissioner | ACT Government
3 Constitution Avenue, Canberra 2601 | GPO Box 158, Canberra ACT 2601 |
www.worksafe.act.gov.au





From: OWHSC, Corporate
Sent: Monday, 6 July 2026 4:26 PM
To: Ren, Ray ; HR Worksafe ACT
Cc: Chen, Hester ; Christopher, Chins ; OWHSC, Corporate ; Kobayashi, Midori
Subject: FW: CMTEDDFOI 2026-142- Freedom of Information Search - due 15 July 2026

OFFICIAL

Good afternoon, Teams,
Please see below FOI received today. Due date for response is ***15th July.***
Please action, as necessary.
The Objective FOI folder is available as below
CMTEDDFOI 2026-142 - WorkSafe ACT - Active - Objective ECM
Best Regards,

Chins Christopher (Chris) | Senior Governance Officer & Records Manager,

Corporate & HR Team
Telephone: (02) 6205 8513 Email: chins.christopher@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au

From: CMTEDD FOI <CMTEDDFOI@act.gov.au>
Sent: Monday, 6 July 2026 3:45 PM
To: OWHSC, Corporate <corporate@worksafe.act.gov.au>
Cc: CMTEDD FOI <CMTEDDFOI@act.gov.au>; Ren, Ray <Ray.Ren@worksafe.act.gov.au>
Subject: CMTEDDFOI 2026-142- Freedom of Information Search - due 15 July 2026

OFFICIAL

Good afternoon team,
The CMTEDD Information Access Team has received the attached freedom of information (FOI) request for information held by CMTEDD. Specifically, the applicant is seeking access to the following:

Scope of FOI application
*please see attached

Your business area has been identified as a relevant area of CMTEDD to undertake the searches to locate any information within the scope of the request.

What do you need to do?

1. Complete searches of your records
    - You are only required to search for information **held by your area** which falls **within the scope of the request**.
    - All electronic and non-electronic record keeping databases, systems and files should be searched.
    - If you believe **this request should be supplied to another area of CMTEDD**, **or, another Directorate** – please advise as soon as possible.
2. Complete the below table
    - If **no information is located** within the scope of the request - please provide a "nil" response.
    - The FOI team rely on the advice of our business units as subject matter experts on the material within scope.
    - Please note we have recently added point two on the table below.
3. Respond to this request, including any identified records, and the completed table.

- Information can be returned via TRIM, Objective or email.

Due date

Your response to this request is due **15 July 2026**

This due date is set to ensure that statutory timeframes under the *Freedom of Information Act 2016* are met. The Information Access Team appreciates your timely response.

If you are unable to meet this due date or have concerns about the scope of the request, please contact the Freedom of Information Coordinator as soon as possible to discuss. The contact details for the FOI Coordinator are below:

FOI Coordinator: Aaron Neeves
Reference number: CMTEDDFOI 2026-142
Contact number: 02 6207 7754

Business Area Response – TO COMPLETE		
Action Required	**Action completed? Yes/No/Nil**	**Additional Comments**
1. Have you completed comprehensive searches of all relevant databases and in accordance with the search guidance at the bottom of this table?	Yes	
2. Have you identified any information within the scope of the request that is available to the applicant for a fee or is publicly available. If yes, please state which information and provide a link to where the applicant can purchase/access this information.	No	
3. Have you identified all records that are relevant to the scope of this request?	Yes	
4. Should this request be forwarded to: a. Any other business areas within CMTEDD?	No	Some data regarding WC includes information of past employees who have left. Report is created by CMTEDD IM team, who can be contacted at InjuryManagement@act.gov.au

b. Another Directorate?		
5. Does the identified information contain any details or information about any external parties who may need to be consulted about the release of any the information?	Yes	Some data regarding WC includes information of past employees who have left. Report is created by CMTEDD IM team, who can be contacted at InjuryManagement@act.gov.au
6. Have you provided concerns or sensitivities about the potential release of the information identified as within scope? *Note – you must advise of any concerns or sensitivities contained within the identified information. This information is relied upon to make clear, evidence-based recommendations in accordance with the FOI Act.*	Yes	Please refer to attached Word doc in Obj: "Attachment A - Data for releasing + concerns or sensitivities about release of the information". This was based on the scope of the document
7. Has the relevant Executive Branch or Executive Group Manager or WorkSafe Senior Director cleared access request?	Yes	
8. Minister/s for relevant portfolio/s?	No	

SEARCH GUIDANCE

* Information can include, but is not limited to, the following (in electronic or non-electronic forms and in draft or final forms):

Notes and correspondence; records of meetings and telephone conversations; files; emails; Cisco Jabber files; Teams Message logs; media releases; minutes; briefings; meeting minutes; submissions; invitations; tenders; external consultation documentation; contracts; notebooks; diaries; photos; sound and visual recordings; maps; diagrams; drawings; and plans.

Freedom of Information Team
Phone: 02 6207 7754 | Email: CMTEDDFOI@act.gov.au
Corporate | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 1, 220 London Circuit, Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | act.gov.au