



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 28 March 2019**

## VACANCIES

### Canberra Institute of Technology

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

#### Corporate Services

##### Records Management

##### Senior Records Officer

**Administrative Services Officer Class 6 \$79,824 - \$9,356, Canberra (PN: 41641)**

Gazetted: 29 March 2019

Closing Date: 12 April 2019

Details: Canberra Institute of Technology (CIT) is seeking an experienced Senior Records Officer as part of CIT Corporate Services. The role is responsible for managing the CIT Records and Information resources in compliance with Australian standard (AS15489), *Territories Records Act 2002* and guides, directs and co-ordinates the development, implementation and maintenance of CIT Record Keeping systems and procedures to meet the business needs of the Institute. Applications would be welcomed from self-motivated candidates who can demonstrate an advanced knowledge of the processes and procedures of record keeping in a digital (EDRMS) environment which includes the ongoing implementation of the EDRMS System in line with the ACT Government Digital 2020 Strategy. CIT holds a large collection of existing physical records and the successful candidate will be required to manage the operational requirements of digital transition, retention and or disposal of this large collection. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Desirable: A minimum of five years relevant experience. Certificate IV Training and Assessment or a willingness to undertake a Certificate IV Training and Assessment. Demonstrated experience of records management within the Vocational Education and Training (VET) sector.

How to Apply: Please provide a statement against the Selection Criteria and a copy of your current resume with contact details for at least two referees and the Application Coversheet and send to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Paul Magin (02) 6207 4901 [paul.magin@cit.edu.au](mailto:paul.magin@cit.edu.au)

#### Education and Training Services

##### Trade Skills

##### Construction

##### Store Person

**General Service Officer Level 6 \$54,949 - \$57,445, Canberra (PN: 54960)**

Gazetted: 03 April 2019

Closing Date: 10 April 2019

Details: Canberra Institute of Technology (CIT) is seeking a full-time person to perform the duties of Store Person within the Trade Skills Construction departments at its Bruce Campus. The person will need a strong background in machinery maintenance, WHS requirements, store operations relating to trade teaching of apprentices and be familiar with ACT Government procurement and finance systems including record keeping, maintaining registers and asset security. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Hold a current drivers licence and fork lift operator's licence is mandatory. Elevated Work Platform (EWP) licence would be an advantage.

Note: This is a temporary position available for 12 months with the possibility of extension up to but not exceeding five years in total. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to Apply: Applicants are required to complete the ACT Government Application Coversheet, provide up to date resume and respond to the Selection Criteria and lodge via [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Peter Hansen (02) 6205 4239 [peter.hansen@cit.edu.au](mailto:peter.hansen@cit.edu.au)

## **Education and Training Services**

### **Trade Skills**

#### **Automotive, Metals and Logistics**

##### **Technical Officer**

##### **Technical Officer Level 1 \$54,720 - \$57,369, Canberra (PN: 54657)**

Gazetted: 01 April 2019

Closing Date: 8 April 2019

Details: The Automotive, Metals department is seeking interest in the Technical Officer position that will require you to manufacture, maintain all types of equipment and training resources in the Automotive and Metal Fabrication trade delivery areas. This position will also require use of computers and updating of our maintenance database and managing learning resources that will be transported to other sites. Canberra Institute of Technology (CIT) is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Possession of a current Drivers Licence and a current forklift licence is highly desirable. Trade qualifications preferably in Automotive and Metal Fabrication trades.

Note: This position is for temporary filling for a period of 12 months with the possibility of extension up to but not exceeding five years in total. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to Apply: Applicants to respond to Selection Criteria, provide a current resume and complete the ACT Government Application Coversheet and submit to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Steven McMahon (02) 6207 3818 [steven.mcmahon@cit.edu.au](mailto:steven.mcmahon@cit.edu.au)

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

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

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

### **2020 ACT Public Service Graduate Program**

#### **Graduate Administrative Assistant \$71,309 (as of 12/12/19), Canberra (PN: GAA2020)**

Gazetted: 01 April 2019

Closing Date: 28 April 2019

If you're looking to start a challenging and rewarding career where you'll have the opportunity to help shape Canberra's future, apply for the 2020 ACT Public Service Graduate Program.

We offer successful applicants:

- three different work rotations to expose you to the vast service provided by Government
- extensive soft skills training to develop and improve your public sector skills
- work that challenges you and provides you with opportunities to use and develop your skills
- a competitive starting salary of \$71,309 (as of 12/12/19)
- salary advancement upon successful completion of the Program
- access to flexible working arrangements that support a healthy work-life balance
- a culturally diverse workforce in an inclusive workplace.

All the information you need to start an exciting career as a Graduate in the ACTPS and the online applications can be found at: [cmtedd.act.gov.au/employment-framework/graduates](http://cmtedd.act.gov.au/employment-framework/graduates)  
Contact Officer: Graduate Jobs [graduatejobs@act.gov.au](mailto:graduatejobs@act.gov.au)

### **Shared Services**

#### **Customer Engagement Services Branch**

#### **Shared Services ICT**

#### **ICT Support Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 05087)**

Gazetted: 01 April 2019

Closing Date: 15 April 2019

Details: Shared Services ICT is seeking an enthusiastic, driven and proactive person who thrives in a fast-paced environment and enjoys a challenge to fill the position of ICT Support Officer within the Education ICT embedded team. As part of the Education ICT Hardware Team, the ICT Support Officer is required to provide technology advice and guidance, as well as ensuring consistency of service delivery, by prioritising and managing workflows and supporting the team to achieve deliverables in an Information Technology Infrastructure Library (ITIL) environment. Applicants will have a high level of organisational skills, excellent attention to detail and can quickly adapt to a fast-paced environment. Experience in the use of ServiceNow and Excel would be considered advantageous. The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for an immediate start until 30 June 2019 with the possibility of extension and/or permanency. Selection may be based on written 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: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" section and submit a personal pitch, of no more than two pages, that provides evidence of your capabilities, highlighting your skills and experience and attributes that you could bring to the role. Please include your Curriculum Vitae and the names of two referees. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Anthony Amit (02) 6205 8489 [anthony.amit@act.gov.au](mailto:anthony.amit@act.gov.au)

### **Corporate**

#### **People and Capability**

#### **Employee Relations**

#### **Human Resources Advisor - Employee Relations**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 27965)**

Gazetted: 1 April 2019

Closing Date: 8 April 2019

Details: Working under limited supervision, this position is responsible for: The provision of quality client service, guidance and support to Chief Minister, Treasury and Economic Development (CMTEDD) staff and managers on a range of Human Resource (HR) management policies and practices, including but not limited to: Leave and attendance management; recruitment; probation; pay related matters; flexible working arrangements; communication and consultation; workplace values and behaviours; redeployment and redundancy; providing explanation and interpretation of relevant Enterprise Agreements and legislative material to CMTEDD staff; assisting with the completion of strategic human resource processes relating to: Industrial and employee relations matters; machinery of government changes; restructuring and redundancy; preparation and secretariat support for a number of Directorate committees and working parties; representing the Directorate at various forums; and supporting the HR Manager and Senior Advisor in the delivery of strategic HR services to CMTEDD businesses. Eligibility/Other Requirements: Understand and work within the ACT Public Service Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

Note: This is a temporary position available from 8 April 2019 until 15 November 2019 with the possibility of extension up to less than 12 months. This position does not involve direct supervision of staff.

How to Apply: Applicants should address the Selection Criteria in relation to the duties and responsibilities and outline the skills, knowledge and experience that makes you an ideal candidate for the role. Applications should be no more than two pages and should be sent along with your resume and Application Coversheet to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Sophie Medved (02) 6205 4899 [sophie.medved@act.gov.au](mailto:sophie.medved@act.gov.au)

## **Economic Development**

### **Events ACT**

#### **Program Administration Officer**

##### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 11830)**

Gazetted: 29 March 2019

Closing Date: 12 April 2019

Details: Supporting the VisitCanberra and Events ACT business units, you will provide overarching government business coordination, financial and administrative support to executives and senior leaders within VisitCanberra and Events and Workplace Health Safety (WHS) support to the WHS Coordination Manager. You will be a key player in business program administration with the ability to manage tight timelines and the demands of managing multiple tasks. You have a keen attention to detail and excellent reading, writing and grammar skills. We are seeking to recruit a highly motivated, flexible and proactive individual who is willing to learn and to be part of a high performing team. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: An order of merit may be established to fill future vacancies at level over the next 12 months. 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.

How to Apply: Please provide the completed Application Coversheet, your Curriculum Vitae and brief responses to each Selection Criteria (no more than 400 words each) to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Steven Gallace (02) 6205 0793 [steven.gallace@act.gov.au](mailto:steven.gallace@act.gov.au)

## **Shared Services**

### **Partnership Services Group**

#### **Customer Support Services**

##### **Automation Development Officer**

##### **Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 42699)**

Gazetted: 28 March 2019

Closing Date: 11 April 2019

Details: Are you passionate about implementing automated solutions? How about a pro at finding opportunities to use bots and other integration tools? If VB and JavaScript are speaking 'your language', then we've got the perfect opportunity for you! Shared Services are looking for a savvy Automation Development Officer who is results driven, can understand user/business requirements and has experience delivering robust technical solutions. This role will work closely with various teams under limited supervision to achieve results in a fast paced and deadline driven environment. You will have the exciting opportunity to work in this innovative area, collaborating with stakeholders to integrate systems with the use of robotics, alongside a great team that's committed to delivering quality outcomes. Development experience in RPA solutions such as Blue Prism, Automation Anywhere and/or UI Path is essential. The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities of the role. If you think you're up for it, please send us your Curriculum Vitae

and a two page pitch on your greatest achievement in the last two years and why you think you're the best person for this job.

Contact Officer: Donald Hage (02) 6205 1530 donald.hage@act.gov.au

## **Economic Development**

### **VisitCanberra**

#### **Content Marketing Officer**

##### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 16867)**

Gazetted: 28 March 2019

Closing Date: 16 April 2019

Details: As the Content Marketing Officer at VisitCanberra, we encourage you to take the reins of our content and social media strategies and play a leading role in driving the growth of Canberra as a leisure destination. You will work alongside the Content Media Manager as an editor-in-chief for our content and use your creative copywriting skills to ensure all content not only builds our audience, but moves the destination forward and where possible results in conversion to visit Canberra or attend an event in Canberra. You will attend local networking functions and events to represent VisitCanberra, build and maintain relationships with industry and gather interesting and exclusive content to share across our channels. Using your newly acquired knowledge, you'll ensure our content plan is created and executed like clockwork to deliver immediate results. Reporting using a variety of monitoring tools and platforms will be a must to assess what content is performing well and enabling the team to achieve our marketing objectives. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: There is one permanent position and one temporary position for six months with the possibility of extension up to 12 months or permanency. An order of merit list may be established to fill future identical vacancies at level over the next 12 months. 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.

How to Apply: If this sounds like you, please send your Curriculum Vitae and an application. Applications should clearly address the Selection Criteria and be no longer than three pages telling us why you are the right person for the job. Shortlisted applicants will also be required to undertake an exercise to test your content production skills.

## **Partnership Services**

### **Commercial Services**

#### **Record Services**

##### **Human Resources Information Officer**

##### **Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 43153)**

Gazetted: 03 April 2019

Closing Date: 17 April 2019

Details: Record Services is currently seeking a Human Resources (HR) Information Officer to join the team. The successful applicant will coordinate HR and employee information and data in response to requests from third parties (including Freedom of Information) such as auditors, law courts, other Government Departments and private solicitors and review processes to ensure they are consistent with relevant record keeping legislation and policies. The HR Information Officer will also assist in the delivery of record management services across Record Services including, HR Records, record archiving and destruction. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: This position requires the ability to work in a manual handling environment.

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

How to Apply: Applicants must ensure they provide a completed Application Coversheet; a one page personal pitch describing your experience and/or ability in relation to the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the attached HR Information Officer Duty statement; your current Curriculum Vitae and details of two referees.

Contact Officer: Daniel Walshe (02) 6207 2016 daniel.walshe@act.gov.au

**Access Canberra**

**Regulatory Solutions and Compliance**

**Parking and Traffic Camera Operations**

**Senior Manager Access Canberra**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 41812)**

Gazetted: 01 April 2019

Closing Date: 15 April 2019

Details: Access Canberra Regulatory Solutions and Compliance is seeking a dynamic and dedicated person to fill the role of Senior Manager. The successful applicant will have an exceptional understanding of or experience in a range of parking and traffic camera operations and systems including a working knowledge of the regulatory and legislative requirements for the area. The successful applicant will be given conflicting priorities and deadlines as well as being responsible for the successful delivery of multiple complex projects. The senior manager will also be responsible for the management of parking and traffic camera operations staff. Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please submit a written application, of no more than two pages, responding to the two statements below, contact details of at least two referees and current Curriculum Vitae. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 1) Detail your greatest achievements in the last five years and how they relate to this position and its duties, 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role. Contact Officer: Tanja Warre 0466 869 893 [tanja.warre@act.gov.au](mailto:tanja.warre@act.gov.au)

**Shared Services**

**Finance and Payroll Services**

**Payroll Services**

**Payroll Operations Manager**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 42560)**

Gazetted: 29 March 2019

Closing Date: 12 April 2019

Details: Shared Services is seeking a highly motivated and enthusiastic change leader who is eager to join a dynamic, collaborative and fast paced Human Resources (HR)/Payroll environment. Payroll Services is undergoing major system, business and cultural transformation. If you are an experienced HR/Payroll Manager with strong people management, organisational, operational planning and interpersonal skills.....then this is the team for you to join. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualification in a Human Resources discipline is preferred. An ACT Government CMTEDD Baseline clearance is required for this position. Driver's license is essential.

Note: An order of merit list may be established to fill future identical vacancies at level over the next 12 months. 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.

How to Apply: In two pages or less, your pitch will include your greatest achievement in the past five years, how it relates to this role and its duties, and what you will bring to the role. In your pitch you will also tell us how you meet the Behavioural Capabilities and Professional/Technical skills and knowledge components of the role. Your Curriculum Vitae will be part of your application and include two referees.

Contact Officer: Ceinwyn Whittaker (02) 6207 9891 [ceinwyn.whittaker@act.gov.au](mailto:ceinwyn.whittaker@act.gov.au)

**Shared Services Information and Communication Technology  
Technology Services**

**Technical Services Delivery**

**Director, Change and Communications**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 31079)**

Gazetted: 02 April 2019

Closing Date: 9 April 2019

Details: This role will be required to lead strategic transition and change initiatives for the Technology Services Delivery team as well as work alongside Senior Management to lead resource management, strategic communications and business administration. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This a temporary position available for six months with the possibility of extension up to less than 12 months or permanency. Selection may be based on application and referee reports only.

How to Apply: Provide your resume, Application Coversheet and two page pitch outlining your relevant skills to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Con Bogiatzis (02) 6207 8923 [con.bogiatzis@act.gov.au](mailto:con.bogiatzis@act.gov.au)

**Shared Services**

**Partnership Services Group**

**Team Leader**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 36427)**

Gazetted: 28 March 2019

Closing Date: 4 April 2019

Details: Shared Services is seeking an appropriately skilled and experienced person to join our Reporting and Analytics Team. The successful applicant will be required to lead a Team of staff providing reporting, analytics and HR data quality assurance services to internal and external clients. This involves having a commitment to delivering a high quality of customer service in an environment with often competing demands, and, a strong understanding of data management, manipulation and presentation using contemporary tools including MS Office applications and Business Intelligence Tools, such as Power BI. Familiarity with the chris21 HR System and legislative frameworks governing ACTPS employment would be an advantage. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Applications should include a supporting statement of no more than two pages outlining your qualifications and experience against the required capabilities. Please also provide contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Darren Hengst (02) 6207 6767 [darren.hengst@act.gov.au](mailto:darren.hengst@act.gov.au)

**Communications and Engagement**

**Strategic Communications and Media**

**Access Canberra Communications**

**Senior Marketing Officer, Access Canberra**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 38851)**

Gazetted: 26 March 2019

Closing Date: 09 April 2019

Details: Good at convincing people that pineapple really does belong on a pizza? Then Access Canberra wants you - not only for your excellent palate, but because we are after a great marketer/communicator who enjoys a challenge. We are looking for someone to hit the ground running with a strong proven track record in developing



strong communications and marketing campaigns. Access Canberra is focused on making interactions with the ACT Government easier. Each year we take over 600,000 phone calls, support 500,000 transactions, support industry and promote services which support a safe and vibrant city. We are at the front line of Government through our shopfronts, call handling, online services and regulatory functions which are combined in a single unified service.

We're looking for a creative Marketer to help us tell that story and improve the community's experience with us every day. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available as soon as possible for a period of nine months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. We are also seeking an Assistant Director, Strategic Communications (Senior Officer Grade B) and Assistant Director, Content Designer and Editor, Whole of Government (Senior Officer Grade B). Please refer to separate advertisement for more details (Position Number 11261, several).

How to Apply: Please provide your Curriculum Vitae and a two-page pitch which broadly addresses the Selection Criteria and tells why you would be perfect for the role.

Contact Officer: Emily Springett (02) 6205 9093 [emily.springett@act.gov.au](mailto:emily.springett@act.gov.au)

### **Community Services**

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

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

#### **Children, Youth and Families**

##### **Children and Families**

##### **Child and Family Centres**

##### **Child and Family Worker**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 11461, several)**

Gazetted: 01 April 2019

Closing Date: 15 April 2019

Details: The Children and Families division has several temporary Child and Family Worker positions available within the three Child and Family Centres, located at Tuggeranong, Gungahlin and West Belconnen. The Child and Family Centres are seeking applicants with at least two years case management experience working with children and families and recent relevant experience working with Aboriginal and Torres Strait Islander families. The positions will provide effective evidence-based interventions for children and families, including early intervention group programs, case management with families and children with complex needs and individual short-term interventions. In addition, the position will be required to undertake assessments within the role of intake, often with families presenting with complex and multiple needs. As part of an integrated team, the Child and Family Workers will also develop, implement and evaluate community development initiatives that work to strengthen the community for optimal child development outcomes. The positions will work from the Child and Family Centres; in outreach settings; and in partnership with government and community sector organisations. The successful applicants will be resilient and flexible, with well-developed interpersonal communication skills. They will have the ability to work within a community development model and deliver a range of tailored and effective early intervention programs and supports for families with young children. Culturally safe and inclusive practice to inform positive outcomes for children and families is a priority, particularly for Aboriginal and Torres Strait Islander families. 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: At least two years' recent experience in a relevant field of Case Management working with children and families. Recent relevant experience working with Aboriginal and Torres Strait Islander families. A current driver's licence is essential. A *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

How to Apply: Please submit an 1) Application Coversheet, 2) a written application addressing the Selection Criteria limiting responses to 400 word per criteria, along with your current 3) Curriculum Vitae, listing two referees and their contact details to [jobs@act.gov.au](mailto:jobs@act.gov.au) by the closing date.

Contact Officer: Brian Mupangure (02) 6207 6817 [brian.mupangure@act.gov.au](mailto:brian.mupangure@act.gov.au)

## **Housing ACT**

### **Specialist Homelessness Service Delivery**

#### **Senior Contract Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 00041, several)**

Gazetted: 02 April 2019

Closing Date: 16 April 2019

Details: Do you want to play a vital role in meeting strategic goals to reduce homelessness in the ACT? The Specialist Homelessness Service Delivery team is seeking enthusiastic Senior Contract Officers to provide advice and support to a range of stakeholders and to work collaboratively with service providers to ensure goals in reducing homelessness are met. Candidates are required to work autonomously as well as closely with other team members. An eye for detail and excellent communication skills (written and oral), a willingness to think outside the box, and approach tasks with a capacity for innovation, are seen as highly desirable. 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: These are temporary positions available for up to 12 months with the possibility of permanency. Selection may be based on application and referee reports only. An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Expressions of Interests are sought for these positions. Please respond, providing no more than two pages, framing your statement of claims around the capability headings as outlined under the Selection Criteria. Please provide contact details of two referees. Forward your EOI to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Michelle Anderson (02) 6205 3305 [michelle.anderson@act.gov.au](mailto:michelle.anderson@act.gov.au)

## **Children, Youth and Families**

### **Children and Families**

#### **Child and Family Centres**

#### **Child and Family Worker**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 19728, Several)**

Gazetted: 01 April 2019

Closing Date: 16 April 2019

Details: The Children and Families division has several temporary Child and Family Worker positions available within the three Child and Family Centres, located at Tuggeranong, Gungahlin and West Belconnen. The Child and Family Centres are seeking applicants with at least two years case management experience working with children and families and recent relevant experience working with Aboriginal and Torres Strait Islander families. The positions will provide effective evidence-based interventions for children and families, including early intervention group programs, case management with families and children with complex needs and individual short-term interventions. In addition, the position will be required to undertake assessments within the role of intake, often with families presenting with complex and multiple needs. As part of an integrated team, the Child and Family Workers will also develop, implement and evaluate community development initiatives that work to strengthen the community for optimal child development outcomes. The positions will work from the Child and Family Centres; in outreach settings; and in partnership with government and community sector organisations. The successful applicants will be resilient and flexible, with well-developed interpersonal communication skills. They will have the ability to work within a community development model and deliver a range of tailored and effective early intervention programs and supports for families with young children. Culturally safe and inclusive practice to

inform positive outcomes for children and families is a priority, particularly for Aboriginal and Torres Strait Islander families.

Eligibility/Other Requirements: At least two years' recent experience in a relevant field of case management working with children and families. Recent relevant experience working with Aboriginal and Torres Strait Islander families. A current driver's licence is essential. A *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

How to Apply: Please submit an 1) Application Coversheet, 2) a written application addressing the Selection Criteria limiting responses to 400 word per criteria, along with your current 3) Curriculum Vitae, listing two referees and their contact details to [jobs@act.gov.au](mailto:jobs@act.gov.au) by the closing date.

Contact Officer: Brian Mupangure (02) 6207 6817 [brian.mupangure@act.gov.au](mailto:brian.mupangure@act.gov.au)

## **Housing**

### **Infrastructure and Contracts**

#### **Strategic Finance**

##### **Finance Officer**

##### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 11509, several)**

Gazetted: 03 April 2019

Closing Date: 17 April 2019

Details: We are looking for highly motivated individuals to join the Strategic Finance team within Housing ACT. The successful applicants will be responsible for accounts receivable functions including debt management and resolving disputes. The applicant will also be involved in accounts processing and accounts reconciliations. The positions are subject to job rotation arrangements within the Strategic Finance team. Community Services Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Applicants must have good communication and numerical skills and attention to detail is essential.

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

How to Apply: Please send your Application Coversheet, resume and written application addressing the Selection Criteria to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Sam Kwan (02) 6207 1227 [sam.kwan@act.gov.au](mailto:sam.kwan@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.

## **Children, Youth and Families**

### **Child and Youth Protection Services**

#### **Cultural Services**

##### **Cultural Services Officer**

##### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 11400)**

Gazetted: 01 April 2019

Closing Date: 16 April 2019

Details: The Cultural Services Officer role is focussed on supporting Child and Youth Protection Services (CYPs) to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander children and young people through culturally appropriate client service, underpinned by best practice culturally appropriate trauma informed case management.

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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is an Aboriginal and/or Torres Strait Islander Identified position. An order of merit may be established from this selection process and may be used to fill future identical vacancies both permanent and temporary over the next 12 months.

How to Apply: All applications, including Application Coversheet, your written response to Selection Criteria, resume must be submitted to Shared Services [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Jenna Schoer (02) 6205 3283 [CYPSPRecruitment@act.gov.au](mailto:CYPSPRecruitment@act.gov.au)

## **Housing ACT**

### **Infrastructure and Contracts**

#### **Asset Planning**

##### **Manager, Project Management and Engagement**

##### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 35155)**

Gazetted: 02 April 2019

Closing Date: 9 April 2019

Details: Housing ACT is a division of the Community Services Directorate. It is responsible for the provision and management of public housing services and delivery and management of homelessness services in the Territory. The major form of housing assistance is the provision of rental accommodation at a discounted rent. In addition to the tenancy management services, Housing ACT provides housing policy and asset management services, including the sale, purchase, construction and redevelopment of properties. Asset management services for the repair, maintenance and upgrade of the public housing properties are delivered through the Total Facilities Management contract. Supporting these activities are business services, including business development, finance and executive support arrangements. Housing ACT also coordinates comprehensive support services and community participation programs for its tenants. The Asset Planning team is responsible for the strategic management of the public housing portfolio, in the context of the ACT Housing Strategy and the Public Housing Asset Management Strategy. It has four key functions: strategic portfolio management, design and project management, sales and acquisitions, and community engagement. The Manager, Project Management and Engagement, leads the operational responsibilities of Asset Planning Team, and supports the Senior Manager to deliver the annual capital program in the context of the ACT Housing Strategy and the Public Housing Asset Management Strategy. The position works closely with various teams throughout Housing ACT to ensure the public housing portfolio meets the needs of current and future tenants.

Note: This is a temporary position available for a period of six months with the possibility of extension of up to less than 12 months and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please provide a written response to the Selection Criteria, a current Curriculum Vitae and a completed Application Coversheet to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Brooke Yates (02) 6205 0887 [brooke.yates@act.gov.au](mailto:brooke.yates@act.gov.au)

## **Housing ACT**

### **Infrastructure and Contracts**

#### **Asset Planning**

##### **Manager, Portfolio Management and Acquisitions**

##### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 17400)**

Gazetted: 01 April 2019

Closing Date: 8 April 2019

Details: Housing ACT is a division of the Community Services Directorate. It is responsible for the provision and management of public housing services and delivery and management of homelessness services in the Territory. The major form of housing assistance is the provision of rental accommodation at a discounted rent. In addition to the tenancy management services, Housing ACT provides housing policy and asset management services, including the sale, purchase, construction and redevelopment of properties. Asset management services for the repair, maintenance and upgrade of the public housing properties are delivered through the Total Facilities Management contract. Supporting these activities are business services, including business development, finance and executive support arrangements. Housing ACT also coordinates comprehensive support services and community participation programs for its tenants. The Asset Planning team is responsible for the strategic management of the public housing portfolio, in the context of the ACT Housing Strategy and the Public Housing Asset Management Strategy. It has four key functions: Strategic portfolio management, design and project management, sales and acquisitions, and community engagement. The Manager, Portfolio Management and Acquisitions, leads the

strategic portfolio management responsibilities of Asset Planning Team, and supports the Senior Manager to develop the annual capital program in the context of the ACT Housing Strategy and the Public Housing Asset Management Strategy. It also manages the process for disposing and acquiring assets. The position works closely with various teams throughout Housing ACT to ensure the public housing portfolio meets the needs of current and future tenants.

Note: This is a temporary position available as soon as possible for six months with the possibility of extension of up to less than 12 months and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please provide a written response to the Selection Criteria, a current Curriculum Vitae and a completed Application Coversheet to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Brooke Yates (02) 6205 0887 [brooke.yates@act.gov.au](mailto:brooke.yates@act.gov.au)

## **Children, Youth and Families**

### **Child and Youth Protection Services**

#### **Bimberi Youth Justice Centre**

##### **Operations Manager**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 00411)**

Gazetted: 29 March 2019

Closing Date: 16 April 2019

Details: The Operations Manager is a key Youth Justice Leadership role and works as part of the Senior Management Team of Bimberi Youth Justice Centre to deliver high quality outcomes for young people in detention. As a member of the Senior Management Team, the Operations Manager is responsible for the overall operational matters of the Centre and provides direct supervision to the Unit Managers. The position reports through the Deputy Senior Manager to the Director, Bimberi Youth Justice Centre. The Operations Manager is responsible for the day to day management of the Centre operations by facilitating close interaction and supervision with staff and young people, promoting initiatives and developing innovative approaches to meeting client and program needs. The role is focussed on delivering the best possible outcomes for children and young people through responsive client service underpinned by trauma informed best practice. The occupant of this position will work with program providers in 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. The position occupant will require demonstrated experience in the management of staff and residents in a custodial environment.

Eligibility/Other Requirements: Experience in a Youth Justice Management environment and tertiary qualifications in a Management, Welfare, Social Science or Behavioural Science or relevant field desirable. Possession of a current drivers licence and Senior First Aid Certificate. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

- [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

How to Apply: Interested applicants please send the following documents: 1) ACT Government Application Coversheet, including contact details of two referees; 2) Curriculum Vitae; and 3) a statement addressing the Selection Criteria, including key examples to [jobs@act.gov.au](mailto:jobs@act.gov.au) by the closing date.

Contact Officer: Megan Valler (02) 6205 8032 [megan.valler@act.gov.au](mailto:megan.valler@act.gov.au)

## **Children, Youth and Families**

### **Child and Youth Protection Services**

#### **Practice Leader**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 07520, several)**

Gazetted: 03 April 2019

Closing Date: 18 April 2019

Details: The Health Professional Level 4 Practice Leader is an enabling role that operates at both a strategic and operational level. The role allows for the identification of best practice and opportunities for improvement in practice and policy across Child and Youth Protection Services. The Practice Leader is expected to use that information to continuously improve staff development, including mentoring operational staff. The Practice Leaders are responsible for staff induction and a broad range of staff development opportunities as well as making recommendations to others in relation to policy, practice and team management.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline; at least five years' experience in Human Services fields; current driver's licence are essential. Relevant tertiary qualifications in Adult Learning and Development e.g. Certificate IV in Training and Assessment is desirable. Prior to commencing in 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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

How to Apply: All applications, including Application Coversheet, your written response to Selection Criteria and resume must be submitted to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Larissa Sellars (02) 6207 6643 [larissa.sellars@act.gov.au](mailto:larissa.sellars@act.gov.au)

### **Director of Public Prosecutions**

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

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

#### **ACT Director of Public Prosecutions**

##### **Legal**

##### **Prosecutor Grade 1**

**Prosecutor Grade 1 \$72,389 - \$82,104, Canberra (PN: 27949, several)**

Gazetted: 01 April 2019

Closing Date: 15 April 2019

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The duties of the position include to prosecute less complex summary hearings; appear in mention lists in the Magistrate's Court and Children's Court; act as instructing solicitor in trials in the Supreme Court; appear in less complex coronial inquests and prepare advices of a routine nature. The Office of the Director of Public Prosecutions 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: Admitted to or eligible to practice as a Legal Practitioner in the ACT. The successful candidate will be required to undergo a police check.

Note: The occupant of this position will be required to participate in a Saturday and public holiday court roster.

How to Apply: Please provide your resume and your statements addressing the Selection Criteria, noting your responses should be no more than half a page per criteria and submit to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Mercy Wilkie (02) 6207 5399 [mercy.wilkie@act.gov.au](mailto:mercy.wilkie@act.gov.au)

#### **ACT Director of Public Prosecutions**

##### **Legal**

##### **Prosecutor Grade 4**

**Prosecutor Grade 4 \$135,936 - \$145,737, Canberra (PN: 04342 several)**

Gazetted: 01 April 2019

Closing Date: 15 April 2019

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The duties of the position include to appear in more complex matters in the Magistrates, Children's and Coroners Courts and conduct trials sentences and appeals in the Supreme Court; lead and manage a team responsible for the conduct of prosecutions, inquests and other related matters; and act as supervisor and mentor to prosecution staff and give guidance on difficult questions of criminal law and practice. The Office of the Director of Public Prosecutions

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

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and or Solicitor in the ACT. The successful applicant will be required to undergo a police check.

How to Apply: Please provide your resume and your statements addressing the Selection Criteria and submit to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Shane Drumgold (02) 6207 5399 [shane.drumgold@act.gov.au](mailto:shane.drumgold@act.gov.au)

## **ACT Director of Public Prosecutions**

### **Legal**

#### **Prosecutor Grade 3**

#### **Prosecutor Grade 3 \$118,087 - \$130,579, Canberra (PN: 16855, several)**

Gazetted: 01 April 2019

Closing Date: 15 April 2019

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The duties of the position include to prosecute more complex summary hearings and committals; appear in mention lists in the Magistrate's Court and Supreme Court; act as instructing solicitor in trials in Supreme Court; prosecute simpler trials, sentencing proceedings and appeals in the Supreme Court; appear in more complex coronial inquests; and mentor junior prosecutors. The Office of the Director of Public Prosecutions supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and or Solicitor in the ACT. The successful applicant will be required to undergo a police check.

How to Apply: Please provide your resume and your statements addressing the Selection Criteria and submit to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Shane Drumgold (02) 6207 5399 [shane.drumgold@act.gov.au](mailto:shane.drumgold@act.gov.au)

## **Education**

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

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

### **Service Delivery and Design**

#### **Learning and Teaching**

#### **Manager - Learning and Teaching**

#### **School Leader C \$117,515, Canberra (PN: 02559, several)**

Gazetted: 01 April 2019

Closing Date:

Details: This vacancy would suit a qualified Teacher interested in joining the Education Support team assisting schools implement evidence-informed, flexible and innovative teaching and learning. The position involves supporting initiatives through a wide range of learning areas across all stages of schooling. 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: Postgraduate qualifications and/or expertise will be highly regarded. Prior to commencing in 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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Selection may be based on application and referee reports only.

Note: These are temporary positions available for 12 months with the possibility of extension. Please note this is an office-based position and stand down periods do not apply.

How to Apply: Please provide a two page statement and resume to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Mandy Kalyvas (02) 6205 9350 [mandy.kalyvas@act.gov.au](mailto:mandy.kalyvas@act.gov.au)

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

### **Service Design and Delivery**

#### **Student Engagement**

#### **Network Student Engagement Team**

#### **Speech Language Pathologist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 36989)**

Gazetted: 03 April 2019

Closing Date: 18 April 2019

Details: The Education Directorate Network Student Engagement Team (NSET) employs allied health professionals including Speech Language Pathologists. To provide allied health support to ACT Public Schools, applications for a Health Professional Level 3 (HP3) Speech Language Pathologist are being sought. This position works closely with the schools to provide in-school services to assist students who require allied health support to access the school curriculum.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Speech Pathology. Eligibility for membership or registration with the appropriate professional body/bodies, refer to duty statement. Current driver's licence.

Prior to commencing in 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 -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

How to Apply: Please provide a brief covering letter to introduce yourself, along with your Curriculum Vitae and response to the Selection Criteria. Please email your application to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Tania Piper 6205 4869 [tania.piper@ed.act.edu.au](mailto:tania.piper@ed.act.edu.au)

### **School Performance and Improvement**

#### **Belconnen Network**

#### **Kaleen Primary School**

#### **Business Manager**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 39318)**

Gazetted: 29 March 2019

Closing Date: 5 April 2019

Details: An exciting opportunity exists for a highly experienced officer for the position of Business Manager. The successful candidate will manage the business aspects of a dynamic educational environment with high level responsibility for human resource, finance, and risk and Directorate compliance management. The Business Manager is required to work in partnership with the Principal to ensure the needs of the school community are met and system requirements are fulfilled. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial returns. The successful applicant will engage as a member of the School Leadership Team and has responsibility for supervising and developing administrative and education support officers.

Eligibility/Other Requirements: Knowledge of School operations a high understanding of financial and Human Resources management, computer systems and an understanding of the school environment; First Aid qualification, or willingness to undertake appropriate training. Prior to commencing in 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 -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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



How to Apply: Please include Application Coversheet and Curriculum Vitae and email submissions to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Michelle Northey (02) 6142 1750 [michelle.northey@ed.act.edu.au](mailto:michelle.northey@ed.act.edu.au)

**Business Services Division  
People and Performance  
Human Resources Strategy  
WHS Co-ordinator**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 43070)**

Gazetted: 28 March 2019

Closing Date: 11 April 2019

Details: The People and Performance Branch within the Education Directorate is looking to fill a Workplace Health and Safety (WHS) Co-ordinator role. The WHS Co-ordinator will liaise with line areas to coordinate and organise information to ensure compliance with the Directorate's WHS Management System. They will also manage and support WHS governance and reporting requirements to ensure that the Directorate in meeting its WHS obligations and being proactive in its support of staff and the broader Directorate.

Eligibility/Other Requirements: Prior to commencing in 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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

How to Apply: Applicants should complete the Application Coversheet, including a statement of claims against the Selection Criteria (maximum two pages), a current resume, and the name and contact details of two referees.

Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: MichelleX Fisher (02) 6205 2097 [michellex.fisher@act.gov.au](mailto:michellex.fisher@act.gov.au)

**Business Services Division  
People and Performance  
Human Resources Strategy  
Workforce Data Analyst**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 43071)**

Gazetted: 28 March 2019

Closing Date: 11 April 2019

Details: The People and Performance Branch within the Education Directorate is looking to fill Workforce Data Analyst role. The Workforce Data Analyst will manage the delivery of a workforce reporting platform to support the Human Resources (HR) Data Analytics team and the Directorate. The Data Analyst will be responsible for workforce reporting, data analysis, as well as support strategic workforce data initiatives such as Workforce Planning and Job Design models.

Eligibility/Other Requirements: Prior to commencing in 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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

How to Apply: Applicants should complete the Application Coversheet, including a statement of claims against the Selection Criteria (maximum two pages), a current resume, and the name and contact details of two referees.

Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: MichelleX Fisher (02) 6205 2097 [michellex.fisher@act.gov.au](mailto:michellex.fisher@act.gov.au)

**Business Services  
School Infrastructure Management  
Senior Project Officer  
Infrastructure Officer 2 \$79,919 - \$91,947, Canberra (PN: 31920)**

Gazetted: 03 April 2019

Closing Date: 10 April 2019

Details: The Education Directorate (EDU) is looking for a suitably experienced Senior Project Officer to facilitate capital upgrades across a school network. The Senior Project Officer will be required to be flexible in managing

scope/budgets variances and taking the lead on multiple projects across various school sites with the assistance of a Project Officer within the annual Public School Infrastructure Upgrade (PSIU) program. Stakeholder management with clear communication skills are essential to ensure safe and compliant works are facilitated within tight timeframes to minimise disruptions to school operations. Ongoing communication with all stakeholders including the community, schools and EDU is an essential requirement of this role.

Note: This is a temporary position available from 20 May 2019 to 31 March 2020. Selection may be based on application and referee reports only.

How to Apply: Provide resume, Application Coversheet and written response up to two pages addressing the Selection Criteria to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Philip Busic (02) 6207 5729 [philip.busic@act.gov.au](mailto:philip.busic@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  
North Canberra and Gungahlin Network  
O'Connor Cooperative School  
Business Manager**

**Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 00615)**

Gazetted: 01 April 2019

Closing Date: 8 April 2019

Details: Applications are sought for the position of Business Manager at O'Connor Cooperative School. The successful candidate will manage the business aspects of a dynamic early childhood educational environment with high level responsibility for human resource, finance, risk and Directorate compliance management. Knowledge and skills in management, and systems design and implementation is essential, along with communication skills to ensure outstanding service delivery. The Business Manager is required to work in partnership with the Principal to ensure the needs of the school community are met and system requirements are fulfilled. The successful applicant will engage as a member of the Executive team. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial returns. The Business Manager has responsibility for supervising and developing administrative and education support officers. Due to the unique nature of our small school, the Business Manager is also responsible for all Front Office administration and communication with families, including enrolment officer duties and First Aid. Applicants are advised to contact the Principal.

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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [worksafe.act.gov.au/health\\_safety](http://worksafe.act.gov.au/health_safety). Desirable: Competence using SENTRAL Administration System (SAS) and Working knowledge of the MAZE management systems. A current First Aid certificate or willingness to undertake appropriate training.

Note: This is a temporary position available from 27 May 2019 until 03 July 2020 with a possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Please address the Administrative Services Officer Class 5 Business Manager Selection Criteria: 1) Ability to supervise staff, prioritise workloads and support the provision of excellent customer service, 2) Strong organisation, administrative skills and ability to achieve results, 3) Ability to prepare and manage financial resources including empowering school requirements accurately and efficiently, according to directorate policies and procedures and provide advice on budgetary and building management matters, 4) Strong communications skills both written and verbal, 5) Demonstrated ability to gather information to support the preparation of reports and associated papers, 6) Ability to contribute to the development of policy and procedural documents and understand, interpret and apply policy, 7) Demonstrated commitment to the application of respect, equity and diversity, participative management and occupational health and safety principles and practices in the workplace and ability to lead others in these areas. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Jenny Loudon (02) 6142 0345 [jenny.loudon@ed.act.edu.au](mailto:jenny.loudon@ed.act.edu.au)

**Business Services**

**Infrastructure and Capital Works**

**Asset Strategies**

**Project Officer**

**Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 43094)**

Gazetted: 02 April 2019

Closing Date: 9 April 2019

Details: Do you have a passion for delivering high quality data driven outcomes? Do you like working with people to understand and improve the performance of built infrastructure? The Education Directorate (EDU) seeks a Data Specialist with experience in managing large data sets to inform infrastructure planning and assess performance outcomes. The role administers core data streams that support the directorate in planning, managing and reporting against school utilisation and sustainability priorities under the *ACT Climate Change and Greenhouse Gas Reduction ACT 2010*. The successful applicant will have a proven ability to manage and analyse data and communicate findings to a diversity of stakeholders. The ideal candidate will be able to work in a fast-paced environment with a focus on providing high-quality data driven advice within quick turnaround times. If you love working with data and people, then you could be the person we are looking for! The candidate will need to adhere to and promote the principles of the Respect Equity and Diversity Framework, Work Health and Safety and the ACT Public Service Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff. EDU supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please email your Application Coversheet, a written application addressing the Selection Criteria and your Curriculum Vitae, listing two referees and their contact details to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: BethL Mitchell (02) 6207 8364 [bethl.mitchell@act.gov.au](mailto:bethl.mitchell@act.gov.au)

**Business Services Division**

**Infrastructure and Capital Works**

**Director's Office**

**Office Manager**

**Administrative Services Officer Class 5/6 \$77,155 - \$95,146, Canberra (PN: 36481)**

Gazetted: 29 March 2019

Closing Date:

Details: The Infrastructure and Capital Works (ICW) Branch implements and manages ongoing infrastructure programs which provide sustainable, high quality learning and teaching environments for students and fit for purpose facilities for Directorate staff. The Branch initiates the development of new schools and supports the projects through design, construction and commissioning. ICW and the schools work collaboratively to manage the existing ACT public school infrastructure. ICW is also responsible for management of the Education Directorate's leased and owned corporate office facilities and the branch provides a variety of specialised technical services to stakeholders throughout the Directorate. The successful applicant will proactively support the ICW Director's Office by effectively managing the branch budget, reporting, recruitment and undertaking other administrative tasks. You will be expected to be proactive and demonstrate initiative and to perform the duties of the role under general direction. You must have a high regard for confidentiality, including the ability to recognise and treat sensitive material appropriately. You will possess good organisational, communication and customer services skills. You will have the ability to work in a dynamic, fast paced environment with competing demands which you will need to prioritise appropriately.

Note: This position will be filled at either the Administrative Services Officer 5 or Administrative Services Officer 6 level, dependant on the skills and experience of the successful applicant. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should provide a copy of their Curriculum Vitae, responses to the Selection Criteria and the Application Coversheet to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Rodney Bray (02) 6205 1289 [rodney.bray@act.gov.au](mailto:rodney.bray@act.gov.au)

## **School Performance and Improvement**

### **Tuggeranong Division**

#### **Caroline Chisholm School - Junior Campus**

##### **Classroom Teacher**

##### **Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 37554)**

Gazetted: 01 April 2019

Closing Date: 15 April 2019

Details: Caroline Chisholm School is a two campus Preschool-10 school. The junior site is a two-stream school, everyone has a teaching partner and plans, assesses and teaches with another teacher. The warm, friendly and inviting atmosphere and positive school culture provides a strong foundation for quality learning, and student success in a wide range of areas. The successful applicant will have a solid understanding of how to support the academic, social and emotional development of students with a range of needs and willingness and capacity to work in a highly collaborative learning team. The successful Teacher should have strong communication skills and high-level expertise in teaching of literacy and numeracy. Applicants will demonstrate an ability to effectively plan and work collaboratively with colleagues in a team-teaching environment as well as show commitment to Professional Learning Communities.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

- [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position available from the 29 April 2019 until 27 January 2020 with the possibility of extension.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current Curriculum Vitae.

Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Sally Alexander (02) 6142 3555 [sally.alexander@ed.act.edu.au](mailto:sally.alexander@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 Division**

#### **Caroline Chisholm School - Senior Campus**

##### **Physical Education and Mathematics Classroom Teacher**

##### **Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 31841)**

Gazetted: 03 April 2019

Closing Date: 17 April 2019

Details: Caroline Chisholm Senior Campus is looking for a highly motivated teacher to work as part of our Physical Education and Mathematics professional learning community. Our positive school culture provides a strong foundation for quality learning, and student success in a wide range of areas. The successful applicant will need to have a solid understanding of how to support the academic, social and emotional development of students with a range of needs and be willing to work in a highly collaborative team environment.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

- [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position available until 31 December 2019 with the possibility of permanency.

How to Apply: All applicants are to provide a Curriculum Vitae, Application Coversheet and response to the Australian Professional Standards for Teachers provided in the application package with reference to the job description to [jobs@act.gov.au](mailto:jobs@act.gov.au) by the due date.

Contact Officer: Benjamin Hall (02) 6142 3550 [benjamin.hall@ed.act.edu.au](mailto:benjamin.hall@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.

**Service Design and Delivery**

**Learning and Teaching**

**Aboriginal and Torres Strait Islander Education Section**

**Aboriginal and Torres Strait Islander Education Officer**

**School Assistant 4 \$63,754 - \$69,033, Canberra (PN: 01997, several)**

Gazetted: 29 March 2019

Closing Date: 15 April 2019

Details: Are you an Aboriginal and/or Torres Strait Islander person with an ambition to support schools to meet the needs and aspirations of all Aboriginal and Torres Strait Islander students? Do you believe that all students in ACT public schools should have the opportunity to learn about Aboriginal and Torres Strait Islander histories, cultures and perspectives? The Aboriginal and Torres Strait Islander Education Section is seeking energetic and dedicated people to work as Aboriginal and Torres Strait Islander Education Officers (IEOs) in ACT public schools. The role of the IEO is to support schools to build their cultural integrity to meet the needs and aspirations of all Aboriginal and Torres Strait Islander students. IEOs work in primary and/or high school settings, including P-10 schools. The day-to-day work of the IEO in general terms, involves building strong collaborative relationships and supporting school leaders and classroom teachers to improve their skills and practice. A major focus is collaborating with school staff and external stakeholders and/or service providers to develop, source and implement programs, activities and resources aimed at embedding Aboriginal and Torres Strait Islander perspectives in student learning. IEOs also support schools to build relationships and understanding between Aboriginal and Torres Strait Islander students and non-Indigenous students. In addition to working with their home or base school(s) IEOs may also provide some support to their neighbouring (cluster) schools.

Eligibility/Other Requirements: These are designated positions 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. Prior to commencing in 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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: There are permanent and temporary positions available for a period of six months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants should submit a supporting statement, of no more than four pages, addressing the Selection Criteria. Applicants should also submit a resume and an Application Coversheet including the names and contact details of three referees. Please send completed application to [jobs@act.gov.au](mailto:jobs@act.gov.au) by the advertised due date.

Contact Officer: BenN Johnston (02) 6207 4782 [benn.johnston@act.gov.au](mailto:benn.johnston@act.gov.au)

**School Performance and Improvement**

**South Weston Network**

**Charles Weston School Coombs**

**School Administration Officer**

**Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 36441)**

Gazetted: 03 April 2019

Closing Date: 17 April 2019

Details: Provide a high level of administrative support to the school. This may include coordinating specific administrative tasks such as enrolments, student absence/attendance processes, collection and receipting of money and preparation of school newsletters and other communication. You will work in a team environment, contributing to a positive team culture. You will need to be able to problem solve and work through challenges that come from working in a diverse and fast paced office environment. Charles Weston School Coombs is looking for an experienced school administration officer.

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: Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

- [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). First aid qualifications, or willingness to undertake appropriate training. HAAS (Health Access at School) trained, or willingness to undertake training.

Previous school experience will be highly desirable.

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide an expression of interest addressing the Position Description of no more than two pages along with your curriculum vitae to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Penelope Day (02) 6142 0404 [penelope.day@ed.act.edu.au](mailto:penelope.day@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.

### **Service Design and Delivery**

#### **Student Engagement**

#### **Network Student Engagement Team**

#### **Speech Language Pathologist**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 36987)**

Gazetted: 03 April 2019

Closing Date: 18 April 2019

Details: The Education Directorate Network Student Engagement Team (NSET) employs allied health professionals including Speech Language Pathologists. To provide allied health support to ACT Public Schools, applications for a Health Professional Level 2 (HP2) Speech Language Pathologist are being sought. This position works closely with the schools to provide in-school services to assist students who require allied health support to access the school curriculum.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Speech Pathology. Eligibility for membership or registration with the appropriate professional body/bodies, refer to duty statement. Current driver's licence.

Prior to commencing in 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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available until January 2020 with the possibility of extension up to less than 12 months and/or permanency. Full and part-time hours may be considered. The advertised salary will be paid pro rata for part-time hours. Applicants are encouraged to phone the contact officer. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a brief covering letter to introduce yourself, along with your Curriculum Vitae and response to the Selection Criteria. Please email your application to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Tania Piper 6205 4869 [tania.piper@ed.act.edu.au](mailto:tania.piper@ed.act.edu.au)

### **School Performance and Improvement**

#### **Belconnen School Network**

#### **Hawker College**

#### **Administrative Assistant**

#### **School Assistant 3 \$53,171 - \$57,225, Canberra (PN: 41091)**

Gazetted: 01 April 2019

Closing Date: 15 April 2019

Details: Hawker College is seeking a passionate and dynamic person to join our busy Front Office administrative team. You will be cool headed when under pressure; be able to relate to young people and their needs; be able to meet strict deadlines; you will have a high level of attention to detail, be extremely organised, have excellent customer service skills, and have the ability to work well as part of a high performing Front Office team. The ACT

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

Eligibility/Other Requirements: 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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

How to Apply: Please submit a Curriculum Vitae, address the Selection Criteria limited to 500 words per Criteria and an Application Coversheet to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Hayden Weeks (02) 6142 0355 [hayden.weeks@ed.act.edu.au](mailto:hayden.weeks@ed.act.edu.au)

## **Business Services Division**

### **People and Performance Branch**

#### **Assistant Director HR Business Partners**

#### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 33987)**

Gazetted: 03 April 2019

Closing Date: 10 April 2019

Details: The People and Performance Branch within the Education Directorate have embarked on a Human Resources (HR) transformation, to enhance the delivery of HR services to the Directorate. A key part of the transformation is the introduction of a HR Business Partner Model which has been in effect since the beginning of 2019. We are currently seeking applications from suitably skilled and experienced applicants who are interested in joining our team as one of the Assistant Director's HR Business Partners.

Note: This is a temporary position available from 29 April 2019 to 01 November 2019. Selection may be based on application and referee reports only. This position is available to ACT Public Service employees only.

How to Apply: Applicants are required to provide a current Curriculum Vitae and a maximum one page pitch or cover letter summarising their skills, experience and suitability based on the requirements of the role as set out in the position description.

Applications should be sent to the Contact Officer.

Contact Officer: (02) 6207 7448 [Katie.Dunn@act.gov.au](mailto:Katie.Dunn@act.gov.au) [katie.dunn@act.gov.au](mailto:katie.dunn@act.gov.au)

## **School Performance and Improvement**

### **Tuggeranong Network**

#### **Lanyon High School**

#### **Executive Teacher - Disability Education Coordinator and Learning Coaching**

#### **School Leader C \$117,515, Canberra (PN: 02249)**

Gazetted: 02 April 2019

Closing Date: 16 April 2019

Details: Provide leadership in the role of Disability Education Coordinator Work with the leadership team and Classroom Teachers to deliver quality teaching and learning that meets the needs of a diverse range of students; coach and mentor teachers using evidenced based practices; analyse multiple sources of school and system data to identify trends across the school to inform the executive team; work as part of the school leadership team to lead teaching and learning across the school, particularly through the use of action research; help shape the positive image of the school in the broader community and ensure that the school values are embedded in school culture and practice; and work as an effective member of the leadership team to support whole school priorities, programs and initiatives.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

How to Apply: Applicants need to submit an expression of interest comprising a current Curriculum Vitae, supporting statement (two pages) and Application Coversheet. The supporting statement should address the capabilities listed below and be written with a focus on the job description specified for the position. Leading, learning and teaching; Leading improvement, innovation and change; and Leading the management of the school.

Contact Officer: Barbara Monsma (02) 6142 1800 barbara.monsma@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  
Belconnen Network  
Miles Franklin Primary School  
Years 1/2 Team, Arts, SEL Program Leader  
School Leader C \$117,515, Canberra (PN: 08962)**

Gazetted: 02 April 2019

Closing Date: 16 April 2019

Details: An opportunity exists for an Executive Teacher (SLC) to work in an authorised International Baccalaureate (IB) World School delivering the Primary Years Programme (PYP). Experience and/or a commitment to working in an IB school will be looked upon favourably. There are collaborative responsibilities for: Improving literacy and numeracy outcomes for children and improving social and emotional learning outcomes for children.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). A *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position available from 29 April 2019 until 9 April 2020.

How to Apply: Please provide a: resume, Application Coversheet and two page statement of claims addressing the Selection Criteria: Leading, Learning and Teaching, Leading Improvement, Innovation and Change Leading the Management of the School

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. This selection process is not appealable.

Contact Officer: Chris Jones (02) 6142 2770 chris.jones@ed.act.edu.au

**Service Design and Delivery  
Digital Strategy, Services, and Transformation  
Programmes, Applications and Transformation  
Manager - Transition and Co-ordination  
Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 38986)**

Gazetted: 28 March 2019

Closing Date: 8 April 2019

Details: This is a critical leadership position that has an influential role in representing the internal customer's digital and technology needs within the Directorate and will be actively involved in all facets of the Directorate's digital transformation delivery programme. The role is central to facilitating the smooth running of the Branch by co-ordinating and managing Ministerial, Executive and Customer correspondence and responses from the Branch. The role will also support Branch performance reporting and monitoring to report to the Executive. Our ideal candidate takes ownership of issues and has, or can demonstrate the ability to have, an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact in the education sector. Lastly, you have a great sense of humour, can 'wear multiple hats' and juggle priorities, be resilient and tactful, are passionate about what you do and committed to making a difference! 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: Possession of a current drivers licence and access to a private vehicle; permanent resident of Australia and degree qualification in related field or equivalent experience.

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



How to Apply: In two pages or less tell us: Why you want the role; what you would bring to the role; what you would get out of it; and describe an achievement that you are most proud of. Please submit a current resume, 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 should also be aware you may be asked to provide further referees.

Contact Officer: Jay Bellchambers (02) 6207 3006 [jay.bellchambers@act.gov.au](mailto:jay.bellchambers@act.gov.au)

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.

**Service Design and Delivery**  
**Digital Strategy, Services and Transformation**  
**School Administration System Programme**  
**Manager, Business Teaching and Learning Systems**  
**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 39754)**

Gazetted: 28 March 2019

Closing Date: 9 May 2019

Details: Our ideal candidate has experience in the management of Education business applications and will be a trusted partner in representing the internal customer's digital and technology needs within the Directorate. You are amazing at prioritising your time, able to think outside the box and have extensive experience in the management of third-party vendors. You will be confident in a digital transformation space and ideally familiar with education settings to make a positive impact on the business through the reduction of costs arising from service issues, increased efficiency and improved communication, developing a better understanding of users' needs and championing Directorate commitments to continual improvement. Our ideal candidate takes ownership of issues and will demonstrate the ability to have an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact in the education sector. You have high level leadership and financial, staff and project management skills, and a proven ability to provide strategic advice on information management, business applications, information and communication technology and online delivery utilising Information Technology Infrastructure Library (ITIL) fundamentals and Prince2 methodology. 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: Possession of a current drivers licence and access to a private vehicle; permanent resident of Australia; 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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)  
Extensive experience in managing Information Communication Technology (ICT) and business applications in an Education setting will be highly regarded.

Note: This is a temporary position available for up to six months with the possibility of extension up to less than 12 months or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: In two pages or less tell us: Why you want the role; what you would bring to the role and what you would get out of it; and describe an achievement that you are most proud of. Please provide a current resume, 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 should also be aware you may be asked to provide further referees.

Contact Officer: Jay Bellchambers (02) 6207 3006 [jay.bellchambers@act.gov.au](mailto:jay.bellchambers@act.gov.au)

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.

**Environment, Planning and Sustainable Development**

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

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

**Planning, Land and Building Policy**

**Territory Plan**

**Planning Officer**

**Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 00291)**

Gazetted: 03 April 2019

Closing Date: 10 April 2019

Details: The Territory Plan section is seeking a highly motivated person with an understanding of the ACT planning system and the Territory Plan, as well as strong planning, research and technical writing skills to assist with the administration of the Territory Plan. The successful applicant will be required to assist with the preparation of variations and technical amendments to the Territory Plan, in accordance with statutory requirements.

Eligibility/Other Requirements: Tertiary qualifications in Urban and Regional Planning, Architecture, Social Sciences, Geography, other related discipline or significant work experience in Urban Planning are highly desirable.

Note: This is a temporary position available as soon as possible until 23 December 2019 with the possibility of extension. Part time hours may be considered. 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) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: An Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 words per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Alix Kaucz (02) 6205 0864 [alix.kaucz@act.gov.au](mailto:alix.kaucz@act.gov.au)

**Sustainability and the Built Environment**

**Urban Renewal**

**Strategic Project and Infrastructure**

**Development Director**

**Infrastructure Manager/Specialist 3 \$174,951, Canberra (PN: 16822)**

Gazetted: 01 April 2019

Closing Date: 15 April 2019

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking an experienced Development Director within its Urban Renewal Division to lead a team in the delivery of complex urban renewal projects. The position requires a creative thinker who is able to work within Government and with community and industry stakeholders utilising a diverse and well developed expertise to deliver outstanding outcomes for Government and the Canberra community. To be successful in this role you will need to be a commercially astute professional with extensive development delivery experience of complex mixed use urban development projects. You will demonstrate a passion and an understanding of the changing urban environment and the importance of place in the development of Urban renewal precincts.

Eligibility/Other Requirements: A tertiary qualification in a Property related field is highly desirable e.g.

Engineering, Surveying, Planning and Project Management. As is having had prior experience having worked on the front-end of developments particularly commercial/mixed-use sectors and demonstrated understanding of civil or built form construction processes.

Note: This is a temporary position available until 30 June 2020 with the possibility of extension and/or permanency. 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.

How to Apply: Demonstrate your experience, skills and behaviours in carrying out the duties outlined in the Position Description by providing: A supporting statement of no more than two pages outlining experience and/or ability in relation to the Selection Criteria, contact details of at least two referees and your Curriculum Vitae.

Please provide in your response: Why, in your opinion, you are the right person for the job; Why you want to work with the EPSDD Urban Renewal team and what you bring to the role; and your greatest achievement/success.

Contact Officer: Chloe Howorth (02) 6205 0402 [chloe.howorth@act.gov.au](mailto:chloe.howorth@act.gov.au)

**Business, Governance and Capability**

**People and Capability**

### **WHS/Parks and Conservation Service**

#### **Senior Work, Health and Safety Advisor, Parks and Conservation Service**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 41726)**

Gazetted: 28 March 2019

Closing Date: 4 April 2019

Details: The Business, Governance and Capability Division is responsible for the Directorate's financial and budgetary activities and for delivering key operational activities that support the Directorate's core business, including Facilities Management, Fleet Management, Records Management Compliance, Information Communication Technology (ICT) system support, Human Resources including Health and Safety and managing responses to public access requests including Freedom of Information. This role is located in the Work Health and Safety (WHS) and Wellbeing team located in the People and Capability Branch primarily supporting the Parks and Conservation Service (PCS) Division. The Senior Officer provides tailored advice and assistance to PCS on all matters in relation to WHS. The position is solely responsible for the development and maintenance of PCS WHS related procedures and associated documentation and must have strong written and verbal communication skills, as well as current project management skills.

Note: This is a temporary position available as soon as possible until 11 November 2020. 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.

Eligibility/Other Requirements: It is desirable that the applicant have experience in operational and/or field work environment.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting one (1) page pitch, on what you can bring to this role in line with the attached duty statement.

Contact Officer: Bec Smith (02) 6207 4094 [bec.smith@act.gov.au](mailto:bec.smith@act.gov.au)

### **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>**

#### **Clinical Services**

#### **Surgery and Oral Health**

#### **Dental Health Program**

#### **Dentist**

#### **Dentist \$73,210 - \$133,197, Canberra (PN: 25515)**

Gazetted: 04 April 2019

Closing Date:

Overview of the work area and position: The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra and offers the following services: o Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school. o Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card. o Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card. We currently have an opening for a Dentist in our state-of-the-art Mobile Dental Clinic. This is a new service for the Australian Capital Territory and an exciting opportunity for a Dentist to make a positive change to the community. Services will be provided to outreach programs that include vulnerable clients. We and are looking for a compassionate, caring and dedicated individual with a can-do attitude. As this is a new service the successful individual will need to be passionate about improving access for Oral Health Services for the vulnerable within the community. Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Possession of a recognised degree in Dental Surgery or Bachelor in Dental Science. o Be registered under the Working for Vulnerable People Act. o A C Class driver's licence will be required to drive the Mobile Dental Clinic. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This is a Temporary full time or part time position at 23.15 hours per week for 12 months with the possibility of extension and/or permanency. Contact Officer: Donna

Butcher (02) 5124 1511 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 4, 4 Bowes Street PHILLIP ACT 2605

**Quality, Safety and Governance**

**Quality, Safety and Governance Executive**

**CSQU Executive**

**Medical Director Patient Safety and Quality Improvement**

**Staff Specialist Band 1-5**

**\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 31876)**

Gazetted: 04 April 2019

Closing Date:

Overview of the work area and position: The Quality, Safety, Innovation and Improvement Division supports the delivery of Canberra Health Services' strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements. The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement, as well as providing strategic frameworks in quality, governance and risk across Canberra Health Services. This is achieved through: o Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation. Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement. Branches within the Quality, Safety, Innovation and Improvement Division are: Clinical Effectiveness Patient Safety Patient Experience Governance. As part of the Quality, Safety, Innovation and Improvement division the Medical Director will be responsible for providing high level expertise, vision, leadership and direction to ensure that clinical and/or operational effectiveness, quality outcomes, patient safety and patient/family experience are improved. As a key leadership position within Canberra Health Services the successful applicant will be required to work collaboratively with executive directors and senior clinical leaders in supporting, establishing, directing and managing the Clinical Governance function to promote and support patient safety and clinical excellence across Canberra Health Services. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,494 - \$359,948

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Eligibility to apply for academic standing in the Australian University Medical School. Proven understanding of patient safety, quality improvement, methodologies, tools and techniques. Desirable: Specialist fellowship in Australia or equivalent specialist qualifications. Practical experience in clinical governance at a senior level in a health organisation. Detailed understanding of leadership, risk management, strategic direction-setting and the challenges facing modern healthcare service delivery. Extensive knowledge and experience in best-practice and contemporary management. Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

Note: This is a permanent part time position at 24 hours per week with opportunities for joint appointments in clinical specialty areas.

Contact Officer: Denise Lamb, Executive Director, Quality, Safety, Innovation and Improvement, Canberra Health Services (02) 5124 9549 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

**Justice and Community Safety**

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>  
Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Corporate**

**Office of the Chief Operating Officer**

**Communications, Engagement and Media**

**Communications, Media and Engagement Officer**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 08007)**

Gazetted: 02 April 2019

Closing Date: 16 April 2019

Details: The Justice and Community Safety Directorate is looking for an experienced and enthusiastic communicator to join its fast-paced Communications, Engagement and Media team. The directorate strives to maintain a fair, safe and peaceful community in the ACT where people's rights and interests are respected and protected. The media unit works on a wide variety of subjects from the law to road safety and emergency preparedness and response. The officer is responsible for developing the directorate's communications, engagement and media materials to ensure our community is informed and engaging on the topics that matter.

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

How to Apply: Please provide your Curriculum Vitae, Application Coversheet, name and contact details of two referees and a one to two-page pitch which broadly addresses the Selection Criteria and tells us why you would be perfect for the role.

Contact Officer: Ellena Bisset (02) 6207 6101 ellena.bisset@act.gov.au

**ACT Corrective Services**

**Community Correction and Release Planning**

**Sentence Management**

**Sentence Management Officer**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 35794)**

Gazetted: 02 April 2019

Closing Date: 18 April 2019

Details: A challenging and genuinely rewarding career opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Community Corrections and Release Planning as a Sentence Management Officer (Administrative Services Officer Class 6). Sentence Management Officers (SMO) are responsible for the 'end-to-end' integrated management of detainees from induction into custody through to release. SMO's work directly with detainees to identify and address the causes of criminal conduct. You will also provide professional advice and services as required, including written reports to the Courts, releasing authorities and other statutory bodies in relation to offender management, risk and intervention outcomes. As a SMO you will facilitate offender programs to maximise rehabilitative opportunities so that the likelihood of reoffending is reduced, promote and apply the principles of contemporary best practices in relation to offender management. To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills.

Eligibility/Other Requirements: Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds. A Certificate IV in Correctional Practice or the ability to achieve this qualification within 12 months of commencing employment. A current driver's licence, and a willingness/ability to drive within ACT, is essential.

Eligible candidates will be required to undergo a police check.

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. Prior to commencing in 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

- [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

How to Apply: Applicants are required to submit five items: 1) ACT Government Application Coversheet; 2) Statement of claims against specified Selection Criteria; 3) A current resume; 4) The names and contact details of two referees (one should be a current Supervisor/Manager); and 5) a copy of your current driver's licence. Please ensure you submit all five items.

Contact Officer: Emma Byrne (02) 6205 8431 emma.byrne@act.gov.au

**ACT Government Solicitor**

**Executive**

**Business Services**

**Accounts Officer**

**Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 18366)**

Gazetted: 29 March 2019

Closing Date: 5 April 2019

Details: The ACT Government Solicitor (ACTGS) provides legal services to the Territory, including its government, statutory corporations and government agencies. The ACTGS is a client-focused organisation comprised of 80 lawyers working collaboratively to provide professional legal services which protect the interests of the Territory. We are a responsive and supportive team, actively encouraging professional development, and providing flexible work arrangement opportunities. ACTGS has an expected vacancy for the services of an Accounts Officer to undertake the accounts payable function for the office. The successful applicant will also be responsible for managing the travel and accommodation bookings for the office and the reconciliation of associated accounts and credit cards. The successful applicant will show initiative and motivation and be required to liaise with creditors and solicitors and have good attention to detail and the ability to manage and complete multiple tasks in a timely manner. If you are committed to excellence and delivery and have a strong desire to contribute to the diverse activities of the Territory, a career with ACTGS should be considered. Further information can be found on the ACTGS website at [www.actgs.act.gov.au](http://www.actgs.act.gov.au).

Eligibility/Other Requirements: Experience in processing accounts payable is essential. Experience in the use of Oracle financial system and/or Open Practice is highly desirable.

Note: This is a temporary position available for a period of four months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Applicants should provide a two page pitch in response to the following questions. 1) Provide examples of your organisational skills, including the ability to effectively manage multiple tasks, determine team and own priorities, and effectively meet strict deadlines in high pressure situations. 2) Provide detail of your Interpersonal, communication and liaison skills and demonstrated ability to maintain productive working relationships with team members, employees and stakeholders. Applications should also provide a completed Application Coversheet with their pitch and a current Resume including the details of two referees to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Maria Batzogiannis (02) 6205 3734 [maria.batzogiannis@act.gov.au](mailto:maria.batzogiannis@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.

**ACT Corrective Services**

**Community Corrections and Release Planning**

**Programs and Reintegration**

**Manager, Programs and Interventions**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 15604)**

Gazetted: 03 April 2019

Closing Date: 18 April 2019

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Manager, Programs and Interventions (Senior Officer Grade B). The successful applicant will be responsible for managing and supporting the Programs and Interventions team, ensuring a positive approach to enhancing reintegrative activity and effective Case Management plans are established and implemented. You will also be responsible for managing new projects and ongoing initiatives, including the implementation and periodic review of Programs and Interventions policies, procedures, contracts, agreements and services. Further to this, you will support the Head of Programs and Reintegration in the development and ongoing delivery of the ACTCS Disability Justice Strategy. You will also be responsible for ensuring all managers and staff within the function provide a respectful, safe and decent environment for all offenders and staff. In addition, you will manage and coordinate the delivery of targeted offender behaviour programs, consistent with the needs of offenders across ACTCS, ensuring programs and interventions are appropriately evaluated. You will also be

contributing to the development and delivery of both Alexander Maconochie Centre (AMC) and Community Corrections medium to long term strategic and operation plan, provide high level advice, including the preparation of complex reports, submissions briefs and research and correspondences as required. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills in addition to strong leadership and management skills. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications (Psychology / Social Work) and/or equivalent correctional experience are highly desirable. Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process. Demonstrated experience and/or willingness to work with detainees and offenders on a daily basis is essential. A current unencumbered driver's licence is required. Prior to commencing in 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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available until September 2019 with the possibility of extension and/or permanency.

How to Apply: Applicants are required to submit five items: 1) ACT Government Application Coversheet; 2) Statement of claims against specified Selection Criteria; 3) A current resume; 4) The names and contact details of two referees (one should be a current Supervisor/Manager); and 5) A copy of their driver's licence. Please ensure you submit all five items.

Contact Officer: Anna Kirkham (02) 6205 4818 [anna.kirkham@act.gov.au](mailto:anna.kirkham@act.gov.au)

### **Office of the Legislative Assembly**

#### **Parliamentary Support Branch**

#### **Committee Support**

#### **Committee Secretary**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 253)**

Gazetted: 02 April 2019

Closing Date: 16 April 2019

An opportunity exists for a suitably experienced Committee Secretary to work with the Office of the Legislative Assembly. The Office's committee support function provides procedural and administrative advice and support to seven Assembly standing committees and certain select committees that are established from time to time. We are seeking someone with strong knowledge and understanding of parliamentary practice and procedure, especially in relation to parliamentary committees. They will enjoy working in a dynamic and complex environment and be able to work confidently both autonomously and as part of a team. Note: How to Apply:

Submit an application addressing the selection criteria, an application cover sheet, a current curriculum vitae to [LAOLARecruitment@parliament.act.gov.au](mailto:LAOLARecruitment@parliament.act.gov.au) Contact Officer: Hamis Finlay 6205 0129

[Hamish.Finlay@parliament.act.gov.au](mailto:Hamish.Finlay@parliament.act.gov.au) Applications can be forwarded to:

[LAOLARecruitment@parliament.act.gov.au](mailto:LAOLARecruitment@parliament.act.gov.au)

### **Canberra Health Services**

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

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

#### **People and Culture**

#### **Staff Development**

#### **Director Staff Development Unit**

#### **Registered Nurse Level 5.4 \$145,651, Canberra (PN: 28480)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: About us

Canberra Health Services (CHS) is focused 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) - a catchment of approximately 415,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range of publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-speciality services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Canberra Health Service is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

People and Culture provides (P&C) HR services directly and through partnership with ACT Government Shared Services. The services provided range from recruitment, employee relations, workplace health, training and education. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with government and non-government service providers to ensure the best possible outcomes for staff.

The Division answers to the CEO, Canberra Health Services and delivers services at a number of locations. These services include:

Executive Office, industrial relations, workforce innovation and projects,

Organisational Development-leadership and cultural education and training,

Staff Development Employment Services - employee relations, recruitment, workplace health advisory and workplace inclusion,

Unit, - orientation, manual tasks, graduate nurse programs, e-learning, learning management system, reporting, work experience, life support programs and clinical education programs.

Overview of the work area and position:

Staff Development Unit (SDU) is the largest area of training within Canberra Health Services, reporting to the Executive Director of People and Culture (P&C), CHS.

SDU is a Registered Training Organisation, located on the Canberra Health Services Campus and provides a key coordination role for Learning and Development (L&D) in Canberra Health Services.

SDU provides education and training for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the needs of the organisation as well as valuing the needs of staff. SDU develops the eLearning for most of the organisation and manages the systems, reporting and policies for the majority of education/training in Canberra Health Services. SDU works in partnership with tertiary providers for some courses. This position reports to the Executive Director of People and Culture.

Eligibility/Other Requirements:

Mandatory:

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

Tertiary qualifications or equivalent in education and/or management.

Desirable:

Commitment and accountability to own learning, development and practice with postgraduate tertiary qualifications at Masters level, in management and/or education and/or extensive relevant experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Note:

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

Contact Officer: Janine Hammat (02) 5124 9631 janine.hammat@act.gov.au



**Clinical Services**

**Office of Professional Leadership and Education, Health Systems**

**ACT Chief Nursing and Midwifery Office**

**Nursing Advisor**

**Registered Midwife Level 3.2 \$119,122, Canberra (PN: 26089, several)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: About us: 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)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital:

A modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Overview of the work area and position:

The Office of the Chief Nursing and Midwifery Officer

Provides strategic advice on a range of local, national and international issues relating to the nursing and midwifery professions

Leads the development of nursing and midwifery roles across the ACT as well as promoting career pathways and furthering educational advancement

Provides robust evidence and advice on a variety of factors related to nursing and midwifery practice including: workforce planning, workforce reform, workload monitoring, industrial relations as well as recruitment and retention strategies

Supports the National Health Agenda and the work of the Australian and New Zealand Council of Chief Nursing and Midwifery Officers (ANZCCNMO)

Eligibility/Other Requirements:

Mandatory:

Registered or eligible for registration with the Nursing and Midwifery Board of Australia as Registered Nurse or Midwife

Holds postgraduate tertiary qualifications in Nursing or Midwifery

Desirable:

Holds tertiary qualifications in Nursing or Midwifery

Post registration expertise in a senior nursing or midwifery academic or management role.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with CHS Occupational Assessment, Screening and Vaccination policy

Contact Officer: Lesley Thomson (02) 5124 9138 [lesley.thomson@act.gov.au](mailto:lesley.thomson@act.gov.au)

**Clinical Services**

**Women, Youth and Children**

**Department of Neonatology**

**Clinical Nurse Manager**

**Registered Nurse Level 3.2 \$119,122, Canberra (PN: 22395)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: About us

Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities.

CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Overview of the work area and position

The Division of Women, Youth and Children (WYC) offers a range of primary, secondary and tertiary services across the acute and community based sectors. The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised maternity and neonatology services for the ACT and surrounding regional areas. As Clinical Nurse Manager you will be leading an exceptional team of neonatal nurses who are passionate about striving to improve outcomes for all neonates and their families.

The Department of Neonatology is a tertiary level six neonatal service for the ACT and Southern NSW including Intensive Care (NICU), Special Care (SCN) and the retrieval service (ACT NETS). The department is supported by an extensive team of expert clinicians including our unique early discharge program (Neonatal and Parent Support Service), Growth and Development follow up program as well as a Neonatal Lactation Consultant, Neonatal Care Coordinator and an award winning nurse led research team. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment. Reporting to the Assistant Director of Nursing (Neonatology and Paediatrics) the Clinical Nurse Manager will provide nursing leadership and support staff of the Neonatal Intensive Care Unit to achieve excellence in clinical practice, working collaboratively with the multidisciplinary team and consumers.

Eligibility/Other Requirements:

*Mandatory:*

- Registered or eligible for registration as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)

*Desirable:*

- Post graduate qualification in Neonatal Nursing
- Post graduate qualification in Management and/or Leadership

*Prior to commencement successful candidates will be required to:*

- Undergo a pre-employment Police check
- Comply with CHS Occupational Assessment, Screening and Vaccination policy
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*

Note:

This position is being re-advertised and previous applicants need not reapply.

Contact Officer: Alison Moore (02) 6142 6351 [alison.moore@act.gov.au](mailto:alison.moore@act.gov.au)

## **Clinical Services**

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

#### **Adult Community Mental Health**

#### **Home Assessment and Acute Response Team - Registered Nurse level 2**

#### **Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 25812)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: About us

Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work.

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

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

MHJHADS 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. The participation of people access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty Mental Health Services
- Dhulwa Mental Health Unit

Overview of the work area and position:

An exciting opportunity exists for a Registered Nurse to join the Mental Health, Justice Health, Alcohol and Drug Services. The Registered nurse position is based with Home Assessment and Acute Response Team (HAART) a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). The team provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care (MoC) which will 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.

The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing severe and enduring mental illness and complex needs. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements:

**Mandatory:**

Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Current driver's licence

Prior to commencement successful candidates will be required to:

comply with Canberra Health Services occupational screening requirements related to immunisation

have current registration issued under the *ACT Working with Vulnerable People Act 2011*; and

Undergo a pre-employment Police check.

**Note**

HAART operates an extended hour's service, operating seven days a week and the position holder will be required to work a rotating roster including morning, evening shifts, on call arrangements and public holidays.

Contact Officer: Sandra Williams (02) 5124 9152 [sandra.williams@act.gov.au](mailto:sandra.williams@act.gov.au)

**Clinical Services**

**Medicine**

**Medical**

**Diabetes Podiatrist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 42433, expected vacancy)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: [About us](#)

Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework.

Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

**Overview of the work area and position**

The Canberra Health Services Diabetes Service Podiatry team provide individual podiatry appointments for people with or at high risk of acute foot complications. The podiatry team are an integral part of the High Risk Foot Multidisciplinary Group collaborating with Endocrinologists, Diabetes Nurse Educators, Diabetes Dietitians, Vascular Surgeons, Infectious Disease Specialists, Tissue Viability Nurses, Community Nurses and Orthotists to provide a team approach to care for people with complex foot conditions.

The type of services offered include: Wound/ Foot ulcer assessment and debridement, Footwear/ Offloading assessment, Diabetes foot assessment and education, General high risk foot care.

The Health Professional Level 3 Diabetes Podiatrist will be responsible to the Senior Diabetes Podiatrist of the Canberra Health Services Diabetes Service. Under the direction of the senior podiatrist, you will be required to provide clinical assessment, treatment, supervision and evaluation of podiatry care to in an outpatients with diabetes and other chronic conditions.

**Eligibility/Other Requirements**

**Mandatory:**

Tertiary qualifications or equivalent in Podiatry

Be registered or be eligible for registration with the Podiatry Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA).

*Desirable:*

Current unrestricted driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals

Note

This is an expected vacancy for 12 months and may extend for a period of 2 years. Applications from this recruitment process may be used to fill part time and full time temporary identical positions within the next 12 months. Selection may be based on application and referee report only.

If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in Canberra Health Services facilities, the person occupying this position will be required to comply with Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Contact Officer: Kate Storer (02) 5124 3794 kate.storer@act.gov.au

## **Clinical Services**

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

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

#### **Childhood Early Intervention Officer**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 42982)**

Gazetted: 04 April 2019

Closing Date: 11 April 2019

Details: About us

Canberra Health Services is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Overview of the Work Area and Position

The clinician will be working within the setting of a multidisciplinary team to provide a high standard of practice in the provision of a school based early intervention- social, emotional and behaviour program for children in primary schools. Under the supervision of the early intervention program coordinator the clinician will collaborate with various schools to develop and deliver services which ensure the consistent early detection, treatment and prevention of emerging severe social, emotional and behavioural difficulties in primary school aged children.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in Social Work, Nursing, Psychology, or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organization.

A current Drives Licence.

For Occupational Therapy:

Mandatory

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

Eligibility for professional membership of Occupational Therapy Australia

Health Professional Level 3: Minimum of three years (ideal five years) post qualification

For Psychology

Mandatory:

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

Health Professional Level 3: Minimum of three years (ideal five years) post qualification

For Social Work:

**Mandatory**

Degree in Social Work

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

Registration under the *ACT Working with Vulnerable People Act 2011*

Health Professional Level 3: Minimum of three years (ideal five years) post qualification

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

**Note**

This is a temporary position available for the period April 2019 to 30 January 2020. Selection may be based on written application and referee reports only.

Contact Officer: Charmaine Nicoll (02) 6207 6040 [charmaine.nicoll@act.gov.au](mailto:charmaine.nicoll@act.gov.au)

**Finance and Business Intelligence**

**Patient Accounts**

**Revenue Support Officer**

**Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 20130)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: About us:

Canberra Health Services (CHS) is focused 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)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Overview of the work area and position:

This position is responsible for review of, and basic reporting on data accuracy and completeness related to revenue capture for Canberra Health Service and providing advice/training to front line staff related to revenue capture activities.

The successful applicant will be required to communicate, negotiate and liaise with a range of internal and external stakeholders including, but not limited to patients, doctors, senior administration management and outpatient clinics. Applicants will need to be enthusiastic and have excellent interpersonal skills, excellent time management, have a strong willingness to learn and understand billing in a public health environment and have experience in the use of hospital based IT system such as ACTPAS .

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Jason McNamara (02) 5124 9034 [jasonw.mcnamara@act.gov.au](mailto:jasonw.mcnamara@act.gov.au)

**Clinical Services**

**Critical Care**

**Critical Care Admin**

**Intensive Care Unit Business Support Officer**

**Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 14510)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: About us

Canberra Health Services (CHS) is focused 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)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range of publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

Six community health centres: providing a range of general and specialist health services to people of all ages.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department, Medical Emergency Team, Early Recognition of the Deteriorating Patient program, Trauma Services and the Capital Region Retrieval Service.

Overview of the Work Area and Position

The Business Support Officer is responsible for supporting the strategic and operational activities of the Intensive Care Unit. The positions reports to the Operations Manager, Division of Critical Care and indirectly to the Clinical Director, Intensive Care Unit.

Under broad direction, you will play a role in providing day-to-day support to the Medical Officers including, but not limited to: Roster management, human resource management, fiscal matters, course coordination, ward rounds, secretariat support, inpatient billing, maintenance requests and policy support.

Eligibility/Other Requirements

*Desirable:*

MYSHIFT and ACT Patient Administration System (ACTPAS) experience

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note

This temporary position is available until September 2019 with possible extension. Selection may be based on written application and referee report only.

Contact Officer: Lindsay Ottaway (02) 5124 4500 [lindsay.ottaway@act.gov.au](mailto:lindsay.ottaway@act.gov.au)

## **Clinical Services**

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

#### **Alcohol and Drug Services**

##### **Administration Services Officer**

##### **Administrative Services Officer Class 2/3 \$55,189 - \$67,296, Canberra (PN: 29149)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: About us

Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Overview of the work area and position

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services

(ADS) guided by the principles of harm minimisation. The ADS incorporates 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.

Under the direction of the Administration and Data Manager, you will provide frontline administration including booking and scheduling, records management and supporting people with substance misuse disorder in the public health sector in accordance with current policies and procedures.

Eligibility/Other Requirements:

Desirable:

Previous experience in an Administration role

Current driver's licence.

Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note:

This is a temporary position available for a period of six months with the possibility of extension.

Contact Officer: Jodie Kenny (02) 5124 7967 jodie.kenny@act.gov.au

### **Canberra Hospital and Health Service**

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

#### **Facility Manager University of Canberra Hospital**

#### **UCH Facilities Management Services Integration Manager**

#### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 41307)**

Gazetted: 04 April 2019

Closing Date: 11 April 2019

Details: About us

Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

Canberra Health Services is committed to the delivery of person and family centered, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of Canberra Health Services' Quality Strategy and government priorities, and aligning them with Canberra Health Services' Territory Wide Services Framework.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

The University of Canberra Hospital: Specialist Centre for Rehabilitation, Recovery and Research (UCH) is Canberra's first purpose-built rehabilitation hospital for people recovering from surgery or injury, or experiencing mental illness.

The UCH Facilities Management (FM) Team manages and administers the delivery of both contracted and non-contracted FM services for UCH.

Overview of the work area and position

The UCH FM Team is responsible for the strategic and operational management of a range of both contracted and non-contracted FM services outputs at UCH to ensure that our patients, staff and the provision of UCH clinical services are well supported.

The FM Contract with services' provider BGIS is a new approach for Canberra Health Services in the delivery of integrated, non-clinical support services. The services include hard FM (building and engineering) and soft FM (services provided more directly to support clinicians and patients).

This role will support transition of the new model to a Business as Usual state, ensuring that all FM services and patient-related equipment support UCH Models of Care as intended, and that all UCH patients and staff are well supported through the delivery of patient centered services.



The successful candidate will work closely with the UCH Facilities Manager to undertake activity that ensures that FM Contract service delivery is at the standard necessary to achieve optimum value for Canberra Health Services. This role will continue to support the stabilisation of service delivery models, ensuring all services and patient-related equipment support the UCH Models of Care as intended.

Eligibility/Other Requirements

*Mandatory:*

Be registered under the Working for Vulnerable People Act.

*Highly Desirable:*

Relevant experience in the commissioning and integration of service enhancements and new service models.

Sound knowledge of and prior experience in embedding change in a multidisciplinary health service.

*Desirable:*

Relevant project or change management qualifications and/or experience.

Competency with Microsoft Office applications

Note

This is a temporary Senior Officer Grade B vacancy for three months starting from 1 April 2019 until 30 June 2019 with a possibility of extension. The successful applicant may be selected on the basis of written application and referee reports only.

Contact Officer: Julie Wood 0414 292 119 julie.wood@act.gov.au

## **Clinical Services**

### **Pathology**

#### **Anatomical Pathology**

##### **Laboratory Manager, Anatomical Pathology**

**Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 40056)**

Gazetted: 04 April 2019

Closing Date: 11 April 2019

Details: About us

Canberra Health Services is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Overview of the work area and position

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

The Laboratory Manager role is to support and work collaboratively with the Pathology Executive Director, Department Directors, the Director of Operations and the Principal Scientist, to ensure the effective and efficient delivery of services.

Under broad direction of the Director Anatomical Pathology, you will be responsible for the strategic and operational management of the Anatomical Pathology department providing leadership and governance for the non medical staff, providing input into facility design and planning, budget planning and budget preparation, human resource management and workforce development including education and mentoring.

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

Eligibility/Other Requirements:

*Mandatory:*

Tertiary qualifications (or equivalent) in Medical Laboratory Science or similar.

*Desirable:*

Tertiary qualifications (or equivalent) in Business, Public Sector or Human Resource Management.

Minimum of ten years' experience working and/or managing a pathology diagnostic laboratory.

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

Undergo a pre-employment Police check.

Note

This is a temporary position for a period of nine months, with the possibility of extension.

Contact Officer: Monica Brady (02) 5124 2835 monica.brady@act.gov.au

## **Clinical Services**

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

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

##### **STEPS Registered Nurse**

##### **Registered Nurse Level 3.1 \$105,372 - \$109,709, Canberra (PN: 18243, expected vacancy)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: About us

Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

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

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

- Rehabilitation and Specialty Mental Health Services (RSMHS)
- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)
- Dhulwa Mental Health Unit (DMHU)

Overview of the work area and position

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.

The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will be to conduct intake/risk assessment and clinical management to young adults with complex mental health needs who reside in the STEPS facility.

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.

Eligibility/Other Requirements

Mandatory:

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

Experience working in a Mental Health clinical role. Strong understanding of mental health services and demonstrated advanced clinical knowledge, skills and experience in the area of practice.

Current driver's licence.

Desirable:

Holds or is working towards post-graduate qualification in Mental Health Nursing.

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

Note

This is a temporary expected vacancy position available from mid-April 2019 for 12 months with possible extension. An Order of Merit may be used to fill future identical vacancies in either the North or South Community Teams within a 12 month period. Selection may be based on application and referee reports only.

Contact Officer: Kalvinder K Bains (02) 5124 1521 kalvinder.bains@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Clinical**

##### **Stroke Liaison Nurse**

##### **Registered Nurse Level 3.1 \$105,372 - \$109,709, Canberra (PN: 29518)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: About us

Canberra Health Services is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Overview of the work area and position

Canberra Hospital and Health Services, Division of Medicine, is seeking an enthusiastic registered nurse who has highly developed interpersonal skills and demonstrated knowledge and clinical practice in stroke management to backfill in the role of Stroke Liaison Nurse. The Stroke Unit at Canberra Hospital consists of four monitored acute stroke beds and subsequent step down beds within Ward 7A. The Stroke Liaison Nurse is expected to work closely with the Ward 7A Clinical Nurse Consultant (CNC) and the multidisciplinary team to provide safe, timely and effective appropriate care for patients suffering stroke within Canberra and the surrounding region.

The Stroke Liaison Nurse will play a crucial role in the day to day co-ordination of the unit and patient flow; have an advanced knowledge of acute stroke nursing and be responsible for clinical nursing support, operational management and strong leadership.

The successful applicant will have advanced clinical skills, experience in managing systems of clinical governance, leading quality improvement and participating in research; and the capacity to represent the service throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting position within an innovative service that will require someone with the ability to be flexible and manage change within the service.

Eligibility/Other Requirements:

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

It is desirable that the successful applicant has clinical experience in acute medical nursing, stroke and, general medicine.

Holds or is working towards a post graduate qualification relevant to nursing/management

Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note:

This is a temporary position available for a period of 6-12 months with the possibility of extension.

Contact Officer: Brett Jones (02) 6244 2535 brett.jones@act.gov.au

## **Infrastructure Management and Maintenance**

### **Capital Project Delivery**

#### **Project Officer**

##### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 31356, several)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: About us:

Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

Canberra Health Services is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities and aligning them with Canberra Health Service's Territory Wide Services Framework.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Overview of the work area and position:

Infrastructure Management and Maintenance (IMM) is responsible for project delivery, maintenance and asset management of built assets and associated infrastructure, operations support and client services, security and emergency within the CHS property portfolio.

This position will report to a senior manager in the Capital Project Delivery team and undertake activities to support the delivery of Canberra Health Service Capital Works projects by IMM.

The Project Officer will be responsible for managing a number of Canberra Health Services projects (minor and major), ensuring that they are delivered on time and within budget, whilst minimising any delays and reductions in the services offered across the various Canberra Health Service Facilities. Accurate project reporting is vital, with monthly finance and program updates required to ensure that key projects milestones and performance indicators are met.

The Project Officer will be required to engage with stakeholders and manage stakeholders' expectations to deliver agreed project outcomes. A key component of stakeholder management will be the responsibility for conducting high level interface and coordination between Facilities Management, Project Delivery and Clinical Service Delivery. This will involve clear communication between various stakeholders, coordination of multiple project activities, ensuring clinical services are not affected and managing shutdowns or interruptions to infrastructure services required on projects.

When relevant, the position will utilise processes and strategies utilised by Infrastructure Management and Maintenance to facilitate quality, integrated and efficient service delivery.

Eligibility/Other Requirements:

Desirable:

Tertiary qualifications in project management or a building related discipline or a building trade qualification, and/or at least five years of building related project management experience is desirable.

Qualifications in Government procurement are also highly desirable.

Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note:

These are temporary positions available for a period up to 24 months with the possibility of extension and/or permanency. An order of merit will be established for filling identical vacancies within the next 12 months from this process. Selection may be based on application and referee reports only.

Contact Officer: James Walsh (02) 5124 7783 james.walsh@act.gov.au

**People and Culture**

**Workplace Health Safe and Wellbeing**

**Workplace Safety**

### **Senior Safety Advisor**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 29480)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: About us

Canberra Health Services (CHS) is focused 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)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Overview of the work area and position

The Work Health Safety Unit provides strategic leadership, advice and effective coordination and implementation of work health safety (WHS) management strategies, frameworks and activities. The unit provides WHS advisory and support services and oversees the implementation of systems and processes that assist Canberra Health Services to become a safe and accountable healthcare environment.

Canberra Health Services staff, people who use our services and visitors have the right to feel safe and be safe in Canberra Health Services workplaces.

Eligibility/Other Requirements:

*Mandatory:*

Must hold a current driver's licence.

*Desirable:*

Qualifications in WHS and/or substantial experience in managing WHS are desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note

This is a temporary position available initially for 6 months, with the possibility of extension and/or permanency.

Selection may be based on application and referee reports only. This position is part-time at 15.75 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Simon Cavanagh (02) 5124 9595 [simon.cavanagh@act.gov.au](mailto:simon.cavanagh@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>**

## **Strategic Infrastructure**

### **Executive Branch Manager, Strategic Infrastructure**

**Executive Level 1.2 \$203,203 - \$211,625 depending on current superannuation arrangements, Canberra (PN: E1088)**

Gazetted: 02 April 2019

Closing Date: 16 April 2019

Details: The Strategic Infrastructure Division within ACT Health Directorate is responsible for the planning, design and delivery of the building health service program. The division also has responsibility for the territory wide property portfolio; and provide fit-for-purpose buildings and facilities for the health services.

The Executive Branch Manager will have a unique understanding about the planning and delivery of complex infrastructure projects in the ACT context, particularly projects valued in excess of \$50 million. The Executive Branch Manager will lead engagement with key partners across Government in the development of ACT Health strategic campus master planning and will maintain the strategic asset management framework and sustainability strategy. The incumbent will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

How to Apply: Please submit your application demonstrating your experience against the Executive Capabilities in the attached duty statement to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Remuneration: The position attracts a remuneration package ranging from \$203,203 to \$211,625 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$168,878. From 1 July 2019, the remuneration package will increase, ranging from \$220,969 to \$230,275 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$169,203 (see Remuneration Tribunal Determination 2 of 2019).

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 details of long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Further information about the position is available from Liz Lopa, [liz.lopa@act.gov.au](mailto:liz.lopa@act.gov.au), (02) 5124 9805.

## **Health Systems, Policy and Research**

### **Health Protection Service**

#### **ACT Government Analytical Laboratory (ACTGAL)**

##### **Forensic Chemist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 26222)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

About us: The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

- Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives
- Managing demand for and supply of health services across the territory
- Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy
- Preventing, and providing a timely response to, potential public health incidents
- Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers
- Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups

- Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities
- Monitoring and enforcement of public health regulations
- Providing public health advice

Overview of the work area and position:

Public Health, Protection and Regulation (PHPR)

The Public Health, Protection and Regulation Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report.

Health Protection Service

The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services.

ACT Government Analytical Laboratory (ACTGAL)

ACTGAL undertakes scientific analyses in the areas of:

Air quality monitoring;

Asbestos

Microbiology food, water and outbreak investigations

Toxicology

Forensic chemistry including illicit drugs

To provide scientific data to support the activities of various Health Protection Service sections and ACT government agencies. These data are used to formulate policy, conduct prosecutions under various ACT and Commonwealth legislation and determine compliance with both National and ACT Standards and Guidelines.

Toxicology and Forensic Chemistry

The Toxicology & Forensic Chemistry Unit is accredited to ISO 17025 in the field of Forensic Science. The unit provides analytical support for forensic investigations relating to drugs and poisons and expert opinion to relevant ACT courts. Specifically the service provided includes:

Toxicology to support:

Coronial investigations

ACT legislation including the Road Transport Act

Drug treatment programs

Forensic chemistry to support:

Controlled substances legislation

Clandestine Laboratory Investigations

Environmental Chemistry:

The Environmental Chemistry unit is accredited to ISO 17025 in the field of Chemical Testing and provides the following services:

Monitoring of ambient air quality in the ACT for compliance with the Ambient Air Quality National Environmental Protection Measure

Asbestos identification and fibre counting on a fee for service basis

Microbiology:

The Microbiology Unit is accredited to ISO 17025 in the field of Biological Testing and provides the following services:

Regulatory microbiological analysis as required under various ACT Acts and regulations

In partnership with Environmental Health identify sources of food poisoning

Microbiological analysis of food and water on a fee for service basis

Eligibility/Other Requirements:

Mandatory:

Bachelor Degree in Science

Desirable:

Major in Chemistry

Prior to commencement successful candidates will be required to:

Undergo a pre-employment police check

Comply with ACT Health Occupational Assessment, Screening and Vaccination policy

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

## **Health Systems, Policy and Research**

### **Office of Research**

#### **Research Ethics and Governance Office**

##### **Research Governance Officer**

##### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 18389)**

Gazetted: 04 April 2019

Closing Date: 11 April 2019

About us: The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

- Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives
- Managing demand for and supply of health services across the territory
- Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy
- Preventing, and providing a timely response to, potential public health incidents
- Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers
- Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups
- Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities
- Monitoring and enforcement of public health regulations
- Providing public health advice

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.

Overview of the work area and position: In addition to the Executive, the Office of Research has four units: Clinical Trials Management; Research Ethics and Governance; Epidemiology, Biostatistics and Data Science; and Pre-clinical Research Services and Education Management.

The Research Ethics and Governance Office (REGO) is responsible for research governance processes and management of the ACT Health Human Research Ethics Committee (HREC) and its sub-committees. The Research Governance Officer reports to the Head of the REGO.

Under the general direction of the Head of REGO, the primary role of the Research Governance Officer is to support the management and operation of the REGO's research governance responsibilities, including support to relevant committees as required. This position is a key role within REGO.

Eligibility/Other Requirements

Desirable:

Tertiary qualifications (or equivalent) in relevant field

Previous experience in Research Governance

Prior to commencement successful candidate will be required to:

Undergo a pre-employment Police check



**Health Systems, Policy and Research**

**Health Protection Service**

**Environmental Health**

**Environment Health Support Officer**

**Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 25770)**

Gazetted: 04 April 2019

Closing Date: 11 April 2019

Details: About us: The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives

Managing demand for and supply of health services across the territory

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy

Preventing, and providing a timely response to, potential public health incidents

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities

Monitoring and enforcement of public health regulations

Providing public health advice

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.

Overview of the work area and position:

Public Health, Protection and Regulation (PHPR)

The Public Health, Protection and Regulation Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report.

Health Protection Service

The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services.

Environmental Health

Environmental Health is responsible for the assessment, correction, control and prevention of factors that can adversely affect health through the development of policy, provision of information, monitoring and enforcement in relation to a wide range of public health activities. These activities include food safety, cooling towers, recreational and potable water safety, radiation safety and other environmental factors that may influence health.

Eligibility/Other Requirements

Mandatory:

Drivers licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Note: This is a temporary position available for six months with the possibility of extension.  
Contact Officer: Kate Groeschel (02) 5124 9092 kate.groeschel@act.gov.au

**Health Protection Service**

**Business Management Services**

**Administrative Officer**

**Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 29465)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: About us

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

Managing demand for and supply of health services across the territory.

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

Preventing, and providing a timely response to, potential public health incidents.

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,

Monitoring and enforcement of public health regulations, and providing public health advice.

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.

Overview of the work area and position

Public Health, Protection and Regulation (PHPR)

The Public Health, Protection and Regulation Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report.

Health Protection Service

The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services.

Business Management Services (BMS)

BMS provide administrative support to the Branch, including licensing and registration activities; customer service; general administrative duties; fleet management; information technology; and financial matters.

BMS also provide support and coordination of business and quality improvement and database management for the branch.

Eligibility/Other Requirements

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note

This is a temporary full-time position available for 12 months.

Contact Officer: Tracey Docherty (02) 6205 1943 tracey.docherty@act.gov.au

## **Health Systems, Policy and Research**

### **Public Health, Protection and Regulation**

#### **Health Protection Services**

##### **Manager Forensic Chemistry**

##### **Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 26223, expected vacancy)**

Gazetted: 04 April 2019

Closing Date: 11 April 2019

Details: About us: The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives

Managing demand for and supply of health services across the territory

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy

Preventing, and providing a timely response to, potential public health incidents

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities

Monitoring and enforcement of public health regulations

Providing public health advice

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.

Overview of the work area and position: The Public Health, Protection and Regulation Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report.

#### **Health Protection Service**

The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services.

ACT Government Analytical Laboratory (ACTGAL), a section within the HPS provides high level scientific analysis capability for the ACT government. Fields of analysis include Microbiological Testing, Environmental Chemistry Testing and Forensic and Toxicological Testing.

This position is responsible for directing the day to day operations of the Forensic Chemistry service including, the maintenance of related quality systems, the management of operational budget and provision of high quality

analytical services. The position reports to the Director ACTGAL and is additionally responsible for the provision of technical advice relating to the provision of forensic chemistry services to the ACT community. The officer will be required to liaise closely with law enforcement agencies, academic partners and the wider ACT Government to assist in the maintenance and continual improvement of an effective and efficient analytical service.

**Eligibility/Other Requirements**

**Mandatory:**

Bachelor Degree in Science

Highly desirable:

Major in Chemistry

Prior to commencement successful candidates will be required to:

Undergo a pre-employment police check

Note: This role is an expected vacancy. This is a temporary position available for a period of six months with the possibility of extension.

Contact Officer: Daniel Andres (02) 5124 9224 daniel.andres@act.gov.au

## **APPOINTMENTS**

### **Canberra Institute of Technology**

#### **Teacher Level 1 \$70,519 - \$94,094**

Samantha Goss 844-78123, Section 68(1), 29 March 2019

Note: This appointment is to a non-advertised vacancy and is made in accordance with the Public Sector Management Standards, Section 14, Direct Appointment of Employee – General. An appointment under this Section is not appellable.

#### **Teacher Level 1 \$70,519 - \$94,094**

David Ritchie 775-28161, Section 68(1), 1 April 2019

Note: This appointment is to a non-advertised vacancy and is made in accordance with the Public Sector Management Standards, Section 14, Direct Appointment of Employee – General. An appointment under this Section is not appellable.

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

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146**

Indigo Collins 853-76508, Section 68(1), 2 April 2019

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175**

Hatley Laughridge 858-68289, Section 68(1), 1 April 2019

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146**

Lien-Jane O'Rourke 858-53634, Section 68(1), 15 April 2019

#### **Administrative Services Officer Class 4 \$69,422 - \$75,169**

Zoe Sanderson 853-55248, Section 68(1), 1 April 2019

#### **Administrative Services Officer Class 3 \$62,530 - \$67,296**

Adnan Taj 853-54480, Section 68(1), 20 March 2019

#### **Administrative Services Officer Class 3 \$62,530 - \$67,296**

Scott Wood 858-59366, Section 68(1), 26 March 2019

#### **Administrative Services Officer Class 3 \$62,530 - \$67,296**

Jun Xu 858-58208, Section 68(1), 26 March 2019

**Community Services**

**Administrative Services Officer Class 3 \$62,530 - \$67,296**

Grace Portelli 853-76479, Section 68(1), 28 March 2019

**Health Professional Level 2 \$61,784 - \$84,816**

Olivia Small 858-69134, Section 68(1), 1 April 2019

**Administrative Services Officer Class 5 \$77,155 - \$81,668**

Nicole Vaivads 858-68772, Section 68(1), 4 April 2019

**Education**

**School Assistant 2 \$46,929 - \$51,819**

Regina Mary Bailey 828-92494, Section 68(1), 1 April 2019

**School Assistant 2/3 \$46,929 - \$57,225**

Megan Brinkley 849-11409, Section 68(1), 4 April 2019

**Environment, Planning and Sustainable Development**

**Administrative Services Officer Class 5 \$77,155 - \$81,668**

Kobee Tetley 848-63857, Section 68(1), 30 March 2019

**Senior Officer Grade B \$123,227 - \$138,723**

John Wildermuth 853-41727, Section 68(1), 2 April 2019

**Transport Canberra and City Services**

**Bus Operator - Training \$66,212**

Devaputra Anil Deva Prasanna 858-69249, Section 68(1), 29 March 2019

**Bus Operator - Training \$66,212**

Glen Collins 858-68262, Section 68(1), 29 March 2019

**Bus Operator - Training \$66,212**

Manish Gupta 858-68174, Section 68(1), 29 March 2019

**Bus Operator - Training \$66,212**

Gregory Hoytink 858-68107, Section 68(1), 29 March 2019

**General Service Officer Level 4 \$51,459 - \$53,553**

Lionel Kusa 853-30358, Section 68(1), 29 March 2019

**General Service Officer Level 4 \$51,459 - \$53,553**

Warren Martin 858-53423, Section 68(1), 29 March 2019

**General Service Officer Level 4 \$51,459 - \$53,553**

Eric Metherell 858-68297, Section 68(1), 29 March 2019

**General Service Officer Level 4 \$51,459 - \$53,553**

Mark Parker 858-54100, Section 68(1), 29 March 2019

**General Service Officer Level 4 \$51,459 - \$53,553**

Timothy Claypole 853-78300, Section 68(1), 29 March 2019

**Bus Operator - Training \$66,212**

Arianit Sefa 858-68086, Section 68(1), 29 March 2019

**Suburban Land Agency**

**Senior Officer Grade B \$118,319 - \$133,197**

Lauren Gay Callaghan 856-53763, Section 68(1), 1 April 2019

**Canberra Health Services**

**Administrative Services Officer Class 2/3 \$55,189 - \$67,296**

Alisha Anderson 853-63483, Section 68(1), 28 March 2019

**Health Professional Level 4 \$100,462 - \$108,140**

Natalie Campbell 741-07900, Section 68(1), 1 April 2019

**Health Professional Level 2 \$61,784 - \$84,816**

Rhiannon Daisley 857-43507, Section 68(1), 27 March 2019

**Enrolled Nurse Level 2 \$62,564**

Stephanie Houghton 858-68369, Section 68(1), 3 April 2019

**Administrative Services Officer Class 2/3 \$55,189 - \$67,296**

Aymen Qashaa 857-43734, Section 68(1), 2 April 2019

**Radiation Therapist Grade 2 \$64,391 - \$88,998**

Kassie Upward 858-67331, Section 68(1), 1 April 2019

**Dental Assistant - Unqualified and Qualified \$44,469 - \$61,965**

Ora-Anong Wattanatassi 859-54136, Section 68(1), 1 April 2019

**Health Professional Level 2 \$61,784 - \$84,816**

Chantelle Webster 857-43662, Section 68(1), 30 March 2019

**ACT Health**

**Administrative Services Officer Class 3 \$62,530 - \$67,296**

Kristie Kocanov 858-69177, Section 68(1), 2 April 2019

**TRANSFERS**

**Education**

**Kylie Lee: 835-36950**

From: School Assistant 2/3 \$46,929 - \$57,225

Education

To: School Assistant 2/3 \$46,929 - \$57,225

Education, Canberra (PN. 20608) (Gazetted 22 November 2018)

**Katrina Sheaves: 755-72759**

From: Senior Officer (Technical) Grade B \$123,227 - \$138,723

Education

To: Senior Officer Grade B \$123,227 - \$138,723

Education, Canberra (PN. 40390) (Gazetted 19 November 2018)

**Justice and Community Safety**

**Sally Fitzmaurice: 844-01273**

From: Senior Officer Grade C \$104,630 - \$112,626

Justice and Community Safety

To: Senior Officer Grade C \$104,630 - \$112,626

Justice and Community Safety, Canberra (PN. 43750) (Gazetted 5 February 2019)

**Canberra Health Services**

**Nicole Slater: 735-36607**

From: Registered Nurse Level 4.3 \$136,004

Canberra Health Services

To: Registered Nurse Level 4.3 \$136,004

Canberra Health Services, Canberra (PN. 14192) (Gazetted 28 February 2019)

**PROMOTIONS**

**Canberra Institute of Technology**

**Sharon Bidder: 821-01461**

From: Teacher Level 1 \$70,519 - \$94,094

Canberra Institute of Technology

To: †Manager Education Level 1 \$116,494

Canberra Institute of Technology, Canberra (PN. 51882) (Gazetted 1 January 2000)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

**Chief Minister, Treasury and Economic Development**

**Revenue Management**

**ACT Valuation Office**

**Yuechen Jiang: 853-76401**

From: Administrative Services Officer Class 3 \$62,530 - \$67,296

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$77,155 - \$81,668

Chief Minister, Treasury and Economic Development, Canberra (PN. 34331) (Gazetted 5 February 2019)

**Shared Services**

**Partnership Services Group**

**Service Centre Service Desk**

**Corey Stinson: 843-98043**

From: Administrative Services Officer Class 4 \$69,422 - \$75,169

Shared Services

To: Administrative Services Officer Class 6 \$83,135 - \$95,146  
Chief Minister, Treasury and Economic Development, Canberra (PN. 14254) (Gazetted 11 February 2019)

**Community Services**

**Strategic Policy**

**Strategic Portfolios and Data Excellence**

**Natasha Dunne: 836- 10129**

From: Administrative Services Officer Class 6 \$83,135 - \$95,146  
Community Services Directorate  
To: †Senior Officer Grade C \$104,630 - \$112,626  
Community Services, Canberra (PN. 27047) (Gazetted 26 February 2019)

**Corporate Services**

**People Management Branch**

**Workforce Development**

**Leanne Green: 740-89714**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668  
Community Services  
To: Administrative Services Officer Class 6 \$83,135 - \$95,146  
Community Services, Canberra (PN. 37531) (Gazetted 5 March 2019)

**Corporate Services**

**People Management Branch**

**Novi Lewis: 848-78899**

From: Administrative Services Officer Class 3 \$62,530 - \$67,296  
Canberra Health Services  
To: Administrative Services Officer Class 4 \$69,422 - \$75,169  
Community Services, Canberra (PN. 21971) (Gazetted 31 January 2019)

**Education**

**School Improvement and Performance**

**North Gungahlin Network**

**Harrison School**

**Katherine Cunningham: 733-15177**

From: School Leader C \$117,515  
Education  
To: †School Leader B \$136,828  
Education, Canberra (PN. 17579) (Gazetted 15 February 2019)

**Office for Schools**

**Belconnen Network**

**Fraser Primary School**

**Natalie Ann Harding: 824-53109**

From: Classroom Teacher \$68,022 - \$101,821  
Education  
To: †School Leader C \$117,515  
Education, Canberra (PN. 36941) (Gazetted 3 December 2018)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.



**Environment, Planning and Sustainable Development**

**Environment**

**Parks and Conservation Service**

**Biosecurity and Rural Services**

**Kirsten Tasker: 827-49364**

From: Technical Officer Level 3 \$69,148 - \$78,145

Environment, Planning and Sustainable Development

To: Technical Officer Level 4 \$79,824 - \$91,356

Environment, Planning and Sustainable Development, Canberra (PN. 09900) (Gazetted 18 February 2019)

**Suburban Land Agency**

**Program Solutions and Business**

**Community Development**

**Jody Gleeson: 817-31875**

From: Senior Officer Grade B \$123,227 - \$138,723

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$143,116

Suburban Land Agency, Canberra (PN. 55550) (Gazetted 11 February 2019)

**Canberra Health Services**

**Donna De Silva: 786-50759**

From: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services

To: †Registered Nurse Level 3.2 \$119,122

Canberra Health Services, Canberra (PN. 22381) (Gazetted 7 March 2019)

**Canberra Hospital and Health Services**

**Ann Finlay: 761-24026**

From: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Canberra Health Services

To: †Health Professional Level 4 \$100,462 - \$108,140

Canberra Health Services, Canberra (PN. 22026) (Gazetted 21 February 2019)

**Canberra Hospital and Health Services**

**Siji George: 845-04379**

From: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services

To: †Registered Nurse Level 3.1 \$105,372 - \$109,709

Canberra Health Services, Canberra (PN. 26040) (Gazetted 7 March 2019)

**Clinical Services**

**Christopher Harris: 842-90032**

From: Registered Nurse Level 3.1 \$105,372 - \$109,709

Canberra Health Services

To: †Registered Nurse Level 3.2 \$119,122

Canberra Health Services, Canberra (PN. 39799) (Gazetted 14 March 2019)

**Canberra Hospital and Health Services**

**Susan Hines: 839-26270**

From: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Canberra Health Services

To: †Health Professional Level 4 \$100,462 - \$108,140  
Canberra Health Services, Canberra (PN. 25554) (Gazetted 21 February 2019)

**Canberra Hospital and Health Services**

**Shymol Jose: 858-51911**

From: Registered Nurse Level 1 \$66,185 - \$88,410

Canberra Health Services

To: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services, Canberra (PN. 41657) (Gazetted 31 January 2019)

**Canberra Hospital and Health Services**

**Cassandra Luke: 799-896747**

From: Registered Nurse Level 1 \$66,185 - \$88,410

Canberra Health Services

To: Registered Nurse Level 1 \$66,185 - \$88,410

Canberra Health Services, Canberra (PN. 19597) (Gazetted 10 May 2018)

**Canberra Hospital and Health Services**

**Angus Ross: 845-19255**

From: Registered Nurse Level 1 \$66,185 - \$88,410

Canberra Health Services

To: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services, Canberra (PN. 40033) (Gazetted 31 January 2019)

**Canberra Hospital and Health Services**

**Bryan Walker: 834-52511**

From: Technical Officer Level 1 \$54,720 - \$57,369

Canberra Health Services

To: Technical Officer Level 3 \$69,148 - \$78,145

Canberra Health Services, Canberra (PN. 26884) (Gazetted 31 January 2019)

**ACT Health**

**ACT Health Directorate**

**Joanne Lesiputty: 853-58975**

From: Senior Officer Grade C \$104,630 - \$112,626

ACT Health

To: †Senior Officer Grade B \$123,227 - \$138,723

ACT Health, Canberra (PN. 36625) (Gazetted 21 February 2019)