



ACT Government Gazette

Gazetted Notices for the week beginning 20 June 2019

VACANCIES

Calvary Health Care ACT (Public)

Pre-Admission Clinic

Registered Nurse

Executive Level Registered Nurse 2 \$91,910 to \$97,413, Canberra (PN: Expected)

Gazetted: 25 June 2019

Closing Date: 3 July 2019

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>

Reference Number: 21932

Contact Officer: Simone Crowe Simone.crowe@calvary-act.com.au

Applications can be forwarded to: <https://calvary.mercury.com.au>

5 West

Registered Nurse

Executive Level Registered Nurse 1 \$67,078 - \$89,604, Canberra (PN: Expected)

Gazetted: 25 June 2019

Closing Date: 27 June 2019

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>

Reference Number: 22025

Contact Officer: Andrea Moore 62016439 Andrea.Moore@calvary-act.com.au

Applications can be forwarded to: <https://calvary.mercury.com.au>

Canberra Institute of Technology

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

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

Industry Engagement and Strategic Relations

Marketing

Graphic Designer

Public Affairs Officer 1 \$72,515 - \$82,771, Canberra (PN: 39085)

Gazetted: 26 June 2019

Closing Date: 10 July 2019

Details: Canberra Institute of Technology (CIT) is currently seeking an innovative and creative graphic designer to join the CIT marketing team. This is an exciting opportunity to demonstrate outstanding design ability in a vibrant vocational education environment. The successful candidate will be competent in all areas of traditional and digital graphic design and will have the ability to produce strong design concepts relative to the target audience while maintaining brand consistency and integrity. 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.

Note: This position is for temporary filling for a period of two years 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. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to submit a response to the Selection Criteria (maximum of half a page per criteria) curriculum vitae and a portfolio of design work.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Sporcic (02) 6207 4073 rebecca.sporcic@cit.edu.au

Education and Training Services

Technology and Design

Building, Engineering and Surveying

Building and Construction Management Teacher

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51286)

Gazetted: 26 June 2019

Closing Date: 10 July 2019

Details: Canberra Institute of Technology (CIT) is looking for a qualified Builder/Construction Manager to conduct industry based training in Diploma, Certificate IV and Certificate II Construction related qualifications. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licencing. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTO's 2015. Teacher Level 1.7 must hold a full Certificate IV Training and Assessment, TAE40110 qualification (such as TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Certificate IV Training and Assessment, TAE40110 qualification (such as TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Current Diploma of Building and Construction or equivalent; and/or Current Certificate II in Construction Pathways or equivalent

Note: This is a temporary position available immediately for a period of 12 months with the possibility of extension and/or permanency. 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. Part-time hours will be considered.

How to Apply: All applicants will be required to provide current curriculum vitae and responses to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Cowlshaw (02) 6205 9840 anthony.cowlshaw@cit.edu.au

Education and Training Services

CIT Trade Skills

Plumbing

Department Support Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 44291)

Gazetted: 24 June 2019

Closing Date: 1 July 2019

Details: Canberra Institute of Technology (CIT) is seeking a self-motivated individual with attention to detail to work in administration for the Trade Skills College - Plumbing Department. The role encompasses a variety of tasks including high level administrative support, experience in Moodle to support the development of online training courses, customer service including face-to-face, phone and email communication and general administrative and technical eLearn support to staff. The successful candidate will possess a proven ability to work independently and as part of a team and have a flexible, can do attitude. 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 a disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience working within a customer facing role within the Vocational Educational and Training (VET) sector. Relevant administrative qualifications. Working knowledge of User Choice/Apprentice requirements. Experience using information systems (such as eLearn, BANNER, CRM and TRIM).

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency. 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: All applicants are required to provide a current curriculum vitae and response to Selection Criteria. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Adrian Clarke (02) 6205 2280 adrian.clarke@cit.edu.au

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

Industry Engagement and Strategic Relations

Strategic Communications

Senior Manager, Strategic Communications

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 40567)

Gazetted: 21 June 2019

Closing Date: 5 July 2019

Details: Are you looking for a new challenge as a Strategic Communications leader? Are you someone who enjoys managing and working in a small, fast-paced team and loves being part of the action? A 12 month vacancy for Senior Manager, Strategic Communications might be the role for you! You will lead the CIT Strategic Communications team and manage a range of complex and sensitive issues, providing strategic advice to the Executive team, Board and Minister's Office. You will work collaboratively with staff at all levels across the Institute and for that reason excellent communication skills and the ability to develop rapport, credibility and maintain networks across ACT Government and external stakeholders is a must. If you think this could be your next challenge then we'd love to hear from you. For more information please get in touch with the Contact Officer.

Eligibility/Other Requirements: Relevant tertiary qualifications, and/or a minimum of five years' experience as a communications manager, public relations, stakeholder engagement or in a similar role are essential. 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.

Note: This position is for temporary filling for a period of up to 12 months.

How to Apply: Provide a current curriculum vitae, and address the Selection Criteria found in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Ryan (02) 6207 4955 paul.ryan@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

Infrastructure Finance and Capital Works

Project Officer/ Project Manager

Infrastructure Officer 2/Infrastructure Officer 3 \$84,359 - \$116,675, Canberra (PN: 01896, several)

Gazetted: 20 June 2019

Closing Date: 4 July 2019

Details: Do you want to be part of a team that delivers multi-million-dollar social infrastructure projects and works with a diverse range of people? We are looking for a Project Officer and a Project Manager with project, risk, procurement and contract management knowledge and experience, to assist in the delivery of medium to high-risk architectural, engineering and construction related projects.

The successful applicant will have a proven ability to assist in the delivery of infrastructure projects within time, cost, quality and scope targets in a dynamic environment. This is a significant and important role that engages with stakeholders across our community and provides the opportunity to truly make a difference for the ACT and surrounding region. If this sounds like you, the team at Infrastructure Finance and Capital Works would love to meet you!

Note: Several IO2 (Project Officer) and IO3 (Project Manager) positions will be filled as a result of this recruitment process. Please indicate which classification you would like to be considered for. This position will be filled at either the IO2 or IO3 level classifications, dependant on the skills experience and preference of the successful applicants. A merit pool will be established to fill similar vacancies which may arise over the next 12 months. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: All applications should include the application coversheet, your written response to the selection criteria (with a maximum of 300 words per criterion), a current curriculum vitae and the details of two referees (one should be a current Supervisor/Manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: David Hughes (02) 6205 6744 davidh.hughes@act.gov.au

Shared Services ICT

Technology Services

Technology Service Delivery

SharePoint Administrator

Information Technology Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 05137)

Gazetted: 21 June 2019

Closing Date: 28 June 2019

Details: Shared Services are seeking an experienced person to join the Technical Services Delivery Team in the role of SharePoint Administrator. The successful applicant will be required to provide technical support for SharePoint infrastructure both on-premise and in SharePoint Online (including OneDrive for Business support) for the ACT Whole of Government (WhOG) environment. 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 up to six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Applications 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. For more information on how to apply go to <http://www.jobs.act.gov.au/how-do-i/write-my-application>.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Dunbar (02) 6207 7854 andrew.dunbar@act.gov.au

Access Canberra

Projects Governance and Support

Strategic ICT

Projects Support Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 33547)

Gazetted: 25 June 2019

Closing Date: 2 July 2019

Details: Are you keen to apply your Project Management skills and knowledge to deliver better digital services to our citizens? Are you interested in implementing change? Do you enjoy engaging with stakeholders? If you want to work in a dynamic team that leads and supports innovation, then the Access Canberra Strategic ICT team is the place for you. In this role you will apply your project management and change management skills to support the implementation of ICT enabled government initiatives which meets the needs of all our citizens with an emphasis on a quality customer experience. As a Projects Support Officer, you will contribute to embedding better project management practices and processes within the team and across stakeholder groups. 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 until 13 November 2019, with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. This position is part of an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: If this sounds like you, send us a pitch of no more than two pages responding to the Selection Criteria (details are in the Position Description), that sets out how you are the best person for this position. Please include your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Indran Naidoo (02) 6205 4649 indran.naidoo@courts.act.gov.au

Shared Services

Customer Engagement Services

Shared Services ICT, Education ICT

ICT Support Officer - Education ICT

Information Technology Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 36863)

Gazetted: 24 June 2019

Closing Date: 1 July 2019

Details: The Education Information and Communication Technology (ICT), Software and Licensing Team is seeking a highly motivated, suitably experienced person to support ICT initiatives and provide advice on ICT Software and licensing related matters to the Education Directorate. As part of the Education ICT Software and Licensing Team, the successful applicant will 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. The successful applicant will work in conjunction with technical, operational and service areas of Shared Services in coordinating the Software Contract and licensing management, including negotiation with vendors and clients and assisting with and following up on procurement processes and packaging requests for the Education Directorate and ACT Public Schools. You will act as the intermediary between clients, technical teams and project teams breaking down the 'business-speak' and the 'technical-speak' regarding, purchasing, licensing, packaging, testing, upgrading and compatibility of software applications. You will be required to provide Software and Licensing support services to the Education Directorate relating to the use of information and communication technologies, including policy implementation, software, network access services, business requirements and advice on procedural matters. 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 immediately until 31 December 2019 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 must provide a three page response to the capabilities listed under "What you require" in the Position Description and a copy of a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Cashmore (02) 6207 6615 jennifer.cashmore@act.gov.au

Shared Services ICT

Customer Engagement Services Branch

CMTEDD and PATOCS ICT

ICT Operational Officer

Information Technology Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 01247)

Gazetted: 25 June 2019

Closing Date: 9 July 2019

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) and PATOCS ICT team within Shared Services ICT Customer Engagement Services Branch is seeking a suitably qualified and energetic individual to perform the role of ICT Operational Officer. Do you enjoy providing first and second level ICT support to end users? Are you a self-starter who accepts challenges and takes responsibility for delivering outcomes? Do you possess excellent verbal and written communication skills? Do you demonstrate sound technical skills including the ability to effectively manage multiple tasks with varying priorities? Can you work independently or as part of a team? If your answer is yes, then you may be the person that Shared Services is looking for. 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.

How to Apply: Please submit a written application of no more than two pages, responding to the required Professional Skills and Knowledge, and Behavioural Capabilities outlined in the Position Description, a current curriculum vitae, and contact details of at least two referees. 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sara Brown (02) 6207 1288 sara.brown@act.gov.au

Commercial Services and Infrastructure Group

ACT Insurance Authority

Claims

Claims Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 36615, several)

Gazetted: 20 June 2019

Closing Date: 4 July 2019

Details: As a Claims Officer you will be part of the Claims Management team which manages various types of claims made against the Territory. You will liaise with solicitors, ACT Government directorates and insurance assessors and will work closely with all ACTIA staff to meet the operational objectives associated with the delivery of ACTIA functions. 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: Desirable: A sound knowledge and understanding of the *Civil Law (Wrongs) Act 2002*, *Road Transport (Third Party Insurance) Act 2008* and the *ACT Workers Compensation Act 1951* will be highly regarded.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 submit your curriculum vitae and a response to the Selection Criteria, outlined in the Position Description (no more than 2 pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylee Martin (02) 6205 7358 kylee.martin@act.gov.au

Property, Procurement and Venues

Venues Canberra

National Arboretum Canberra

Work Health and Safety Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 39358)

Gazetted: 25 June 2019

Closing Date: 24 July 2019

Details: The National Arboretum Canberra is seeking an experienced and highly motivated candidate to fill a Work Health and Safety (WHS) Officer role within its dynamic team. The successful candidate will be responsible for implementing the ACT Government's WHS Policies, WHS reporting and the promotion of WHS and safety practices at the Arboretum. The WHS Officer will provide guidance and direction for the planning, implementation and

operation of WHS at the Arboretum and with limited supervision develop systems, processes and efficient reporting on WHS and compliance. Strong communication skills are essential for this role, the successful candidate will be required to liaise at various levels across a range of areas with contractors as well as throughout the Government whilst maintaining a high degree of confidentiality and discretion. The candidate will also need to adhere to and promote the principles of the Respect Equity and Diversity (RED) Framework, WHS, and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff. The successful applicant will be based at the National Arboretum Canberra. If you are an innovative thinker with a passion for Work Health and Safety (WHS) and would like to join a positive and energetic team we want to hear from you. 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 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.

Note: The position includes regular evening and weekend work. The National Arboretum Canberra is open seven days a week so flexibility around working hours including evenings and weekends is required. Selection may be based on application and referee reports only.

How to Apply: Please provide your curriculum vitae and application addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Scott Saddler (02) 6205 4056 scott.saddler@act.gov.au

Licensing and Registrations

Transport Solutions

Public Transport and Audit

Administration Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 34449)

Gazetted: 24 June 2019

Closing Date: 1 July 2019

Details: The Public Transport and Audit Team is responsible for providing information to individuals, businesses and the community to ensure they are informed about their regulatory obligations to minimise any harm to individuals or the broader community. The team also conducts appropriate compliance and enforcement activities. The successful applicant will be responsible for processing applications for accreditation and licensing of public passenger services operating in the ACT and providing administrative assistance to the Accredited Driver Instructor Auditors. So if you have the ability to provide great customer service in a regulatory environment, a good idea for detail, a good sense of humour and enjoy working in a small supportive team then this position may suit you. 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: Selection may be based on application and referee reports only. Applications will be assessed against the Selection Criteria of the skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description.

How to Apply: Please send us: Your two page pitch detailing your ability, ingenuity, experience and qualifications and how they make you the best person for this role; your current curriculum vitae; and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brenda Duggan (02) 6207 1423 brenda.duggan@act.gov.au

Shared Services

Commercial Services

Record Services

Record Services Officer

Administrative Services Officer Class 2 \$55,934 - \$61,764, Canberra (PN: 12526, several)

Gazetted: 21 June 2019

Closing Date: 28 June 2019

Details: Record Services is currently seeking Record Services Officers to join the team. The successful applicants will be able to sort, examine and file written material using established criteria and have a good attention to detail. Provide high level customer service and respond to client's queries via the Shared Services website and process record keeping requests, as required. The position will also undertake a range of activities that support the effective storage and retrievals of stored records at the Mitchell warehouse.

Eligibility/Other Requirements: These positions require the ability to work in a manual handling environment and a current driver's licence is mandatory.

Note: There are several permanent positions available. An order of merit list may be established to fill future vacancies at level over the next 12 months to fill other permanent, long and short term temporary and casual vacancies.

How to Apply: Applicants must ensure they provide a two page (maximum) pitch describing how you meet the Behavioural Capabilities, Professional and Technical components of the job, including an example of a recent situation where you had to resolve a difference between yourself and a team member; your current curriculum vitae; and details of two referees.

Applications should be submitted via the Apply Now button below.

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

Economic and Financial Group

Executive Group Manager, Economic and Financial Group

Executive Level 2.4 \$325,354 - \$339,831 depending on current superannuation arrangements, Canberra (PN: E391)

Gazetted: 21 June 2019

Closing Date: 5 July 2019

Details: Are you an experienced executive? Do you have the capacity to provide high level economic, revenue and financial advice to Government? Do you want to play a key role in assisting government decision making? Do you have excellent policy and numerical skills? Do you want to be part of the central policy agency for the ACT Government?

ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate, is seeking an appropriately qualified person to fill the position of Executive Group Manager, Economic and Financial Group. Economic and Financial Group provides advice on the ACT economy, taxation, competition and economic policy, federal financial relations, the management of the ACT's assets and liabilities, oversight of government business enterprises, financial and accounting frameworks and the compulsory third party insurance and long-term care schemes.

As the Executive Group Manager, you will be responsible for leading the Economic and Financial Group, advising the Government and agencies on economic, revenue, federal financial relations, and financial management issues. The successful applicant would be expected to maintain the high standards set in the division and engage across the directorate more broadly as part of the senior executive team.

We are looking for a highly motivated individual to drive innovation and continuous improvement, lead organisational change processes, deliver high quality service outcomes and meet organisational performance targets. The individual will be expected to lead by example, have effective interpersonal skills and the ability to motivate others.

Applicants should have an established record in developing economic and/or financial policy, excellent leadership credentials and a commitment to public service integrity. You should also have a strong focus on results and be experienced in maintaining effective working relationships with stakeholders.

Remuneration: From 1 July 2019, the position attracts a remuneration package ranging from \$327,547 to \$340,747 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$264,006 (see Remuneration Tribunal Determination 2 of 2019).

Contract: The successful applicant will be engaged under a performance based contract for a period of five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Applications should include an application coversheet, a Curriculum Vitae and a statement of claims against the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Stephen Miners, Deputy Under Treasurer, Economic, Budget and Industrial Relations, stephen.miners@act.gov.au, (02) 6207 5071.

Shared Services ICT

ICT

Customer Engagement Services Branch

Senior Director ICT Manager - CMTEDD and PATOCS

Senior Officer Grade A \$145,048, Canberra (PN: 30630, expected vacancy)

Gazetted: 20 June 2019

Closing Date: 4 July 2019

Details: Calling all technology experts! If you are an experienced technologist with exceptional communication skills and enjoy a fast-paced work environment where no two days are ever the same, we have a job for you! The Senior Director for CMTEDD and PATOCS ICT sits inside the Customer Engagement Services Branch in Shared Services ICT. It will work in partnership with teams across the organisation to create a coordinated approach to delivering the ICT Objectives for the Directorate. This includes the ability to work with stakeholders both internal and external at senior levels in Government. If this sounds like you upload an application form, resume and a two page pitch that outlines why you're the best person for the position by addressing the capabilities of the position. 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. 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.

Contact Officer: Craig Neiberding (02) 6207 6774 Craig.Neiberding@act.gov.au

Shared Services

Customer Engagement Services Branch

Communication and Engagement

Director, Communications and Engagement

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44192)

Gazetted: 24 June 2019

Closing Date: 10 July 2019

Details: The Customer Engagement Services Branch, Shared Services ICT are looking for an experienced and proactive communications professional to lead a small team and drive best practice communications and engagement for the Branch. The successful candidate will lead, plan and implement comprehensive communications and engagement strategies to support branch priorities. This role would suit someone who's a 'natural' when it comes to the written and spoken word and a high achiever who's energetic and approachable. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualifications in Communications, Marketing, Public Relations or Community Engagement are desirable but not essential.

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

How to Apply: Sound like your next role? Review the Position Description and send through an updated curriculum vitae along with a two page pitch with examples of past achievements to demonstrate why you're the best candidate for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fabiola DeFreitas (02) 6207 7995 fabiola.defreitas@act.gov.au

Commercial Services and Infrastructure

Shared Services

Strategic HR and Corporate

Change Practice Lead

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 35816)

Gazetted: 20 June 2019

Closing Date: 8 July 2019

What you will do

Be part of an innovative new team that will enhance the change and engagement initiatives in Shared Services. This role will allow you to apply your passion for next generation change techniques to developing and delivering lean and value-add initiatives and services. With a focus on addressing the needs of impacted stakeholders as a first priority, you will promote the use of a common methodology, tools and templates that are tailored to meet the culture and needs of the organisation. You will provide guidance and support to leaders and develop change capability at all levels to deliver major business outcomes.

What we require

To succeed in the role, you will need to have managed a variety of organisation-wide change initiatives. Your expert communications skills will be heavily relied on as well as your ability to establish and maintain diverse strategic partnerships, and gain the trust and confidence of key stakeholders. Your ability to apply progressive thinking and the adoption of emerging technologies and ideas will enable you to excel in this position. Our preferred candidate for this role must be resilient and flexible in order to meet the increasing pace of change across the organisation.

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.

How to Apply

Please review the attached Position Description and submit an application via the APPLY NOW button below.

Ensure that you attach the following:

Your current Resume,

A two-page written response to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

Contact Officer: Barb Ettridge (02) 6207 4238 barb.etttridge@act.gov.au

Policy and Cabinet

Economic and Regional Policy

Regulation and Productivity

Director, Regulation and Productivity

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44399)

Gazetted: 21 June 2019

Closing Date: 28 June 2019

Details: The Economic and Regional Policy Branch's Regulation and Productivity team supports the Chief Minister and Minister for Regulatory Services in shaping and leading key government reform initiatives. The team is led by a Senior Director (Senior Officer Grade A) and the team works in collaboration with Directorates to provide policy advice and support in achieving the Government's strategic priorities for regulatory matters. The focus of the team is to simplify and improve government's interactions with the public, community organisations and business. 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: Tertiary qualifications are essential. Legal qualifications would be highly regarded.

Note: This is a temporary position available immediately for 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a 1000 word statement of claims, outlining their skills and experience, taking into account the Selection Criteria. Each criteria does not have to be individually addressed, but the overall statement should give the panel a good understanding of your claims in each area. A current curriculum vitae should also be submitted.

Applications should be submitted via the Apply Now button below.

Contact Officer: Charmaine Smith (02) 6207 7181 charmaine.smith@act.gov.au

Commercial Services and Infrastructure

Shared Services

Financial Applications Support

Director - Finance Business Initiatives

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44225)

Gazetted: 24 June 2019

Closing Date: 1 July 2019

Who we are: Shared Services employs about 950 people and provides strategic, technical, tactical and transactional support for ICT, finance, human resources and commercial services to ACT Government Directorates. Shared Services Finance provides high quality, timely and compliant corporate services for ACT Government directorates. These services include financial accounting and reporting, taxation and banking services, financial applications support, debt management, accounts payable and receivable.

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.

What you will do: The successful candidate will join the Shared Services Financial Applications Support business unit to manage and deliver a program of business initiatives and projects undertaken by Shared Services Finance. You will also manage strategic relationships between internal program areas, policy departments and other external stakeholders as well as deliver the sections program of work, ensuring relevance of content, continuous progress, tangible outcomes, and developing strategic plans for the work area that consider work in the context of future priorities. Lead procurement activities, ensuring compliance with the *Government Procurement Act 2001* (Act) and other relevant legislation. This position may supervise up to ten (10) staff and will report directly to the Senior Director, Finance Applications Support.

What we require: The position requires demonstrated experience, knowledge and skills in procurement, project management, business analysis and change and communication management to support the delivery of strategic initiatives across Government. Stakeholder management is also a critical skill for the role as Shared Services Finance delivers a number of Whole of ACT Government projects.

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

How to Apply: Applicants are required to submit a written application/pitch of one to two pages, addressing your suitability to meet the Professional and Technical Skills and Knowledge and Behavioural Capabilities. Your current curriculum vitae and the names and contacts of two referees will be part of your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Calvin Robinson (02) 6205 3819 calvin.robinson@act.gov.au

Infrastructure Finance and Capital Works

Executive Support

Executive Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 30837)

Gazetted: 26 June 2019

Closing Date: 10 July 2019

Details: Applications are now being sought from suitably qualified and experienced candidates for the role of Executive Officer to the Executive Group Manager of Infrastructure Finance and Capital Works. To be successful in this role you will have exceptional organisational skills with the ability to manage a busy workload. Your analytical skills will allow you to critically review correspondence and high-level documentation with discretion whilst managing a small support team of administrative specialists. The ability to remain flexible and agile in a challenging environment is paramount. 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: Experience in an Infrastructure related field would be desirable but not required.

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

How to Apply: Interested applicants are requested to submit a current curriculum vitae, contact details for two referees and a two page pitch addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Regan Elfving (02) 6207 7248 regan.elfving@act.gov.au

**Policy and Cabinet
Economic and Regional
Regulation and Productivity
Assistant Director**

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 35606)

Gazetted: 26 June 2019

Closing Date: 3 July 2019

Details: Policy and Cabinet provides advice, support and direction across the ACT Public Service on complex policy matters, incorporating a central agency coordination role in strategic planning, social and economic policy, spatial planning, regional policy and engagement, and across-government regulatory reform. Policy and Cabinet supports the Chief Minister, Minister for Regulatory Services, Cabinet, and the Head of Service as Secretary of Cabinet and Chair of Strategic Board, through the provision of policy and support, including Cabinet secretariat functions and advice. The Division, through the Office for LGBTIQ Affairs, leads and coordinates the delivery of policy and strategic projects to promote the safety, inclusion and recognition of LGBTIQ Canberrans. The Economic and Regional Policy Branch's Regulation and Productivity team supports the Chief Minister and Minister for Regulatory Services in shaping and leading key government reform initiatives. The team is led by a Senior Director (Senior Officer Grade A) and the team works in collaboration with Directorates to provide policy advice and support in achieving the Government's strategic priorities for regulatory matters. The focus of the team is to simplify and improve government's interactions with the public, community organisations and business. As Assistant Director, you will work individually under limited supervision or in a team environment to: provide high-quality policy advice and analysis on complex strategic policy and regional engagement issues; represent the Division on cross directorate or intergovernmental working groups; monitor and evaluate the progress of Directorates in implementing government priorities; develop and implement policies or project work; prepare and coordinate briefings and correspondence on Cabinet, Assembly and ministerial business; and other duties as required.

Note: This is a temporary position with an immediate start with an expected end date of January 2020. This position is part-time at 3-4 days per week (22:05 - 29:40) hours per week and the full-time salary noted above will be pro-rata. 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: Applicants should submit a 500 word statement of claims, outlining their skills and experience, taking into account the above criteria. The overall statement should give the panel an understanding of your claims across each area and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Charmaine Smith (02) 6207 7181 charmaine.smith@act.gov.au

**Office of the Chief Digital Officer
ACT Digital
Assistant Director, Finance and Governance**

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44514)

Gazetted: 20 June 2019

Closing Date: 4 July 2019

Details: The Office of the Chief Digital Officer, ACT Digital program is seeking someone to provide high level budget, finance and governance support. This includes providing responsive and quality advice, support and assistance to enable effective governance and administration of program deliverables. ACT Digital embraces the latest Cloud technology to deliver high quality citizen-facing digital services, to make it easier and more convenient for citizens and businesses to connect and do business with government. The program supports the successful implementation of a series of transformation projects across the ACT government. These projects are complete projects in that they traverse the people, process, place and technology aspects of change in a multidisciplinary team environment. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours. 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.

Note: ACT Digital provides a workplace designed for activity-based working where officers do not have a designated workstation/desk.

How to Apply: To apply for this position, please email your curriculum vitae, written responses to the Selection Criteria (addressing both Professional/Technical Skills and Knowledge, and Behavioural Capabilities criterion in no more than four pages in length).

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracey Smith (02) 6207 6112 traceyl.smith@act.gov.au

Community Services

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

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

Children Youth and Families

Executive Assistant - Child and Youth Protection Services

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 02855)

Gazetted: 21 June 2019

Closing Date: 8 July 2019

Details: Child and Youth Protection Services is seeking a highly motivated person to fill the position of Executive Assistant. The successful applicant will work closely with the Senior Director, Executive Officer and the wider executive support team undertaking various administrative duties. The successful applicant will possess excellent organisational, communication and customer service skills and must have the ability to work within a dynamic work environment with competing demands. The successful applicant will be an integral and flexible member of a collaborative team.

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 your written response to Selection Criteria and current curriculum vitae should be submitted via the apply button below.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Crane (02) 6205 0408 julie.crane@act.gov.au

Director-General Office

Organisational Governance

Freedom of Information Unit

Administrative Officer, Freedom of Information Unit

2583 \$70,359 - \$76,184, Canberra (PN: 33366)

Gazetted: 20 June 2019

Closing Date: 4 July 2019

Details: The Freedom of Information Unit, within Organisational Governance, Community Services Directorate is seeking an enthusiastic administrative officer to work one day per week (Fridays). This position requires the ability to provide assistance across the unit to a large number of staff in relation to Freedom of Information Access Applications. 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: Desirable: Some knowledge of the *Freedom of Information Act 2016* would be of assistance.

Note: This is a temporary position available from 2 August 2019 to 30 July 2020 with the possibility of extension for 12 months. This position is part-time at 7:21 hours per week and the full-time salary noted above will be pro-rata.

The successful applicant may be selected from application and referees only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applications are to be made in writing addressing the Selection Criteria and include a current curriculum vitae with the names of two current referees.

Applications should be submitted via the Apply Now button below.

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: Jessica Gotovac (02) 6205 3368 jessica.gotovac@act.gov.au

Children, Youth and Families

Child and Youth Protection

Cultural Services

Aboriginal and Torres Strait Islander Training and Development Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 41889)

Gazetted: 26 June 2019

Closing Date: 26 July 2019

Details: The Aboriginal and Torres Strait Islander Training and Development Officer role is responsible for the delivery of a cohesive and structured approach to the design, development and delivery of the Child and Youth Protection (CYPs) Cultural Development Program and other CYPs training programs and projects relevant to the Our Booris, Our Way Review. The Our Booris, Our Way review is focussing on systemic improvements to ensure that Aboriginal and Torres Strait Islander children grow up safe, strong and connected in their families and communities. The Review seeks to understand the reasons for children and young people entering care and to then develop strategies to: reduce the number of Aboriginal and Torres Strait Islander children and young people entering care; improve their experience and outcomes while in care; and where appropriate, exit children from care. The position is responsible for delivering tools and information packages that embed organisation policy into practice. The role will provide strong leadership and implement improvement strategies to enable CYPs to continue to grow capability to meet statutory obligations and deliver on our strategy of creating a continuum of care for our clients.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or experience in Adult Training and Development. Experience in preparation and delivery of online and face to face training modules. Expertise in the advanced use of business software applications including Excel, Word and Powerpoint. Relevant tertiary qualifications and experience in project management, change management or related discipline is desirable.

Note: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: All applications must include your written response to Selection Criteria and curriculum vitae.

Contact Officer: Julie Crane (02) 6205 0408 julie.crane@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Cultural Services

Aboriginal and Torres Strait Islander Practice Leader

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 41888)

Gazetted: 26 June 2019

Closing Date: 26 July 2019

Details: The Senior Officer Grade C Aboriginal and Torres Strait Islander Practice Leader is an enabling role that operates at both a strategic and operational level to assist improve the cultural proficiency of Children Youth Protection Services (CYPs) Staff. The Aboriginal and Torres Strait Islander Practice Leader will have a key role in supporting the embedding of the SNAICC – National Voice for our Children Aboriginal and Torres Strait Islander Placement Principles into CYPs Practice and contributing to the ongoing implementation of recommendations relevant to the Our Booris, Our Way Review. The Our Booris, Our Way review is focussing on systemic improvements to ensure that Aboriginal and Torres Strait Islander children grow up safe, strong and connected in their families and communities. The Review seeks to understand the reasons for children and young people entering care and to then develop strategies to: reduce the number of Aboriginal and Torres Strait Islander children and young people entering care; improve their experience and outcomes while in care; and where appropriate, exit children from care. The role allows for the identification of best practice and opportunities for improvement in practice and policy across CYPs. The Practice Leader is expected to use that information to

continuously improve staff development, including mentoring operational staff. Practice Leaders are also responsible for staff induction and a broad range of staff development opportunities as well as making recommendations to others in relation to policy, practice or team management.

Eligibility/Other Requirements: Current driver's licence is essential. Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Five years' experience in human services fields. Relevant tertiary qualifications in adult learning and development e.g. Certificate IV in Training and Assessment. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: All applications must include your written response to Selection Criteria and curriculum vitae. Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Crane (02) 6205 0408 julie.crane@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Aboriginal and Torres Strait Islander Policy Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 41887)

Closing Date: 26 July 2019

Closing Date: 26 July 2019

Details: The Senior Officer Grade C Aboriginal and Torres Strait Islander Policy Officer is focussed on supporting the operation and continuous improvement of Child and Youth Protection Services (CYPS) through the development and implementation of policies and practice guidance for staff. The position will be responsible for reviewing and consolidation of policies and practice guides with a cultural lens and ensuring the Aboriginal and Torres Strait Islander Child Placement Principles are embedded in practice. The position will also support the implementation of any further policy related recommendations relevant to the Our Booris, Our Way Review. The Our Booris, Our Way review is focussing on systemic improvements to ensure that Aboriginal and Torres Strait Islander children grow up safe, strong and connected in their families and communities. The Review seeks to understand the reasons for children and young people entering care and to then develop strategies to: reduce the number of Aboriginal and Torres Strait Islander children and young people entering care; improve their experience and outcomes while in care; and where appropriate, exit children from care.

Eligibility/Other Requirements: Current driver's licence. Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline; relevant tertiary qualifications in Project Management or related discipline; five years' experience in human services fields are desirable.

Note: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: All applications must include your written response to Selection Criteria and curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Crane (02) 6205 0408 julie.crane@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Programming

Program Manager, Discovery and Learning

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 3561)

Gazetted: 25 June 2019

Closing Date: 2 July 2019

Details: We are looking for a creative Arts Educator or Arts Leader with an education background to lead the Discovery and Learning team at Canberra Theatre Centre (CTC). The role will deliver the Centre's Discovery and Learning programs incorporating the Schools and Family production season alongside a suite of activation, participation and training programs. The Program Manager, Discovery and Learning will build on the Centre's reputation as a key performing arts creative learning hub in Canberra, fostering a culture of curiosity, discovery and innovation by collaborating with schools, universities and other key partners. The successful applicant will demonstrate their potential to successfully communicate with teachers and families about the CTC Discovery and Learning programs, to develop relationships and build audiences.

Eligibility/Other Requirements: Relevant Teaching qualifications, registered or eligible to register as a teacher in the ACT.

Note: This is a temporary position available for a period of three years. This position is part-time at four days per week and the full-time salary noted above will be pro-rata.

How to Apply: Applicants must submit a written statement addressing the Selection Criteria and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gill Hugonnet 02 6207 5708 gill.hugonnet@act.gov.au

Education

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

School Performance and Improvement

Belconnen Network

Miles Franklin Primary School

Executive Teacher

School Leader C \$117,515, Canberra (PN: 16946)

Gazetted: 25 June 2019

Closing Date: 2 July 2019

Details: Miles Franklin Primary School became an Authorised International Baccalaureate (IB) World School delivering the Primary Years Programme (PYP) in 2015. An opportunity exists for an Executive Teacher to join us as we continue our journey in supporting children to become active, lifelong learners who love to inquire, have a strong sense of international-mindedness and agency, and exhibit the attributes of the IB Learner Profile.

There are collaborative responsibilities for:

- Ensuring the standards, practices and philosophy of the IB are upheld
- Pedagogical leadership
- Improving literacy and numeracy outcomes for children
- Improving social and emotional learning outcomes for children
- Leading the management of the school

Specific responsibilities:

- Team leadership, coaching and mentoring of the Preschool and Kindergarten teams
- Leadership of the Early Years Learning Framework and National Quality Standards in Preschool
- Coordination of the Spelling program
- Preschool release

Eligibility/Other Requirements: Experience and/or a commitment to working in an IB school will be looked upon favourably as will an Early Childhood qualification or ongoing training to complete this as there will be a teaching component in the Preschool. 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.

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
- Leading the management of the school

Applications should be sent to jobs@act.gov.au.

Contact Officer: Chris Jones (02) 6142 2770 chris.jones@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.

Business Services

Governance and Community Liaison

Governance and Legal Liaison

Project Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 33857)

Gazetted: 26 June 2019

Closing Date: 10 July 2019

Details: This is an opportunity to work in a small team focusing on governance and policy work. This team is part of the Education Directorate's larger Governance and Legal Liaison team. This position is suitable for a person with well developed research, analytical and communication skills and who is comfortable working with legislation. The successful applicant will also need to have high level skills working with technology.

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

How to Apply: Applicants should provide a brief curriculum vitae and an application addressing the Selection Criteria.

Contact Officer: Anne Siripol (02) 6205 9151 anne.siripol@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

Learning and Teaching

International Education Unit (IEU)

Administrative Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 44531)

Gazetted: 26 June 2019

Closing Date: 10 July 2019

Details: The International Education Unit (IEU) is responsible for administrative management of the ACT Education Directorate's international education initiatives and programs. We are seeking a motivated person who is customer centred, culturally aware and keen to make a positive contribution within a small team. The role is focused on general administrative support across the functions and responsibilities of the Unit. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience using TRIM (or similar records management system) and MAZE/SAS (or related student administration system) is desirable.

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

How to Apply: Applications should comprise a current curriculum vitae, with a two page statement addressing the Selection Criteria in the context of the additional detail in the duty statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cathy Crook (02) 6205 9242 Cathy.Crook@act.gov.au

School Performance and Improvement

Tuggeranong Network

Monash School

Business Manager - Monash School

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 00591)

Gazetted: 24 June 2019

Closing Date: 8 July 2019

Details: Monash School is seeking a highly motivated, proactive and innovative Business Manager. The successful applicant will have a proven ability to manage outcomes within tight time frames and demonstrate a high level of organisation. The Business Manager will lead a team of administrative staff (Front Office staff, Building Service Officers and Learning Support Assistants) and work closely with the Principal and Executive Team to support in the effective management of the school. They should possess strong leadership skills and the ability to work collaboratively with colleagues. Effective interpersonal and communication skills will be vital to the position. 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 six months with the possibility of permanency. 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. Selection may be based on application and referee reports only.

How to Apply: Please email the Application Coversheet, a copy of your curriculum vitae and statement addressing the selection criteria.

Applications should be sent to jobs@act.gov.au.

Contact Officer: Matthew Holdway (02) 6142 1663 matthew.holdway@act.gov.au

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

Business Services

Infrastructure and Capital Works

Repairs and Maintenance

Administration Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 17908)

Gazetted: 25 June 2019

Closing Date: 5 July 2019

Details: A vacancy exists for a professional and committed Administration Officer within the Infrastructure and Capital Works branch of the Education Directorate. This is a busy role which works across all sections of the Branch. Time management skills are pivotal as this role is responsible for the completion of time sensitive documentation and invoicing. A mature approach to branch organisation is a must. To be successful in the role, you will need a willingness to work as part of a team, with the ability to develop and maintain productive working relationships. Your excellent administrative skills, ability to manage competing priorities while remaining calm in a high-pressure environment will enable you to excel in this position. 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: 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: Applicants are asked to please submit a two page response to the Selection Criteria along with your curriculum vitae and the contact details of two referees and an Application Coversheet.

Applications should be sent to jobs@act.gov.au

Contact Officer: Ilona Wickham (02) 6207 0071 ilona.wickham@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

Belconnen Network

Kingsford Smith School

Classroom Teacher

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 16457)

Gazetted: 25 June 2019

Closing Date: 8 July 2019

Details: Kingsford Smith School is a P-10 School with approximately 880 enrolments. We operate as a Professional Learning Community with a focus on collaboration, evidence informed practices and high levels of learning for all students. We are seeking a dynamic Classroom Teacher to join our Primary and Early Childhood School teams. Our school has a strong focus on developing our students' literacy and numeracy skills within a contemporary learning environment. We implement Response to Intervention (RTI) as a model to support all children to learn at high levels. Our HERO (Harmony, Excellence, Respect, and Optimism) school values and Positive Behaviour for Learning (PBL) form the basis of our social and emotional learning programs.

Note: This is a temporary position available from 22 July 2019 until 26 January 2020.

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.

How to Apply: Applicants are to provide a curriculum vitae, Application Coversheet and a two page statement of claims based on the Australian Professional Standards for Teachers. Applications should be sent to jobs@act.gov.au.

Contact Officer: Karen Murray (02) 6142 3399 karen.murray@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

North and Gungahlin Network

Jervis Bay School

Classroom Teacher

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 08587)

Gazetted: 24 June 2019

Closing Date: 9 July 2019

Details: Jervis Bay School has a vacancy for a full-time Teacher to join our unique community school here on the South Coast. The successful applicant will team teach a Year 3-4 class and will also provide release for our small teaching team one day per week. The role of the release teacher is negotiable depending on the expertise and specialist area (or areas of passion) of the successful applicant. As the school predominantly caters for Aboriginal students, we are seeking a teacher with experience and passion for working with young Aboriginal students who is willing and able to embed a cultural approach in their daily teaching and ensure cultural integrity at all times. As the role involves working with all students across the school at some stage, your ability to build relationships based on trust and genuine caring for our students will be imperative, as will a strong sense of fun and a love of learning at all stages.

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.

Note: This is a temporary position available for six months with possibility of extension and/or permanency. The costs associated with joining the ACT Education Directorate, including becoming registered with Teachers Quality Institute, will be reimbursed by the school for the successful applicant. All applicants are expected to make contact with the Contact Officer prior to submitting an application.

How to Apply: Applicants are to provide a curriculum vitae, Application Coversheet and a two page statement of claims based on the Australian Professional Standards for Teachers.

Applications should be sent to jobs@act.gov.au by the due date.

Contact Officer: Lana Read (02) 4442 1002 lane.read@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 and Gungahlin Network

Gungahlin College

Classroom Teacher - English

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 39301)

Gazetted: 24 June 2019

Closing Date: 8 July 2019

Details: Gungahlin College is seeking a dynamic and innovative teacher for Year 11 and 12 Accredited Essential English, Tertiary English and Tertiary Literature classes. The successful applicant will work with a highly collaborative team in designing, implementing and assessing English content, resources and assessment for English classes, adhering to the policies and procedures of the ACT Board of Senior Secondary Studies. Well developed IT skills (including web based learning and G Suite), ability to team teach and work in shared open spaces are highly desirable.

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 full teaching registration with the ACT Teacher Quality Institute (or eligibility for Teacher registration with the ACT Teacher Quality Institute). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available for the remainder of 2019 with the possibility of extension and/or permanency. This position is part-time at (22:03) hours per week and the full-time salary noted above will be pro-rata.

How to Apply: Applicants are to provide a curriculum vitae, Application Coversheet and a two page statement of claims based on the Australian Professional Standards for Teachers. Applications should be sent to jobs@act.gov.au.

Contact Officer: Christian Riley (02) 6142 1000 christian.riley@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.

Office for Schools

South Weston

Alfred Deakin High School

Mathematics Teacher

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 08965)

Gazetted: 20 June 2019

Closing Date: 1 July 2019

Details: Alfred Deakin High School is seeking a highly motivated and innovative teacher of Mathematics to join our Mathematics faculty. The successful applicant will have a deep knowledge of, and outstanding practice in, highly effective pedagogy applicable to the teaching of Mathematics, and will be able collaborate with colleagues within the faculty and across the school to positively impact student learning. 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.

How to Apply: Applicants should apply by completing the Application Coversheet, your curriculum vitae and response to the Selection Criteria. All applications should be emailed to jobs@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. This selection process is not appealable.

Contact Officer: Alex Nagy (02) 6142 3888 alex.nagy@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Dickson College

Classroom Teacher of Mathematics

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 17078)

Gazetted: 21 June 2019

Closing Date: 1 July 2019

Details: Dickson College is seeking an enthusiastic and outstanding teacher of Mathematics to commence in Semester 2 2019. The ability to teach another Key Learning Area (KLA) would be highly desirable. The successful applicant will demonstrate an innovative approach to education that encompasses best practice, collaborative teaching and learning, including an ability to teach and engage a diverse range of students from various backgrounds. Applicants should contact the College Principal for more information.

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.

How to Apply: Applicants are to provide a Curriculum Vitae, Application Coversheet and a two page statement of claims based on the Australian Professional Standards for Teachers. Applications should be sent to jobs@act.gov.au.

Contact Officer: Craig Edwards (02) 6142 0140 craig.edwards@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

North and Gungahlin Network

Black Mountain School

Building Services Officer - Black Mountain School

Building Service Officer 3 \$67,752 - \$71,593, Canberra (PN: 01548)

Gazetted: 26 June 2019

Closing Date: 3 July 2019

Details: Black Mountain School is a specialist learning community for students in Years 7-12. Our school is seeking an enthusiastic, dynamic and motivated Buildings Services Officer with demonstrated experience and skills in managing the maintenance of the school building and grounds. Under the supervision and direction of the Business Manager the key responsibilities of the position will be: maintain school buildings and grounds in a clean and tidy condition with regard to safety and security hazard; develop and implement building maintenance schedule; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; ensure compliance with risk management and safety documentation requirements; support the Business Manager to maximise the impact of financial resources; undertake relevant administrative tasks as required; develop and maintain regular information communication and collaboration systems with staff; and liaise with and manage repair and maintenance contractors. Applicants will need to demonstrate an understanding of working alongside students with complex needs. 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.

Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required. A pre-employment medical clearance is required prior to commencement. Mandatory Training in other work health safety procedures may be required during employment: for example Working at Heights, Sharps.

Desirable: An industry recognised trade qualification or equivalent work experience. A current First Aid certificate.

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

How to Apply: Applicants should provide a written response to the Selection Criteria (no more than two pages) along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Morgan Hamilton (02)6205 6377 morgan.ghamilton@ed.act.edu.au

Service Design and Delivery

Student Engagement

Occupational Violence and Complex Case Management Team

Director- Positive Behaviour Support Planning

Senior Officer Grade A \$145,048, Canberra (PN: 44440)

Gazetted: 25 June 2019

Closing Date: 11 July 2019

Details: An exciting new position in the Education Support Office will be responsible for planning and coordination of the Directorate's implementation of the *Senior Practitioner Act (2018)* and related policy and legislation. This position will work as part of a multi-disciplinary team in the Student Engagement branch to assist in facilitation of evidence-based approaches to improve outcomes for students with complex behaviours of concern. This includes the use of evidence-based positive behaviour support frameworks to reduce and wherever possible eliminate the use of restrictive practice in schools. This position will have a representation role, working closely with schools, advocacy and support services, the ACT Office of Senior Practitioner, students and their families. We are looking for a senior officer with demonstrated flexibility, adaptability, sensitivity in managing complex cases and demonstrated ability to manage a complex and varied workload with tight timeframes.

Eligibility/Other Requirements: Applicants require extensive experience working in human services; experience working with children and young people with complex behaviours of concern; a clinical background and tertiary qualifications in a relevant field (such as Psychology, Allied Health or Nursing) and will need to be eligible for relevant professional membership/registration. 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. It is also desirable that applicants have a current professional membership/ registration; management experience and a current driver's licence.

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

How to Apply: Please provide an up to date curriculum vitae, details of two referees (preferably a current manager) and a written response to the Selection Criteria along with an Application Coversheet. Please carbon copy (cc) the Contact Officer when you submit your application to jobs@act.gov.au

Contact Officer: Jane ShunWah (02) 6205 3312 jane.shunwah@act.gov.au

Service Design and Delivery

Learning and Teaching

Pedagogy

Director Pedagogy

School Leader B \$136,828, Canberra (PN: 44504)

Gazetted: 21 June 2019

Closing Date: 5 July 2019

Details: The Learning and Teaching team has a temporary vacancy for a director (SLB) to manage a team to:

- Support policy development and service design
- Develop targeted, evidence driven, research-based initiatives focusing on pedagogy, inclusion, early childhood and STEM
- Evaluate and report on impact of deliverables
- Develop and maintain internal and external stakeholder relationships.

This role will suit you if you have an interest in policy development, service design and delivery of education services. This position is based in the Education Support Office with office-based conditions.

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.

Note: This is a temporary position available until the 19 December 2019 with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: If this is a role that interests you please send a two page expression of interest referencing Professional Practice 1, 3 and 4 from the School Leader Capability Framework demonstrating your skills and experiences relevant to the position and a current curriculum vitae to jobs@act.gov.au and mandy.kalyvas@act.gov.au.

Joint Selection Committee Process: 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: Mandy Kalyvas (02) 6205 9350 Mandy.Kalyvas@act.gov.au

School Performance and Improvement

Tuggeranong Network

Theodore Primary School

School Leader C

School Leader C \$117,515, Canberra (PN: 18446)

Gazetted: 26 June 2019

Closing Date: 10 July 2019

Details: Theodore Primary School is looking for a motivated School Leader to join our team. The successful applicant will; lead a team of Senior Primary Teachers as a Professional Learning Community to improve the outcomes of students in academic learning and wellbeing; commitment to implementing a whole school approach to Positive Behaviours for Learning; coaching and mentoring as part of a collaborative team.

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.

How to Apply: Please submit your curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nathan Pepper (02) 6142 3100 nathan.pepper@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.

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

ACT Courts and Tribunal

Executive

Governance

Policy Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 44430)

Gazetted: 26 June 2019

Closing Date: 3 July 2019

Details: The Governance Team at the ACT Courts and Tribunal (ACTCT) is seeking an experienced Policy Officer at the (Administrative Services Officer Class 6) level for three months with a possibility of extension. This role will support our registry units to review and update our court operational procedures. Court procedures are being systematically reviewed given the implementation of a new courts Integrated Case Management System (ICMS), new technology and new processes. The court registry procedures can be complex given they must comply with the *Courts Procedures Act 2004* and *Court Procedure Rules 2006*. Court procedures are also evolving with the implementation of new technology, such as eServices. In addition to updating the procedures, this role will also draft information that explains court processes for court users. The skill sets required to undertake these tasks include: Demonstrated ability to write in plain English for a range of audiences; demonstrated ability to be able to review, draft and write operational procedures; demonstrated ability to use Microsoft Word at a high level and learn new technology and systems (eg Sharepoint and ICMS); the ability to develop relationships with registry staff and legal officers to support innovation and change; ability to work individually and as part of a team.

Eligibility/Other Requirements: Understanding of court operations, court registry processes and legislative compliance or ability to acquire quickly

Note: This is a temporary position available immediately for three months with possibility of extension. Selection may be based on application and referees reports only.

How to Apply: Please provide an application (no more than two pages) outlining your experience and your ability to fulfil the duties of the position (See the 'What You Will Do' section in the Position Description), along with a current curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tony Hanson (02) 6207 0278 tony.hanson@courts.act.gov.au

Legislation, Policy and Programs

Criminal Law Group

Policy Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 42663)

Gazetted: 24 June 2019

Closing Date: 1 July 2019

Details: Legislation, Policy and Programs (LPP) is seeking applications for a permanent Legal Policy Officer within the Criminal Law Team at the Administrative Service Officer 6 level. The Branch is responsible for Law Policy and Legislation within the Justice Portfolio in the ACT. Functions will include preparing advice and related reports and correspondence for relevant Ministers, managing justice related projects, engaging in consultation with the community and government and participating in local and national forums. The successful candidate will be expected to contribute to the strategic direction of the team. The Criminal Law Group is responsible for criminal law policy and legislation in the ACT, including relating to forensic procedures, family violence, terrorism laws, firearms, sentencing, bail, criminal offences, victims of crime, concepts of criminal responsibility and police powers. The successful applicant will be required to cover a diverse range of legal and policy issues that impact on the criminal justice system in the ACT – preparing reports, submissions, briefs and correspondence with supervision. The successful applicant will require good research and analysis skills, an understanding of government processes and strong communication and collaborative skills for engagement with stakeholders. Eligibility/Other Requirements: Relevant tertiary qualifications, or significant study towards gaining qualifications, or experience within a justice environment would be highly desirable.

Note: This is a temporary position available for 12 months with a possibility of permanency. The salary range for this position is \$84,257 to \$96,430 depending on relevant experience. A written exercise may be included as part of the interview process. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position 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. Queries should be addressed to the Contact Officer.

How to Apply: Applicants are asked to provide a statement addressing the Selection Criteria of no more than three pages and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Madelon Rosenberg (02) 6205 3310 madelon.rosenberg@act.gov.au

**Public Trustee and Guardian
Wills, Estates and Trusts Unit
Estate and Trust Officer**

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 43921, several)

Gazetted: 25 June 2019

Closing Date: 26 July 2019

Details: The Public Trustee and Guardian (PTG), is an independent ACT Territory Authority providing Professional Guardianship, Financial Management and Trustee related services. PTG has two permanent vacancies for motivated and well organised people in our Wills, Estates and Trust Unit. The Wills, Estates and Trusts Unit provides a traditional trustee service comprising Deceased Estates administration; preparation of Wills and Enduring Power of Attorney, Trust Administration and administration of Confiscated Criminal Assets. The successful applicants will, under the general direction and in relation to established priorities, task methodology and work practices, administer Estates and Trusts, ensuring legal and taxation requirements are met.

Eligibility/Other Requirements: Completion or partial completion relevant qualifications and/or experience is highly desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - 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. Selection may be based on application and referee reports only.

How to Apply: All applications should include a two page written response to the professional and behavioural capabilities, curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au

**Emergency Services Agency
ACT State Emergency Service
Logistics and Resource Coordinator**

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 07761)

Gazetted: 20 June 2019

Closing Date: 4 July 2019

Details: The activities and services that the Justice and Community Safety Directorate deliver or contribute to are fundamental to the maintenance of the rule of law, our Westminster style of democratic government and the appreciation of principles of fairness, equity and tolerance in the relationship between the government and our community. The Emergency Services Agency (ESA) is responsible for emergency management and related support arrangements in the Territory. The Agency's four operational services are ACT Ambulance Service, ACT Fire and Rescue, ACT Rural Fire Service and the ACT State Emergency Service.

The Emergency Services Agency undertakes to:

- provide emergency services 24 hours per day every day of the year
- provide its services efficiently and effectively within resource allocations
- ensure that compliance activity meets legislative standards on all occasions
- use best practice in the provision of assistance for emergencies and the conduct of community education and awareness programs
- train and equip our people to maintain readiness and deliver emergency services to meet agreed standards and benchmarks.

Further information can be obtained on the ESA Website <http://www.esa.act.gov.au>.

Under the Emergencies Act 2004 the ACTSES is the primary provider of storm and flood planning and response in the ACT. The ACTSES is responsible for community safety, the protection of people, property and the environment

from storm and flood, and providing supporting resources to the ESA services for an integrated emergency management response. As part of its role the ACTSES undertakes a comprehensive range of community education and awareness programs. ACTSES has a prime function to provide a community based service, which will result in the minimisation of storm and flood risk to people, property and the environment. The ACTSES manages and facilitates a strong volunteer member based organisation.

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: Selection may be based on application and referee reports only. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working with Vulnerable People registration refer to

- https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Applicants may refuse to undertake the checks however an offer of employment will not be made.

How to Apply: Applicants should submit: a two to three page statement of claims, outlining how you meet the Behavioural Capabilities, Technical skills and knowledge components outlined in the Position Description. Current curriculum vitae.

How to Apply: Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Cortese (02) 5124 9203 paul.cortese@act.gov.au

Human Rights Commission

Victim of Crime Commission

Victim Support ACT

Administrative Support Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 41293)

Gazetted: 24 June 2019

Closing Date: 1 July 2019

Details: Victim Support ACT is seeking a highly motivated individual with excellent organisational skills to join the Financial Assistance Scheme (FAS) team within the ACT Human Rights Commission. Duties of the FAS Administrative Support Officer include: Draft correspondence in a timely manner and in compliance with the *Victims of Crime (Financial Assistance) Act 2016*; respond sensitively and appropriately to verbal and email enquiries from applicants; liaise with agencies to seek access to information to assist decision making; review, prepare and follow procedures for the delivery of the financial assistance scheme, including identifying areas of continuous improvement in the quality and efficiency of services; foster and maintain productive relationships with internal and external stakeholders, providing appropriate advice and managing the resolution of issues or complaints; maintain records in accordance with the *Territory Records Act 2002*, organisational policy and the *Health Records (Privacy and Access) Act 1997*; and other tasks as directed. The ACT Human Rights Commission values its diverse work 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. If you are a person with a disability and would like assistance to apply for this position, please contact the Contact Officer.

Note: This is a temporary position available from 1 July 2019 to 30 June 2020. Selection may be based on application and referee reports only.

How to Apply: See the attached Position Description for further information regarding duties and responsibilities. A response should be made to each Selection Criteria. Examples are included to assist applicants address the Selection Criteria. Please limit your response to two A4 pages in total and submit this along with your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carol Benda (02) 6207 8908 carol.benda@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 Government Solicitor

Property and Commercial

Principal Solicitors

Government Solicitor 3 \$139,152 - \$157,416, Canberra (PN: 12958, several)

Gazetted: 21 June 2019

Closing Date: 5 July 2019

The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the Australian Capital Territory, its government agencies, ministers and office holders.

As the ACT Government's largest employer of lawyers, the ACTGS range of practice areas provide exciting career opportunities and the potential for advancement. Together with the Office of the Solicitor-General, ACTGS operates as a legal practice through the operational sections of Property and Commercial, Government Law and Litigation and Dispute Resolution.

The ACTGS is inviting applications from highly skilled lawyers for permanent and/or temporary Principal Solicitor (Government Solicitor 3) roles in the Property and Commercial Section.

Working as part of our dynamic Property and Commercial team, the successful candidate will provide legal services on a range of complex and interesting projects of significance to the Territory. Our Property and Commercial team deal with matters which include procurement and contracting, funding and grant programs, information technology and intellectual property, infrastructure and construction and includes a property practice which supports the delivery of new suburbs, the land release program and urban and suburban renewal projects. The successful candidate will have full carriage and responsibility for more complex legal advising, drafting and property transactions and demonstrated experience in:

providing complex legal advice which meets client expectations;

management and co-ordination of work allocation;

providing supervision, leadership, direction and guidance to a team of less experienced lawyers;

persuading and influencing opinion and preparing high level and sensitive materials

strong communication and interpersonal skills;

flexibility, enthusiasm, initiative and drive; and

a strong desire to help the Territory achieve its strategic goals.

If you are committed to excellence and delivery of client goals, 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.

Eligibility/Other requirements: Applicants must be admitted with at least 5+ years post-admission experience as a solicitor.

Successful applicants must be available to commence in their new role within six weeks of acceptance of offer.

An order of merit may be established for the purposes of recruiting similar positions in the future.

Note: Applicants may be selected on application only.

How to Apply: Applications should address behavioural capabilities and detail relevant experience to perform at the GS3 level. Your response should be no more than four pages. The behavioural capabilities can be found in the position description at www.jobs.act.gov.au.

Applications should also provide a completed Application Coversheet and a current Resume including the details of two referees.

Contact Officer: Kristin Leece – Deputy Chief Solicitor Commercial – (02) 6205 2138

ACT Government Solicitor

Principal Solicitors

Government Solicitor 3 \$139,152 - \$157,416, Canberra (PN: 34383, several)

Gazetted: 20 June 2019

Closing Date: 5 July 2019

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the Australian Capital Territory, its government agencies, ministers and office holders.

As the ACT Government's largest employer of lawyers, the ACTGS range of practice areas provide exciting career opportunities and the potential for advancement. Together with the Office of the Solicitor-General, ACTGS operates as a legal practice through the operational sections of Property and Commercial, Government Law and Litigation and Dispute Resolution.

The ACTGS is seeking to recruit permanent and/or temporary lawyers with excellent technical, communication and relationship skills at the Government Solicitor 3 level.

Applicants at this level will demonstrate experience in leading and mentoring more junior lawyers and work autonomously on more complex advice, commercial transactions and litigation matters.

Working as part of a team the successful candidates will have:

a demonstrated ability to provide complex legal advice which meets client expectations;
experience in management and co-ordination of work allocation;
experience in providing supervision, leadership, direction and guidance to a team of less experienced lawyers;
experience in persuading and influencing opinion and preparing high level and sensitive materials
strong communication and interpersonal skills;
flexibility, enthusiasm, initiative and drive; and
a strong desire to help the Territory achieve its strategic goals.

Further information can be found on the ACTGS website at www.actgs.act.gov.au.

Eligibility/Other requirements: Applicants must be admitted with at least 5+ years post-admission experience as a solicitor. Successful applicants must be available to commence in their new role within six weeks of acceptance of offer. An order of merit may be established for the purposes of recruiting similar positions in the future.

Note: Applicants may be selected on application only.

How to Apply: Applications should address behavioural capabilities and detail relevant experience to perform at the GS3 level. Your response should be no more than four pages. The behavioural capabilities can be found in the position description Applications should address Behavioural Capabilities and detail relevant experience to perform at the GS3 level. Your response should be no more than four pages. The Behavioural Capabilities can be found in the position description. A current curriculum vitae and the details of two referees should be included.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maria Batzogiannis (02) 6205 3734 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 Government Solicitor

Government Law

Senior Solicitor

Government Solicitor 2 \$110,874 - \$133,039, Canberra (PN: 43181, several)

Gazetted: 26 June 2019

Closing Date: 11 July 2019

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the Australian Capital Territory, its government agencies, ministers and office holders. As the ACT Government's largest employer of Lawyers, the ACTGS range of practice areas provide exciting career opportunities and the potential for advancement. Together with the Office of the Solicitor-General, ACTGS operates as a legal practice through the operational sections of Property and Commercial, Government Law and Litigation and Dispute Resolution. The breadth of practice areas in which experience is sought can be found on the ACTGS website (see link below). The ACTGS is seeking to recruit permanent and/or temporary Lawyers with excellent technical, communication and client relationship skills at the Government Solicitor 2 (GS2) level to work with limited supervision on more complex advice, commercial transactions and litigation matters. Applicants will demonstrate experience in providing legal services in one or more of the following areas: Advice and representation on administrative law matters; property and commercial drafting and advice; litigation and dispute resolution including in employment matters. Working as part of a team the successful candidates will be able to demonstrate: ability to provide advice on routine and more complex legal questions; experience in commercial transactions; OR experience in preparing or conducting litigation, briefing counsel and appearing in Courts and Tribunals as well as: experience in managing the delivery of quality client service; excellent communication and interpersonal skills; flexibility, enthusiasm, initiative and drive; and a strong desire to help the Territory achieve its strategic goals. Further information can be found on the ACTGS website at www.actgs.act.gov.au.

Eligibility/Other Requirements: Applicants must be admitted with at least two plus years post-admission experience as a Solicitor. Successful applicants must be available to commence in their new role within six weeks of acceptance of offer. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications should address Behavioural Capabilities and detail relevant experience to perform at the GS2 level. Your response should be no more than four pages. The Behavioural Capabilities can be found in the Position Description. Applications should also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maria Batzogiannis (02) 6205 3734 Maria.Batzogiannis@act.gov.au

Office of the Legislative Assembly

Business Support Branch

Security and Building Services

Manager, Security and Building Services

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 370)

Gazetted: 24 June 2019

Closing Date: 10 July 2019

Details: The Office of the Legislative Assembly is seeking applications from suitably experienced and skilled individuals to fill the role of Manager, Security and Building Services in its Business Support Branch. The successful candidate will be expected to coordinate and manage protective security matters that concern the Legislative Assembly - its members, staff and the precincts; evaluate and assess existing security policies, systems, controls and procedures to identify protective security issues and risks and develop advice and recommendations including relevant documentation and procedures; lead a team of staff responsible for building access control and visitor screening and engagement, emergency management, building services and, on Assembly sitting days, chamber support functions; and coordinate and manage the facilities management function to ensure routine and unscheduled maintenance and planned capital upgrade works are conducted effectively, within budget and to the required standard.

Eligibility/Other Requirements: The successful candidate will be able to demonstrate management or advisory experience in the protective security environment; and a capacity to manage projects in addition to satisfying the Office's core capabilities outlined in the job description.

How to Apply: Please provide a curriculum vitae, responses to the Selection Criteria demonstrating why you are the right person for one of the role and a completed Application Cover Page. Applications can be forwarded to OLARecruitment@parliament.act.gov.au

Contact Officer: Ian Duckworth, Executive Manager, Business Support (02) 6205 0181

ian.duckworth@parliament.act.gov.au

Transport Canberra and City Services

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

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

Chief Operating Officer

Communications

Digital Communications Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 38988)

Gazetted: 25 June 2019

Closing Date: 27 June 2019

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. TCCS are responsible for the Territory's transport network, roads, bridges, footpaths, cycleways, traffic management, urban and open spaces right through to domestic animal services. We are a key organisation that manages many essential services—libraries, recycling and waste, infrastructure and the Territory's expanding major asset list. The Communications team supports the TCCS Director-General and provides services to the Directorate across a range of activities. The team is responsible for media and issues management, marketing campaigns, communication strategies, publications and digital, community engagement strategies and internal communication. TCCS is continually looking to improve its web presence and digital services for customers and staff, and improving our communications within the Directorate. The directorate recently updated the Transport Canberra website, the ACT Government's most visited website, and this position will help continue to build and update it as a tool to engage with current passengers about their journey and the wider community about development of a city wide light rail network. Day-to-day, this person will help ensure content on the directorate

web and intranet sites is up to date. Working with the Director, Corporate Communications, the position will also get hands on with a range of other communications strategies that span across the whole directorate. See the attached Position Description for further information about the role.

Note: This is a temporary position available immediately until 31 December 2019 with possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Interested applicants should submit the Application Coversheet, a 'pitch' of no more than two (2) pages, together with your curriculum vitae and the contact details of at least two referees. Instead of specifically addressing Selection Criteria, the two-page 'pitch' should indicate how your knowledge, experience and qualifications meet the capabilities of the role.

Applications should be submitted to the Contact Officer.

Contact Officer: Gerry Murray (02) 6207 6356 gerry.murray@act.gov.au

Transport Canberra

Light Rail

Operations

Commercial and Contract Manager

Senior Officer Grade A \$145,048, Canberra (PN: 41124)

Gazetted: 26 June 2019

Closing Date: 3 July 2019

Details: Commercial and Contract Manager in the Light Rail Operations team is responsible for ensuring contractual requirements of the light rail operator and the ACT Government are satisfied for the operating light rail system. The Manager will support the Director, Light Rail Operations through the provision of advice on contractual and financial elements of light rail operations and preparing reports that reflect these outcomes. As a senior leader within Transport Canberra and City Services (TCCS), this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style. This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. You will model commitment to continual learning, encourage ongoing development, and develop and engage the right people to the right roles. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

Eligibility/ Other Requirements: Relevant tertiary qualifications would be highly regarded. The successful applicant will need to obtain and maintain a Rail Worker Health Assessment Category 2 and successfully complete all relevant site inductions for interaction with an operating light rail system.

Note: The position is based at TCCS Offices, 496 Northbourne Avenue, Dickson, and ACT. 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 your written application addressing the Selection Criteria and an updated curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian McGlenn (02) 6207 8000 ian.mcglinn@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.

Chief Operating Officer

Governance and Ministerial Services

Governance

Director, Corporate Strategy

Senior Officer Grade A \$145,048, Canberra (PN: 00475)

Gazetted: 26 June 2019

Closing Date: 11 July 2019

Details: The Governance and Ministerial Services Branch is seeking applications from highly motivated and committed people to fill the role of Director, Corporate Strategy. The Director, Corporate Strategy reports to the Executive Branch Manager, Governance and Ministerial Services and has an overarching strategic planning and stakeholder engagement role across the Directorate. Key elements of the position include corporate planning and alignment, governance, business intelligence, oversight over the production of the Transport Canberra and City Services (TCCS) annual report, quality management system, corporate policies and oversight over the team responding to a range of whole of government policies and programs. This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development, and develop, engage and the right people to the right roles. 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: 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: Please provide a written response addressing all Selection Criteria (maximum one page per criteria) and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nikki Pulford (02) 6205 5466 nikki.pulford@act.gov.au

Transport Canberra

Light Rail

Operations

Technical/Asset Manager

Infrastructure Officer 4 \$125,969 - \$143,118, Canberra (PN: 41123)

Gazetted: 24 June 2019

Closing Date: 1 July 2019

Details: The Light Rail Operations team is responsible for overseeing the successful operational delivery of light rail by the contracted partner and subsequently ensuring the responsibilities of both the Territory and Canberra Metro under the Project Agreement are met during the Operating Phase of Light Rail. The team manages the interactions with the Light Rail Operator and also leads co-ordination across the ACT Government of related activities, including emergency services, roads interfaces, legislation, planning approvals and ticketing and revenue protection. The Technical/Asset Manager in the Light Rail Operations team is responsible for reviewing and advising on technical aspects of light rail operations, ensuring that the contractual requirements of the light rail operator and the ACT Government are satisfied for the operating light rail system. The Manager will support the Director, Light Rail Operations through the provision of advice on technical elements of light rail operations and preparing reports that reflect these outcomes. As a senior leader within Transport Canberra and City Services (TCCS), this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style. This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development, and develop, engage and the right people to the right roles. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

Eligibility/Other Requirements: Bachelor of Engineering or equivalent; five or more years working in an Engineering capacity. Work Safety Requirements - The successful applicant will need to obtain and maintain a Rail

Worker Health Assessment Category 2 and successfully complete all relevant site inductions for interaction with an operating light rail system.

How to Apply: Please provide your written application addressing the Selection Criteria and an updated curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian McGlinn (02) 6207 8000 ian.mcglinn@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.

City Services

Roads ACT

Road Maintenance/Program Delivery

Assistant Director Program Delivery

Infrastructure Officer 4 \$125,969 - \$143,118, Canberra (PN: 46686)

Gazetted: 24 June 2019

Closing Date: 8 July 2019

Details: Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, car park facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community. We are seeking a proactive and enthusiastic team player to lead the Program Delivery team. They will be a self-starter, have excellent presentation and communication skills.

Eligibility/Other Requirements: University degree in civil engineering (or similar) and an unrestricted drivers' licence are mandatory. Demonstrated experience or qualifications in Contract Management/Administration, a post-graduate qualification in business administration or similar field would be well regarded.

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

How to Apply: Please provide a curriculum vitae, responses to the Selection Criteria demonstrating why you are the right person for this role and details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bronwen Duke (02) 6207 5763 bronwen.duke@act.gov.au

Transport Canberra

Light Rail

Light Rail Operations

Systems Analyst Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 41121)

Gazetted: 24 June 2019

Closing Date: 1 July 2019

Details: The Light Rail Operations team is responsible for overseeing the successful operational delivery of light rail by the contracted partner and subsequently ensuring the responsibilities of both the Territory and Canberra Metro under the Project Agreement are met during the Operating Phase of Light Rail. The team manages the interactions with the Light Rail Operator and also leads co-ordination across the ACT Government of related activities, including emergency services, roads interfaces, legislation, planning approvals, ticketing and revenue protection. The System Analyst Manager in the Light Rail Operations team is responsible for providing assistance and advice to the Commercial Manager's role in ensuring contractual requirements of the light rail operator and the ACT Government are satisfied for the operating light rail system. The Manager will also support the Director, Light Rail Operators through the provision of advice on contractual and financial elements of light rail operations and preparing reports that reflect these outcomes. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements: Relevant tertiary qualification.

How to Apply: Please provide your written application addressing the Selection Criteria and an updated curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian McGlinn (02) 6207 8000 ian.mcglinn@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.

Chief Operating Officer

Innovation and Customer Experience

Systems and Information Management

Project Manager – AMS Program Implementation

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 11892)

Gazetted: 24 June 2019

Closing Date: 8 July 2019

Details: Innovation and Customer Experience (ICx) branch is responsible for continually improving services and implementing innovative programs to deliver services and information to the Canberra Community. The Systems and Information Management (SIM) Team is an enabling unit for reform and innovation across Transport Canberra and City Services (TCCS) delivering high quality services, business solutions and advice to support the Directorate in achieving its policy and program outcomes and deliverables. SIM is seeking applications from highly motivated and committed people to fill the role of Project Manager for the rollout of the new Asset Management System. TCCS is responsible for over three million assets that provide essential infrastructure and services for the people of Canberra and the new Asset Management System is a centralised digital platform that manages inventory, maintenance, feedback loops, associated documentation as well as operational and predicative reporting capabilities. Ideally, you will have experience in software application implementation, civil and landscape infrastructure asset management and working knowledge of change management frameworks that will enable the success of the project. Your documentation and communication skills will be highly valued so that the project is undertaken professionally and adheres to the project management and governance framework within TCCS. 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: Certification in PRINCE2/PMBOK or Australian Institute of Project Management or other recognised professional bodies and/or equivalent to a Certificate IV or Diploma in Project Management.

Note: This is a temporary vacancy available for nine months with the possibility of extension up to 12 months. The position is predominately office bound.

How to Apply: Applicants are asked to send a copy of their curriculum vitae, contact details of two referees and a two page statement addressing the Selection Criteria (including key examples).

Applications should be submitted via the Apply Now button below.

Contact Officer: James Downing (02) 6205 2106 james.downing@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

Clinical Services

Women, Youth and Children

Women Youth and Children Community Health Program

Maternal and Child Health Nurse Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 22714)

Gazetted: 27 June 2019

Closing Date: 03 July 2019

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

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 and 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

Women, Youth and Children division, Community Health Programs deliver a range of primary health care community-based services to children, families and women. Services are delivered within a multi-disciplinary context and include Maternal and Child Health, Women's Health, Allied Health, Immunisation, and School Health. Maternal and Child Health (MACH) services include: lactation support, parent education and support; assessment and screening; early identification and referral; and the delivery of public health programs such as childhood immunisation.

Eligibility/Other Requirements

Mandatory:

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

Post graduate qualifications in Child and Family Health or equivalent.

Hold a current driver's licence.

Desirable:

Qualifications and recent experience in Midwifery/Paediatrics or related primary health setting are highly desirable.

Family Partnership Model Training (or commitment to complete training)

Circle of security Training

International Board Certified Lactation Consultant

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Louise Murphy (02) 5124 1701 louise.murphy@act.gov.au

Clinical Services

Medicine Hospital In The Home/Medical Day Unit

Clinical Development Nurse, Hospital In The Home/Medical Day Unit

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 12450)

Gazetted: 27 June 2019

Closing Date: 03 July 2019

Details: 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.

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

Hospital in the Home (HITH) is an inpatient service of the Canberra Health Service and provides access to acute healthcare for patients generally in their own home. The treating team and nursing staff provide medical care and supervision to patients at home as an alternative to being in hospital.

HITH at Canberra Health Service cares for patients across all ages.

HITH services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Service.

The Medical Day Unit (MDU) located at the Canberra Hospital specialises in the care and support of patients receiving day medical therapy (usually by IV infusion) often used in the treatment and management of chronic illness. The role of this unit is to coordinate the infusion treatments for patients with chronic complex conditions that require long term treatments such as Biologics used in Rheumatology and Gastroenterology. Minor medical procedures are also undertaken in the unit.

At this level it is expected that you will provide high level clinical leadership and guidance to the nursing workforce, as well provide clinical support to assist in the clinical nursing care, treatment and recovery of patients within the service. You will provide regular input into and form an integral part of the multidisciplinary team. All team members are required to undertake professional development and supervision and participate in quality initiatives in both HITH and MDU.

Eligibility/Other Requirements

Mandatory:

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

Recent experience in a wide range of clinical hospital and /or community health applicable to the position

Must hold a current driver's licence

Desirable:

Relevant post graduate qualifications (or working towards) in healthcare, education or equivalent

IV Cannulation skills and management of Central Venous Access Devices (CVADS)

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

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

Clinical Services

Women, Youth and Children

Paediatrics

Registered Nurse, Paediatric Palliative Care

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 38041)

Gazetted: 27 June 2019

Closing Date: 01 July 2019

Details: 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

Paediatrics at the Centenary Hospital for Women and Children provides holistic, evidence based quality health care and advocacy for all children and adolescents in the ACT and surrounding areas. The service is child and family centred, as we understand that the family is central to the successful delivery of health care.

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

Eligibility/Other Requirement

Mandatory:

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

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

Undergo a pre-employment National Police Check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note

This is a temporary position available for six months with the possibility of extension. This position is part-time (job sharing) at 22:03 hours (3 days) per week and the full-time salary noted above will be pro-rata.

Contact Officer: Catherine Campbell (02) 6142 6201 catherinem.campbell@act.gov.au

Clinical Services

Medical Physics and Radiation Engineering

Cancer and Ambulatory Services

Senior Medical Physics Specialist, Radiation Oncology

Medical Physics Specialist \$103,876 - \$144,273, Canberra (PN: 04882)

Gazetted: 27 June 2019

Closing Date: 01 July 2019

Details: 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 Medical Physics and Radiation Engineering (MPRE) department at Canberra Health Services is composed of Medical Physics Apecialists in radiation oncology, nuclear medicine, and radiology giving our department a collegial diversity of medical physicists working together.

The advertised position is for a Senior Medical Physics Specialist, Radiation Oncology who will contribute to the delivery of state-of-the-art radiotherapy for our cancer patients. Equipment includes four Varian linear accelerators with capabilities for Volumetric Modulated Arc Therapy (VMAT), stereotactic radiotherapy, and motion mitigation techniques. We use the Aria oncology information system which is cloud hosted. Other treatment services include superficial x-ray therapy and brachytherapy.

We are currently commissioning a new treatment planning system (Varian Eclipse) along with two new TrueBeam linear accelerators over the coming months. The successful applicant will play a key role in providing medical physics commissioning work for the abovementioned items as well as working as a valued team member carrying out the job Duties according to the work Performance Expectations (stated below).

Our team participates in Trans-Tasman Radiation Oncology Cooperative Group (TROG) trials. Our department is accredited to train diagnostic radiology and radiation oncology medical physics registrars. Our team members have active collaborations with University of Sydney, University of New South Wales and the Australian National University. We are also actively participating in machine learning and artificial intelligence projects related to radiotherapy with the OZCAT (Australian Computer Aided Theranostics) group.

Eligibility/Other Requirements

Mandatory:

Be registered, or demonstrated eligibility for registration, on the Qualified Medical Physics Specialists in Radiation Oncology Medical Physics register administered by the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM).

Hold a higher degree (M. Sc. or higher) majoring in Physics from an accredited university.

Desirable:

Hold certification from the ACPSEM, or equivalent, in one or more specialties of medical physics, preferably in Radiation Oncology Medical Physics.

Experience working in medical physics in a clinical environment.

Hold, or be eligible for, a current driver's licence.

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

Undergo a pre-employment National Police Check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Note

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

Contact Officer: Ben Cooper (02) 5124 2256 ben.cooper@act.gov.au

Clinical Services

Medical Physics and Radiation Engineering

Cancer and Ambulatory Services

Medical Physics Specialist, Radiation Oncology

Medical Physics Specialist \$103,876 - \$144,273, Canberra (PN: 24891)

Gazetted: 27 June 2019

Closing Date: 01 July 2019

Details: 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 Medical Physics and Radiation Engineering (MPRE) department at Canberra Health Services is composed of Medical Physics Specialists in radiation oncology, nuclear medicine, and radiology giving our department a collegial diversity of medical physicists working together. The advertised position is for a radiation oncology medical physics specialist who will contribute to the delivery of state-of-the-art radiotherapy for our cancer patients. Equipment includes four Varian linear accelerators with capabilities for Volumetric Modulated Arc Therapy (VMAT), stereotactic radiotherapy, and motion mitigation techniques. We use the Aria oncology information system which is cloud hosted. Other treatment services include superficial x-ray therapy and brachytherapy.

We are currently commissioning a new treatment planning system (Varian Eclipse) along with two new TrueBeam linear accelerators over the coming months. The successful applicant will play a key role in providing medical physics commissioning work for the abovementioned items as well as working as a valued team member carrying out the job Duties according to the work Performance Expectations (stated below).

Our team participates in Trans-Tasman Radiation Oncology Cooperative Group (TROG) trials. Our department is accredited to train diagnostic radiology and radiation oncology medical physics registrars. Our team members have active collaborations with University of Sydney, University of New South Wales and the Australian National University. We are also actively participating in machine learning and artificial intelligence projects related to radiotherapy with the OZCAT (Australian Computer Aided Theranostics) group.

Eligibility/Other Requirements

Mandatory:

Be registered, or demonstrated eligibility for registration, on the Qualified Medical Physics Specialists in Radiation Oncology Medical Physics register administered by the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM).

Hold a higher degree (M. Sc. or higher) majoring in Physics from an accredited university.

Desirable:

Hold certification from the ACPSEM, or equivalent, in one or more specialties of medical physics, preferably in Radiation Oncology Medical Physics.

Experience working in medical physics in a clinical environment.

Hold, or be eligible for, a current driver's licence.

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

Undergo a pre-employment National Police Check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Note

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

Contact Officer: Ben Cooper (02) 5124 2256 ben.cooper@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health Services

Co-Morbidity Clinician

Registered Nurse Level 3.2 \$120,730, Canberra (PN: 22601)

Gazetted: 27 June 2019

Closing Date: 9 July 2019

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

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

Rehabilitation and Specialty Mental Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Overview of the work area and position

The Co-morbidity clinician provides contemporary evidence-based service providing high quality mental Health care that is guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers' and other key services.

At this level it is expected you will provide high quality clinical expertise to assist clinicians to provide assessment and intervention for people with both mental health and alcohol/drug issues as well as be involved in broader education, training and strategic development of co-morbidity services across the Division.

You will be required to undertake professional development and clinical supervision participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements

Mandatory:

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

Current driver's licence.

Desirable:

Minimum of five years post registration experience working in mental health and post graduate qualifications in Mental Health is desirable.

Prior to commencement successful candidates will be required to:

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Undergo a pre-employment National Police check.

Note

This is a temporary vacancy available for 10 months with possibility of extension. An Order of Merit may be used to fill future identical permanent vacancies over a 12 month period.

Contact Officer: Jaime Bingham (02) 5124 1744 jaime.bingham@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health

Clinical Manager, City Mental Health Team

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 29229)

Gazetted: 27 June 2019

Closing Date: 01 July 2019

Details: 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.

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.

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:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position

The allied health position is based in the City Mental Health Team, a multidisciplinary team in Adult Community Mental Health Services (ACMHS). Allied health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

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 which will improve the responsiveness 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/s will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant/s will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Health Professional 1 and 2 Levels as well as students.

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 in the health centre 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:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

For Psychology:

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

Highly Desirable:

Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

For Social Work:

Degree in Social Work

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

All:

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.

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

Comply with CHS credentialing requirements for allied health.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Jonathan Amirthanathan (02) 5124 1639 jonathan.amirthanathan@act.gov.au

Clinical Services

University of Canberra Hospital

Rehabilitation Aged and Community Services

Rehabilitation Care Coordinator

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 11211)

Gazetted: 27 June 2019

Closing Date: 5 July 2019

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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. The University of Canberra Hospital (UCH) is a stand-alone sub-acute rehabilitation facility that provides inpatient and outpatient rehabilitation services that include neurological, general, older persons and slow stream services. UCH is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population.

Eligibility/Other Requirements

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or Tertiary qualifications or equivalent in an Allied Health Related Field and eligibility for membership of the appropriate professional organization,

Desirable:

Post Graduate studies in Health-related field

Prior to commencement successful candidates will be required to:

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

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011* (for non-nursing applicants)

Undergo a pre-employment National Police check.

Note

This is a temporary position available for 12 months. This position can be filled as a Health Professional Level 3 or Registered Nurse Level 2 noting there is only one vacancy.

Contact Officer: Maria Harman (02) 5124 8774 maria.harman@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 25563)

Gazetted: 27 June 2019

Closing Date: 11 July 2019

Details: 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.

Mental Health, Justice Health, Alcohol and Drug Services provides 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 the people who use the service, including 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.

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:

Adult Acute Mental Health Services;
Adult Community Mental Health Services;
Alcohol and Drug Services;
Child and Adolescent Mental Health Services (CAMHS);
Justice Health Services; and
Rehabilitation and Specialty Mental Health Services.

Overview of the work area and position

The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings.

FMHS is one united service with four distinguishable yet integrated service components as follows:

FMHS Community

FMHS Court Assessment and Liaison (FCAL)

FMHS Bimberi Youth Justice Centre (FMHS BYJC)

FMHS at Alexander Maconochie Centre (FMHS AMC)

The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process.

Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

Eligibility/Other Requirements:

Mandatory:

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

Relevant experience in the area of mental health.

Desirable

Current driver's licence.

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Tegan Murray (02) 5124 1842 tegan.murray@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Registered Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 28422)

Gazetted: 27 June 2019

Closing Date: 5 July 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 Alcohol and Drug Services (ADS) incorporates six areas including the Opioid Treatment Service, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

The Opioid Treatment Service pharmacotherapy program provides opiate substitution treatment to people in the ACT.

The Withdrawal Service provides a secure and supportive environment for safe, medically supervised withdrawal from alcohol and other drugs.

Consultation and Liaison Service provides assessment, support and referral for clients who have been admitted to CH who also have an alcohol and/or drug issue.

Eligibility/Other Requirements:

Mandatory:

Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse with the Nursing and Midwifery Board of Australia.

12 months recent nursing experience in an Alcohol and Drug facility, and Sound understanding of Alcohol and Other Drugs.

Desirable:

Current driver's licence.

It is desirable that the applicant holds or is working towards qualifications either at a certificate or postgraduate level.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This position is part-time at (28) hours per week and the full-time salary noted above will be pro-rata.

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

Clinical Services

Medicine

Acute Support Services

Speech Pathologist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 28779, several)

Gazetted: 27 June 2019

Closing Date: 5 July 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 CHHS is to ensure the delivery of ACT Health's Territory Wides Services Framework, the ACT Health Quality Strategy and government priorities.

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 ACT Health 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.

Acute Support Speech Pathology provides tertiary level services to eligible inpatients and outpatients of Canberra Hospital and Health Services. Services include specialist assessment and management of a range of acute communication and swallowing disorders.

Acute Support Speech Pathology delivers excellent clinical services and teaching programs. We have a commitment to innovation and quality improvement and deliver clinical education programs to staff and students.

Overview of the work area and position:

Acute Support Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra hospital and health Services. Eligible patients include any patient admitted to an acute ward with acute communication and/or swallowing disorders. Specialist outpatient services are provided to adults with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip and/or palate, adults with head and neck cancer/trauma.

This position will be responsible for delivery of clinical speech pathology services to an assigned adult and/or paediatric caseload. The position will be actively engaged in quality improvement, service innovation, research, staff and student supervision and work collaboratively with the speech pathology and wider multidisciplinary teams.

Eligibility/Other Requirements:

Mandatory

A degree in Speech Pathology from a recognised tertiary institution.

Eligibility for practicing membership of Speech Pathology Australia.

Must hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Criminal Record check.

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

Note:

If practising 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 ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

These are temporary positions commencing September 2019 for up to 12 months with possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. Both full-time and part-time positions are available and successful applicants may be offered extensions on temporary contracts at the same, reduced or increased hours depending on availability. Applicants are encouraged to discuss this with the hiring manager prior to applying. Job share possibilities will be considered and negotiated if requested by the successful applicant(s).

Contact Officer: Tim Tooke (02) 5124 2230 tim.tooke@act.gov.au

Allied Health

Acute Allied Health Services

Exercise Physiology Department

Exercise Physiologist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 21082, several)

Gazetted: 27 June 2019

Closing Date: 28 June 2019

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.

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

The Exercise Physiology Department specialises in the provision of clinical exercise prescription including behaviour change education for individuals with chronic disease and/or injury. The department also provides input into the Cardiac Rehabilitation Program, Heart Failure Rehabilitation Course and School Kids Intervention Program.

Applications are being sought from individuals to provide backfill for a Health Professional Level 3 –Exercise Physiologist position over a five-six month period from completion of necessary recruitment processes, with the possibility of extension.

Eligibility/Other Requirements

Mandatory:

Exercise/Sports Science Degree or equivalent qualification from a recognised tertiary institution

Current accreditation with Exercise and Sports Science Australia (ESSA)

Current driver's licence

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

Note

These are temporary positions available for a period of six months with the possibility of extension. Selection may be based on application only. This position(s) maybe required to participate in overtime, on call and/or rotation roster.

Contact Officer: Caitlin Patat 02 5124 2573 caitlin.patat@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Occupational Therapy, Psychology, Social Work

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 28542)

Gazetted: 27 June 2019

Closing Date: 11 July 2019

Details: Canberra Health Service 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.

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:

- ACT Wide Mental Health Services (ACT Wide MHS)
- 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)

Overview of the work area and position

The Child and Adolescent Mental Health Service (CAMHS) Eating Disorders Program (EDP) provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue.

The CAMHS EDP team is made up of multi-disciplinary mental health professionals who provide assessment and treatment within a recovery framework.

This role will be to conduct assessment, provide evidence based psychological therapies to children, adolescents and adults with an eating disorder, facilitate group day program and provide support and supervision to Health Professional Level 1 (HP1) and Health Professional Level 2 (HP2) clinicians.

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

Eligibility/Other Requirements

Mandatory:

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy.

Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA).

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current driver's licence.

For Psychology:

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

Must hold a current driver's licence.

Highly Desirable:

Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students.

For Social Work:

Degree in Social Work.

Eligibility for membership of the Australian Association of Social Workers.

Registration or eligibility for registration under the *Working with Vulnerable People Act 2011*.

Must hold a current driver's licence.

Highly desirable for all disciplines:

Minimum of three years (ideal five years) post qualification Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with Canberra Health Service credentialing requirements for allied health.

Comply with Canberra Health Service Occupational Assessment, Screening and Vaccination policy, (OMU).

Note

This is a temporary position available for a period of six months with the possibility of extension and/or permanency. An order of merit may be used to fill future identical temporary vacancies within a 12 month period.

Selection may be based on written application and referee reports only.

Contact Officer: Abby James (02) 6205 3289 abby.james@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health

Therapist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 43845)

Gazetted: 27 June 2019

Closing Date: 5 July 2019

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:

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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.

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.

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:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position

The Therapist (psychological interventions) position is based in the Therapies Team of the Adult Community Mental Health Services (ACMHS) program area. The key function of the Therapies Team is to provide high-intensity, evidence-based psychological and psychosocial interventions to people, including psychological interventions, family-based interventions, and functional and occupational interventions. The Therapies Team aims to maximize the application of concentrated psychological and psychosocial interventions and enhance available treatment options for people who are clinically managed by a Community Recovery Service (CRS). As a function established under the ACMHS Model of Care, the Therapies Team provides targeted interventions that are unavailable elsewhere in the ACT and which are based on highest need within the ACMHS population.

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. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

The successful applicant of the Health Professional Level 3 Therapist position is responsible for conducting skilled clinical assessments and delivering high-intensity psychological interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants).

The position will report operationally to the Health Professional Level 4 Team Leader of the Therapies Team.

Professional governance of this position will come from the relevant Discipline Principal (MHJHADS).

Eligibility/Other Requirements

For Psychology

Mandatory:

Hold General Registration with the Psychology Board of Australia.

Minimum of three years (ideal five years) post qualification.

Desirable:

Approved or eligible for approval as a Psychology Board of Australia Approved Supervisor.

Current driver's licence.

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 *Working with Vulnerable People (Background Checking) Act 2011*.

Minimum of three years (ideal five years) post qualification.

Desirable:

Current driver's licence.

Accreditation as a Mental Health Social Worker with the AASW.

For Occupational Therapy

Mandatory:

Hold registration with the Occupational Therapy Board of Australia.

Professional membership or eligibility for professional membership of Occupational Therapy Australia (OTA).

Minimum of three years (ideal five years) post qualification.

Desirable:

Current driver's licence.

Endorsement as a Better Access to Mental Health Occupational Therapist with OTA.

Prior to commencement successful candidates will be required to:

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

Comply with Canberra Health Services occupational screening requirements related to immunisation, and

Undergo a pre-employment National Police check.

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

Note

This is a part-time position available at 22.03 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Nikki O'Dwyer (02) 5124 1750 nikki.o'dwyer@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health Services

Clinician

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 41980)

Gazetted: 27 June 2019

Closing Date: 11 July 2019

Canberra Health Service 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 Mental Health Service for People with Intellectual Disability (MHS-ID) team is a specialist, consultation liaison service providing comprehensive clinical assessment and psychiatric treatment to consumers with a known or suspected intellectual disability and a known or suspected mental illness/mental disorder including Autism Spectrum Disorders. The team provides mental health expertise, training and education to community professionals and support agencies assisting people with an intellectual disability and a known or suspected mental illness/mental disorder. This multidisciplinary service collaborates with a range of stakeholders and external agencies including treating practitioners, medical specialists, therapeutic service providers, schools, families and support agencies.

The team is located at the Gungahlin Community Health Centre.

This position involves critical thinking, complex assessment, a high standard of report writing and an ability to work independently as well as collaboratively with multidisciplinary team colleagues.

Providing mental health services to this complex consumer group requires clinicians to be able to work effectively with consumers who often have limited verbal communication, families, support teams and service providers.

Eligibility/Other Requirements:

Must hold a current driver's licence.

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy

Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for professional membership of Occupational Therapy Australia

For Psychology:

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

Highly Desirable:

Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

Registration or eligibility for registration under the *Working with Vulnerable People Act 2011*

Highly desirable for all disciplines:

Minimum of three years (ideal five years) post qualification

Experience in working with persons with intellectual disability

Prior to commencement successful candidates will be required to:

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

Comply with Canberra Health Service occupational screening requirements related to immunisation

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

Undergo a pre-employment National Police check.

Note:

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

Contact Officer: Janelle Walker (02) 5124 1144 janelle.walker@act.gov.au

Clinical Services

University of Canberra Hospital

Facilities Manager UCH

Nursing Support Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 36289)

Gazetted: 27 June 2019

Closing Date: 5 July 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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra health Services providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah.

Under broad direction, you will manage the Patient Interfacility Transport service at UCH and provide non clinical operational and administrative support to the RACS Director of Nursing, Assistant Directors of Nursing and Clinical Nurse Consultants to assist with the provision of high, quality customer service within RACS.

Eligibility/Other Requirements

Desirable:

Tertiary Qualifications in an administrative/management related field or relevant area (or progress towards them/demonstrated desire to further skills in these areas) will be highly regarded.

Knowledge of health care services and accreditation processes

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note

This is a temporary position available for a period of three months with the possibility of extension and/or permanency. This position is based at the University of Canberra Hospital however you will be required to work from the Canberra Hospital on occasion.

Contact Officer: Lisa Wilson (02) 5124 0226 lisa.wilson@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health

Social Worker, Occupational Therapist, Psychologist

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 29227)

Gazetted: 27 June 2019

Closing Date: 5 July 2019

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.

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.

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:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Justice Health Services

Overview of the work area and position

This exciting temporary opportunity is based with Home Assessment and Acute Response Team (HAART) a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS).

The ACMHS provide services for people aged over 18 years and has 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 which will improve the responsiveness and diversity of services offered to people. The new Model of Care (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.

Relevant to this position the HAART 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.

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.

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 with the team 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:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

HP2: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

For Psychology:

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

HP2: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service

For Social Work:

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*

HP2: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service

Current driver's licence

Prior to commencement successful candidates will be required to:

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

Comply with CHS occupational screening requirements related to immunization.

A current registration issued under the *ACT Working with Vulnerable People Act 2011*.

Undergo a pre-employment National Police check.

Contact Officer: Sandra Hibberd (02) 5124 9152 sandra.hibberd@act.gov.au

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Speech Pathologist

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 32615)

Gazetted: 27 June 2019

Closing Date: 28 June 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.

Speech Pathologists based at Canberra Hospital and Health Services provide a range of inpatient and outpatient swallowing and communication services to rehabilitation and aged care areas of Canberra Hospital and the surrounding region.

This position provides an opportunity to develop skills in working with adult neurological caseloads across a range of rehabilitation settings and to actively engage in quality improvement, service innovation, research, staff and student supervision and work collaboratively with the speech pathology and wider multidisciplinary teams.

Eligibility/Other Requirements:

Mandatory:

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

Eligibility for practicing membership of Speech Pathology Australia.

Must hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Undergo a pre-employment National Police check.

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

Contact Officer: Rachel Heatley (02) 5124 0068 rachel.heatley@act.gov.au

Clinical Services

Medicine

Acute Support Service

Speech Pathologist

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 28692, several)

Gazetted: 27 June 2019

Closing Date: 5 July 2019

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

The key strategic priority for CHHS is to ensure the delivery of ACT Health's Territory Wides Services Framework, the ACT Health Quality Strategy and government priorities.

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 ACT Health 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.

Acute Support Speech Pathology provides tertiary level services to eligible inpatients and outpatients of Canberra Hospital and Health Services. Services include specialist assessment and management of a range of acute communication and swallowing disorders.

Acute Support Speech Pathology delivers excellent clinical services and teaching programs. We have a commitment to innovation and quality improvement and deliver clinical education programs to staff and students.

Overview of the work area and position

Acute Support Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra Hospital and Health Services. Eligible patients include any patient admitted to an acute ward with acute communication and/or swallowing disorders. Specialist outpatient services are provided to adults with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip and/or palate, adults with head and neck cancer/trauma.

This position will be responsible for delivery of clinical speech pathology services to an assigned adult and/or paediatric caseload and contribution to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements

A Degree in Speech Pathology from a recognised tertiary institution.

Eligibility for practicing membership of Speech Pathology Australia.

Eligibility to hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Criminal Record check.

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

Obtain clearance from the OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes.

Comply with CHS credentialing requirements for allied health. If practising 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 ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Note

These are temporary positions commencing September 2019 for up to 12 months with possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. Both full-time and part-time positions are available and successful applicants may be offered extensions on temporary contracts at the same, reduced or increased hours depending on availability. Applicants are encouraged to discuss this with the hiring manager prior to applying. Job share possibilities will be considered and negotiated if requested by the successful applicant(s).

Contact Officer: Tim Tooke (02) 5124 2230 tim.tooke@act.gov.au

Clinical Services

University of Canberra Hospital

Rehabilitation and Specialty Mental Health Services

Mental Health Allied Health Assistant

Allied Health Assistant 3 \$64,509 - \$67,676, Canberra (PN: 40168, several)

Gazetted: 27 June 2019

Closing Date: 8 July 2019

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.

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 CHHS 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.

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

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.

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

The Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within CHS and 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

Adult Acute Mental Health Services
Alcohol and Drug Services
Child and Adolescent Mental Health Services (CAMHS)
Adult Community Mental Health Services
Justice Health Services
Dhulwa Mental Health Unit

Overview of the work area and position

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is the largest rehabilitation centre in the ACT and surrounds, with capacity for 140 inpatient beds, 75 day places and additional outpatient services.

The hospital will bring together rehabilitation services and specialist staff from many locations across Canberra into one purpose-built location—making it easier for people to access the services they need.

In July 2018 two services within Specialty Mental Health services will be opened at the University of Canberra Hospital; a 20 beds Adult Mental Health Rehabilitation Unit (AMHRU) and a 25 day places Adult Mental Health Day Services (AMHDS).

The position is intended to be based at AMHRU, however staff may be asked to work across Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS). AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

Under the direction of an Allied Health Professional, Allied Health Assistants provide support to clinical staff with delivering psychosocial interventions to people with a mental illness or a mental disorder. Allied Health Assistants promote the identified recovery goals, working collaboratively with people to achieve these, and support the person to link with community agencies or NDIS providers. Allied Health Assistants (AHA) level 3 are expected to provide supervision to staff at AHA level 1 and 2 and AHA students.

The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Recovery Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements

Mandatory:

Certificate IV in Mental Health or Allied Health Assistance, or equivalent.

A minimum of 24 months experience in a related/relevant organisation/service.

Desirable:

Two years previous experience of working in a mental health setting, or similar.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note

An order of merit list may be established to fill future vacancies at level over the next 12 months. These positions are required to participate in after hours, on call and/or rotation roster (40 hours per week).

Contact Officer: Sonny Ward (02) 6205 2187 sonny.ward@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health

Administration Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 19970)

Gazetted: 27 June 2019

Closing Date: 5 July 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.

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.

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:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position:

The administrative position is based in Adult Community Mental Health Services (ACMHS), a community based program within the Division of Mental Health, Justice Health and Alcohol and Drug Services.

Services are delivered primarily in 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.

This position is pivotal in providing administrative support across the main service locations depending on need.

Specifically, the successful candidate will be based in one location for the majority of the time, though on occasions may be asked to provide administrative support to other areas if the need arises, such as providing backfill when other administrative staff are on planned annual leave.

The ACMHS program is in the final stages of implementing a new model of care which will improve the responsiveness 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 role involves participating in a team to produce quality outcomes for the Canberra community. This role will involve computer and phone work as well as face to face contact with persons from the community. There may be some driving involved in this role.

The position reports to a Team Leader who is based on site in the community health centre 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:

Prior to commencement successful candidates will be required to:

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases,
Undergo a pre-employment National Police check.
Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.
Contact Officer: Zoe Pope (02) 5124 1705 zoe.pope@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Client Support Services

Health Service Officer Equipment Loan Service

Health Service Officer Level 3 \$51,072 - \$52,732, Canberra (PN: 19495)

Gazetted: 27 June 2019

Closing Date: 11 July 2019

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 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 Services; 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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, Independent Living Centre and the University of Canberra Hospital. Our staff are committed to the delivery of health services that reflect Canberra Health Service's Values: Care, Excellence, Collaboration, and Integrity. RACS works collaboratively with patients, their carers and other services within and external to Canberra Health Services. The Equipment Loan Service team is responsible for effective and efficient delivery/collection, cleaning and maintenance of rehabilitation equipment to support clients in the community and to ensure the delivery of high quality customer service and client care.

Eligibility/Other Requirements

Mandatory:

Current driver's licence with an unblemished driving record

A high level of fitness is required, with no history or injury that could prevent the performance of all duties

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy (OMU)

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

Contact Officer: Cheryl Spence (02) 5124 1065 cheryl.spence@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 36226)

Gazetted: 27 June 2019

Closing Date: 10 July 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:

Forensic Mental Health Services is a contemporary evidence-based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers particularly with regards to suicide and self-harm. It is an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to Registered Nurse Level 2 staff and support the Team Leader. You will be required to undertake professional development and supervision and 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 mental health

Desirable:

Current driver's licence

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a temporary position available for 10 months with possible extension.

Contact Officer: Tegan Murray (02) 5124 1842 tegan.murray@act.gov.au

Clinical Services

Medicine

Acute Allied Health Services

Physiotherapist

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 25519)

Gazetted: 27 June 2019

Closing Date: 9 July 2019

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

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care.

Under the supervision of the Physiotherapy Manager the Physiotherapist will play a key role in delivering high quality patient centred services and support the operational management and strategic planning within AAHS Physiotherapy. This involves clinical service delivery, as well as clinical leadership and supervision of a team of physiotherapists, allied health assistants and students within a designated team. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications (or equivalent) in Physiotherapy

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

Desirable:

Five years clinical experience post qualification

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with CHS credentialing and scope of clinical practice requirements for Allied Health Professionals.

Contact Officer: Margot Green (02) 5124 2670 margot.green@act.gov.au

Quality Safety and Governance

Quality and Safety

Policy Advisory Team

National Standards and Policy Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 11183)

Gazetted: 27 June 2019

Closing Date: 4 July 2019

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 ACT Health'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.

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

The Quality, Safety and Governance Division is focusing on 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.

Branches within the Quality, Safety and Governance Division are:

Clinical Effectiveness

Patient Safety

Patient Experience

Governance

The role of the Quality, Safety and Governance Division is to support the improvements in person-centred, safe and effective care delivery. This is achieved through:

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.

Overview of the work area and position

The Clinical Effectiveness Unit includes the National Standards and Policy Team and the Data and Quality Assurance Team. The unit provides support to clinical and non-clinical staff to assist in the delivery of safe, effective and person-centred health care. The unit is located at ACT Health Bowes Street facility in Woden, ACT, and staff will occasionally be required to attend other Canberra Health Services facilities, including the Canberra Hospital campus.

Under the direction of the Manager, National Standards and Policy, the senior officer position works as part of a dynamic team to inform, educate, and support policy development and governance processes and coordination of activities to embed the National Standards across Canberra Health Services

Eligibility/Other Requirements

Desirable:

Tertiary or post graduate qualification in a health related discipline.

Prior experience in organisational accreditation against the National Standards.

Knowledge, acquired either through formal studies or work experience in relation to policy governance and development and evidence based medicine as applied to the health setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note

This is a temporary position available for three months with possibility of extension. This is a full-time position but part-time hours will be considered and the full-time salary noted above will be pro-rata. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Felicity Martin (02) 5124 9608 felicity.martin@act.gov.au

ACT Health

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

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

**Corporate Services
Strategic Infrastructure
Asset Management
Assistant Director**

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 43574)

Gazetted: 25 June 2019

Closing Date: 11 July 2019

Details: ACT Health Directorate is seeking to fill the role of Assistant Director, Asset Management. It is expected that the Assistant Director, Asset Management will have a unique understanding of the responsibilities and accountabilities of this role, being able to work collaborative across a range of areas of the ACT Health Directorate and broadly the ACT Government. 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. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in a building related discipline or a building trade qualification, and/or at least 10 years of building-related project management, maintenance or service experience is desirable.

How to Apply: Please provide your curriculum vitae and response to the Selection Criteria (no more than two pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Brad Burch (02) 5124 9719 brad.burch@act.gov.au

Health Systems, Policy and Research

Preventative and Population Health

Epidemiology

Health Informatics and Statistics Manager

Health Professional Level 5 \$124,891 - \$140,596, Canberra (PN: 34723)

Gazetted: 26 June 2019

Closing Date: 12 July 2019

Details: We are looking for a highly motivated team leader who is passionate about data and data infrastructure, with strong analytical skills and a focus on improving the capability of the Section. 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: Desirable: Bachelor's degree or a Master's Degree in health science; experience with a wide range of programming languages including SQL, JavaScript, etc.; experience in systems analysis and design.

How to Apply: Applicants are asked to provide curriculum vitae and response to Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hai Phung (02) 5124 4978 hai.phung@act.gov.au

Corporate Service Group

Digital Solutions Division

Future Capability and Governance

Senior Director, Digital Health Record Hub

Senior Information Technology Officer Grade A \$145,048, Canberra (PN: 44335)

Gazetted: 24 June 2019

Closing Date: 08 July 2019

Details: The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. We are looking for motivated individuals who can make a significant contribution to the transformational changes underway in our health system. 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 list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please provide curriculum vitae and response to the Selection Criteria to jobs@act.gov.au
Contact Officer: Sandra Cook (02) 5124 9129 sandra.cook@act.gov.au

Corporate Services

Digital Solutions

Technology Operations

Assistant Director

Senior Information Technology Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44368)

Gazetted: 25 June 2019

Closing Date: 09 July 2019

Details: We are looking for motivated individuals who can make a significant contribution to the transformational changes underway in our health system. The Assistant Director will manage the development, and delivery of clinical systems applications training for end users of all levels including the scheduling of training, selection and/or development of training aids, handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. You will also liaise with project teams and system administrators to assess end user training needs and 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: An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please provide your curriculum vitae and response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Goldrick (02) 5124 9110 matthew.goldrick@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Administrative Services Officer Class 4 \$70,359 - \$76,184

Kate Whittaker 853-57315, Section 68(1), 19 June 2019

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$70,359 - \$76,184

Andrew Glynn 858-64325, Section 68(1), 5 June 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Maria Kingma 858-74208, Section 68(1), 17 June 2019

Administrative Services Officer Class 5 \$78,197 - \$82,771

Anita Kovacevic 858-73889, Section 68(1), 24 June 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Matthew Lalliard 853-65323, Section 68(1), 26 July 2019

Senior Officer Grade B \$124,891 - \$140,596

Ian Lawrence 748-85251, Section 68(1), 26 June 2019

Senior Officer Grade C \$106,043 - \$114,146

Graham Moriarty 797-90796, Section 68(1), 24 June 2019

Senior Officer Grade C \$106,043 - \$114,146

Andrew Watson 858-58961, Section 68(1), 24 June 2019

Community Services

Senior Officer Grade A \$145,048

Felicity Lewer 846-95814, Section 68(1), 1 July 2019

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)

Kylie Merton 853-61007, Section 68(1), 24 June 2019

Director of Public Prosecutions

Prosecutor Grade 1 \$72,389 - \$82,104

David Butler 858-73475, Section 68(1), 24 June 2019

Prosecutor Grade 1 \$72,389 - \$82,104

Olivia Sparrow 848-75778, Section 68(1), 28 June 2019

Environment, Planning and Sustainable Development

Senior Park Ranger 3 \$78,197 - \$82,771

Miriam Fokker 858-60463, Section 68(1), 1 July 2019

Senior Officer Grade B \$124,891 - \$140,596

Lisa Sampson 826-89744, Section 68(1), 30 June 2019

Justice and Community Safety

Legal 1 \$61,785 - \$124,436

Anita Axell 844-01644, Section 68(1), 25 June 2019

Senior Officer Grade A \$145,048

Christopher Bartram 858-53829, Section 68(1), 19 June 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Rachel Climer 858-63939, Section 68(1), 24 June 2019

Administrative Services Officer Class 5 \$78,197 - \$82,771

Alicia Harding 858-63867, Section 68(1), 19 June 2019

Transport Canberra and City Services

Bus Operator - Training \$68,960

Paul Bennetts 858-72587, Section 68(1), 21 June 2019

Administrative Services Officer Class 4 \$70,359 - \$76,184

Timothy Bosnkak 858-73109, Section 68(1), 11 June 2019

Bus Operator - Training \$68,960

Robin O'Brien 858-72579, Section 68(1), 21 June 2019

Administrative Services Officer Class 4 \$70,359 - \$76,184

Jasmine Parker 853-78546, Section 68(1), 14 June 2019

Administrative Services Officer Class 4 \$70,359 - \$76,184

Daniel Wilkins 858-73256, Section 68(1), 27 June 2019

Canberra Health Services

Health Professional Level 1 \$61,160 - \$80,129

Samah Abushahla 858-73141, Section 68(1), 24 June 2019

Health Professional Level 2 \$65,216 - \$89,528

Jacquelyn Fisher 859-50936, Section 68(1), 21 June 2019

Registered Nurse Level 2 \$91,910 - \$97,413

Debbie Hunter 853-62691, Section 68(1), 27 June 2019

Registered Nurse Level 1 \$66,185 - \$88,410

Neenu Joseph 858-69572, Section 68(1), 27 June 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Vegieleen Lazo 859-51875, Section 68(1), 26 June 2019

Registered Midwife Level 1 \$67,078 - \$89,604

Suni Mathew 834-45899, Section 68(1), 27 June 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Christianne Sy 847-11802, Section 68(1), 25 June 2019

Health Professional Level 1 \$60,345 - \$79,062

Eden Weeks 858-73133, Section 68(1), 24 June 2019

Staff Specialist Band 1/5, \$164,470 - \$202,960

Blessy Charles 862-10972, Section 68(1), 17 June 2019

ACT Health

Health Professional Level 2 \$65,216 - \$89,528

Lee-Anne Gilmore 859-52050, Section 68(1), 25 June 2019

Senior Information Technology Officer Grade C \$104,630 - \$112,626

Rita Lum 858-72966, Section 68(1), 25 June 2019

Senior Officer Grade B \$124,891 - \$140,596

Cameron Smith 855-94097, Section 68(1), 24 June 2019

PROMOTIONS

Chief Minister, Treasury and Economic Development

Commercial Services and Infrastructure

Social Infrastructure Branch

Infrastructure Finance and Capital Works

Souha El-Husseini: 853-49251

From: Infrastructure Officer 3 \$106,288 - \$116,675

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 4 \$125,969 - \$143,118
Chief Minister, Treasury and Economic Development, Canberra (PN. 39949) (Gazetted 16 April 2019)

Access Canberra

Projects, Governance and Support

Paula Jayne Jaensch: 821-19004

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 02124) (Gazetted 8 April 2019)

Policy and Cabinet

Social Policy and Commonwealth State Relations Branch

Wellbeing, Education and Commonwealth-State Relations

Christopher Kalatzis: 844-82173

From: Senior Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$124,891 - \$140,596

Chief Minister, Treasury and Economic Development, Canberra (PN. 22933) (Gazetted 15 April 2019)

Commercial Services and Infrastructure

Social Infrastructure Branch

Infrastructure Finance and Capital Works

Skye Roland: 835-8768

From: Infrastructure Officer 3 \$106,288 - \$116,675

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 4 \$125,969 - \$143,118

Chief Minister, Treasury and Economic Development, Canberra (PN. 33786) (Gazetted 16 April 2019)

Commercial Services and Infrastructure

Property and Venues

Venues Canberra

Jeremy Thomson: 853-48283

From: Administrative Services Officer Class 2 \$55,934 - \$61,764

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

Chief Minister, Treasury and Economic Development, Canberra (PN. 43843) (Gazetted 29 April 2019)

Community Services

Housing ACT

Client Services

Tenant Relocation Team

Asifa Ahmad: 836-06234

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Community Services

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Community Services, Canberra (PN. 38583) (Gazetted 20 March 2019)

Housing ACT

Client Services

Tenant Relocation Team

Mathew Burgess: 835-70761

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Community Services

To: Administrative Services Officer Class 6 \$84,257 - \$96,430
Community Services, Canberra (PN. 37157) (Gazetted 20 March 2019)

Housing ACT
Client Services
Tenant Relocation Team
Annabelle Ho: 820-8511

From: Administrative Services Officer Class 5 \$78,197 - \$82,771
Community Services
To: Administrative Services Officer Class 6 \$84,257 - \$96,430
Community Services, Canberra (PN. 37158) (Gazetted 20 March 2019)

Housing ACT
Client Services
Tenant Relocation Team
Darlene Mitchell: 779-06230

From: Administrative Services Officer Class 5 \$78,197 - \$82,771
Community Services
To: Administrative Services Officer Class 6 \$84,257 - \$96,430
Community Services, Canberra (PN. 38582) (Gazetted 20 March 2019)

Housing ACT
Infrastructure and Contracts
Asset Delivery
Sean Richards: 821-14764

From: Administrative Services Officer Class 6 \$83,135 - \$95,146
Environment Planning and Sustainable Development
To: †Senior Officer Grade C \$104,630 - \$112,626
Community Services, Canberra (PN. 43808) (Gazetted 24 April 2019)

Housing ACT
Infrastructure and Contracts
Asset Delivery
Rajah Sivakumar: 820-88658

From: Administrative Services Officer Class 6 \$84,257 - \$96,430
Environment Planning and Sustainable Development
To: †Senior Officer Grade C \$106,043 - \$114,146
Community Services, Canberra (PN. 43809) (Gazetted 24 April 2019)

Education

School Performance and Improvement
Belconnen School Network
Hawker College
Kerri Braakman-Ross: 827-11921

From: School Assistant 2 \$47,563 - \$52,519
Education
To: School Assistant 3 \$53,889 - \$57,998
Education, Canberra (PN. 41091) (Gazetted 1 April 2019)

System Policy and Reform Division
Analytics and Evaluation
Adil Miankhel: 853-49323

From: Senior Officer (Technical) Grade C \$106,043 - \$114,146
ACT Education Directorate
To: †Senior Officer Grade B \$124,891 - \$140,596

Education, Canberra (PN. 40478) (Gazetted 11 April 2019)

System Policy and Reform

Strategic Policy and Reform

Rebecca Travers: 835-94659

From: Senior Officer Grade C \$106,043 - \$114,146

Education

To: †Senior Officer Grade B \$124,891 - \$140,596

Education, Canberra (PN. 33898) (Gazetted 4 April 2019)

Justice and Community Safety

ACT Courts and Tribunal

Registry Operations

Candice Misios: 853-5990

From: Administrative Services Officer Class 3 \$63,374 - \$68,204

Justice and Community Safety

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

Justice and Community Safety, Canberra (PN. 43644) (Gazetted 27 February 2019)

Legislation, Policy and Programs

Criminal Law Group

Ashleigh Rose Tilbrook: 844-7510

From: Government Solicitor 1 \$70,650 - \$105,793

ACT Government Solicitor

To: †Legal 1 \$61,785 - \$124,436

Justice and Community Safety, Canberra (PN. 42651) (Gazetted 4 March 2019)

Legislation, Policy and Programs

Criminal Law Group

Sandra Wright: 846-9234

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Victim Support ACT (Seconded to LPP)

To: †Legal 1 \$61,785 - \$124,436

Justice and Community Safety, Canberra (PN. 39863) (Gazetted 4 March 2019)

Transport Canberra and City Services

City Services

Roads ACT

Infrastructure Planning

Owen Earl-King: 836-04052

From Senior Officer A \$143,116

Transport Canberra and City Services

To: Infrastructure Manager/Specialist 3 \$182,208

Transport Canberra and City Services, Canberra (PN: 25027) (Gazetted 17/04/2019)

Canberra Health Services

Clinical Services

Robyn Hughes: 838-52400

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Canberra Health Services

To: †Senior Officer Grade C \$106,043 - \$114,146

Canberra Health Services, Canberra (PN. 13500) (Gazetted 23 May 2019)

Canberra Hospital and Health Services

Jung Sook Kim: 834-44650

From: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services

To: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 29950) (Gazetted 23 May 2019)

Clinical Services

Sandra Pope: 786-49723

From: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services

To: †Registered Nurse Level 3.2 \$120,730

Canberra Health Services, Canberra (PN. 31201) (Gazetted 11 April 2019)

Canberra Hospital and Health Services

Sarah Ryan: 817-43219

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Canberra Health Services

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Canberra Health Services, Canberra (PN. 19309) (Gazetted 9 May 2019)

ACT Health

Health Systems Policy and Research

Rhian Blackwell: 846-85317

From: Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services

To: †Senior Officer Grade C \$106,043 - \$114,146

ACT Health, Canberra (PN. 44196) (Gazetted 23 May 2019)

ACT Health Directorate

Rebecca Caruana: 771-96347

From: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services

To: †Senior Officer Grade C \$106,043 - \$114,146

ACT Health, Canberra (PN. 39710) (Gazetted 9 May 2019)

ACT Health Directorate

Judith Ingwersen: 608-00210

From: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services

To: †Senior Officer Grade C \$106,043 - \$114,146

ACT Health, Canberra (PN. 20510) (Gazetted 9 May 2019)

ACT Health Directorate

Julie Shaw: 833-47586

From: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services

To: †Senior Officer Grade C \$106,043 - \$114,146

ACT Health, Canberra (PN. 39712) (Gazetted 9 May 2019)