



ACT Government Gazette

Gazetted Notices for the week beginning 25 July 2019

VACANCIES

Calvary Health Care ACT (Public)

Finance

Payroll

Payroll Officer

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

Gazetted: 31 July 2019

Closing Date: 11 August 2019

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

Reference Number: 10282

Contact Officer: Donna Johnston 02 6201 6048 Donna.Johnston@calvary-act.com.au

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

ACT Health

Digital Solutions Division

Future Capability and Governance

Future Capability

Change Manager

Senior Information Technology Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44640)

Gazetted: 29 July 2019

Closing Date: 12 August 2019

Details: Do you have a flair for change and communications? Eat things like benefit management plans for breakfast and want to make a difference to your community? Do you want to be a key member of the largest technology program undertaken by the ACT Government to date? The Digital Solutions Division within ACT Health is looking to hire suitably qualified and energetic individuals to help us deliver a Digital Health Record for every Canberran. It will be a comprehensive record of interactions between a person and publicly funded health services in the ACT. It will be centred on the person, rather than focused on clinical speciality or treatment location. The Digital Health Record will transform the way health care is provided in the Territory. The health care team will be able to more readily access information if they are a member of the treating teams leading to improving care and reducing errors. It will enable them to better focus on the person requiring care, rather than spending time searching for key health information. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for:

- The implementation and support of the Digital Health Strategy.
- Management of technology services and projects.
- The development and implementation of a performance reporting framework.
- Statutory and intergovernmental reporting requirements.

- Management of the relationship and services delivery by technology vendors including Shared Services ICT.
- Development, implementation and maintenance of technology policies and procedures.
- Information management and information security.

Eligibility/Other Requirements: Desirable: Undergraduate or postgraduate qualifications in Change Management or Communications/Media/Journalism; previous change management experience within a healthcare setting; previous experience in media, communications and/or journalism; experience in the health care sector; certification in ADKAR/PROSCI.

Note: This is a temporary position available for 15 months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a written application of no more than three pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current Manager, and one other a client of your project management services.

Applications should be submitted via the Apply Now button below.

Contact Officer: Philippa Kirkpatrick (02) 5124 9342 philippa.kirkpatrick@act.gov.au

ACT Health

Digital Solutions Division

Future Capability and Governance Branch

Future Capability

Senior Project Manager

Senior Information Technology Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44638, various)

Gazetted: 1 August 2019

Closing Date: 13 August 2019

Details: Are you a senior project manager that's up for a challenge? Do you have a certificate in shepherding the delivery of projects, even the ones that feel like you need to climb the Kokoda Trail? Do you want to contribute to the transformation of our health system and make a difference to the community? The Digital Solutions Division within ACT Health is looking to hire suitably qualified and energetic individuals to help us deliver on our portfolio of work. We love to set ourselves a challenge and need to deliver an enhanced patient journey through the Canberra Hospital, roll out a new critical communication system AND a new supply chain solution, as well as the usual cycle of existing system upgrades and enhancements over the next 12 months or so. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centered care through digital innovation. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for: the implementation and support of the Digital Health Strategy; management of technology services and projects; the development and implementation of a performance reporting framework; statutory and intergovernmental reporting requirements; management of the relationship and services delivery by technology vendors including Shared Services ICT; development, implementation and maintenance of technology policies and procedures, and information management and information security.

Note: This is a temporary position available for 15 months with the possibility of an extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a written application of no more than three pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager, and one other a client of your project management services.

Please send applications to acthealthcio@act.gov.au.

Contact Officer: Philippa Kirkpatrick (02) 5124 9342 Philippa.Kirkpatrick@act.gov.au

Health Systems, Policy and Research

Health Systems, Planning and Evaluation

System Innovation Group

Project Coordinator

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 37756, several)

Gazetted: 25 July 2019

Closing Date: 8 August 2019

Details: The Program Support Unit is responsible for supporting the governance of ACT Health Directorate and Territory-wide projects within the public health system. The Program Support Unit provides training and mentoring in project management, support for project initiation activities and project assurance through monitoring, advice and reporting on projects to ensure outcomes are achieved. The team also undertakes direct project management as required. The Project Coordinator provides independent advice on project progress and resolution of issues to Project Sponsors and Project Managers as well as executives and senior leaders across the Directorate and health services.

Eligibility/Other Requirements: The successful applicant will have experience in project management, good verbal and written communication skills and be confident working both collaboratively and independently as required. Desirable: Tertiary qualifications in health, project management or a related discipline; experience in project management and skills, knowledge and experience working within the health sector in Australia. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

How to Apply: Applicants are asked to submit your curriculum vitae, Statement of Claims against the Selection Criteria and the details of two referees to apply for this vacancy.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Galton (02) 5124 9877 sarah.galton@act.gov.au

Digital Solutions Division

Future Capability and Governance Branch

Future Capability

Project Manager

Senior Information Technology Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44639, several)

Gazetted: 29 July 2019

Closing Date: 12 August

Details: Do you want to take the next step in your project management career? Do you like a bit of a challenge? Do you want to contribute to the transformation of our health system and make a difference to the community? The Digital Solutions Division within ACT Health is looking to hire suitably qualified and energetic individuals to help us deliver on our portfolio of work. We love to set ourselves a challenge and need to deliver an enhanced patient journey through the Canberra Hospital, roll out a new critical communication system and a new supply chain solution, as well as the usual cycle of existing system upgrades and enhancements over the next 12 months or so. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT Public Health System. The Digital Solutions Division is responsible for: the implementation and support of the Digital Health Strategy, management of technology services and projects, the development and implementation of a performance reporting framework, statutory and intergovernmental reporting requirements, management of the relationship and services delivery by technology vendors including Shared Services ICT, development, implementation and maintenance of technology policies and procedures, and information management and information security.

Note: This is a temporary position available for 15 months with the possibility of an extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a written application of no more than three pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager/supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Heland (02) 5124 9340 rebecca.heland@act.gov.au

**Office of Director-General
Office for Mental Health and Wellbeing
Executive Assistant**

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 43149)

Gazetted: 29 July 2019

Closing Date: 12 August 2019

Details: The Executive Assistant provides high-level administrative support to the Coordinator-General for the Office for Mental Health and Wellbeing. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. The position is required to engage in continual problem solving, complex and sensitive issues management, have outstanding multi-tasking skills and the capacity to prioritise issues constantly. Additionally, the position liaises across the ACT Government and with various key stakeholders to respond quickly to business needs and meet tight timeframes. 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 from 1 November 2019 until 30 June 2021. 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 to address the Selection Criteria located in the Position Description, and provide current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Johnson (02) 5124 9860 natalie.johnson@act.gov.au

Canberra Institute of Technology

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

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

Education and Training Services

CIT Yurauna Centre

Yurauna Centre Teacher

Teacher Level 1 \$74,437 - \$99,320, Canberra (PN: 51218)

Gazetted: 29 July 2019

Closing Date: 12 August 2019

Details: CIT's Yurauna provides Aboriginal and Torres Strait Islander education and student support. Yurauna is committed to developing prospects to ensure that Aboriginal and Torres Strait Islander people are empowered to strengthen their potential for further education and employment opportunities. Yurauna is dedicated to meeting community and industry demand by developing and delivering customised Indigenous specific training. The goals are to facilitate access to further education, preparing individuals for the work force and retraining in a culturally appropriate environment, committed to individual needs. Yurauna offers a unique holistic approach by working with students to reach their potential. Strategies include empowering individuals and removing potential barriers to work towards closing the gap for education and employment outcomes for our community.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff)

Enterprise Agreement 2019 – 2021, sub-Clause 40.

New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40116 qualification or its equivalent, within the first eighteen (18) months of commencement of employment; and At commencement are required to hold a minimum prior to employment, qualifications required by the *for RTOs*

Teacher Level 1.7, Teacher Level 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021.

All employees 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.

Certificate IV in Alcohol and Other Drugs

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.

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.

How to Apply: All applicants will be required to provide a current curriculum vitae, provide a written response against the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@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.

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

Corporate

People and Capability

Organisational Culture and Capability

Human Resources Advisor

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 37175)

Gazetted: 25 July 2019

Closing Date: 5 August 2019

Details: The People and Capability Branch within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a dynamic and high-performing Human Resources Advisor. The successful applicant will have experience contributing to the delivery of strategic human resource projects that improve workplace culture and capability. As well as the ability to use workforce data to produce meaningful reports and dashboards. Well-developed communication skills, stakeholder management and the ability to achieve results whilst managing competing priorities are required to perform this role. 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: A proficient level of digital literacy is highly desirable.

Note: This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a two-page pitch outlining your experience and/or abilities against the requirements and duties outlined in the Position Description and your curriculum vitae with contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Barrie (02) 6205 2458 casey.barrie@act.gov.au

Access Canberra

Construction and Utilities

Compliance Regulator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 25126, several)

Gazetted: 25 July 2019

Closing Date: 9 August 2019

Details: Do you want to help make Canberra a better place to live? Are you interested in implementing change? Do you want to help raise the quality of building in the ACT? This might be the job for you. Access Canberra is looking for a skilled technical expert to join the Rapid Regulatory Response Team. We are looking for people who are motivated to achieve successful regulatory outcomes for building and planning in the ACT. You will have excellent attention to detail and a demonstrated ability to understand and interpret government legislation and technical building codes. You will also need to demonstrate exceptional oral communication skills including the ability to stay calm under pressure in challenging scenarios. A high level of self-awareness including understanding how your behaviour and decisions effect all stakeholders involved in your decision making process is essential. 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: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: If you think this role sounds interesting and you're up for a challenge, send us your curriculum vitae and a two-page pitch on why you think you're the best person for these positions.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ajith Buddhadasa (02) 6205 8359 ajith.buddhadasa@act.gov.au

Shared Services ICT

Customer Engagement Services Branch

Service Management

Support Officer

Information Technology Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 40572)

Gazetted: 25 July 2019

Closing Date: 1 August 2019

Details: A temporary vacancy as Incident and Problem Support Officer, Information Technology Officer Class 2 (ITO2) has opened up within the busy Incident and Problem Management section of Shared Services ICT. This role is a busy and exciting position within Shared Services ICT with an opportunity to gain vast experience in our large and complex ICT 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.

Eligibility/Other Requirements: Current Information Technology Infrastructure Library (ITIL) version three foundations certificate. Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory. A driver's licence is essential.

Note: This is a temporary position available from 29 August 2019 until 24 July 2020.

How to Apply: Please provide a two page pitch and curriculum vitae with two referees supplied.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leon Gerbich (02) 6207 4755 leon.gerbich@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.

Shared Services (ICT)

Customer Engagement Services Branch

Corporate Applications

System Administrator

Information Technology Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 14336)

Gazetted: 31 July 2019

Closing Date: 14 August 2019

Details: Customer Engagement Services Branch is seeking an experienced System Administrator as part of ServiceNow Administration team. The role is responsible for configuring, administering and developing the ServiceNow ITSM and ITOM tool. This role will work with various IT teams to develop technical solutions that satisfy the business needs and is responsible for supporting, configuring, scripting and administrating the ServiceNow platform. The successful applicant will also be required to engage with various key stakeholders across Shared Services and the ACT Government. 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: ITIL Foundations V3 Certificate highly desirable.

Note: This is a temporary position available immediately for 11 months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to supply a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Satish Rajesh (02) 6207 1213 satish.rajesh@act.gov.au

Shared Services

Customer Engagement Services Branch

Shared Services ICT

Licensing Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 25760)

Gazetted: 26 July 2019

Closing Date: 12 August 2019

Details: Are you a highly organised individual who relishes software license management? Do you enjoy working in a small team and being challenged, then this job is for you? Shared Services Information Communication Technology (ICT) - Canberra Institute of Technology (CIT) ICT team is seeking a highly motivated Licensing Officer.

What you will do

You will be a self-starter who displays a high level of record-keeping and organisational skills. This role requires a customer service focus and is responsible for providing advice to all levels of management. You will be responsible for providing software and application support/guidance to ACT Government directorates, in particular CIT.

What you require

To be successful in this role you will, be a self-starter and possess good organisational skills. Be able to manage multiple tasks and display commitment to provide quality customer service. Possess an ability to identify solutions and display the initiative to escalate issues as required. Communicate with all levels of stakeholders while contributing collaboratively as part of a multi-disciplinary team. 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 from 9 September 2019 to 7 February 2020 with the possibility of extension and/or permanency.

How to Apply: Suitability for this position will be based on your skills, knowledge and behaviour in relation to the What You Will Do/What You Require sections listed in the Position Description. Please submit a written application of no more than two pages, along with a current curriculum vitae of up to three pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rosemary Macklin (02) 6207 4743 rosemary.macklin@act.gov.au

Access Canberra

Transport Licensing

Licence and Registration Administration

Senior Medical Review Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 12565)

Gazetted: 29 July 2019

Closing Date: 5 August 2019

Details: Have you ever woken up early in the morning wondering how Access Canberra monitor drivers who have a condition on their licence? Does your desire to achieve positive road safety outcomes keep you awake at night? If the answer is yes, you're likely to be overthinking things, but you may also be just the person we're looking for. The Access Canberra Road Transport Authority is seeking an enthusiastic team member to fill a vacancy in our Licensing Administration team. The role will see you putting both your weekday waking hours and your awesome administration skills to good use in an innovative ABW environment. Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Chief Minister, Treasury and Economic Development 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 immediately for 12 months with possibility of extension.

How to Apply: Please provide a two page pitch in response to the Selection Criteria and contact details of at least two referees along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Laundess (02) 6207 5770 daniel.laundess@act.gov.au

Treasury

Venues Canberra

EPIC - Events

Event Delivery and Venue Assistant

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 35650)

Gazetted: 25 July 2019

Closing Date: 8 August 2019

Details: The Event Delivery and Venue Assistant provides event administrative and operational support to the Exhibition Park in Canberra (EPIC) Event Delivery Manager. The position assists in the delivery and planning of operational, administrative, and compliance requirements of events/conferences/functions hosted at EPIC. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applicants should supply a curriculum vitae and address to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amal Davis (02) 6205 4948 amal.davis@act.gov.au

Chief Minister

Workforce Capability and Governance

Public Sector Workplace Relations

Director - Classification Review Project

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 21304)

Gazetted: 30 July 2019

Closing Date: 12 August 2019

Details: The Director is a member of a small team which provides high level strategic and operational advice on whole-of-government industrial and workplace relations issues. The team is responsible for developing, negotiating and implementing enterprise agreements, related policies and processes, and for providing quality advice to the ACT Government and Directorates. One major upcoming project committed to by the ACT Government is a major Classification review. There are also other whole-of-government projects underway, which the Team will be responsible for. Working closely with other team members, the Director supports the Team's activity in relation to these projects through the provision of project management, specialist knowledge relating to classification structures and other advice on employment conditions and industrial relations 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.

Eligibility/Other Requirements: Strong analytical, investigative and reporting capability to assess industrial relations issues. Significant knowledge in relation to classification structures and work level standards.

Note: This is a temporary project position available for a period of 12 months and is non-ongoing.

How to Apply: Please apply by submitting a curriculum vitae and written response to the selection criteria (maximum of half a page per criterion).

Applications should be submitted via the Apply Now button below.

Contact Officer: Lena Lind (02) 6205 0695 lena.lind@act.gov.au

Access Canberra

Construction and Utilities

Assistant Director - Construction Compliance

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 35701)

Gazetted: 26 July 2019

Closing Date: 2 August 2019

Details: Do you want to help make Canberra a better place to live? Are you interested in implementing change? Do you want to help raise the quality of building in the ACT? This might be the job for you. Access Canberra is looking for a highly skilled technical expert to head up the Rapid Regulatory Response Team. We are looking for a leader who can motivate their people to achieve successful regulatory outcomes for building and planning in the ACT. You will have excellent attention to detail and a demonstrated ability to understand and interpret government legislation and technical building codes. You will also need to demonstrate exceptional oral communication skills including the ability to stay calm under pressure in challenging scenarios. A high level of self-awareness including understanding how your behaviour and decisions effect all stakeholders involved in your decision making process is essential. You will know how to use data to make decisions and how to manage risk to drive improvements in the way industry does business. Access Canberra leaders are pretty special; they are creative problem solvers, they take risks and they work together to achieve outcomes.

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

How to Apply: If you think this role sounds interesting (because it is) and you're up for a challenge, send us your curriculum vitae and a two-page pitch on why you think you're the best person for this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Marko Zarak (02) 6205 5340 marko.zarak@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

Children and Families

Child Development Service

Physiotherapist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 36149, several)

Gazetted: 26 July 2019

Closing Date: 9 August 2019

Details: The Child Development Service focuses on identifying developmental delays for children 0-6 years and autism assessment to age 12 years. The physiotherapist in this position will provide clinical services within a community based, multidisciplinary team within the Child Development Service. The successful staff member will screen children to identify those at risk of developmental delay, and support their movement through the service 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.

Eligibility/Other Requirements: Tertiary qualification in Physiotherapy; current AHPRA registration; current driver's licence; and have at least three years practice experience working with children and their carers or families. 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: This is a temporary position available 2 September 2019 until 3 July 2020. This position is part-time at (29:24) hours per week and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only.

How to Apply: Please take into consideration the duties and personal qualities outlined in the Position Description when addressing how you have demonstrated the Selection Criteria. The examples supporting the Selection Criteria are intended to assist you by providing context and as such you are not expected to specifically address the examples in your responses. Please limit your responses to 400 words per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melinda Connor (02) 6205 9004 melinda.connor@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Operational Policy Audit and Compliance Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 32140)

Gazetted: 30 July 2019

Closing Date: 12 August 2019

Details: Child and Youth Protection Services (CYPS) is looking for an experienced Operational Policy, Audit and Compliance Officer to join our team! The Operational Policy, Audit and Compliance Officer position is focused on supporting the continuous improvement of CYPS practice and decision making. The Operational Policy, Audit and Compliance Officer activities include the identification, development and implementation of operational policy, procedures and practice consistent with CYPS statutory obligations, while improving our ability to deliver a strong client focused service. Day to day work may include conducting case reviews; practice reviews; audits to identify gaps in policies and procedures; and development of strategies and processes to improve CYPS practice; and maintain legislative compliance. The position will, depending on operational demand, be focused on either audit and compliance or operational policy activities.

Eligibility/Other Requirements: Essential qualifications and experience: Current driver's licence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Desirable qualifications and experience: Diploma or relevant tertiary qualifications in Human Services, Policy or Community Services is highly desirable.

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

How to Apply: Please provide a written response to the Selection Criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

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

Children, Youth and Families

Strategy and Governance

Project Officer, Strategy and Governance

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 34169)

Gazetted: 26 July 2019

Closing Date: 9 August 2019

Details: Are you really organised and self-motivated? Are you looking for an opportunity to be a part of a team that wants better outcomes for vulnerable children, young people and their families in the ACT? The Strategy and Governance Team in Children, Youth and Families is looking to fill a permanent vacancy in the role of Project Officer, Strategy and Governance. The role is part of the team that contributes to the implementation of *A Step Up for Our Kids* – Out of Home Care Strategy 2015-2020 which is a generational transformation in the delivery of out of home care services to some of the most vulnerable children, young people and their families. The Project Officer is responsible for undertaking a number of administrative and governance tasks such as the preparation of briefs and reports, maintaining registers, providing secretariat support, arranging events and undertaking some project and change management work. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Essential:

Current driver's licence.

Demonstrated experience in performing secretariat functions for executive-level boards and/or committees.

Experience and/or desire to work in a community services environment.

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to:

www.legislation.act.gov.au/a/2011-44/default.asp and

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

Desirable:

Relevant tertiary qualifications in Project Management or related discipline.

Experience working with IT systems including Microsoft Word, Excel, PowerPoint and TRIM.

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 a personal pitch providing examples from your past experience demonstrating your suitability against the Selection Criteria. Accompanying your pitch please provide your curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Sarah Kirk (02) 6205 4830 sarah.kirk@act.gov.au

Housing ACT

Infrastructure and Contracts

Asset Planning

Assistant Director, Portfolio Management

Administrative Services Officer Class 6/Senior Officer Grade C \$84,257 - \$114,146, Canberra (PN: 44221)

Gazetted: 26 July 2019

Closing Date: 2 August 2019

Details: The Assistant Director, Portfolio Management, is responsible for the strategic analysis of the public housing portfolio and the identification of the annual sales and capital programs in the context of the ACT Housing Strategy and Growing and Renewing Public Housing 2019-2024. The position works closely with various teams throughout Housing ACT to ensure the public housing portfolio meets the needs of current and future tenants. We are looking for someone with demonstrated experience in managing and analysing large property portfolios. Building and maintaining systems and databases to analyse the public housing portfolio is an important part of the position's responsibilities.

Eligibility/Other Requirements: Relevant qualifications in Project and/or Portfolio Management or a related field are desirable but not essential.

Note: This is a temporary position available for a period of 12 months with the possibility of permanency. This position will be filled at either the Administrative Services Officer Class 6 or Senior Officer Grade C level, dependent on the skills and experience of the successful applicant. Selection may be based on application and referee reports only.

How to Apply: Please provide a single page Expression of Interest that responds to all criteria.

Applications should be submitted via the Apply Now button below.

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

Housing ACT

Client Services

Gateway Services

Team Practitioner

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 44393)

Gazetted: 25 July 2019

Closing Date: 8 August 2019

Details: Gateway Services is the primary access point into Housing ACT and provides a range of services including the Central Access Point (shopfront services), Assessment and Support (assessment and determination of applications for social and community housing), Allocations (matching and allocation of properties against established Housing needs registers) and the operational management of the Housing Asset Assistance program (HAAP). Gateway Services is seeking an enthusiastic, flexible and highly motivated person who enjoys working in a busy Human Services environment for the role of Team Practitioner. The Team Practitioner will focus on early intervention and engagement of applicants with complex risk factors and/or service support needs. They will also have responsibility for mentoring, leading and developing team members, establishing collaborative community linkages, providing case management and coordination to ensure best practice in order to improve the quality of service and outcomes for clients. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, people with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: The successful applicant will need to demonstrate that they have highly developed assessment, case management and coordination skills, high level interpersonal and relationship management skills, the ability to effectively work under pressure and prioritise work to meet deadlines. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to:

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Desirable qualifications and experience, but not essential: Relevant qualifications in Social Work, Community Development or a related field.

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

How to Apply: Applicants are asked to submit your written response to Selection Criteria, contact details for at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle McGaurr (02) 6207 4960 michelle.mcgaurr@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.

Corporate Services

Internal Audit and Risk Management

Senior Internal Auditor

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 36544)

Gazetted: 31 July 2019

Closing Date: 14 August 2019

Details: The Internal Audit and Risk Management unit (IARM) supports the Directorate's Strategic Board of Management, Audit and Risk Management Committee and staff in the management of risks, financial accountability, compliance with legislation/policy/procedures, fraud and corruption prevention and better governance practice. The IARM is responsible for developing, coordinating, implementing and monitoring the Directorate's: Internal audit strategic plan and annual internal audit program; Risk management Framework; Business Continuity Framework; Fraud and Corruption Prevention Framework; and special compliance and assurance programs. The IARM also provides secretariat support to the Community Services Directorate Audit and Risk Management Committee. The Senior Internal Auditor will work in a small team to conduct audits and reviews, including compliance, performance, financial, compliance and spot checks. The officer will also assist the team to provide secretariat support to the Audit and Risk Management Committee and supervise administrative tasks that are critical to the successful functioning of the unit. In addition, the Senior Internal Auditor will also support the unit to facilitate the implementation of Risk Management, Fraud and Corruption and Business Continuity Frameworks across the Directorate. Initiative, teamwork, organisational skills and attention to detail are essential to perform this role.

Eligibility/Other Requirements:

Relevant tertiary qualifications in Accounting or equivalent is highly desirable.

Membership of professional accounting body (such as CAANZ, CPAA and IIA) or progress towards it is highly desirable.

Related qualifications in Risk Management would be beneficial.

How to Apply: Please submit your curriculum vitae and a response to the Selection Criteria, outlined in the Position Description (no more than four pages). Please provide contact details of two referees (one referee who is a current/recent supervisor and one referee who is a staff member who reports to you).

Applications should be submitted via the Apply Now button below.

Contact Officer: Mayooran Sinnathurai (02) 6205 0147 mayooran.sinnathurai@act.gov.au

Office of the Coordinator General for Family Safety

Project Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 44602)

Gazetted: 30 July 2019

Closing Date: 13 August 2019

Details: The Project Officer position aims to support the delivery of immediate actions from the reports' recommendations and to support partnerships between government and the Aboriginal and Torres Strait Islander community to develop community-designed and family-centred responses that address domestic and family violence and issues raised in the reports. The position will lead the support provided by the Office of the Coordinator General for Family Safety (OCGFS) to Aboriginal and Torres Strait Islander communities and representative bodies in regard to addressing family violence. The position will assist to build local insights, capacity and skills for improving the cultural proficiency and safety of human services to better meet the needs and aspirations of Aboriginal and Torres Strait Islander families impacted by domestic and family violence.

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: This is a temporary position available for six months with possibility of extension up to 12 months.

How to Apply: To complete your application, you must prepare responses to the Selection Criteria and upload this as part of your application along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Louise del Popolo (02) 6207 0581 louise.delpopolo@act.gov.au

Housing ACT

Infrastructure and Contracts

Procurement and Governance

Procurement Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 44510)

Gazetted: 31 July 2019

Closing Date: 14 August 2019

Details: Infrastructure and Contracts is a branch within Housing ACT and has responsibility for the management and maintenance of the public housing portfolio. The Procurement and Governance Team actively manage the full procurement cycle for goods and services and capital works within Housing ACT. The Procurement and Governance Team is seeking an Administration Services Officer Class 6 to join this dynamic and rapidly changing environment. Applications are sought from applicants with demonstrated experience and qualifications in procurement across goods and services and residential capital works procurements. Qualifications and/or training in relevant related fields are sought. Experience in working in goods and services and capital works procurements in the ACT Government is highly desirable.

Eligibility/Other Requirements: Essential qualifications and experience: Relevant qualifications (certificate, degree and/or post graduate qualifications) or training in a related area, i.e. Risk Management, Governance, Value Management or Supply Chain Management, Contract Management. Desirable qualifications and experience, but not essential: Experience in goods and services and capital work procurements in the ACT Government is highly desirable. Experience in operating a range of computer programs including databases, Excel, MS Project, Viseo and other reporting systems is highly desirable.

Note: 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Hall (02) 6205 4655 caroline.hall@act.gov.au

Housing ACT

Client Services

Tenant Experience

Housing Manager

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 09267, several)

Gazetted: 30 July 2019

Closing Date: 13 August 2019

Details: The Tenant Experience section of Housing ACT is seeking enthusiastic and highly motivated people for the role of Housing Managers. As a Housing Manager you will be responsible for managing a portfolio of public housing tenancies and providing advice and support to assist clients to maintain their tenancy. This is a frontline position working directly with clients and the community in the field to sustain tenancies and foster safe and inclusive neighborhoods. The successful applicants will have a demonstrated ability to provide high quality customer service to a diverse range of clients, have effective communication, interpersonal and problem solving skills, be self-motivated and highly organised. Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, people with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Current driver's licence is essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to:

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

How to Apply: Please provide your written response to Selection Criteria, contact details for at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Groves (02) 6207 3467 alexandra.groves@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.

Corporate Services

People Management

Project Officer - Workforce Transformation

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 44528)

Gazetted: 31 July 2019

Closing Date: 14 August 2019

Details: The People Management Branch are creating a team of passionate individuals to work on the Workforce Transformation Project, which includes preparing staff to work in an Activities Based Workplace (ABW). We are seeking a temporary Administrative Services Officer Class 5 Project Officer. We are looking for someone with exceptional administrative skills, the ability to multi-task, prioritise competing priorities and enjoys being involved with projects. Under direction the successful applicant will work as part of a small team to create and implement processes and new ways of working to prepare the Directorate for an ABW style of working. We need someone who can support the senior team members through management of the ABW intranet page, attending meetings and sourcing information to provide accurate and timely responses to enquiries. The ideal candidate is someone who is passionate about supporting others and building positive relationships with those around them both internal and external stakeholders. Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: This is a temporary position available for 18 months with the possibility of extension. 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. Selection may be based on application and referee reports only.

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: Craig Rose (02) 6207 1210 craig.rose@act.gov.au

Housing ACT

Infrastructure and Contracts

Procurement and Governance

Director, Procurement and Governance

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44509)

Gazetted: 29 July 2019

Closing Date: 12 August 2019

Details: Infrastructure and Contracts is a branch within Housing ACT and has responsibility for the management and maintenance of the public housing portfolio. The Procurement and Governance team actively manage the full procurement cycle for goods and services and capital works within Housing ACT. The Procurement and Governance team is seeking a Senior Officer Grade B to join this dynamic and rapidly changing environment. Applications are sought from applicants with demonstrated experience and qualifications in governance and procurement across goods and services and residential capital works.

Eligibility/Other Requirements:

Essential:

Relevant qualifications (degree and/or post graduate qualifications) in a related area, i.e. Risk Management, Governance, Value Management, or Supply Chain Management.

Advanced Diploma in Government (Contract Management) qualification or the ability to obtain certification based on recognition of prior learning.

Desirable:

Experience in residential and capital works in the ACT Government is highly desirable.

Experience in contract management is desirable.

Experience in governance is desirable.

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

How to Apply: Please submit a personal pitch providing examples from your past experience demonstrating your suitability against the Selection Criteria. Accompanying your pitch please provide your curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Hall (02) 6205 4655 caroline.hall@act.gov.au

Corporate Services

People Management

Employee Relations

Assistant Director Employee Relations

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44467)

Gazetted: 26 July 2019

Closing Date: 9 August 2019

Details: The People Management Branch is seeking an experienced practitioner to join the Employee Relations Team. The person being sought will have or have the ability to acquire in a short space of time, an understanding of the Workplace Values and Behaviours section in ACT Public Sector Enterprise Agreements, analyse reports and undertake detailed preliminary assessments, as required, regarding values and behavioural matters. They will possess the ability to work flexibly and harmoniously as a member of a small highly responsive team and establish and maintain effective working relationships with staff at all levels of the Directorate. Other attributes and skills sought include knowledge of and experience in applying relevant human resource management legislation and associated processes in a public sector environment; high level research, analytical and problem-solving skills, sound judgement and ability to provide well considered advice including in the form of high quality written reports; high level oral and written communication, liaison, consultation and negotiation skills; high level organisational skills including demonstrated experience in meeting tight deadlines and a commitment to customer service. Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: 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, response to the criteria and the details of two referee's.

Applications should be submitted via the Apply Now button below.

Contact Officer: Phillip Rocks (02) 6205 0448 phillip.rocks@act.gov.au

Housing ACT

Infrastructure and Contracts

Procurement and Governance

Procurement and Governance Assistant Director

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44220)

Gazetted: 31 July 2019

Closing Date: 14 August 2019

Details: The Infrastructure and Contracts is a branch within Housing ACT and has responsibility for the management and maintenance of the public housing portfolio. The Procurement and Governance Team actively manage the full procurement cycle for goods and services and capital works within Housing ACT. The Procurement and Governance Team is seeking a Senior Officer Grade C to join this dynamic and rapidly changing environment. Applications are sought from applicants with demonstrated experience and qualifications in procurement across goods and services and residential capital works procurements.

Eligibility/Other Requirements: Essential qualifications and experience: Relevant qualifications (degree and/or post graduate qualifications) in a related area, i.e. Risk Management, Governance, Value Management, Supply Chain Management or Contract Management. Desirable qualifications and experience, but not essential: Experience in residential and capital works in the ACT Government is highly desirable.

Note: 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Hall (02) 6205 4655 caroline.hall@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**

System Policy and Reform

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Early Childhood Quality Assurance Officer

Professional Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 31300, several)

Gazetted: 29 July 2019

Closing Date: 13 August 2019

Details: Are you an experienced early childhood professional looking for an exciting opportunity to expand your knowledge and further your career? Are you committed to continuous quality improvement in the education and care sector and have a thorough understanding of the National Quality Framework? Do you have exceptional interpersonal skills, high level written skills and well-developed time management capabilities? If so, Children's Education and Care Assurance (CECA) currently has several Quality Assurance Officer vacancies. Quality Assurance Officers are responsible for assessing quality against the National Quality Standard and work in partnership with education and care providers to deliver quality for children and their families in education and care settings under the *Education and Care Services National Law (ACT) Act 2011*. CECA is a team within the Early Childhood Policy and Regulation (ECPR) branch of the ACT Education Directorate. The Quality Assurance team sits within CECA and is staffed by qualified early childhood professionals with experience across Government and non-Government education and care services.

Eligibility/Other Requirements: Qualifications in Early Childhood Education and Care are required. Related qualifications may be considered. Successful applicants will be required to undertake Authorised Officer Training delivered by Australian Children's Education and Care Quality Authority (ACECQA).

Note: There are several positions available. One permanent vacancy and several 6 – 12 month temporary positions. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants should submit a response to each Selection Criteria which outlines skills and experience relevant to the position. Applicants should submit a current curriculum vitae and the names and contact details of two referees. Interested applicants are encouraged to contact the Contact Officer prior to submitting an application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

System Policy and Reform

Analytics and Evaluation

Branch Support Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 36530)

Gazetted: 25 July 2019

Closing Date: 1 August 2019

Details: The successful applicant will provide coordination and administrative support to the Executive Branch Manager and Senior Directors. Duties will include monitoring and managing correspondence, financial processes and the coordination of briefs using HPRM Content Manager. This position will include liaising with Directorate staff and external organisations.

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

How to Apply: Please provide a written response addressing all Selection Criteria and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Trish Ghirardello (02) 6205 4283 trish.ghirardello@act.gov.au

School Performance and Improvement

North and Gungahlin Network

Lyneham Primary School

Business Manager - Lyneham Primary School

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 35583)

Gazetted: 31 July 2019

Closing Date: 14 August 2019

Details: An exciting opportunity exists to join the collaborative educational team at Lyneham Primary School. The successful applicant will be a member of the Executive team and will be required to lead and manage. You will need to provide high-level support to the Principal in the day to day management and operations of the school; supervise the administrative staff of the school with support of the Principal; manage the financial systems and organise budgets, estimates and financial returns; monitor commitments and expenditure which may include staffing budget and casual relief tracking; manage buildings, grounds and facilities to ensure maximum benefit is obtained from the resources available; oversee the letting of contracts for the efficient and effective maintenance and servicing of the building, grounds and facilities and manage their delivery to ensure specifications are met; act as Administrative Officer to the Board and its committees; prepare correspondence and assist with the development of procedural guidelines; supervise administrative staff; and liaise with a diverse client group including students, parents, members of the public, teaching staff, contractors and central office directorate personnel ensuring a high quality customer service is delivered. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

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. Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: worksafe.act.gov.au/health_safety. Desirable: Working knowledge of the MAZE management systems. A Current First Aid certificate or willingness to undertake appropriate training.

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

How to Apply: Please write to the Selection Criteria as outlined in the Position Description and provide a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Annamaria Zuffo (02) 6142 1720 annamaria.zuffo@ed.act.edu.au

School Performance and Improvement

South and Weston Network

Lyons Early Childhood School

K-2 Classroom Teacher

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 31727)

Gazetted: 29 July 2019

Closing Date: 13 August 2019

Details: Lyons Early Childhood School is seeking an enthusiastic, highly effective Classroom Teacher to teach in our K-2 environment. The successful applicant will have a passion for the explicit teaching of literacy and numeracy and leading students in inquiry based learning.

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 and a two page statement of claims based on the Australian Professional Standards for Teachers.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robyn Strangward (02) 6142 0044 robyn.strangward@ed.act.edu.au

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

School Performance and Improvement

Tuggeranong Network

Caroline Chisholm School - Senior Campus

Year 7-10 English Teacher

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 05794)

Gazetted: 25 July 2019

Closing Date: 8 August 2019

Details: Caroline Chisholm Senior Campus is looking for a highly professional English Teacher to work as part of our High School professional learning community. Our positive school culture provides a strong foundation for quality learning, and student success in a wide range of areas. The successful applicant will need to have a solid understanding of how to support the academic, social and emotional development of students with a range of needs and be willing to lead a highly collaborative team environment. Applicants will demonstrate an ability to effectively plan and work collaboratively with colleagues in a team-teaching environment as well as show commitment to the Directorates mission of 'We develop and deliver educational services to empower each young person in the ACT to learn for life.

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 and a two page statement of claims based on the Australian Professional Standards for Teachers.

Applications should be submitted via the Apply Now button below.

Contact Officer: Terrie McHardie (02) 6142 3550 terrie.mchardie@ed.act.edu.au

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

School Performance and Improvement

Tuggeranong Network

Theodore Primary School

Classroom Teacher- Senior Primary

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 05628)

Gazetted: 26 July 2019

Closing Date: 9 August 2019

Details: Theodore Primary School is looking for an enthusiastic senior primary school teacher who would like to join us on our journey to implement Positive Behaviours for Learning across the school. Theodore Primary has a strong commitment to improving literacy and numeracy skills for all students and providing a positive approach to student learning and wellbeing. Theodore has a one to one Google Chrome program for students in years three to six. We operate as a Professional Learning Community and highly value collaborative teaching and learning.

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 26 January 2020 possibility of extension and/or permanency.

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

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.

School Performance and Improvement

Tuggeranong Network

Erindale College

Transition and Careers Officer (TACO)

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 15904)

Gazetted: 29 July 2019

Closing Date: 12 August 2019

Details: Erindale College is a unique complex located in the Tuggeranong Network which provides quality education to students in Years 11 and 12 with a small Year 10 cohort. At Erindale College we aim to continually improve our excellent learning community. We have a strong focus on learning in a safe and caring environment where effective relationships are valued. Our emphasis is on academic rigor, underpinned by exciting and challenging opportunities to learn. Erindale College are seeking a dynamic, enthusiastic and suitably qualified educator to join the team as a Transition and Careers Officer. Transition and Careers Officers must hold a nationally recognised career qualification (Career Industry Council of Australia (CICA) endorsed) and professionally current. Transition and Career Officers develop and deliver a range of career development and transition programs and services including providing programs to assist students to transition in and out of the college sector, career counselling and interviews, delivery of career education programs, implementing programs that develop student understanding of the skills required for work including access to meaningful workplace learning, vocational learning and study pathways, building school and community partnerships to enhance student career development and building network capacity including taking on a leadership role in their respective Transition Network Group. Further information about the role can be found here

<https://www.education.act.gov.au/public-school-life/transitions-careers/transitions-and-careers-officers>

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 from 26 August 2019 to 26 January 2020.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Gary Lawson (02) 6142 1878 gary.lawson@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

Harrison School

Youth Worker

School Assistant 4 \$64,615 - \$69,965, Canberra (PN: 28855)

Gazetted: 29 July 2019

Closing Date: 12 August 2019

Details: Harrison School is seeking a highly motivated person to work with school staff and provide programs and support to young people and their families within the context of our School's student support structure.

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.

Note: This position is part-time at (33:45) hours per week and the full-time salary noted above will be pro-rata. This position commences on 14 October 2019. Selection may be based on application and referee reports only.

How to Apply: Interested applicants are asked to provide a current curriculum vitae, responses to the Selection Criteria and two referee reports.

Contact Officer: Debbie Carne (02) 6142 2200 debbie.carne@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Harrison School

Executive Assistant

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 20849)

Gazetted: 30 July 2019

Closing Date: 13 August 2019

Details: Harrison School is a vibrant Preschool to Year 10 School. The successful applicant will provide in accordance with Directorate Policies act as Executive Assistant to the Principals and Corporate Manager at Harrison School. You will have proven ability to manage outcomes within tight time frames, demonstrate high level of communication, organisation and ability to problem solve.

Eligibility/Other Requirements: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

How to Apply: Interested applicants are asked to provide a current curriculum vitae, responses to the Selection Criteria and two referee reports reflecting the selection criteria. Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Debbie Carne (02) 6142 2200 debbie.carne@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Harrison School

Excursion and School Administrative Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 37013)

Gazetted: 30 July 2019

Closing Date: 13 August 2019

Details: Harrison School is a vibrant Preschool to Year 10 School. The successful applicant will be a member of a dynamic team providing support within the administration area. You will have proven ability to manage outcomes

within tight time frames, demonstrate high level of communication, organisation and ability to problem solve. The successful applicant will work closely with the Corporate Manager and the Senior Administration Manager within the administration area.

Eligibility/Other Requirements: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

How to Apply: Interested applicants are asked to provide a current curriculum vitae, responses to the Selection Criteria and two referee reports reflecting the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Debbie Carne (02) 6142 2200 debbie.carne@ed.act.edu.au

Director General

Executive Officer to the Director-General

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 42995)

Gazetted: 26 July 2019

Closing Date: 2 August 2019

Details: This is an opportunity to work in a fast-paced office, providing direct, strategic support to the Director-General of Education. The Executive Officer has to be flexible operator, exercising good judgement with an ability to quickly develop an understanding of complex policy and operational matters. The successful applicant will get to work directly with senior executives, gaining valuable experience in an 88 school education system with over 49,000 students from early childhood through to college. The successful applicant will be involved in a broad range of tasks, including preparing briefings, managing emerging issues, providing policy advice, representing the directorate at meetings, developing speaking notes, drafting letters, providing event management and undertaking stakeholder engagement. This role will require you to traverse the broad landscape of education, suiting an applicant with proven operational and policy experience.

Eligibility/Other Requirements: Direct exposure with Education policy is desirable but not essential.

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

How to Apply: Applicants are asked to provide a maximum two-page Expression of Interest addressing the Selection Criteria along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Madeleine Finch (02) 6205 9156 madeleine.finch@act.gov.au

System Policy and reform

Analytics and Evaluation

Director/Senior Director Surveys and Evaluations

Senior Officer Grade B/A \$124,891 - \$145,048, Canberra (PN: 37347)

Gazetted: 25 July 2019

Closing Date: 1 August 2019

Details: The Education Directorate is seeking applications from a highly motivated and committed person to fill the role of Director/Senior Director Surveys and Evaluation. In this role the Director/Senior Director will set the direction of the section and provide leadership on educational and organisational issues. Key elements of this position include providing advice to senior officers on student, school and system educational performance and supporting the use of data and evaluations to inform policy across the organisation.

Note: This is a temporary position commencing 2 September 2019 for six months with the possibility of permanency. This position will be filled at either the Senior Officer Grade B or Senior Officer Grade A level, dependant on the skills and experience of the successful applicant.

How to Apply: Please provide a written response addressing all Selection Criteria and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gemma Wood (02) 6205 4346 gemma.wood@act.gov.au

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

Service Design and Delivery

Student Engagement

Inclusion and Wellbeing

Assistant Director Inclusion and Wellbeing Policy

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44207, several)

Gazetted: 26 July 2019

Closing Date: 9 August 2019

Details: Opportunities exist within the Directorate' Inclusion and Wellbeing team for four Assistant Directors, Inclusion and Wellbeing Policy. If you are passionate about policy, projects and program management in an inclusive education and student wellbeing setting or similar area, one of these four policy positions may be right for you. These positions require flexible and high performing officers, with the ability to work flexibly under pressure in an environment with changing priorities. Experience in intergovernmental relations; project management; and people and stakeholder management is highly regarded. These positions will be responsible for the day to day management policies and projects and the provision of advice to senior executive which are student focused and evidence-based with the view to support inclusive education and student engagement in all ACT government schools. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: These are temporary positions available for 12 months with a possibility of extension and/or permanency. This recruitment process may be used to create a merit pool of applicants to fill a number of prospective identical vacancies both within the Branch and across the broader Division over the next 12 months.

How to Apply: Please provide an up to date curriculum vitae, details of two referees (preferably a current manager) and a two page written response to the Selection Criteria. Please carbon copy (cc) the Contact Officer when you submit your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catriona Meere (02) 6205 2758 catriona.meere@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Engagement and Executive Support

Communications

Web Administrator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 43177)

Gazetted: 26 July 2019

Closing Date: 2 August 2019

Details: An opportunity exists for a highly motivated Web Administrator to provide support to the Environment, Planning and Sustainable Development (EPSDD) Digital and Design team, within the Communications unit. The Web Administrator will be responsive and customer focused to achieve quality digital information and services for the directorate. The Web Administrator will play a key role in supporting website development and transformation projects in line with the ACT Government's digital priorities (i.e. Single Public Face 2.0). 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 qualifications and experience are desirable.

Note: This is a temporary position available from 4 November 2019 for six months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicola McPhan (02) 6207 6511 nicola.mcphan@act.gov.au

Engagement and Executive Support Communications

Digital Communications Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 44654)

Gazetted: 31 July 2019

Closing Date: 14 August 2019

Details: An opportunity exists for a highly motivated Digital Communications Officer to provide support to the Environment, Planning and Sustainable Development (EPSDD) Digital and Design team, within the Communications unit. The Digital Communications Officer will be innovative, responsive and customer focussed to achieve quality communication outcomes for the directorate and Minister's office. The Digital Communications Officer will play a key role in delivering digital content such as social media and videography.

Eligibility/Other Requirements: Degree or Diploma in Communications, Public Relations, Journalism, Graphic Design or related discipline and/or demonstrated experience in communications, public relations or digital communications environment is essential.

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

How to Apply: Please supply a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Amsteins (02) 6205 5832 kelly.amsteins@act.gov.au

Environment

Parks and Conservation Service

Fire, Forests and Roads

Fire Management Officer

Technical Officer Level 3 \$72,989 - \$82,486, Canberra (PN: 11667, several)

Gazetted: 26 July 2019

Closing Date: 9 August 2019

Details: The Parks and Conservation Service (PCS) is part of the Environment, Planning and Sustainable Development Directorate (EPSDD) and implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. Fire, Forests and Roads is the section within PCS responsible for the co-ordination and implementation of fire management programs across the PCS estate and unleased Territory lands. It is also responsible for the rural fire trail network and the management of the ACT's commercial forest plantations. The Parks and Conservation Service has a vacancy for a suitably skilled and motivated person interested in a career as a Fire Management Officer. The successful applicants will assist in the planning, coordination, facilitation and delivery of a range of fire management programs identified in the EPSDD Bushfire Operations Plan; including mitigation works, fire trail construction and maintenance,

training, equipment, systems development and policy implementation, advice and development. In addition, they will assist in bushfire management research projects and provide technical reports and assist in policy and systems development.

Eligibility/Other Requirements: It's anticipated that the successful applicant will have tertiary qualifications related to land management or science, and relevant experience. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Be able and prepared to undertake rostered fire duty and participate in bushfire suppression, prescribed burning activities and training activities as required. Be able to meet the appropriate fire-fighting fitness standards to at least the moderate level of the national fire-fighting task based assessment (assessed annually). Be prepared to wear a uniform and to work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an "as needs" basis. Possess a manual drivers' licence.

Note: These are temporary positions available for a period of 12 months with the possibility of permanency. This recruitment process will be used to create a merit list and may be used to permanently or temporarily fill any vacancies at level that may occur over the next 12 months. This position is a Designated Fire Position. Bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the position. Selection to the position will be conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment. 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.

How to Apply: Please send a written application addressing the Selection Criteria limiting responses to 350 words per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Scott Farquhar (02) 6207 2194 scott.farquhar@act.gov.au

Sustainability and the Built Environment

Planning Delivery

Senior Director

Senior Officer Grade A \$145,048, Canberra (PN: 44503)

Gazetted: 30 July 2019

Closing Date: 13 August 2019

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking a Senior Director to lead the Planning Operations section. The Senior Director will undertake operational program activities for the Planning Delivery division. The role will require strong policy and regulatory experience. A Senior Director is sought with excellent communication and interpersonal skills and the ability to lead a high functioning team in a high pressure environment.

Eligibility/Other Requirements: Experience and/or qualifications in one or more of Planning, Environmental Science, Land Management, Architecture, Law, Urban Design or Lease Administration is desirable.

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 submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: George Cilliers (02) 6207 6804 george.cilliers@act.gov.au

Engagement and Executive Support

Communications

Senior Director, Communications and Engagement

Senior Officer Grade A \$145,048, Canberra (PN: 44753)

Gazetted: 30 July 2019

Closing Date: 6 August 2019

Details: The Communications team is looking for a motivated, experienced communicator who can deliver high-quality community engagement and information campaigns. If this sounds like you, under limited direction, you will: provide strategic communications and engagement advice to Executives and Ministers; provide high level editorial decision-making, and oversee the creation and implementation of content for all channels, including media; manage a multidisciplinary team, including supervising staff, mentoring and managing workloads; ensure all significant communications and engagement programs are evaluated to demonstrate impact and return on investment; participate in whole-of-government communications in conjunction with relevant directorates.

Eligibility/Other Requirements: Relevant tertiary qualifications and a minimum of ten years' experience working professionally in the fields of Communications and Engagement is essential.

Note: This is a temporary position available from 19 August 2019 until 20 February 2020, with the possibility of extension. 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 submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Wilden (02) 6207 6196 karen.wilden@act.gov.au

Business, Governance and Capability

Finance, Information Technology and Assets

Finance

Finance Business Partner

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 03048)

Gazetted: 26 July 2019

Closing Date: 12 August 2019

Details: Strategic Finance is seeking an enthusiastic, professional and organised person to join our team. Specifically we are seeking a person who is good with numbers, enjoys meeting people, and has a passion for deadlines and a sound understanding of the financial management frameworks within which the ACT Government operates. The role advertised is a 'Finance Business Partner', primarily a Management Accountant responsible for the delivery of internal and external budgeting and reporting activities to meet the needs of the Directorate's senior executives, line area managers and external stakeholders. The position is responsible for the provision of sound accounting advice relevant to the expenditure and revenue raising activities of the Directorate and for conducting variance analyses and account reconciliations to inform decision makers of progress against agreed financial performance parameters.

Eligibility/Other Requirements: Tertiary qualifications in Accounting or a related field and Chartered Accountant (CA)/Certified Public Accountant (CPA) qualification or progress toward same is highly desirable. Experience working with TM1 and the ACT Government's Oracle financial management information system is also highly desirable

Note: This is a temporary position available immediately until 31 January 2020 with the possibility of extension and/or permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gary Spencer (02) 6207 6339 gary.spencer@act.gov.au

Climate Change and Sustainability

Sustainability Programs

Coordination

Project Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44662)

Gazetted: 30 July 2019

Closing Date: 6 August 2019

Details: The Actsmart team comprises a range of enthusiastic and knowledgeable people skilled in helping users find solutions suited to their needs. We focus on business, schools, homes and community to support reductions of water, waste and energy and improve sustainability. The Actsmart team is seeking a Project Manager to undertake a project to critically evaluate the coverage and nature of existing programs, research national and international best practice in program delivery and provide advice and recommendations for improvements to programs.

Eligibility/Other Requirements: A current driver's licence is required.

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency. Occasional weekend work will be required. 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 address Selection Criteria with a maximum of 350 words per criteria demonstrating relevant skills and experience, along with your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anita Healey (02) 6207 0162 anita.healey@act.gov.au

Climate Change and Sustainability

Sustainability Programs

Coordination

Project Manager - Water Programs

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44633)

Gazetted: 30 July 2019

Closing Date: 6 August 2019

Details: The Actsmart team comprises a range of enthusiastic and knowledgeable people skilled in helping users find solutions suited to their needs. We focus on business, schools, government, homes and community to support reductions of water, waste and energy and improve sustainability. The Actsmart team is seeking a project officer to undertake a project to research, design and develop water efficiency programs suitable for the schools, business, government, household and community sectors.

Note: This is a temporary position available for a twelve month period with the possibility for extension and/or permanency. Selection may be based on application and referee reports only. Occasional weekend work will be required. Current driver's licence is required. 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 address Selection Criteria with a maximum of 350 words per criteria demonstrating relevant skills and experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ros Malouf Ros Malouf ros.malouf@act.gov.au

Justice and Community Safety

ACT DPP

Legal

Witness Liaison Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 07315)

Gazetted: 26 July 2019

Closing Date: 9 August 2019

Details: The role of the Witness Liaison Officer is to act as a bridge between vulnerable witnesses, their family members and prosecutors. The role provides support and information to vulnerable witnesses to ensure they can understand and fully participate in court proceedings. This is mainly an administrative based role which liaise's with other agencies and refers vulnerable witnesses to counselling and support services. The Office of the Director of Public Prosecutions supports workforce diversity and is committed to creating an inclusive workplace. As part of this

commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTQIA are encouraged to apply.

Eligibility/Other Requirements: The successful candidate will be required to undergo a National Police check.

How to Apply: You should provide a written response addressing the Selection Criteria along with your current curriculum vitae. Your statement addressing the Selection Criteria should be no more than maximum of half a page per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patty Ng (02) 6207 5399 patty.ng@act.gov.au

ACT DPP

Legal

Research Officer

Prosecutor Grade 1 \$72,389 - \$82,104, Canberra (PN: 32948)

Gazetted: 26 July 2019

Closing Date: 2 August 2019

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The successful applicant will possess research skills relating to policy, practice and law reform. You will be capable of managing competing priorities within often a high-pressure work environment. Along with the ability to build and maintain effective working relationships with internal and external stakeholder groups. You are a person with high levels of integrity, professionalism, sound judgement, discretion and initiative. This role also requires organisational and administrative support skills, as well as the ability to use various Information Technology programs (Outlook, Excel, Word, PowerPoint). The Office of the Director of Public Prosecutions supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTQIA are encouraged to apply.

Eligibility/Other Requirements: Admitted to or eligible to practice as a legal practitioner in the ACT.

Note: The successful candidate will be required to undergo a National Police check. Selection may be based on application and referee reports only.

How to Apply: You should provide a written response addressing the Selection Criteria, along with your current curriculum vitae. Your Statements addressing the Selection Criteria should be no more than maximum of half a page per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Orourke (02) 6207 5399 tania.orourke@act.gov.au

ACT Courts and Tribunal

Sheriff's Office

Security and Intelligence Coordinator

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 24472)

Gazetted: 29 July 2019

Closing Date: 12 August 2019

Details: ACT Courts and Tribunal is seeking a proactive and enthusiastic Security and Intelligence Coordinator. This position will engage with high level stakeholders, including judiciary, legal practitioners and other members of the justice system to provide strategic direction and advice in relation to security and intelligence across the Courts and Tribunal. The Sheriff's Office is seeking a person who possesses excellent interpersonal and communication skills. The successful applicant will be required to perform a wide variety of tasks including: Provide strategic direction and advice for the ACT Courts and Tribunal on all matters relating to security and intelligence; promote and lead the implementation of appropriate security, intelligence and safety awareness across the Courts and Tribunal; establish effective relationships with external agencies, security agencies and key stakeholders, including ACT Policing and ACT Corrective Services, to integrate, synchronise and balance physical, procedural and dynamic security strategies to effectively identify, assess and manage security; ensure security reporting is implemented and appropriate to inform

stakeholders with clear information concerning the prevailing threat environment and operational response activities; where a multi – agency response to a threat is required, co-ordinate the implementation of physical, procedural and dynamic security arrangements to mitigate the risk. The ACT Courts and Tribunal supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal or Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. If you require any further information please contact the Contact Officer.

Eligibility/Other Requirements: The occupant of this position is required to hold a current driver's licence and completion of formal training in law enforcement or security is also required.

Note: The Security and Intelligence Coordinator will hold the appointment of Deputy Sheriff and will be required to wear a uniform and conform to dress code and personal appearance guidelines.

How to Apply: Please submit a written application of no more than two pages, responding to the required Professional/Technical 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: Simone Peisker (02) 6207 0355 simone.peisker@courts.act.gov.au

ACT Corrective Services

Community Corrections and Release Planning Programs and Reintegration

Team Leader, Corrections Programs

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 15978)

Gazetted: 30 July 2019

Closing Date: 13 August 2019

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to join the Programs and Reintegration Unit as the Team Leader Programs. The successful applicant will lead a team of program facilitators to ensure the implementation of programs to achieve cessation or a reduction in the risk of reoffending in relation to family violence intervention, sexual offender intervention and cognitive skills and other areas of criminogenic need. In addition, the successful applicant will evaluate the effectiveness of treatment programs and interventions in accordance with leading practice guidelines. Further to this, you will liaise and negotiate with ACT government agencies, community organisations and other key stakeholders while assisting members with other work in the Unit to ensure the objectives of the Offender Services and Corrections Programs Unit are achieved.

Eligibility/Other Requirements:

- Demonstrated experience in working with offenders in the criminal justice system would be a distinct advantage.
- Relevant tertiary qualifications or management experience would be an advantage. • Candidates will be required to undergo a criminal history check prior to commencement.
- Unencumbered driver's licence and a Senior First Aid Certificate.

Notes: This is a temporary position available for six months with the possibility of extension up to 12 months.

How to Apply: Applicants are required to submit six items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current resume; (4) the names and contact details of two referees (one should be a current Supervisor/Manager); (5) a copy of your current driver's licence; (6) a copy of your Working with Vulnerable People card. Please ensure you submit all six items when applying.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Garrington (02) 6207 0784 catherine.garrington@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

City Services

Domestic Animal Services

Domestic Animal Services Ranger

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 43914, several)

Gazetted: 26 July 2019

Closing Date: 2 August 2019

Details: Are you looking for a new challenge? Do you like working in a fast paced and high-pressured work environment? Are you a dynamic, physically fit, enjoy a challenging and highly rewarding role? Are you someone who likes a diverse and interesting job and can work as part of a dedicated and hardworking team delivering services to the Canberra community? The role of a Ranger within Domestic Animal Services (DAS) might be what you need for your next career move. Domestic Animal Services is the team responsible for promoting and regulating legislation in accordance with the *Domestic Animals Act 2000* and the *Animal Welfare Act 1992*. The role of a DAS Ranger includes first response to incidents involving dangerous and aggressive dogs and other domestic animals. DAS Rangers conduct compliance activities including education through to formal investigations into complaints and reported incidents using the ACT Government's 'Engage, Educate and Enforce' model of compliance and enforcement. DAS Rangers also participate in promoting the responsible management and care of pets in the ACT through our education program. Rangers deliver services outlined in 'The Canberra Dog Model', our blueprint for dog management in the ACT. The role can be very physically demanding, requires sound judgement, working in difficult high-pressure situations and responding to serious incidents involving domestic animals. The ability to be flexible and work as a team member is critical.

Eligibility/Other Requirements:

Certificate IV in Government (Investigation) or willingness to obtain.

Hold a current non-restricted driver's licence.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Animal handling experience is desirable, dangerous dog handling highly regarded.

Suitability assessments may be undertaken, e.g. National Police check, medical assessment.

Must be prepared to wear a uniform and maintain issued equipment.

Undertake both office based and field duties.

Be able to walk 2km at a brisk pace without resting.

Have no manual handling restrictions that would prevent safe physical exertion, i.e. push, pull, bend and lift (>10kg).

Note: There are permanent and temporary positions available from this recruitment process. DAS Rangers work a shift roster which includes weekends, public holidays and may be required to meet operational needs at short notice. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide your up to date curriculum vitae along with a two page cover letter outlining your experience and ability to meet the requirements of a Domestic Animal Services Ranger.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Corlett (02) 62072959 michelle.corlett@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 Office

Innovation and Customer Experience

Customer Experience

Customer Service Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 20385)

Gazetted: 25 July 2019

Closing Date: 1 August 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 Customer Experience team play an important role in shaping an integrated transport network and city services that are people-focused and innovative. Customer Experience is seeking Expressions of Interest from highly motivated and committed people to fill the role of Customer Service Officer. The Customer Experience team drives the development of frameworks and strategies to deliver better customer experiences, more effective community engagement and establish respectful stakeholder relationships relating to our services for the community. Ideally, you will have experience in a call centre environment, handling escalated calls and requests from customers to ensure that issues are resolved both promptly and thoroughly. You will be required to gather customer information and have the ability to access and fulfil customer needs, educate the customer where applicable to prevent the need for future contacts and document interactions through contact tracking. 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 working in a call centre environment is highly desirable.

Note: This is a temporary position available immediately until the 31 October with the possibility of extension up to less than six 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. Selection may be based on application and referee reports only.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above and a curriculum vitae containing two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Barbara Gough (02) 6207 8857 barbara.gough@act.gov.au

City Services

Libraries ACT

Collections Librarian

Professional Officer Class 1 \$59,489 - \$82,486, Canberra (PN: 22038)

Gazetted: 26 July 2019

Closing Date: 10 August 2019

Details: Do you love stories and information? Are you widely-read? Libraries ACT is looking for a qualified librarian to join its collections team to work closely with the Collections Manager, and collaboratively with all library staff, to oversee day-to-day development and management of both physical and electronic collections. The successful applicant should be able to talk about books and information in its many forms and know all about bestsellers, classics, and the next big thing. They will be innovative, an excellent communicator, interested in how collections and information technology can meet customer expectations in a public library environment, and enjoy the challenges of a fast-paced workplace.

Eligibility/Other Requirements: Relevant tertiary (undergraduate and/or postgraduate) qualifications in library and information studies as defined by Australian Library and Information Association (ALIA).

Note: Please be aware that this position works a weekend shift as Officer in Charge of a public library branch on a fortnightly basis.

How to Apply: All applications must address the selection criteria. Please also provide an up-to-date curriculum vitae with your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Chan (02) 6207 5446 amy.chan@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 Group People and Capability

Organisational Development

Senior Director, Organisational Development

Senior Officer Grade A \$145,048, Canberra (PN: 17419)

Gazetted: 29 July 2019

Closing Date: 5 August 2019

Details: People and Capability are seeking applications from experienced candidates to join our team as the Senior Director, Organisational Development. Reporting to the Executive Branch Manager, the Senior Director is responsible for providing leadership in shaping and developing a culture that drives excellence and builds capability in support of the organisation's values, vision and mission. The role has a key responsibility for collaborating with business to deliver on the people priorities as outlined in the Transport Canberra and City Services (TCCS) 2019 – 2023 People Strategy, deliver the commitments outlined within the areas Business Plan, and build strategic partnerships maximising employee engagement and building fit for purpose capability. With the support of a team of human resource professionals, the Senior Director has leadership responsibility for the organisations recruitment strategies, on-boarding, entry level programs, learning and development programs and pathways, and identifying and developing opportunities to enhance the directorates human resource policies and practices. As a senior leader within 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. Our values are Excellence, Safety, Collaboration, Respect, Innovation and Integrity. We want our organisation to be full of talented people who believe in our values and demonstrate behaviours in line with our values.

Eligibility/Other Requirements: Minimum three years' experience operating in a senior capacity within a human resource or similar environment. Relevant and complimentary tertiary qualifications.

Note: This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a 'pitch' of no more than two (2) pages addressing the Selection Criteria, together with your curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Petra Crowe (02) 6205 3817 petra.crowe@act.gov.au

Finance, Legal and Sustainability

Finance

External Budget and Reporting

Director Capital Budgets and Reporting

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 21241)

Gazetted: 29 July 2019

Closing Date: 12 August 2019

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, building light rail, delivering and operating an integrated public transport network, and maintaining many of Canberra's lakes and ponds. A number of the ACT Government's commercial operations are run by TCCS, including ACT NOWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT. This position provides effective management and oversight of the capital works program from inception to capitalisation and the management of assets within the Directorate. It includes provision of high level advice to the Senior Management, Chief Financial Officer, Executive Board, Treasury and the Legislative Assembly on a diverse range of asset management and capital works issues. As a senior leader within 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. 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: Relevant tertiary qualifications in a business related discipline.

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 should provide a current curriculum vitae, including details of two referees, and a response to Selection Criteria contained in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Pedersen (02) 6207 5389 andrew.pedersen@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.

Transport Canberra

Transport Canberra Commercial

Finance

Finance Business Partner

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 35979)

Gazetted: 31 July 2019

Closing Date: 14 August 2019

Details: The Finance team at Transport Canberra and City Services (TCCS) is seeking applications from experienced candidates for the Finance Business Partner (Senior Officer Grade C) position. This position will provide the business units within the directorate with financial analysis, budgeting, forecasting, reporting and advice on a range of financial issues and performance. TCCS plays a key role in building Canberra's environmental, social and infrastructure capital as well as administering the majority of Canberra's municipal services and public transport functions. This includes providing and managing public libraries; collecting and recycling waste; managing and maintaining the Territory's roads, footpaths and cycling paths, streetlights, parks and reserves; and delivering Canberra's public transport through ACTION buses.

Eligibility/Other Requirements: Relevant tertiary qualifications in Accounting, Finance or related discipline and Chartered Institute of Management Accountants (CIMA), Certified Practising Accountant (CPA) Australia or Insurance Council of Australia (ICA) membership is highly desirable.

Note: This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide your curriculum vitae, relevant experience against the Selection Criteria and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erica Wark (02) 6207 8222 erica.wark@act.gov.au

Finance, Legal and Sustainability

External Budgets and Reporting

Assistant Director External Budget and Performance Reporting

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 36522)

Gazetted: 30 July 2019

Closing Date: 13 August 2019

Details: The Finance team is led by the Chief Finance Officer and is a branch within the Finance, Legal and Sustainability Division. This position is an Assistant Director leading a small team of finance professionals to deliver the external budgets of the Directorate, provide appropriation and cash management services and coordinate the Directorate's performance reporting. 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 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: Professional Accounting Qualifications e.g. CA/CPA. Knowledge of TM1 or the ability to quickly develop a good understanding will be an advantage. Knowledge of public sector budgetary processes.

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: Interested applicants should (along with their curriculum vitae) submit a written response to the Selection Criteria shown in the accompanying Position Description. Contact details of two referees including your most recent direct report/manager should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Turnbull (02) 6207 7851 ian.turnbull@act.gov.au

Chief Operating Officer

People and Capability

Organisational Development

Assistant Director, Culture and Strategy

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 39223)

Gazetted: 26 July 2019

Closing Date: 9 August 2019

Details: People and Capability are seeking applications from experienced candidates to join our team as the Assistant Director, Culture and Strategy. Reporting to the Senior Director, the Assistant Director coordinates and delivers a range of projects and programs that are linked to the delivery of our Transport Canberra and City Services (TCCS) People Strategy and our goal of making TCCS a great place to work. The team is responsible for implementing whole of government frameworks and developing and implementing organisational development strategies focusing on culture, capability and performance. The Assistant Director leads a small team and is responsible for the effective design, consultation and implementation of whole of workforce initiatives aligned to our strategic priorities. As a manager, the Assistant Director requires a strong customer focus to balance the competing needs of stakeholders, while at the same time undertaking a process of continuous improvement with strong change management skills. Our values: Our values are Excellence, Safety, Collaboration, Respect, Innovation and Integrity. We want our organisation to be full of talented people who believe in our values and demonstrate behaviours in line with our values.

Eligibility/Other Requirements: Tertiary qualifications in Human Resources or related discipline.

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: Applicants should submit a 'pitch' of no more than two (2) pages addressing the Selection Criteria, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natasha Wise (02) 6207 4934 natasha.wise@act.gov.au

City Services

ACT NoWaste

Waste Regulation

Assistant Director (Levy)

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44702)

Gazetted: 30 July 2019

Closing Date: 13 August 2019

Details: The Waste Regulation Section in ACT NoWaste is responsible for administration of the *Waste Management and Resource Recovery Act 2016 (Waste Act)*; which aims to reduce waste generation, increase resource recovery and reuse, and to encourage investment, innovation and best practice in the Territory's waste sector. The *Waste Act* provides the regulatory framework for licensing and registration of waste facilities and transporters, the Territory's Container Deposit Scheme, waste activity reporting, and interventions to address the generation of waste by householders and businesses. The *Waste Act* also provides, and will be expanded to efficiently support, the introduction of a waste levy; used to encourage recycling, reuse and recovery, over landfilling. We are looking for someone to manage the transition from the Waste Levy Project Team to the Waste Regulation Section; this will involve translating policy and concepts into standard operating procedures, informing development of ICT systems, and ensuring the establishment of supportive legislative instruments, to provide a firm basis for the ongoing administration of the waste levy by the Waste Regulation Section moving forward. The person we are looking for will be curious and have the ability to think creatively to address complex problems. They will write in a compelling manner, to influence and to establish a pathway for others to follow. They will communicate with a diverse range of audiences, on a range of technical and non-technical matters. The work will be fast paced, varied and changeable. Experience working in a regulatory environment is essential, and an understanding of how businesses operate and work beneficial. 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: Experience working in an environment undertaking a range of regulatory activities such as licensing, assessment, compliance monitoring, auditing, intelligence, enforcement, or investigation; and as a minimum, a current Class C driver's licence or equivalent. Desirable: Regulatory qualifications including Certificate IV in Government (Statutory Compliance), Certificate IV in Government (Investigations), Certificate IV in Quality Audit, or equivalent; qualifications in Economics, Finance, Accounting or Business Management; a Work, Health and Safety Construction Induction "White Card", first aid qualification, and completion of personal safety training (such as Situational Awareness).

Note: This is a temporary position available immediately until 30 September 2020. 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. Selection may be based on application and referee reports only.

How to Apply: Please submit your curriculum vitae and a statement of claims addressing each of the Selection Criteria outlined in the Position Description. Your statement of claims should be no longer than two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Taylor 0435 969 792 alex.taylor@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

Surgery and Oral Health

Surgical Administration

Assistant Director of Nursing, Surgical Wards

Registered Nurse Level 4.3 \$137,840, Canberra (PN: 14158)

Gazetted: 01 August 2019

Closing Date: 14 August 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 Assistant Director of Nursing - Surgical wards manages the physical, fiscal and human resources and the provision of patient centred nursing care in the inpatient surgical wards, Pain Management Unit, Ophthalmology Clinic and Surgical Discharge Support consisting of 153 inpatient beds and approximately 215 Full Time Equivalent of nursing staff.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Post graduate qualifications in advanced Nursing or related field.

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.

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

Contact Officer: Jillian Davis (02) 5124 3275 jillian.davis@act.gov.au

Clinical Services

Surgical and Oral Health

Surgical Administration

Assistant Director of Nursing

Registered Nurse Level 4.3 \$137,840, Canberra (PN: 27899)

Gazetted: 01 August 2019

Closing Date: 15 August 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 Assistant Director of Nursing (ADON) Surgical Bookings and Pre Admission Clinic holds a senior nursing leadership position within the Division of Surgery. The ADON manages Surgical Bookings and Pre admission Clinic, which includes the Elective Surgery Waiting List. The ADON is responsible for the physical, fiscal and human resources and the provision of patient centred nursing care in Surgical Bookings and Pre Admission Clinic.

Eligibility/Other Requirements:

Mandatory:

Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)

Desirable:

Post graduate qualifications in advanced nursing or related field

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.

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

Contact Officer: Jillian Davis (02) 5124 3275 jillian.davis@act.gov.au

Clinical Services

Women, Youth and Children

Child at Risk Health Unit (CARHU)

CARHU Psychologist/Social Worker

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 23104)

Gazetted: 01 August 2019

Closing Date: 14 August 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

The Child at Risk Health Service (CARHU) provides specialist health services to children and young people who have been affected by abuse and/or neglect, and their families and carers. As part of the therapeutic team you will provide counselling and therapeutic interventions to children and young people, concerns interviews for parents and carers regarding abuse, domestic violence and related child trauma, assist in providing an intake service for CARHU and participate in education and training.

Eligibility/Other Requirements

Mandatory:

Degree in Social Work or Psychology and be registered with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for accreditation with the Australian Association of Social Workers.

Desirable:

Post graduate qualifications in a relevant field are highly desirable.

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 and scope of clinical practice requirements for allied health professionals.

Provide 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 immediately until 31 January 2020 with a possibility of extension and/or permanency. The position is part-time at (29:24) hours per week (four days per week) and the full-time salary noted above will be pro-rata. Work days are weekday business hours and days of work are subject to negotiation. The Child at Risk Health Unit is situated on the Canberra Hospital campus.

Contact Officer: Nell O'Connor (02) 5124 2712 nell.o'connor@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Dental Health Program

Interagency Coordinator

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 04311, several)

Gazetted: 01 August 2019

Closing Date: 8 August 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 Dental Health Program (DHP) is in the Division of Rehabilitation, Aged and Community Services and offers a range of public dental services to the community including:

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.

Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Whilst providing services that include, preventative dental interventions and health promotion, emergency dental care, restorative and prosthetic dental care and some orthodontic interventions for eligible clients, these services are

These services are delivered in the community to:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconochie Centre

Mobile Dental Clinics

The Interagency Coordinator positions are currently located in Civic and are part of the Dental Administration Team.

Under limited direction, you will play a key role in the coordination of the Mobile Dental Clinic services with tasks such as liaising with both internal and external stakeholders, overseeing processes and procedures in relation to its services and work with the Operational Managers of the DHP for rostering and reporting. These positions coordinate the

Mobile Dental Clinic service for Nursing Homes and the other for the Dental Health Programs Targeted Access Program Mobile Clinic.

Eligibility/Other Requirements

Mandatory:

Current driver's licence.

Desirable:

Previous experience in the dental field and knowledge of dental terminology and item numbers is desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

The successful applicants may be selected from application and referees only.

Contact Officer: Karen Macdonald (02) 5124 1721 karen.macdonald@act.gov.au

Clinical Services

Medicine

Resources

Sleep Scientist

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 21962)

Gazetted: 01 August 2019

Closing Date: 15 August 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.

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

Overview of the Work Area and Position

The Sleep Disorders Unit (SDU) is part of the Department of Respiratory & Sleep Medicine (DRSM) based in the Division of Medicine. The SDU provides 24-hour clinical services to patients for the assessment and management of sleep disorders. The Health Professional Level 2 (HP2) Sleep Scientist role participates in a rotating roster of day, evening and overnight shifts to ensure provision of high quality clinical services. The role will also assist with quality assurance activities and support student placements.

Within CHS, the sleep science profession is part of the Clinical Measurement Science (CMS) disciplines. The other CMS disciplines are cardiac science, clinical neurophysiology, and respiratory science. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The Clinical Measurement Sciences Competency Framework (ACT Health, 2017) outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of care, excellence, collaboration and integrity. The Competency Framework consists of five generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in health science/human physiology and eligibility for membership of the Australasian Sleep Technologists Association (ASTA).

Shift Work – have the ability to work independently up to a 12 hour overnight shift as part of operational requirements.

On-call Roster – to be available and provide support to evening and overnight shifts including being recalled back to work as required.

Proficiency in conducting Type 1 continuous positive airway pressure (CPAP) titration polysomnography (PSG).

Minimum of 12 months experience in the diagnosis, treatment and management of patients with sleep disorders

Desirable:

Proficiency in Polysomnography data analysis as per the American Academy of Sleep Medicine (AASM), Australasian Sleep Association (ASA) and Australasian Sleep Technologists Association (ASTA) guidelines.

Proficiency in conducting Type 1 Bi-Level Ventilation and/or Servo-Adaptive Ventilation titration Polysomnography.

Post-graduate qualifications in Sleep Science/Medicine

Professional credentialing from the Board of Registered Polysomnographic Technologists (BRPT).

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.

Comply with CHS Health credentialing requirements for Allied Health Professionals.

Note: The classification level for the above position will be based on the successful applicant's knowledge and experience. An order of merit list may be established to fill future vacancies over the next 12 months.

Contact Officer: Derek Figurski (02) 5124 2806 derek.figurski@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

CAMHS Clinician

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 38606 38606)

Gazetted: 01 August 2019

Closing Date: 15 August 2019

Details: 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 people's homes. These services include:

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

Overview of the work area and position

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

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

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to Health Professional 1 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:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's licence.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's licence.

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*
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's licence.

Highly desirable for all disciplines:

- Experience in working with children and young people.

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.
- Undergo a pre-employment National Police Check.

Note

This is a temporary position available for 12 months with the possibility of extension. The successful candidate will be required to; be available to work within all program areas of CAMHS as service needs arise; and be available for weekend and on call work when necessary. An order of merit will be established for filling future identical full-time permanent and temporary vacancies in either the North or South Community Teams within a 12 month period.

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

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

Clinical Services

Surgery and Oral Health

Medical Staff

Personal Assistant to Director of Anaesthesia

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 24245)

Gazetted: 01 August 2019

Closing Date: 13 August 2019

Details: About us

Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of

medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Overview of the work area and position

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

Most clinical units, including the Anaesthesia Unit, are supported by Personal Assistants or Office Management staffs, who coordinate the Office of busy clinicians.

Under direction of the Director of Anaesthesia and Pain Management Unit, the Personal Assistant will provide administrative support for the Anaesthesia Unit by undertaking the duties listed in the duty statement.

Eligibility/Other Requirements

Desirable:

- Experience with Dictaphone typing.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.

Notes

This is a temporary part-time position available at 14.42 hours per week for six months with the possibility of extension. The full-time salary noted above will be paid pro-rata.

Contact Officer: Rebecca Scaysbrook (02) 6244 4175 rebecca.scaysbrook@act.gov.au

Clinical Services

Clinical Support Services

Ward Services

Ward Clerk

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 01130)

Gazetted: 01 August 2019

Closing Date: 13 August 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 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 Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and

Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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

Nursing and Midwifery and Patient Support Services division comprises a range of support services across the clinical divisions which includes E-rostering unit, Infection Prevention and Control Unit, Nursing and Midwifery Resource Office, Spiritual Support Services, and Ward Services.

Overview of the Work Area and Position

The Ward Services team provides support for the patients of Canberra Hospital through a range of services which includes Wards Persons, Hospital Assistants, Central Equipment and Courier Service, Ward Clerks and Patient Liaison and Admission Team.

The Ward Clerk position provide general administrative, clerical and support services to clinical services and also assist with patient flow. The Canberra Hospital is a 24 hours services that operates on a daily basis including weekends and Public Holidays. These positions are to assist with patient admissions, discharges and transfers using ACT Patient Administration System (ACTPAS) and other business applications.

Eligibility/Other Requirements

Desirable:

A sound knowledge and understanding of the Health Care System

The ability to provide a high quality customer service, and proficient keyboard skills

Current driver's licence.

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

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: The successful applicant will have to participate in a 24/7 rotating roster (day, evenings and night shifts) and Monday to Friday day shifts. A merit list will be established to fill available future full-time and part-time positions.

Contact Officer: Jimmy Varghese (02) 5124 3277 jimmy.varghese@act.gov.au

Clinical Services

Cancer Ambulatory Services

Immunology Department

Genomics Clinic Technical Officer

Technical Officer Level 2 \$62,521 - \$71,593, Canberra (PN: 19189)

Gazetted: 01 August 2019

Closing Date: 13 August 2019

Details:About us

Our Vision: creating exceptional health care together

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

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.

Four 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 Immunology Department within Canberra Health Services invites applications for a Technical Officer to support the Medical Genomics Clinic. The successful applicant would be well organised, have well developed interpersonal skills and have appropriate laboratory experience, encompassing molecular biology and sequencing. In addition, the successful applicant will be competent with data management using spreadsheets and have some understanding of the principles of database access and entry. Previous experience with and some understanding of the principles of next generation sequencing would be an advantage but is not essential. The Medical Genomics initiative develops strategies for implementation of next generation sequencing in the clinic. This is an initiative of Canberra Health Services, and supports the activities of the Centre for Personalised Immunology, which is an NHMRC Centre for Research Excellence <http://www.health.act.gov.au/our-services/cancer-services/health-professionals/immunology>, <http://www.jcsmr.anu.edu.au/research/centres/cpi> and <https://cpi.org.au>.

The successful applicant will be responsible for sample collection and processing, data entry, and maintenance sample repository. They will be expected to contribute to data analysis. Where necessary, they will assist with patient recruitment to clinical studies. They will contribute to overall laboratory management, and will perform laboratory tasks and experiments with integrity.

Eligibility/Other Requirements:

Mandatory

Bachelors degree in Science or higher

Desirable

Experience with isolating PBMCs from tissue/blood samples; PCR and DNA extraction and sequencing.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This position is part-time at (18:37) hours per week 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. Applicants may be appointed on written application only. Applicants must quote the position number when applying and address the Selection Criteria as well as include a covering letter and curriculum vitae detailing relevant experience and qualifications together the names and telephone numbers of two referees.

Contact Officer: Anna Maria Benc (02) 5124 5586 annamaria.benc@act.gov.au

Infrastructure Management and Maintenance

Operational Support

Security Operations

Security Supervisor

Health Service Officer Level 7 \$62,521 - \$66,023, Canberra (PN: 42253, several)

Gazetted: 01 August 2019

Closing Date: 15 August 2019

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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 Infrastructure and Health Support Services Group (IHSSG) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations.

Operational Support Services is a branch of IHSSG which is responsible for:

Client Services: the CHS Contact Centre, on-campus and off-campus residential accommodation services, volunteer management, as well as Canberra Hospital's reception, foyer and mail services.

Protective Services: fire safety, emergency response and security operations.

Transport Services: parking operations and enforcement, and fleet management.

Protective Services mission is to provide to all personnel, the necessary climate and mechanisms that will enable staff, patients and visitors at Canberra Health Services' facilities to go about their daily activities without fear or intimidation by preventing crime and disruption and protecting persons and property.

As a Security Supervisor you will ensure a safe and secure environment is maintained for staff and consumers at Canberra Hospital, the Dhulwa Mental Health Unit and non-acute sites by providing incident response, proactive security functions and enforcement of Canberra Health Services policy and directives.

Eligibility/Other Requirements

Mandatory:

Possess a Certificate II in Security Operations and ACT Security Licence.

Possess an unencumbered driver's licence.

Be prepared to wear a uniform and work a shift roster, weekends, public holidays or night shifts at any Canberra Health Services worksite on an 'as needs' basis.

Be able to complete a continuous 500m run comprising a series of five 100m laps, with stair ascent and descent of 10 steps at the end of each lap, and a 20m dummy drag, in under 5 minutes on an annual basis.

Desirable:

Possess a Certificate III in Security Operations; and

Possess a sound understanding of providing security services in a healthcare setting.

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: There are permanent and temporary positions available. The temporary contract is available for 12 months.

Selection may be based on application and referee reports only.

Contact Officer: Chris Mooney (02) 5124 9701 chris.mooney@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Care

Community Care Program

Enrolled Nurse

Enrolled Nurse Level 1 \$60,837 - \$64,999, Canberra (PN: 27107, several)

Gazetted: 01 August 2019

Closing Date: 5 August 2019

ACT Health 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:** *Our Vision: creating exceptional health care together Our Role: to be a health service that is trusted by our community*

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. Four 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 Community Care Program is seeking applications from Enrolled Nurses interested in working in the Community setting. This recruitment round is seeking applications from enrolled nurses looking for both permanent, temporary and casual positions to fill a variety of vacancies across the health centre sites. Interested nurses are encouraged to speak to the contact officers listed to discuss these position; Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Public Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. A number of RACS services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting.

[Qualifications and experience:](#) Mandatory: Diploma in Nursing or Equivalent; Be registered or be eligible for registration as an enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA); A current driver's licence. Please note prior to commencement successful candidates will be required to Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: Several permanent, temporary and casual positions are available. Noting part-time positions will be paid rota of the advertised salary.

How to Apply: To complete your application, you must prepare responses to the Selection Criteria and upload this as part of your application along with a current curriculum vitae. For more information on how to apply go to <http://www.health.act.gov.au/employment/how-apply>. For further information about the position and a copy of the performance expectations and jobs demands checklist, please contact the Contact Officer above.

Clinical Services

Ambulatory Care Support Services

Health Intake

Intake Customer Service Officer

Administrative Services Officer Class 2/3 \$55,934 - \$68,204, Canberra (PN: 27589)

Gazetted: 01 August 2019

Closing Date: 13 August 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](#)

Intake Services is a dynamic team of dedicated administrative and nursing staff who manage and coordinate referrals and bookings for services across Canberra Health Services. The busy service handles 15,000 telephone calls and 2000 referrals a month. The Service is proud of its high levels of customer service and its role as the primary access point for Canberra Health Services.

An exciting opportunity exists to join the dynamic, customer focused Intake team, providing appointments and information on Canberra Health Services Intake Services to members of the public over the telephone, via email or

face to face. The successful applicants will be working as part of a team in a busy call centre environment or reception area. They will need to effectively communicate with callers and actively contribute to the achievement of key performance indicators.

Eligibility/Other Requirements

Desirable:

Applicants will ideally have previous experience working in a busy customer service environment and possess

Excellent customer service skills

Strong verbal communication skills and the ability to communicate with ease at all levels

Written skills with attention to detail

Strong organisational skills and ability to prioritise and meet deadlines

Capacity to work well within a team

A high level of personal integrity and discretion

Sound keyboard skills and the ability to use health based Information Technology (IT) systems

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a permanent vacancy. A phone and face to face interview may be conducted along with testing for attention to detail as part of the Selection Process. This position will be filled at either the Administrative Services Officer Level 2 (ASO2) or Administrative Services Officer Level 3 (ASO3) level, dependent on the skills and experience of the successful applicant. An order of merit list may be established to fill future vacancies at level over the next 12 months. This position may be required to work at various locations as operational needs dictate.

Contact Officer: Bernadette Armati (02) 6205 2339 bernadette.armati@act.gov.au

Clinical Services

Clinical Support Service

Clinical Records

Clinical Records Officer

Administrative Services Officer Class 2/3 \$55,934 - \$68,204, Canberra (PN: 20500, several)

Gazetted: 01 August 2019

Closing Date: 15 August 2019

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Overview of the work area and position

Under general direction, working as part of a small team, the Clinical Records Officer is responsible for processing clinical documentation into the Clinical Record Information System (CRIS) (scanning solution). This entails performing the functions of documentation preparation, scanning, indexing and processing any incoming mail. The Clinical Records Officer is required to consistently achieve quality and productivity targets for record processing to ensure scanning deadlines are met and record integrity and patient safety are not compromised.

Eligibility/Other Requirements

Desirable:

- Previous experience working in a hospital clinical record department, medical practice or similar health environment.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note

There are several temporary positions available for six months with the possibility of extension. These positions are full-time, Monday to Friday with working hours of 7:00am to 3.21pm, 8.30am to 4.51pm or 3.00pm to 10.51pm. Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Taj Askew (02) 5124 3663 taj.askew@act.gov.au

Clinical Services

Clinical Services Executive

Allied Health Advisor

Profession Lead Nutrition

Health Professional Level 5 \$124,891 - \$140,596, Canberra (PN: 43978)

Gazetted: 01 August 2019

Closing Date: 13 August 2019

Details: About us

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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 Executive Director Allied Health Office provides professional and strategic leadership, advice and advocacy to Canberra Health Services, the ACT Health Directorate and ACT Government in relation to allied health related matters. Under the leadership of the Executive Director of Allied Health, these positions are accountable for professional leadership and support strategic planning and workforce development for their profession across CHS.

Through the Executive Director of Allied Health, the Professional Leads provide high level professional engagement and advice to the Chief Allied Health Officer as required. Willingness and capacity to provide objective, factual advice on profession specific matters is essential.

Applicants will need to demonstrate as part of their application significant hospital and/or community health experience in their allied health professional group. Applicants will also need to demonstrate capacity to undertake the responsibilities of the Profession Lead role alongside their existing allied health position. The intention is that successful applicants to these roles will retain their current operational reporting lines and responsibilities and professionally report to the Executive Director Allied Health, CHS.

Eligibility/Other Requirements:

Mandatory:

For registered professions:

Appropriate qualification in the relevant profession and hold current registration with the Australian Health Practitioner Regulation Agency (AHPRA).

or

For self-regulated professions

Appropriate qualification in the relevant profession, and eligible for membership of the relevant professional association.

Desirable:

Membership of the relevant professional association and relevant post-graduate qualification(s).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note

This position is a temporary full time tenure period to 1 June 2021. The Profession Lead component enables a higher duties arrangement where the applicant is at Health Professional Level 4 (HP4) level. Selection to this position may be based on written application and referee reports only. Salaries for these positions are paid based on a top up from a CHS HP4 position to a CHS Health Professional Level 5 (HP5) position. Prospective applicants who are not currently working in a HP4 position at CHS should enquire with the Contact Officer specifically about this, including how this may apply to their individual circumstances. All prospective applicants are strongly encouraged to contact the Contact Officer for these positions to discuss the position prior to submitting an application.

Contact Officer: Kerry Boyd (02) 6205 0893 kerry.boyd@act.gov.au

Quality, Safety and Governance

Quality and Safety

Patient Safety Team

Clinical Safety Systems Coordinator

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 04598)

Gazetted: 01 August 2019

Closing Date: 14 August 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.

Overview of the work area and position

The Patient Safety Team is responsible for coordinating clinical incident management, risk management and medicolegal processes for Canberra Health Services.

The Clinical Safety System Coordinators primary responsibilities include the application and education of incident management principles.

The successful applicant will require strong organisational skills and have an excellent understanding of incident management and the relationship with patient safety and continuous improvement.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

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

Contact Officer: Shayne Brown (02) 5124 9561 shayne.brown@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Clinical Lead - Alcohol and Other Drugs

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 37269)

Gazetted: 01 August 2019

Closing Date: 13 August 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.

Overview of the work area and position

The Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

At this level you will provide leadership and be responsible for the day to day clinical leadership of the Justice Health Services Alcohol and Other Drugs (AOD) Team. This includes coordinating access to AOD services in the Hume Health Centre and Bimberi Youth Justice Centre clinic; providing clinical leadership to the Justice Health Services AOD nursing team and providing care coordination to patients accessing AOD services in custody including monitoring and maintaining access to Opioid Maintenance Therapies.

The Clinical Lead AOD Nurse plays a pivotal role in the implementation and delivery of best practice treatment for consumers with complex needs in relation to the physical and psychological treatments required for alcohol and other drug co-morbidities within a custodial environment.

This position works collaboratively with all staff including ACT Correctives Services, Bimberi Youth Justice Centre and the Drug and Alcohol Court to ensure optimum service delivery and best evidence practice. The role will be responsible for quality initiatives, data collection and analysis and procedure development.

The Clinical Lead AOD Nurse will work within the Custodial Health senior nursing leadership team to drive change and promote a high-quality service to patients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements

Mandatory:

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

Highly Desirable:

Previous experience in custodial health

Previous experience working with clients with substance abuse issues

Holds or is working towards qualifications either at a certificate or postgraduate level in Drug and Alcohol Nursing.

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*.

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

Contact Officer: Rory Maguire (02) 5124 2523 rory.maguire@act.gov.au

Clinical Services

Surgery and Oral Health

Dental Health Program

Laboratory Manager

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 41940)

Gazetted: 01 August 2019

Closing Date: 14 August 2019

Details: About us:

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

Overview of the work area and position:

The Dental Health Program is in the Division of Rehabilitation, Aged and Community Services and offers a range of public dental services to the community including:

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.

Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Whilst providing services that include, preventative dental interventions and health promotion, emergency dental care, restorative and prosthetic dental care and some orthodontic interventions for eligible clients, these services are delivered in the community to:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconochie Centre

Mobile Dental Clinic

Under broad direction, you will play a key role in providing professional leadership to a designated team, develop, implement and manage clinical guidelines and pathways and participate in a multidisciplinary team including but not limited to dental therapists, oral health therapists, dental assistants, dentists, dental technicians, prosthetists and administration staff.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in Dental technology,
Minimum 12 months leadership or management experience.

Desirable:

Strong understanding of public dentistry,
Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check,

Comply with Canberra Health Services credentialing requirements for allied health professionals,

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

Contact Officer: Donna Butcher 0481 493 441 donna.butcher@act.gov.au

People and Culture

Executive

Industrial Relations Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44248)

Gazetted: 01 August 2019

Closing Date: 13 August 2019

Canberra Health Services is looking for an enthusiastic and experienced Industrial Relations practitioner. The successful applicant will be responsible for providing advice and assistance to Managers and Executives about the employment framework and supporting the Director, Industrial Relations, in planning and negotiation of enterprise agreements, Visiting Medical Officers conditions and other industrial instruments. The People and Culture Branch located at Canberra Hospital and is responsible for providing strategic leadership and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across Canberra Health Services.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

Note: This position is being re-advertised and previous applicants will be considered and need not reapply.

How to Apply: To complete your application, you must prepare responses to the Selection Criteria and upload this as part of your application along with a current Curriculum Vitae. For more information on how to apply go to <http://www.health.act.gov.au/employment/how-apply>. For further information about the position and a copy of the performance expectations and jobs demands checklist, please contact the Contact Officer above.

Contact Officer: Steven Linton (02) 5124 9599 steven.linton@act.gov.au

APPOINTMENTS

ACT Audit Office

Principal - ACT Audit Office \$\$151,220

Laura Anne Thomas 858-74785, Section 68(1), 29 July 2019

Canberra Institute of Technology

Teacher Level 1 \$\$74,437 - \$99,320

Michael Apps 858-50775, Section 68(1), 24 July 2019

Chief Minister, Treasury and Economic Development

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

Felicity Adamson 858-71568, Section 68(1), 29 July 2019

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

Tanya Keir 853-99929, Section 68(1), 29 July 2019

Building Trade \$\$70,261 - \$74,311

Ryan McKay 836-14971, Section 68(1), 29 July 2019

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

Kimberley Pickrell 851-00413, Section 68(1), 22 July 2019

Community Services

Professional Officer Class 2 \$84,257 - \$96,430

Kellie Kinsmore 858-65109, Section 68(1), 25 July 2019

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

Reba Jane Kirby 858-57694, Section 68(1), 30 July 2019

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

Syed Rizvi 858-56720, Section 68(1), 30 July 2019

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

Eleanor Scott 858-60893, Section 68(1), 30 July 2019

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

Kathryn Shiner 858-69521, Section 68(1), 30 July 2019

Education

Building Service Officer 3 \$67,752 - \$71,593

David Nurmi 858-26580, Section 68(1), 29 July 2019

Justice and Community Safety

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

Meg McLoughlin 858-50249, Section 68(1), 25 July 2019

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

Hannah Jane Wellington 858-74611, Section 68(1), 29 July 2019

Office of the Legislative Assembly

Senior Officer Grade C \$106,043 - \$114,146 Marcus Clough 00792, Section 68(1), 31 July 2019

Transport Canberra and City Services

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

Sophie Gibbs 858-70493, Section 68(1), 27 July 2019

Canberra Health Services

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

Dorriane Batten 858-76414, Section 68(1), 29 July 2019

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

Kelsey Brown 857-44868, Section 68(1), 31 July 2019

Enrolled Nurse Level 1 \$60,837 - \$64,999

Elizabeth Cowie 847-02439, Section 68(1), 8 August 2019

Infrastructure Manager/Specialist 3 \$184,668

David Gilbert 859-51568, Section 68(1), 24 July 2019

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

Christopher Hickman 858-74814, Section 68(1), 29 July 2019

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

Tracy Hutchins 857-43611, Section 68(1), 27 July 2019

Health Professional Level 5 \$124,891 - \$140,596

Kerri McGufficke 858-75577, Section 68(1), 29 July 2019

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

Kate Schorsch 857-93352, Section 68(1), 27 July 2019

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

Jacqueline Shipton 862-08645, Section 68(1), 29 July 2019

ACT Health

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

Megan Arnold 856-73350, Section 68(1), 1 August 2019

Information Technology Officer Class 2 \$84,257 - \$96,430

Rajini Mohan Raj 858-74822, Section 68(1), 26 July 2019

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

Michael Rosser 858-74603, Section 68(1), 29 July 2019

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

Stuart Watts 858-75921, Section 68(1), 29 July 2019

TRANSFERS

Canberra Health Services

Lauren Simon: 838-54000

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22657) (Gazetted 8 November 2018)

Rabecca Walker: 821-21622

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 33409) (Gazetted 30 May 2019)

ACT Health

Jessica Kate Buik: 846-96024

From: Senior Officer Grade B \$124,891

Environment, Planning and Sustainable Development
To: Senior Officer Grade B \$124,891 - \$140,596
ACT Health, Canberra (PN. 42853) (Gazetted 18 April 2019)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Infrastructure, Finance and Capital Works

Procurement Projects

Project Management and Reporting Systems

George Dekantios: 835-81532

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. 10618) (Gazetted 12 April 2019)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current Collective/enterprise Agreement provisions and is non-appealable.

Finance and Budget Group

Budget Coordination and Reporting

Nilakshi Geegana: 853-54819

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. 33372) (Gazetted 14 June 2019)

Workforce Capability and Governance

Public Sector Management Group

Professional Standards Unit

Philip HAARBURGER: 789-35930

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. P08553) (Gazetted 24 July 2018)

Infrastructure, Finance and Capital Works

Procurement Projects

Project Management and Reporting Systems

Miaomiao Hu: 848-83321

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 01928) (Gazetted 12 April 2019)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current Collective/enterprise Agreement provisions and is non-appealable.

Shared Services

Partnership Services

Customer Support Services

Alexandra Jones: 821-25949

From: Administrative Services Officer Class 5 \$78,197 - \$82,771
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$84,257 - \$96,430
Chief Minister, Treasury and Economic Development, Canberra (PN. 11609) (Gazetted 9 May 2019)

Commercial Services and Infrastructure

Shared Services

Financial Applications Support

TRAN NGUYEN: 793-85475

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. 44225) (Gazetted 24 June 2019)

Community Services

Children, Youth and Families

Child and Youth Protection Services

Mollie Boyton: 848-83436

From: Administrative Services Officer Class 3 \$63,374 - \$68,204
Community Services
To: Health Professional Level 1 \$61,160 - \$80,129
Community Services, Canberra (PN. 39423) (Gazetted 23 April 2019)

Housing ACT

Strategy and Viability

Housing and Homelessness Strategy and Policy

Hayley Jones: 844-82552

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. 35674) (Gazetted 5 April 2019)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current Collective/enterprise Agreement provisions and is non-appealable.

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Jason Leitao: 844-74974

From: Youth Worker 1/2 \$63,374 - \$76,184
Community Services
To: Administrative Services Officer Class 5 \$78,197 - \$82,771
Community Services, Canberra (PN. 30725) (Gazetted 20 July 2018)

Housing ACT

Infrastructure and Contracts

Asset Planning

Kristen Wilson: 845-21750

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. 44218) (Gazetted 5 June 2019)

Education

Office for Schools

South Weston

Charles Weston School Coombs

Penelope Day: 798-41290

From: \$68,022 - \$101,821

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 35761) (Gazetted 28 February 2019)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current Collective/enterprise Agreement provisions and is non-appealable.

Environment, Planning and Sustainable Development

Planning, Land and Building Policy

Infrastructure Planning

Mohammadali Lashkari: 836-06998

From: Infrastructure Officer 1 \$69,932 - \$82,628

Environment, Planning and Sustainable Development

To: Infrastructure Officer 2 \$84,359 - \$97,055

Environment, Planning and Sustainable Development, Canberra (PN. 09384) (Gazetted 16 April 2019)

Justice and Community Safety

ACT Emergency Services Agency

Risk and Planning

Communications Centre

Zach Adams: 827-40802

From: Ambulance Support Officer 1 \$54,949 - \$58,394

Justice and Community Safety

To: Ambulance Support Officer 2 \$59,229 - \$62,549

Justice and Community Safety, Canberra (PN. 36193) (Gazetted 16 May 2019)

ACT Emergency Services Agency

Risk and Planning

Communications Centre

Tessa Chilcott: 827-30436

From: Ambulance Support Officer 1 \$54,949 - \$58,394

Justice and Community Safety

To: Ambulance Support Officer 2 \$59,229 - \$62,549

Justice and Community Safety, Canberra (PN. 36192) (Gazetted 16 May 2019)

ACT Human Rights Commission

Public Advocate and Children and Young People Commissioner

Sandra Horbury: 831-37095

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 01727) (Gazetted 12 June 2019)

Canberra Health Services

Clinic Services

Aleyamma Devasia: 857-44948

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. 17741) (Gazetted 9 May 2019)

Clinical Services

Tarin Foster: 847-00900

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. 29178) (Gazetted 28 June 2019)

Clinical Services

Gibi Jacob: 834-46074

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. 17740) (Gazetted 9 May 2019)

Clinical Services

Santochan Joseph: 825-49186

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40407) (Gazetted 21 February 2019)

Clinical Services

Nithin Mathew: 834-46074

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. 24444) (Gazetted 9 May 2019)

Canberra Hospital and Health Services

Christine McDade: 813-01007

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 37269) (Gazetted 16 May 2019)

Clinical Services

Nicole McDerby: 845-22382

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

Health

To: Pharmacist Level 2/3 \$77,356 - \$106,178 (up to \$108,952 on achieving personal upgrade)

Canberra Health Services, Canberra (PN. 28798) (Gazetted 28 February 2019)

Clinical Service

Women Youth & Children

Fiona Snedden: 774-42659

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 42277) (Gazetted)

Clinical Services

Sandra Wheeler: 825-49183

From: Sterilising Services Technical Officer Level 2 \$62,521 - \$71,593

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 29392) (Gazetted 28 February 2019)

ACT Health

ACT Health Directorate

Sarah Flood: 829-68794

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

Canberra Health Services

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

ACT Health, Canberra (PN. 18751) (Gazetted 8 November 2018)

ACT Health Directorate

Melissa Lee: 607-71851

From: Health Professional Level 4 \$106,043 - \$114,146

Canberra Health Services

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

ACT Health, Canberra (PN. 36476) (Gazetted 16 May 2019)