



ACT Government Gazette

Gazetted Notices for the week beginning 09 April 2020

VACANCIES

Canberra Institute of Technology

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

Industry Engagement and Strategic Relations

Training Initiatives Unit

Liaison Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 54184)

Gazetted: 14 April 2020

Closing Date: 28 April 2020

Details: A vacancy within the Liaison Team of the Training Initiatives Unit at the Canberra Institute of Technology (CIT) is available. CIT welcomes applications from candidates that are personable, confident, self-motivated, professional, committed to customer service and excellent communicators with sound interpersonal, verbal and written communication skills to be part of our high performing team. You will liaise with internal and external stakeholders on a daily basis to support a positive student experience for Australian Apprentices studying at CIT. Monitor, review and support the progress of Australian Apprentices including, structured workplace visits; build and maintain relationships and networks with employers and within CIT. Plan, direct and coordinate data entry activities with an eye for detail to ensure there is a focus on accuracy within the team using a variety of business technologies which you will be trained to demonstrate and showcase. Participate proactively as a team member, work autonomously and collaboratively to achieve performance benchmarks and quality outcomes in accordance with relevant government compliance standards. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements:

Desirable:

A willingness and ability to hold a White Card to support WHS work site visit requirements.

A current driver's licence.

Familiarity with Australian Apprenticeship systems and compliance requirements for the ACT would be advantageous.

Note: This is a temporary position available for up to 14 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. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to Apply: Applicants are required to address the Selection Criteria and provide a current curriculum vitae.

Applications should be submitted the Apply Now button below.

Contact Officer: Hollie Taylor (02) 6207 7914 hollie.taylor@cit.edu.au

Chief Minister, Treasury and Economic Development

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

Access Canberra

Customer Coordination

Contact Centre

Customer Service Officer

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 43785, several)

Gazetted: 15 April 2020

Closing Date: 22 April 2020

Details: The Access Canberra Contact Centre is seeking applications for our Customer Service Officer positions. As a Customer Service Officer, you will need exceptional oral and written communication and interpersonal skills, as you will be required to provide a high-quality phone and webchat services to the ACT community. Successful applicants will also possess the ability to stay calm under pressure.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application. Access Canberra is comprised of ACT community members helping other ACT community members and representation and visibility of our central connectedness is key to our mission. 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: All ACTPS employees employed in the Access Canberra Contact Centre will be employed as Scheduled workers and have their working hours scheduled in accordance with subclauses O9.15 to O9.31 of the ACT Public Sector Administrative and Related Classifications Enterprise Agreement 2018 – 2021.

Successful applicants must be prepared to:

Work to a scheduled 7 day roster that may involve commencing work at 6:50am and/or finishing at 8:00pm;

Work from any Access Canberra location as required.

Participate in extended hours during Emergency or SES events.

Note: These are temporary positions available immediately 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 temporary or permanent vacancies over the next 12 months. These positions are within an Activity Based Workplace (ABW). Under ABW arrangements officers do not have a designated workstation/desk.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a one page written application, contact details of at least two referees and current curriculum vitae. The 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 the Apply Now button below.

Contact Officer: James Gibson (02) 6207 4638 james.gibson@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 Management

Corporate

Corporate and Coordination Services

Director Corporate and Coordination Services

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 27821)

Gazetted: 15 April 2020

Closing Date: 22 April 2020

Details: Priorities specific to the ongoing COVID event will be to ensure that all CMTEDD sites have appropriate emergency management, security, sanitation, cleaning and building management in place to suit the nature and requirements specific to each response phase, and redistribution of fleet to essential services.

Ongoing, the role leads the team to deliver:

- Coordination services through Performance reporting functions including: Budget Paper, CMTEDD Annual Report, input into the State of the Service report, half yearly performance indicator reporting to the Assembly,

coordination of reporting on whole of government action plans, such as the Women's Plan and Aboriginal and Torres Strait Islander Plans; CMTEDD Commitments Register reporting to EMG, including dashboard reporting.

- Driving Sustainability initiatives and reporting, and development of the CMTEDD Emissions Pathway.
- Content Management of Corporate content for the CMTEDD Intranet.
- Fleet Management, Accommodation and Facilities Management, and Business Support.

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 20 April 2020 until 24 December 2020.

How to Apply: Applications should include an up to date curriculum vitae, details for two referees, and a statement addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsten Thompson (02) 6207 8207 kirsten.thompson@act.gov.au

Treasury

Procurement ACT

Contracts and Category Management Team

Assistant Director

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 03684)

Gazetted: 09 April 2020

Closing Date: 23 April 2020

Details: The Contracts and Category Management Team (CCMT) manage the Territory's Whole of Government contracts. We have approximately 20 arrangements managed across three small portfolio teams. Team members are required to conduct interjurisdictional research, industry and stakeholder consultation, contract administration and reporting and attend/conduct regular contract evaluation and management meetings with industry and across government. Team members have end to end responsibility from research and strategy development, through to procurement execution, implementation and contract management.

This position specifically relates to a diverse workforce services portfolio that includes (but not limited to):

- Contingent Labour;
- Professional and Consulting Services;
- Employee Assistance Program;
- Training Services; and
- Medical Services.

Currently, this portfolio area is looking to transition in new services and are soon to commence our research and strategy development on other contracts in the portfolio. This will give the right applicant an opportunity to be involved from the very beginning of a procurement process right through to execution and management. Skills involved include data collection and analysis, project management, stakeholder management, communication, negotiation, written and representation skills.

Eligibility/Other Requirements:

Having procurement or contract management experience is desired – but you may also have strong core skills which can be successfully applied/transferred to the procurement and contract management environment. You will be self-motivated, responsive and show initiative, and have sound judgement, professional resilience and personal drive. You can think on your feet and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with strategic goals. Relevant qualifications in procurement, contract management, project management, commerce, business administration and/or data analytics would be an advantage.

Note: This is a temporary position available immediately for 10 months with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: In two pages or less tell us why you want the role and outline your Skills, Experience and Suitability based on the requirements of the role as set out in the Selection Criteria and Position Description. Please submit a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danny Warburton (02) 6207 7276 danny.warburton@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

<http://www.health.act.gov.au/employment>.

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

Clinical Services

Cancer Ambulatory and Community Health Support

Cancer Nursing

Rapid Assessment Unit

Career Medical Officer \$122,913 - \$148,507, Canberra (PN: 46516)

Gazetted: 16 April 2020

Closing Date: 20 April 2020

Overview of the work area and position: The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Canberra Region Cancer Centre Rapid Assessment Unit provides a dedicated point of access for cancer patients who have urgent care needs related to their cancer diagnosis or the treatment they are receiving, as an alternative to attending the emergency department. The unit is currently staffed by a Nurse Practitioner and Registered Nurse who work in collaboration with the patient's treating team. The Rapid Assessment CMO will work primarily within the Rapid Assessment Unit but will also provide cover for the Level 4 chemotherapy suite to assess ambulant patients attending for treatment when the relevant registrar is not available. The unit currently operates between 8am - 6pm Monday to Friday.

Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency, with at least 3 years of clinical experience. 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 and vaccination processes against specified infectious diseases.

Contact Officer: A/Prof Paul Craft (02) 5124 8502 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Justice and Community Safety

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

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

Emergency Services Agency

ACT Rural Fire Service

Senior Operations Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 04599)

Gazetted: 09 April 2020

Closing Date: 25 April 2020

Details: Are you an experienced and organised person that can coordinate complex teams of staff and/or volunteers? Do you have experience within a rural fire service and an excellent knowledge of bushfire behaviour and prevention? The ACT Rural Fire Service is a vibrant organisation committed to protecting Canberra and our rural community. Working with the Chief Officer and Director Operations this is a great opportunity for an organised person with logistics experience, outstanding communication skills and a commitment to modelling inclusiveness to join our team. You will need to have a great understanding and/or experience with fire behaviours and be prepared to work flexibly outside normal business hours. The ACT Public Service supports workforce

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

Eligibility/Other Requirements:

Background and Security clearance checks will be conducted including National Police Check.

Qualifications in a field related to fire behaviour and/or AIIMS are desirable.

Minimum C Class driver's licence is essential, together with the ability to gain an MR Class Licence.

A pre-employment medical is required for all new employees.

The ACTRFS also requires the successful applicant to undertake an annual fitness test for fire ground access.

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

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

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the capabilities outlined in the Position Description, contact details of at least two referees, a current curriculum vitae, a copy of the front and back of your WWVP card or the ability to obtain one.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Rohan Scott (02) 6205 0544 rohan.scottRFS@act.gov.au

Emergency Services Agency

People, Culture and Training

Workforce Support Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 46852)

Gazetted: 09 April 2020

Closing Date: 22 April 2020

Details: Are you interested in an opportunity to use your experience in Human Resource Management (HRM) or payroll? Do you enjoy working in a small dynamic team? This may be the job for you! The ACT Emergency Services Agency (ACT ESA) is looking for someone to support our people on the frontline with generalist HR, rostering, leave, payroll and employment lifecycle advice. You will be part of a team that is committed to keeping our ACT residents and the broader community safe. ACT ESA is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with a disability, and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualifications in Government or Human Resource Management are desirable, but not essential. This position requires a current driver's licence.

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Your suitability will be assessed on demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role and why you are the best person for this role. The pitch should:

Show that you have the capabilities in the "what you require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

2. A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications; and

3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Browning (02) 6207 3318 kate.browning@act.gov.au

Legislation, Policy and Programs

Justice and Safety Programs

Director

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 44340)

Gazetted: 09 April 2020

Closing Date: 28 April 2020

Details: The Justice Planning and Safety Programs team in Legislation, Policy and Programs is seeking applications for a Director position. Justice Planning and Safety Programs drives the ACT Government's justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending.

The team develops and administers policy and program initiatives related to reducing recidivism, crime prevention, Aboriginal and Torres Strait Islander justice, restorative practices and victims of crime. It is also responsible for publishing criminal justice statistics and manages the ACT Policing Arrangement and Purchase Agreement. Directors are responsible for providing high quality strategic advice, leading the policy program and reporting to Government. This is an opportunity to lead a dynamic team to deliver policy and programs that will have a tangible impact on the Canberra community.

The Director will drive the Government's ambitious justice reform agenda and target to reduce recidivism by 25% by 2025. This includes working collaboratively with government and community stakeholders to deliver the Reducing Recidivism Plan and Building Communities Not Prisons initiatives; and leading the evaluation and reporting program.

Eligibility/Other Requirements: Qualifications and/or extensive experience in criminology, law or a related field is highly desirable.

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

How to Apply: In two pages or less, tell us why you are the best person for the role addressing the skills, knowledge and behaviour capabilities outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew McIntosh (02) 6207 0550 andrew.mcintosh@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

Communications

Digital Communications Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 38988)

Gazetted: 15 April 2020

Closing Date: 1 May 2020

Details: Do you enjoy the fast paced nature of communications? Are you experienced in delivering contemporary digital content? We are looking for an experienced, proactive and creative videographer/photographer to join the Communications and Engagement team and fill the role of Digital Communications Officer. In this role you will be part of a small team responsible for the day to day delivery of content for ACT Government digital channels including social media and websites. You will work collaboratively with officers from across the directorate to produce and publish high quality videography and photography to support our diverse projects and programs. You will also work with key stakeholders to provide direction on the creation and distribution of best practice digital content.

Eligibility/Other requirements: Relevant tertiary qualifications and a minimum of two years' experience working professionally in digital communications is preferred. The ability to work flexibly with some out of hours work is required.

Other desirable skills include:

Understanding Australian accessibility standards.

Experience in using Adobe Creative Suite and videography production software such as Final Cut Pro, After Effects and/or Adobe Premiere. Experience in graphic design is also beneficial.

Note: This is a temporary position available until 30 November 2020. Selection may be based on application and referee reports only. If interviews are required they will be not be conducted face to face for this recruitment and will be conducted using alternative methods. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: If you are interested in this role, please submit your current curriculum vitae, details of two referees and an application of no more than two pages addressing the selection criteria in the Position Description.

Providing examples of previous work is encouraged.

Applications should be submitted the Apply Now button below.

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

Canberra Health Services

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

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

Clinical Services

Women, Youth and Children

Women and Babies

Neonatology Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 29943, several)

Gazetted: 16 April 2020

Closing Date: 23 April 2020

Details: About us

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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, Alcohol and Drug Services.

Overview of the work area and position:

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Together with a small team of Clinical Development Nurses you will support nursing staff in both NICU and SCN to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey.

CDN support and education will be provided across morning and evening shifts, seven days a week.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

- Post-graduate qualifications in Neonatal Nursing,
- Certificate IV Workplace Assessment.

Prior to commencement successful candidates will be required to:

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

Note: There are full-time and part-time positions available and the full-time salary noted above will be paid pro rata for part-time positions. Applications will be considered for CDN positions to work across both NICU and SCN, a limited number of positions may be available to work in SCN only.

Contact Officer: Fiona Cameron (02) 5124 7737 fiona.j.cameron@act.gov.au

Medical Services

Imaging

Radiography

Radiographer

Medical Imaging Level 2 \$66,096 - \$90,737, Canberra (PN: 16318, several)

Gazetted: 16 April 2020

Closing Date: 28 April 2020

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.

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A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services. Overview of the work area and position.

Overview of the work area and position:

Canberra Health Services provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The Office of the Director of Medical Services (DMS) includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Radiographer position is a clinical role and will be responsible for the provision of general radiography services during business hours, providing leadership for the whole department afterhours and on weekends. Daily operations include the management of patient scheduling, throughput and care as well as immediate staff and clinical contact, along with the management and operation of General Radiography.

The Radiographer position is required to support the Medical Imaging Department in the provision of a 24/7 service, this includes shift work, overtime and on-call duties outside normal working hours when required.

Eligibility/Other Requirements:

Mandatory

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

Be eligible for an ACT Radiation licence.

Tertiary qualifications or equivalent in Medical Radiation Science (Radiography).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Stephen Hamilton (02) 5124 2111 stephen.hamilton@act.gov.au

Women, Youth and Children

Administrative Support Officer, Division of women, Youth and Children

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 42846)

Gazetted: 16 April 2020

Closing Date: 29 April 2020

Details: 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.

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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, Alcohol and Drug Services.

Overview of the work area and position

The Canberra Health Service (CHS) Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary health services. The Division has a strong focus on clinical governance to ensure quality of services, this is underpinned by our partnerships with our consumers and other service providers. We provide family-centred, interdisciplinary services at Canberra Hospital, Community Health Centres, Child and Family Centres, client homes and schools.

This position provides administrative and general office support to the Women Youth and Children Division with duties including booking appointments, referral management, screening telephone calls and data entry. This role requires demonstrated ability to provide high quality customer service standards. Organisation and time management skills with an ability to liaise effectively with staff at all levels is essential. A high level of knowledge and demonstrated ability in the use of health-based IT systems including ACTPAS and Clinical Portal is desirable.

Eligibility/Other Requirements:

Desirable:

Previous experience working in the health sector.

Experience of working in an interdisciplinary fast paced area

Experience with Data entry and management.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Stephanie Edwards (02) 5124 7491 Stephanie.A.Edwards@act.gov.au

ACT Health

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

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

ACT Health

Digital Solutions Division

Governance Hub

Director, Portfolio Management

Senior Information Technology Officer Grade B \$126,577 - \$142,494, Canberra (PN: 37523)

Gazetted: 9 April 2020

Closing Date: 28 April 2020

Details: The Digital Solutions Division with the ACT Health Directorate is committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. We are looking to recruit a suitability qualified Portfolio Manager to work as a part of the Governance Hub team that supports program and project delivery for the ACT Public Health System and consumers of our health services. As the Director, Portfolio Management you will lead a small team that is responsible for the delivery or project, program and portfolio management functions that support the delivery of the portfolio of work. You will focus on maintaining effective portfolio reporting, ensuring compliance with established frameworks, processes and templates and providing advice to support project delivery teams. Note: An order of merit will be established from this selection process and may be used to fill future temporary or permanent 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristina Carroll (02) 5124 9334 Kristina.carroll@act.gov.au

ACT Health

Digital Solutions Division

Future Capability and Governance

Business Analyst

Information Technology Officer Class 2 \$85,394 - \$97,732 Canberra (PN: 47170)

Gazetted: 9 April 2020

Closing Date: 29 April 2020

Details: The Digital Solutions Division with the ACT Health Directorate is committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. We looking to hire a suitably qualified and energetic business analyst to work as a part of our growing team. You will focus on supporting the team by managing the flow of work requests and performing business analysis activities.

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

How to Apply: Please 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 has a good understanding of your business analysis skills.

Applications should be submitted the Apply Now button below.

Contact Officer: Kristina Carroll (02) 5124 9334 kristina.carroll@act.gov.au

ACT Health

Digital Solutions Division

Medications Systems Hub

**Chief Pharmacy Information Officer and Senior Director
Pharmacist Level 6 \$157,912 , Canberra (PN: 41265)**

Gazetted: 9 April 2020

Closing Date: 01 May 2020

Details: Are you a Senior Pharmacist that's up for a challenge? Do you have experience in the management of health ICT systems? Do you want to contribute to the digital transformation of our health system and make a difference to the community? Do you wish to be appointed as the ACT's Chief Pharmacy Information Officer to lead the ongoing digital transformation of the ACT public health systems' medication management systems? The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic pharmacist to manage the Medication Systems Hub and provide professional leadership for allied health professionals within the Digital Solutions Division. The Medication Systems Hub is a multidisciplinary team which provides operation support for a range of medication systems used by clinicians throughout Canberra Health Services. 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 nine months with a 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 responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Applications should be submitted the Apply Now button below.

Contact Officer: Peter McNiven (02) 5124 9066 peter.mcniven@act.gov.au

**Digital Solutions Division
Technology Operations
Clinical and Administrative Systems Hub
Assistant Director, Clinical and Administrative Systems
Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 11726)**

Gazetted: 14 April 2020

Closing Date: 28 April 2020

Details: The Digital Solutions Division within ACT Health is looking to hire an appropriately skilled and experienced individual to join the Clinical and Administrative Systems Hub as an Assistant Director. The successful applicant will join a dynamic and energetic team who are dedicated to ensuring that all staff in the ACT public health system have access to both clinical and administrative information to assist them in providing quality health care to the ACT community. You will provide leadership and support for a small team that provides system administration support for a variety of ACT Health enterprise applications.

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 up to nine 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.

How to Apply: Please submit a written application responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Scott Barrett (02) 5124 9381 Scott.Barrett@act.gov.au

Digital Solutions Division

Technology Operations

Clinical and Administrative Systems Hub

Assistant Director, Clinical and Administrative Systems

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 36762)

Gazetted: 14 April 2020

Closing Date: 28 April 2020

Details: The Digital Solutions Division within ACT Health is looking to hire an appropriately skilled and experienced individual to join the Clinical and Administrative Systems Hub as an Assistant Director. The successful applicant will join a dynamic and energetic team who are dedicated to ensuring that all staff in the ACT public health system have access to both clinical and administrative information to assist them in providing quality health care to the ACT community. You will provide leadership and support for a small team that provides system administration support for a variety of ACT Health enterprise applications.

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 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.

How to Apply: Please submit a written application responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Scott Barrett (02) 5124 9381 scott.barrett@act.gov.au

Digital Solutions Division

Information and Data Management

Data Management Hub

Senior Director, Data Management

Senior Information Technology Officer Grade A \$147,006, Canberra (PN: 43124)

Gazetted: 14 April 2020

Closing Date: 28 April 2020

Details: Are you a Senior Data Professional that's up for a challenge? Do you have experience in strategy, policy, and program management skills as well as experience in preparing ministerial and jurisdictional briefs, reports and correspondence? Do you have the ability to work independently within tight deadlines? If you enjoy a challenge and would like to work in a high-performance team then this may be the opportunity for you. Join as and you could 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 a suitably qualified and energetic individual to manage a strong energetic team of talented data professionals working across the ACT public health system.

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.

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: An order of merit list may be established to fill future vacancies at level 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Justine Spina (02) 5124 9040 justine.spina@act.gov.au

Digital Solutions Division

Future Capability and Governance

ICT Infrastructure Hub

Senior Technical Project Manager

Senior Information Technology Officer Grade B \$126,577 - \$142,494, Canberra (PN: 43124)

Gazetted: 14 April 2020

Closing Date: 28 April 2020

Details: Are you a 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 work with a team of absolute rock stars in ICT Infrastructure and contribute to the delivery of ICT Core networking infrastructure, Critical and Noncritical systems and the operational commissioning of new and refurbished health facilities 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 ICT Infrastructure program of work. You will manage the design, planning, installation and operational commissioning of all things ICT for new and refurbished ACT public health facilities.

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.

Delivery of ICT infrastructure for new and refurbished health facilities

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

How to Apply: Please submit 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: Mark Moerman (02) 5124 9339 mark.moerman@act.gov.au

Digital Solutions Division

Future Capability and Governance

ICT Infrastructure Hub

Infrastructure Project Officer

Information Technology Officer Class 2 \$85,394 - \$97,732, Canberra (PN: 46929, several)

Gazetted: 15 April 2020

Closing Date: 29 April 2020

Details: Are you the most organised person that you know? Are you OCD about colour-coding and making lists? Can you run after a team and make sure the things they commit to get done? Do you see yourself as wanting a career in project management?

The Digital Solutions Division within ACT Health is looking to hire suitably qualified and energetic individuals to help us deliver on our ICT Infrastructure program of work. You will be a key member of our team of rock stars that manages the design, planning, installation and operational commissioning of all things ICT for new and refurbished facilities ACT public health facilities. 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.

Delivery of ICT infrastructure for new and refurbished health facilities

Note: These are temporary positions available for 12 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 two 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: Andrei Lena (02) 5124 9005 andrei.lena@act.gov.au

Digital Solutions Division

Future Capability and Governance

ICT Infrastructure Hub

Senior Infrastructure Project Manager

Senior Information Technology Officer Grade B \$126,577 - \$142,494, (PN: 46926)

Gazetted: 15 April 2020

Closing Date: 29 April 2020

Details: Are you a 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 work with a team of absolute rock stars in ICT Infrastructure and contribute to the delivery of ICT Core networking infrastructure, Critical and Noncritical systems and the operational commissioning of new and refurbished health facilities 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 ICT Infrastructure program of work. You will manage the design, planning, installation and operational commissioning of all things ICT for new and refurbished ACT Public Health facilities.

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,

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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.

Delivery of ICT infrastructure for new and refurbished health facilities

Note: This is a temporary position available for 12 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Moerman (02) 5124 9339 mark.moerman@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Senior Officer Grade B \$126,577 - \$142,494

Andrew Craig 865-55348, Section 68(1), 14 April 2020

Professional Officer Class 2 \$85,394 - \$97,732

Kristine Dun 858-61263, Section 68(1), 11 April 2020

Community Services

Youth Worker 1 \$64,230 - \$69,125

Andrew Hobson 863-40590, Section 68(1), 3 April 2020

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$85,394 - \$97,732

Sean Coleman 848-80788, Section 68(1), 16 April 2020

Infrastructure Officer 3 \$107,723 - \$118,250

Ashleigh Haltiner 863-49624, Section 68(1), 14 April 2020

Senior Officer Grade C \$107,475 - \$115,687

Michael Woodman 863-42844, Section 68(1), 16 April 2020

Transport Canberra and City Services

Bus Operator - Training \$69,746

Darren Fagarazzi 865-55305, Section 68(1), 10 April 2020

Bus Operator - Training \$69,746

Leigh Gannon 865-56252, Section 68(1), 10 April 2020

Bus Operator - Training \$69,746

Hardeep Gill 865-55364, Section 68(1), 10 April 2020

Bus Operator - Training \$69,746

Robert Glaznieks 865-55284, Section 68(1), 10 April 2020

Bus Operator - Training \$69,746

Cyndi Mackay 865-55313, Section 68(1), 10 April 2020

Bus Operator - Training \$69,746

Russell Mackay 865-55276, Section 68(1), 10 April 2020

Bus Operator - Training \$69,746

Ryan Schmidt 865-55372, Section 68(1), 10 April 2020

Bus Operator - Training \$69,746

Gurmail Singh 865-55516, Section 68(1), 10 April 2020

Bus Operator - Training \$69,746

Gurtej Singh 865-55479, Section 68(1), 10 April 2020

Bus Operator - Training \$69,746

Navdeep Singh 865-55508, Section 68(1), 10 April 2020

Bus Operator - Training \$69,746

Benjamin Steele 865-55428, Section 68(1), 10 April 2020

Bus Operator - Training \$69,746

David Yen 865-55399, Section 68(1), 10 April 2020

Canberra Health Services

Registered Nurse Level 1 \$67,984 - \$90,814

Caylee Fielding 862-65527, Section 68(1), 14 April 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Melissa Gates 865-55487, Section 68(1), 16 April 2020

Registered Nurse Level 2 \$94,409 - \$100,061

Edwina Kokar 863-74520, Section 68(1), 16 April 2020

Health Service Officer Level 4 \$53,444 - \$55,489

Ashish Pabla 857-43494, Section 68(1), 16 April 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Sharmila Pandey 868-29804, Section 68(1), 9 April 2020

PROMOTIONS

Chief Minister, Treasury and Economic Development

Property and Venues

ACT Property Group

Finance and Systems

Nilakshi Geegana Gamage: 853-54819

From: Senior Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$126,577 - \$142,494

Chief Minister, Treasury and Economic Development, Canberra (PN. 45632) (Gazetted 10 February 2020)

Education

Strategic Policy and Reform

Strategic Policy

Legislation Reform

Isabel Hartley: 853-50631

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Education

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

Education, Canberra (PN. 33846) (Gazetted 18 March 2020)

Business Services

Strategic Finance and Procurement

Budgets and Reporting

Lauren Whiley: 842-97111

From: Senior Officer Grade C \$107,475 - \$115,687

Education

To: †Senior Officer Grade B \$126,577 - \$142,494

Education, Canberra (PN. 40960) (Gazetted 14 November 2019)

Environment, Planning and Sustainable Development

Suburban Land Agency

Finance Valuations and Systems

Business Systems

Daniel Mason: 858-62960

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Environment, Planning and Sustainable Development, Canberra (PN. 39408) (Gazetted 19 March 2020)

Canberra Health Services

Canberra Hospital and Health Services

Tegan Addison: 847-02412

From: Enrolled Nurse Level 1 \$61,658 - \$65,876

Canberra Health Services

To: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services, Canberra (PN. 12705) (Gazetted 11 June 2019)

Canberra Health Services

Mitchell Carrington: 847-01153

From: Administrative Services Officer Class 2 \$56,689 - \$62,598

Canberra Health Services

To: Administrative Services Officer Class 3 \$64,230 - \$69,125

Canberra Health Services, Canberra (PN. 31421) (Gazetted 12 March 2020)

Canberra Health Services

Laura Dawes: 850-41038

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 22212) (Gazetted 14 February 2020)

ACT Health

Caitlin Little: 836-09208

From: Senior Information Technology Officer Grade C \$107,475 - \$115,687

ACT Health

To: †Senior Information Technology Officer Grade B \$126,577 - \$142,494

ACT Health, Canberra (PN. 37708) (Gazetted 25 April 2019)