



ACT Government Gazette

Gazetted Notices for the week beginning 02 July 2020

VACANCIES

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>

Health Systems, Policy and Research

Office of Professional Leadership and Education

Office of the Chief Medical Officer

Assistant Director, National Cardiac Registry

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 48145)

Gazetted: 07 July 2020

Closing Date: 22 July 2020

Details: We are looking for an enthusiastic and energetic project officer to support the development and roll out of the National Cardiac Registry (NCR) in the ACT. You will have high level of autonomy and work with experts in cardiac interventions. This important position will see the successful candidate undertaking an interesting role to support the ACT NCR Lead and the ACT Chief Medical Officer to enable robust management (collection, timely submission and auditing) of clinical data (including patient outcomes data) of patients undergoing invasive and interventional cardiac procedures in the ACT. Background knowledge, understanding and experience in cardiac intervention procedures would be desirable. We are after someone that has great coordination and communication skills, who can work effectively to support experts with high level of technical expertise in their profession and is able to prepare quality written briefs, meeting papers, reports and formal high-level clinical policies and guidelines. 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:

Undergo a pre-employment National Police Check.

Note: This is a temporary available immediately for 12 months. This position is part-time at (20-28) hours per week and the full-time salary noted above will be pro-rata.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Dinesh Arya (02) 5124 9637 Dinesh.Arya@act.gov.au

Calvary Health Care ACT (Public)

Obstetrics and Gynaecology

Obstetrics and Gynaecology Registrar

Registrar 1-4 \$105,594 - \$131,000 (Canberra)

Gazette date: 7 July 2020

Closing Date: 26 July 2020

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

Reference Number: 13356

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

Contact Officer: Nicole McCosker on Nicole.McCosker@calvary-act.com.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

Staff Specialist - Orthopaedics

Surgery

Medical Staff

Specialist 1-5 \$164,470 - \$202,960, Canberra (PN: 37450)

Gazette: 09 July 2020

Closing Date: 31 August 2020

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.

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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.

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and clinical/

research matters to Canberra Health Services.

For more information in relation to conjoint positions with the ANU please contact Professor Imogen Mitchell, Dean, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit:

<http://www.canberrayourfuture.com.au/>

Overview of the work area and position

Currently the Orthopaedic service at Canberra Hospital is provided by 10 on-call VMO's who supervise a team of 6 accredited and 6 unaccredited registrars. Orthopaedic trauma is a large part of the trauma load and accounts for over 10 hours of non-elective operating time each day.

The primary roles of this appointment are to oversee:

Provision of adult and paediatric Orthopaedic Fracture Clinic services at the Canberra Hospital using patient centred and standardised methods to manage acute fractures and soft tissue injuries.

Participation in the supervision, training and professional development of the multidisciplinary clinical team.

Clinical Responsibilities The Staff Specialist will primarily work in the adult and paediatric Fracture Clinics through the Orthopaedic Surgery Unit at the Canberra Hospital. Currently there is no formal surgical component to this role. Academic Responsibilities The Staff Specialist will be expected to contribute to the teaching of Australian

National University medical students, and to assist in Postgraduate training of interns and JMOs. The successful applicant will be expected to both attend and participate in the Department's regular audits, and unit meetings. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Indicative total remuneration, inclusive of applicable allowances, and assuming 11% superannuation, \$331,380

Eligibility/Other Requirements

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).

Currency in an Advanced Life Support Course to be attained within three months of commencement with annual refreshers.

Fellowship of the Royal Australasian College of Surgeons in Orthopaedic Surgery or equivalent specialist qualifications.

Prior to commencement successful candidates will be required to:

Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment National Police check.

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

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

Contact Officer: Melanie Applebee (02) 5124 3207 melanie.applebee@act.gov.au

Division of Women, Youth and Children, Community Health Programs

School Youth Health Nurse

Adolescent CNC for the School Youth Health Nurse Program

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 27093)

Gazetted: 09 July 2020

Closing Date: 20 July 2020

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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 School Youth Health Nurse Program assists young people in High School to make a safe transition into adulthood while laying the 'foundations' for health promoting behaviours and attitudes, which will continue through their life span. The School Youth Health Nurse works with a preventative focus including early identification, brief intervention and harm minimisation activities. The nurse is often the first point of contact for young people, their families and school community members seeking information, advice and support in health matters. For issues requiring treatment or intensive counselling, they play an important role in providing referral for clients to the relevant agencies and the school counsellor.

Eligibility/Other Requirements:

Mandatory:

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

Comprehensive experience in adolescent Primary Health

Hold a current driver's license.

Desirable:

Tertiary qualifications in Youth Health or in a related and relevant area of nursing

Clinical experience in any or all of the following nursing speciality areas; Sexual Health, Mental Health, Adolescent Health.

Primary Health experience in a community 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*.

Note: This is a temporary position available from 10 October 2020 until 17 December 2020 with possibility of extension. This position may be decided on application and reference check only.

Contact Officer: Carolyn Thomas (02) 5124 1631 Carolyn.Thomas@act.gov.au

Clinical Services

Women, Youth and Children

Paediatrics

Clinical Nurse Manager - Paediatric Medical and Adolescent Wards

Registered Midwife Level 3.2 \$122,360, Canberra (PN: 23971)

Gazetted: 09 July 2020

Closing Date: 24 July 2020

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Eligibility/Other Requirements Mandatory: •Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). •Extensive clinical experience in the relevant field. Desirable: •Post graduate qualification in Paediatric Nursing, •Post graduate qualification in Adolescent or Adult Mental Health Nursing. •Post graduate qualification in management and/or leadership. 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). For more information on this position and how to apply “click here”

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

Mental Health, Justice Health, Drug and Alcohol Services

Older Persons Mental Health Community Team

Older Persons Mental Health Community Team, HP3

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 17041)

Gazetted: 09 July 2020

Closing Date: 20 July 2020

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Seven 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 Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of three sub-teams, the Assessment Team, the Clinical Management Team and the Intensive Treatment Service.

The Assessment Team is responsible for the management of referrals, providing initial assessments, clarification of treatment goals and short term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission.

This is a senior clinical position that will sit within any of the three sub teams providing direct person-centred care. At this level the HP3 will provide mental health services to people who present with highly complex mental health conditions, including the provision of advanced assessment, recovery planning, clinical coordination and therapeutic interventions to achieve sound outcomes for people, under minimal supervision. The HP3 will contribute their expertise to the multidisciplinary team, provide supervision to HP2, HP1, allied health assistants, and students and support the Team Leader in change processes. The HP3 will undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements:

Mandatory for all disciplines:

Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Current driver’s licence.

The required professional qualification for their discipline (see below):

For Occupational Therapy:

Registration or eligibility for registration with the Occupational Therapy Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA)

HP3: Applicants must have a minimum of three years (ideal five years) post-qualification experience.

For Psychology:

Registration or eligibility for general registration with the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA)

Highly Desirable:

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

HP3: Applicants must have a minimum of three years (ideal five years) post-qualification experience.

For Social Work:

Degree in Social Work,

Eligibility for membership of the Australian Association of Social Workers,

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

HP3: Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with CHS credentialing requirements for allied health.

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

Note:

Selection may be based on application and referee reports only. Mental Health Psychologist Allowance: \$983 - \$14,240.

Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist Allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

Contact Officer: Kylie Henson (02) 5124 1980 Kylie.Henson@act.gov.au

Clinical Services

Critical Care

Research and Service Development Unit

Registered Nurse 2 - Research & Data Coordinator

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 48132)

Gazetted: 09 July 2020

Closing Date: 17 July 2020

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to 500 participants. These studies are either Pharmaceutical Sponsored, Collaborative, or Investigator Led studies. The office also supports data collection, collation and reporting on all patients admitted to the Intensive Care Unit. The Research and Data Coordinator is integral to the coordination of research projects undertaken within the Division of Critical Care and Intensive Care data collection and reporting.

Eligibility/Other Requirements **Mandatory:** •Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). **Desirable:** •Critical Care nursing experience or holds a relevant post registration qualification. •Holds or is working towards post graduate qualifications relevant to the area of practice. 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.

Note: This is a temporary position available for a period of six months, Part-time hours will be considered. For more information on this position and how to apply “click here”

Contact Officer: Mary Nourse (02) 5124 3303 mary.nourse@act.gov.au

People and Culture

People and Culture Executive Unit

Administrative Service Officer 5 - Executive Assistant to the Executive Group Manager, People and Culture

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 24925)

Gazetted: 09 July 2020

Closing Date: 9 July 2020

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- 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 People and Culture Branch 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.

Working closely with Canberra Health Services Branches, the People Branch portfolio delivers strategically-aligned workforce solutions in areas including change management, diversity and inclusion, learning and development, industrial and employee relations, pay and benefits, rewards and recruitment.

The Branch also plans, designs, communicates and monitors Canberra Health Services Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable Canberra Health Services to deliver on its strategic agenda. Quality expert advice and support is provided through the People and Culture integrated teams.

The People and Culture Executive team is responsible for the strategic and operational management of the People and Culture Branch ensuring the effective and efficient operation of strategic people management advice, policy and programs across Canberra Health Services.

Under broad direction, you will play a key role in providing high level secretarial and administrative assistance and support to the Executive Group Manager, People and Culture Branch. This role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve work deadlines in an environment of competing priorities.

Eligibility/Other Requirements

Desirable:

- Experience in working one-to-one with a Senior Executive; and
- High level of proficiency in Microsoft Office Suite particularly Outlook, Word and Excel.
- Relevant tertiary qualification in business administration is highly desirable.
- Current driver's licence.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of 12 month's with the possibility of extension and/or permanency.

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

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

Clinical Services

Rehabilitation Aged and Community Services

Community Care Program

Allied Health Assistant 3 - Physiotherapy

Allied Health Assistant 3 \$66,263 - \$69,516 (up to \$73,540 depending on qualification level), Canberra (PN: 32767)

Gazetted: 09 July 2020

Closing Date: July 2020

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Eligibility/Other Requirements Mandatory: •Certificate IV in Allied Health Assistance (Physiotherapy) or recognized equivalent. •Hold a 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. (only if they have it on their duty statement) •Comply with CHS credentialing requirements for allied health. If practising clinically (providing direct clinical care to patients or

supervising staff providing direct clinical care to patients) as an Allied Health Professional in any capacity at any time in CHS facilities, the person occupying this position will be required to comply with CHS credentialing requirements for Allied Health Professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made. •Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU). For more information on this position and how to apply “click here” Judy Stone 0401 692 520 Judy.stone@act.gov.au

Contact Officer: Judy Stone 0401 692 520 judy.stone@act.gov.au

Rehabilitation Aged and Community Services

Allied Health Assistant, Activities Coordinator

Allied Health Assistant 3 \$66,263 - \$69,516 (up to \$73,540 depending on qualification level), Canberra (PN: 48033)

Gazetted: 09 July 2020

Closing Date: 20 July 2020

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

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

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

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

Overview of the work area and position:

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes The University of Canberra Hospital, Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the Mullangarrie Unit, Red Hill. Our staff are committed to the delivery of health services that reflect CHS values: Reliable, Progressive, Respectful and Kind.

Based at the University of Canberra Hospital (UCH), the Activities Coordinator is a pivotal role in ensuring a healthy and happy quality of life for our older patients. Activity Coordinators are responsible for the development and implementation of innovative activities for the patients on the older persons rehabilitation unit (Majura ward) and Slow Stream ward (Cotter ward) at UCH.

Understanding the needs of frail, aged and patients of limited function on UCH wards, the Activities Coordinator will be responsible for liaising closely with the multidisciplinary teams to review patients’ needs by planning, facilitating and evaluating activities in order to contribute to the enhancement of patients’ health.

Under supervision of the Allied Health Professional (AHP) and working with a multi-disciplinary team, the Activities Coordinator is responsible for providing day to day implementation, record keeping and evaluation of the activities program to a range of patients within a designated caseload area.

This position will have direct clinical supervision from an Occupational Therapist and will be supported by an experienced team of clinicians and other Allied Health Assistants.

Eligibility/Other Requirements:

Mandatory:

Certificate IV (or equivalent) in Allied Health Assistance.

Desirable:

Previous experience working in the rehabilitation and aged care sector.

Hold a current driver's license.

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).

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

Note:

This is a temporary position available for a period of six months with the possibility of extension and/or permanency. This position may be required to participate in overtime, on call and/or a rotation roster.

Contact Officer: Jane Lawrence (02) 5124 0073 jane.lawrence@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services

Social Worker, Occupational Therapist, Psychologist, Access Mental Health (AMHT)

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 40898)

Gazetted: 09 July 2020

Closing Date: 20 July 2020

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

Seven 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:

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service.

The successful candidate will work under the professional supervision of a senior clinician of the same discipline and under the broad supervision of senior clinicians in the team to conduct phone and office-based triage assessments of persons who require mental health care. This work will primarily be based in the Belconnen Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community. There may be some driving involved in this role and the successful candidate will be expected to work in a 38-hour, seven day per week 24 hour rotating roster.

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

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

Hold a current driver's license.

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

Hold a current driver's license.

For Social Work:

Degree in Social Work

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

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

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

Hold a current driver's license.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Note:

Health Psychologist Allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

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

Mental Health, Justice Health, Drug and Alcohol Services

Older Persons Mental Health Community Team

Older Persons Mental Health Community Team, Health Professional, HP2

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 21884)

Gazetted: 09 July 2020

Closing Date: 20 July 2020

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Overview of the work area and position:

The Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of three sub-teams, the Assessment Team, the Clinical Management Team and the Intensive Treatment Service.

The Assessment Team is responsible for the management of referrals, providing initial assessments, clarification of treatment goals and short term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission. This is a clinical position that will sit within any the three sub teams providing direct person-centred care. At this level the HPO2 will provide mental health services to people who present with moderately complex mental health conditions, including the provision of sound assessment, recovery planning, clinical coordination and therapeutic interventions to achieve sound outcomes for people. The HPO2 will contribute their expertise to the multidisciplinary team, provide supervision to staff at Levels HPO 1 and participate in quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements:

Mandatory:

Applicants must have at least 12 months paid, professionally relevant work and have completed all other relevant professional requirements.

For professionals bound by professional registration, all registration requirements must be fulfilled, and registration awarded. Current driver's licence.

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy

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

Eligibility for professional membership of Occupational Therapy Australia

For Psychology:

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

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

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

Note:

Selection may be based on application and referee reports only.

Contact Officer: Kylie Henson (02) 5124 1980 Kylie.Henson@act.gov.au

Chief Operating Officer

Territory Wide Surgical Services

Central Wait List Officer

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 36788)

Gazetted: 09 July 2020

Closing Date: 23 July 2020

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Overview of the work area and position:

Territory Wide Surgical Services forms part of the Clinical Operations Division within Canberra Hospital and Health Services of ACT Health and supports the provision of effective public surgical services in ACT Public Hospitals.

The role of the Territory Wide Surgical Services Team is to establish, review and update policy that governs the management of elective surgery for ACT public hospitals. The service also provides support for initiatives to improve the efficiency and effectiveness for elective surgery including managing access to surgery through the Central Waitlist Service and the Telephone information Service.

A key strategic priority for this service is to deliver timely access to effective and safe hospital care. Therefore, another key role of this service is to work collaboratively with all hospitals to develop and implement Territory Wide initiatives that are aimed at improving access to elective surgery and services.

The Territory Wide Surgical Services Team is seeking applications from highly motivated and organised individuals interested in joining a dynamic team who are leading new surgery initiatives across the Territory. This exciting opportunity includes assisting in the management of patients waiting for elective surgery in the ACT. The successful applicant will be customer focused and possess excellent communication, interpersonal and problem-solving skills required to respond to consumers relating to the Elective Surgery Waiting List.

Eligibility/Other Requirements:

Desirable:

Experience in the use of the ACT Patient Administration System and a high level of keyboard and administrative skills in a health environment would be an advantage.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

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

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

Note: This is a temporary position available until 22 July 2021.

Contact Officer: Sue Simpson (02) 5124 9079 sue.simpson@act.gov.au

Medicine

Ambulatory

Enrolled Nurse - GEHU

Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (PN: 27319)

Gazetted: 09 July 2020

Closing Date: 21 July 2020

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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

The Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides the following endoscopic services for both inpatients and outpatients:

- Gastroscopy
- Colonoscopy
- Bronchoscopy
- Endoscopic ultrasound
- Ano-rectal manometry services

The unit performs approximately 6000 procedures per year. The GEHU performs approximately 10,000 occasions of service per year and provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions.

The enrolled nurse reports to the Gastroenterology and Hepatology Clinical Nurse Consultant and is responsible for facilitating, contributing and supporting the delivery of best practice nursing care to patients of the GEHU.

Responsibility Statement: To provide a competent and safe level of care commensurate with experience, to patients within Canberra Health Services.

Eligibility/Other Requirements:

Mandatory:

Diploma in Nursing or Equivalent

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

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: Sharon Chambers (02) 5124 3488 sharon.chambers@act.gov.au

Finance and Business Intelligence

Health Information Services

Medical Records

Administrative Service Officer 2/3 - Scanning Officer

Administrative Services Officer Class 2/3 \$57,454 - \$70,058, Canberra (PN: 45719, several)

Gazetted: 09 July 2020

Closing Date: 20 July 2020

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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: These are temporary position available for a period of 12 months with the possibility extension and or permanency. For more information on this position and how to apply "click here" Contact Officer: Melissa Warylo (02) 5124 3663 melissa.warylo@act.gov.au

Rehabilitation Aged and Community Services

Acute Care of the Elderly (ACE Ward) 11A

Assistant in Nursing

Assistant in Nursing \$52,300 - \$54,070, Canberra (PN: 32395)

Gazetted: 09 July 2020

Closing Date: 17 July 2020

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Overview of the work area and position:

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

The Assistant in Nursing (AIN) works under the direction of the Registered Nurse and to provide personal care and assistance to patients. This position works a 24/7 rotating roster including night duty. This position is open to both part time and full time applicants. The AIN may work across different units at UCH depending on operational requirements.

Eligibility/Other Requirements:

Mandatory:

Certificate III in Health Services Assistance or be working towards a Diploma in Nursing or Bachelor of Nursing or recognised equivalent.

Must hold a current driver's license and have a safe driving record.

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.

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

Note: This position is part-time at (32) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Mercy Lukose 0408 135 203 Mercy.Lukose@act.gov.au

Pathology Services

Anatomical Pathology

Supervising Scientist, Anatomical Pathology

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 47527)

Gazetted: 09 July 2020

Closing Date: 22 July 2020

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Overview of the Work Area and Position

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

Under broad direction from the Laboratory Manager/Chief Scientist, you will play a key role in the day to day management of the Anatomical Pathology laboratory at The Canberra Hospital. This will include training and development of staff, management of resources, evaluation and implementation of new diagnostic platforms, overseeing NATA RCPA technical requirements, KPI monitoring, investigation of difficult cases, investigation of complex testing, quality control monitoring, maintaining manuals and other duties as directed.

Eligibility/Other Requirements:

Mandatory:

A Degree in Medical Laboratory Science or equivalent.

Desirable:

Minimum of 10 years' experience working in Anatomical Pathology laboratory with high level knowledge and understanding of Histology, Electron Microscopy and Immunohistochemistry services

Relevant Post Graduate qualifications.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: Selection of the successful candidate may be based on application and referee reports only. There may be a requirement to work out of routine hours, occasional nights, weekends, public holidays and an on-call component.

Contact Officer: Sally Smith (02) 5124 2879 Sally.j.smith@act.gov.au

Medical Services

Pathology Services

Anatomical Pathology

Supervising Scientist, Cytology

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 26435)

Gazetted: 09 July 2020

Closing Date: 22 July 2020

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Overview of the work area and position:

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

The Anatomical Pathology Department routinely operates Monday – Friday. It encompasses Histology, Cytology, Electron Microscopy, Mortuary and Administration (medical secretaries). The Cytology section offers a gynaecological, non-gynaecological and fine needle aspiration cytology service.

Under broad direction from the Laboratory Manager/Chief Scientist, you will provide a key role in the day to day management of the Cytology Section of the Anatomical Pathology laboratory at The Canberra Hospital. This will include training and development of staff, management of resources, evaluation and implementation of new diagnostic platforms, overseeing NATA RCPA technical requirements, KPI monitoring, investigation of difficult cases, investigation of complex testing, quality control monitoring, maintaining manuals and other duties as directed.

Eligibility/Other Requirements:

Mandatory:

A degree in Medical Laboratory Science or equivalent.

Passed the Australian Examination in Cytology – CT (ASC)

Desirable:

Passed International Academy of Cytology Examination- CT (IAC)

Minimum of 10 years' experience working in an Anatomical Pathology laboratory with high level knowledge and understanding of Cytology services.

Relevant Post Graduate qualifications.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: There may be a requirement to work out of routine hours, occasional nights, weekends, public holidays and an on-call component.

Contact Officer: Sally Smith (02) 5124 2879 Sally.j.smith@act.gov.au

Clinical Services

Division of Surgery

Perioperative Unit

Patient Flow Coordinator-Perioperative Unit

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 13948)

Gazetted: 09 July 2020

Closing Date: 23 July 2020

Details: About us

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

The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas. The Patient flow role facilitates the day to day patient flow throughout the Perioperative Unit in collaboration with the Perioperative Unit Management Team.

Eligibility/Other Requirements:

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

Desirable:

Holds or is working towards a tertiary management and/or nursing qualification

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Kerri Reeves (02) 5124 3051 kerri.reeves@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services

Forensic Mental Health Services Registered Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 19611)

Gazetted: 09 July 2020

Closing Date: 17 July 2020

Are you passionate about working at the interface between mental health nursing and the criminal justice system? Are you the type of person who enjoys the hustle and bustle of working in a correctional setting? Do you enjoy working within a multidisciplinary team to provide mental health care to our most marginalised clients? Do you possess enthusiasm and creativity to overcome obstacles in order to deliver mental health services? If the answer is yes, then there is an exciting opportunity to join the Forensic Mental Health Services in our custodial mental health team.

The Forensic Mental Health Service (FMHS) Custodial Mental Health (CMH) team provides community equivalent mental health care to detainees in our criminal justice system. CMH provides acute triage and intervention services to detainees at risk of suicide and self-harm and longer-term clinical care to detainees experiencing moderate to severe mental illness. We are seeking an experienced mental health nurse to join our team.

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 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.

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

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

Seven 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 Forensic Mental Health Service (FMHS) is a specialist mental health assessment, treatment, and consultation-liaison service targeting mental health consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan

and across a range of settings, including specialist consultation-liaison services to community mental health teams, youth and adult custodial mental health care, and court settings.

FMHS consists of three distinguishable yet integrated service components:

FMHS Forensic Consultation and Intervention Service (FoCIS)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) service incorporating:

CMH – Adult, at the Alexander Maconochie Centre, and

CMH – Child and Adolescent, at Bimberi Youth Justice Centre

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

Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, risk assessment, and therapeutic interventions. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

Eligibility/Other Requirements:

Mandatory:

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

Minimum three years relevant experience in the area of mental health.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Notes:

This is a temporary position for six months with the possibility of extension and/or permanency. This position involves shift work between the hours of 08:30 and 19:00hrs 7 days per week. Includes 4-7 weeks annual leave depending on roster, custodial and laundry allowance, postgraduate qualification allowance (where applicable), and access to regular clinical supervision and professional development.

Contact Officer: Gillian Sharp (02) 5124 1813 Gillian.Sharp@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

Executive Director, Education and Training Services

Temporary Vacancy (asap – 14 August 2020, with the possibility of extension)

Canberra Institute of Technology

Education and Training Services

Position: E1027

(Remuneration equivalent to Executive Level 2.3)

Date circulated: 07 July 2020

Circulated to: ACTPS Senior Executive List

Expressions of interest (EOI) are sought for the position of Executive Director, Education and Training Services to commence as soon as possible until 14 August 2020 with the possibility of extension.

CIT is seeking a highly motivated executive to provide strategic leadership and guidance for delivery of contemporary quality education and training and enhancing the overall student experience.

For further information please see the Executive Capabilities attached.

To apply: Please submit a short expression of interest of no more than two pages outlining what you could contribute to this important role, details of two referees and a current curriculum vitae to Leanne Cover via email to leanne.cover@cit.edu.au by 12pm Wednesday 8 July 2020.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$307,053 - \$319,330 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,543.

Contact Officer: Leanne Cover (02) 6207 3107 leanne.cover@cit.edu.au

Education and Training Services

CIT Trade Skills

CIT Automotive, Metals and Logistics

Automotive Trades Teacher

Teacher Level 1 \$76,460 - \$102,020, Canberra (PN: 51954)

Gazetted: 08 July 2020

Closing Date: 22 July 2020

Details: The Automotive department is seeking a full-time teacher for the delivery of Automotive Light Mechanical trades. This is based at CIT Fyshwick. The position requires the ability to work within the department of teaching and support staff, to provide educational outcomes and meet compliance requirements for apprentices and general students, in a VET environment. The position also requires the ability to liaise with industry, students and other stakeholders for the Department, and manage educational resources.

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

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations/Licensing:

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 - 2021, Clause 40

New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and

At commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015

Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent).

Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (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 teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

The successful applicants must have a minimum of one of the below qualifications:

Certificate III in Light Vehicle Mechanical Technology AUR30616 - mandatory.

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Evan Street (02) 6207 3814 Evan.Street@cit.edu.au

Education and Training Services

Health Community and Science

Wellbeing

Allied Health Assistance Teacher (Specialising in Physiotherapy)

Teacher Level 1 \$76,460 - \$102,020, Canberra (PN: 16083)

Gazetted: 07 July 2020

Closing Date: 21 July 2020

Details: Canberra Institute of Technology (CIT) Department of Wellbeing is seeking a Physiotherapist to teach in the Allied Health Assistance (AHA) program. A key component of this position is teaching and assessing specific competencies that form the Physiotherapy Assistance specialisation of the AHA program. Applicants should have (or be motivated to build) experience in health professional education, as well as interest in applying and developing skills in areas such as simulation and work integrated learning. This position involves delivering education and assessing in classroom, online, simulated and workplace environments, including in the new CIT Fit and Well Allied Health Clinic. You will have the ability to work collaboratively, to engage with employers and students as part of ensuring a quality learning experience, as well as a thorough knowledge of the national trends and 'best practice' developments in the Vocational Education and Training (VET) sector. 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. Working at CIT: With an impressive 90 year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels. The benefits of working as a teacher at CIT include: Access to professional development funds and dedicated time each year to help grow your education abilities and build your professional currency.

Access to facilities to support your health and wellbeing, including CIT Fit and Well gym at Bruce Campus, as well as a strong Employee Assistance Program.

Family friendly leave and periods of paid non-attendance, including paid shutdown time over Christmas.

Flexible work options. Free parking.

If you are a Physiotherapist, this position provides a chance to apply and develop your education skills in a health professional education context. You will work within an interprofessional team that includes staff from other allied health professional groups, including Occupational Therapy, Dietetics and Exercise Physiology. This environment, coupled with the professional development and leave allowances of a CIT teaching position, offers an opportunity to build your skill set whilst balancing other professional and life commitments.

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations/Licensing: 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 with Vocational Education and Training (VET) responsibilities must:

Hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);

Where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and

Complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

All employees at Teacher Level 1.7, 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). A current registration under the Australian Health Practitioner Regulation Agency (AHPRA) as a Physiotherapist is required for this position. 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.

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.

Desirable: A current drivers licence and good management/organisational skills would be an advantage.

Note: This is a temporary position available for a period 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. While this position is advertised as full-time, applications from individuals wishing to work part-time will also be considered.

How to Apply: Applicants are required to address the Selection Criteria (maximum four pages) and provide a current curriculum vitae along with the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Holdsworth (02) 6205 1877 sally.holdsworth@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

Enterprise Canberra

Skills Canberra

Director's office

Policy Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 02378)

Gazetted: 03 July 2020

Closing Date: 28 July 2020

Details: Do you have great writing, data and critical analysis skills? Then bring your sought-after skill set and put it to good use in a supportive and interdisciplinary-minded team environment! If you haven't worked in government before but think you have what it takes, then please call the Contact Officer to find out more or submit an application.

What will you do? You will work as part of the Skills Canberra Policy and Strategy section, supporting the development of the VET Investment Strategy and liaising across functions within Skills Canberra. As a policy officer you will be involved in providing timely research and statistical analysis of the ACT vocational education and training (VET) sector and labour market. In addition, you will consult and liaise with industry, training organisations, national bodies, other government agencies and the community in relation to gathering and reporting VET information and data.

What you require? You will have highly developed research, analysis, synthesis and evaluation skills, with the ability to apply these skills to crafting well-reasoned recommendations about policy issues. You will bring your skills in setting priorities and monitoring workflow, together with your aptitude for developing efficient work practices, to assisting Skills Canberra meet a range of deliverables and timelines. Your excellent written and oral communications skills and ability to tailor research findings to a range of audiences will set you apart from the rest.

About Skills Canberra Skills Canberra is responsible for the provision of strategic advice and overall management of VET and adult community education (ACE). Skills Canberra also manages Commonwealth and ACT funding directed to VET and ACE programs in the ACT.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately until 16th April 2021 and will be less than 12 months. For any questions regarding the position, please contact the Contact Officer. Applications may be decided based on applications and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

COVID-19 arrangements: Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role.

How to Apply: Please review the attached Position Description and submit a supporting statement, of no more than 1800 words, providing evidence of your suitability for the role. Include examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities. Included in your application your current curriculum vitae and contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patrick Goodarzi (02) 6205 2688 patrick.goodarzi@act.gov.au

Procurement ACT

Procurement ACT Executive Support Team

Executive Assistant to the Executive Branch Managers, Procurement ACT

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 47827)

Gazetted: 03 July 2020

Closing Date: 17 July 2020

Details: The advertised role is the Executive Assistant to the Procurement ACT Executive Branch Managers. The successful applicant will proactively support the Executive Branch Managers by effectively managing the office and its corporate responsibilities, correspondence and administrative duties.

You will possess excellent organisational, communication and customer service skills, and will have the ability to work within a dynamic work environment with competing demands and be able to prioritise appropriately. You will have an appreciation of government procurement practice and operations, provide a quality assurance role and administrative support. Your strong interpersonal skills will enable productive and effective liaison with staff. The successful applicant must have a high regard for confidentiality, including recognising and treating sensitive material appropriately. You will be expected to be proactive and demonstrate initiative, exercise good judgment in a variety of situations, and to perform the duties of the position under general direction. 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:

Qualifications in Business Administration, Government practice and/or Procurement is highly desirable.

Knowledge of office practices and procedures, including knowledge of Microsoft Office packages.

A current driver's licence would be desirable.

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

Further information on working at CMTEDD can be found at:

http://www.jobs.act.gov.au/_data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf

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

How to Apply Please provide a curriculum vitae and responses to the Selection Criteria, with a maximum of 300 words per criterion.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dave Purser (02) 6205 8013 dave.purser@act.gov.au

Corporate

Corporate Management

Ministerial and Executive Support

Ministerial Liaison Office

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 42085)

Gazetted: 02 July 2020

Closing Date: 16 July 2020

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a motivated, customer service focused conscientious person to fill the vacancy of Ministerial Liaison Officer. The Corporate Division provides a range of strategic, governance, organisational development, administrative and human resource functions to CMTEDD. It is a dynamic and customer oriented area focused to deliver best practice corporate, advice, services and support in a demanding environment.

The Ministerial Services unit operates in a high tempo, high pressure environment, with competing priorities. Within this area you will have access to engage and liaise with Executives and various Ministerial Offices; your professional advice will be trusted and taken seriously.

The successful applicant will be a part of a small team with a strong focus on delivering high quality administrative and ministerial support services. Attention to detail is particularly important, as well strong communication and interpersonal skills.

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 July 2020 until 21 December 2020. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a two page pitch with your response to the Selection Criteria and requirements, along with your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracey Henry (02) 6207 0372 Tracey.Henry@act.gov.au

Access Canberra

Construction, Environment and Workplace Protection

Senior Professional Officer (Engineer)

Senior Professional Officer (Eng & Related) A \$151,404, Canberra (PN: 48098)

Gazetted: 03 July 2020

Closing Date: 21 July 2020

Details: We are looking for a person with a unique combination of skills and knowledge to fill the role of Senior Professional Officer A, Engineer in Access Canberra's Construction, Utilities and Environmental Protection Branch.

IF YOU HAVE... a very particular set of skills and qualification in structural engineering or civil engineering with a major in structural engineering and an excellent knowledge of the Australian Construction Code and Australian design standards.

COMBINED WITH... the ability to find joy in providing high level analysis, translation and communication of complex structural and design matters to stakeholders to drive sound regulatory decision making.

THEN THIS MAY BE THE ROLE FOR YOU...if you are interested in using your unique combination of skills and knowledge to improve building quality in Canberra please apply for 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:

Mandatory

- Minimum qualification of a bachelor's degree in structural engineering or a civil engineering degree with a major in structural engineering.

Desirable

- Minimum of five years of recent experience at a senior level undertaking structural design and inspection of various Class two to nine building classifications, with experience with, or strong working knowledge of, post-tension and reinforced concrete, steel and timber design.

Note: This position maybe 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: To apply for this position please provide your curriculum vitae along with a written response addressing the Selection Criteria (each Selection Criteria at half a page maximum). Your written response should give examples of your past experience and qualifications proving you have the Skills, Knowledge and Behaviours to perform the role.

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.

Shared Services ICT

Customer Engagement Services

Education ICT, Business Applications

Director Education Business Applications

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 05163)

Gazetted: 02 July 2020

Closing Date: 23 July 2020

Details: Do you have strong working knowledge of SQL Server, SharePoint and interactive websites? Can you work effectively with senior stakeholders and lead a team to provide high level customer service within an ITIL

framework? Education ICT are seeking an energetic, results-driven person to fill the temporary position of Director Education Business Applications. The successful applicant will provide strategic advice on Information and Communication technology within a fast-paced Information Technology Infrastructure Library (ITIL) environment. The role will manage second level support and lifecycle management of the Education Directorate's Corporate Business Systems. This will require liaison and negotiation with relevant stakeholders, including external vendors to ensure delivery of service that align with Directorate, SSICT and ACT Government strategy. 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 Baseline security clearance or the ability to obtain and hold a baseline security clearance is mandatory

Note: This is a temporary position available immediately up until 31 December 2020 with a possibility of extension 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: If you are interested in the position, you should review the Position Description for details about the role and associated responsibilities and provide: Curriculum Vitae, including the contact details of at least two referees; and a three page personal pitch, providing examples of your achievements and how they relates to this positions and its requirements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Ruecroft (02) 6205 8473 daniel.ruecroft@act.gov.au

Economic Budget and Industrial Relations

Workplace Safety and Industrial Relations

Injury Management

Assistant Director Injury Management

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 00420)

Gazetted: 08 July 2020

Closing Date: 22 July 2020

Details: Workplace Safety and Industrial Relations is seeking a highly motivated and suitably experienced person to fill the position of Assistant Director, Injury Management. The successful applicant will manage and support a small team of Rehabilitation Case Managers in the delivery of tailored case management and return to work services to a diverse range of operational areas across the ACTPS. To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders, in addition to demonstrating strong leadership and management qualities. This is a fast-paced, highly complex operational environment and the ability to meet tight deadlines while managing competing priorities is essential.

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: Educational and professional qualification checks may be undertaken prior to employment. Qualifications in Work Health & Safety, Human Resources, Allied Health or other related disciplines will be well regarded.

Notes: 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. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachel Hughes (02) 6207 8322 rachel.hughes@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

Child and Youth protection Services

Training and Development

Training and Development Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 38095)

Gazetted: 03 July 2020

Closing Date: 21 July 2020

Details: The Training and Workforce Development Administration Officer role is responsible for supporting the Training and Workforce Development manager and team in achieving the design, development and delivery of Child and Youth protection Services (CYPS) operational training programs and projects. The position is responsible for assisting in the delivery of tools and information packages that embed organisation policy into practice. The role will provide strong leadership and implement improvement strategies to ensure CYPS has the capability to meet statutory obligations and deliver on our strategy of creating a continuum of care for our clients.

Eligibility/Other Requirements:

Essential qualifications and experience:

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

Expertise in the advanced use of business software applications including Excel, Word and PowerPoint.

Desirable qualifications and experience:

Relevant tertiary qualifications and experience in project management, change management or related discipline is desirable.

Experience in a training and development or human resources environment.

ADDITIONAL INFORMATION

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

http://www.ors.act.gov.au/community/working_with_vulnerable_people

Educational, suitability and professional qualification checks may be carried out prior to employment.

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

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

Contact Officer: Alison Trewhella (02) 6207 0621 alison.trewhella@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Performance

Audit and Compliance and Operational Policy Officer

Child and Youth Protection Professional Level 4 \$114,061 - \$122,384, Canberra (PN: 21811)

Gazetted: 02 July 2020

Closing Date: 20 July 2020

Details: The Audit and Compliance and Operational Policy Officer role is focussed on supporting the operation, or continuous improvement, of Child and Youth Protection Services (CYPS) through the development and implementation of policies and practice guidance for staff. The position will be responsible for managing and contributing to the work of the Audit and Compliance, and Operational Policy teams. They are responsible for undertaking audits, identifying, developing and implementing operational policy, procedures and practice that meets our statutory requirements while improving our ability to deliver a strong client focussed service.

Eligibility/Other Requirements:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

At least 5 years' practice experience working with children, young people and their carers or families.
Current driver's licence.

Desirable, but not essential, qualification and experience:

A good working knowledge of Microsoft SharePoint online.

Additional Information:

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.

Educational, suitability and professional qualification checks may be carried out prior to employment.

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 are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Collins (02) 6205 2625 kate.collins@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Team Leader, Case Analysis

Child and Youth Protection Professional Level 4 \$114,061 - \$122,384, Canberra (PN: 37431)

Gazetted: 02 July 2020

Closing Date: 20 July 2020

Details: The team leader role is focussed on supporting the continuous improvement of Child and Youth Protection Services (CYPS) practice and decision making. The position is responsible for providing strong leadership and management of the Case Analysis Team and identifying areas of practice improvement to assist CYPS to meet statutory obligations. This will be done by conducting analysis of individual cases taking into consideration all of the information held by CYPS. The team will provide independent advice, quality assurance and guidance to caseworkers and team leaders having considered the historic and current risks, the impact and risk of cumulative harm, any identified vulnerabilities to the safety of children and young people and the protective factors which mitigate these vulnerabilities. The themes identified within individual cases will be used to strengthen training, policy and procedures and practice guidance to staff.

Eligibility/Other Requirements:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

Five years' experience in Human Service delivery.

Current driver's licence.

Desirable, but not essential, qualification and experience:

Relevant tertiary qualifications in Project Management, Change Management or related discipline.

Additional Information:

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.

Educational, suitability and professional qualification checks may be carried out prior to employment.

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 to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Collins (02) 6205 2625 kate.collins@act.gov.au

Children Youth and Families

Child, Youth and Protection Services

Bimberi

Health and Safety Officer

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 46894)

Gazetted: 07 July 2020

Closing Date: 21 July 2020

Details: Bimberi Residential Services is seeking a highly motivated individual with excellent leadership, advocacy and communication skills to join the team as Health and Safety Officer, Bimberi Residential Services. The Health and Safety role will be responsible for providing high level policy and legislative advice and technical expertise to ensure the safety and wellbeing of employees, clients, visitors and contractors at Bimberi Youth Justice Centre and Narrabundah House. They will also assist with preparing and coordinating, high level briefing papers, ministerial briefs, correspondence and reports in relation to Bimberi Residential Services projects and commitments. The Health and Safety Officer will work closely with lead organisations and stakeholders to ensure best practice approaches in managing safety and wellbeing issues/matters. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: • Tertiary qualifications in Occupational, Health and Safety at Certificate IV or Diploma level and experience as a Safety Advisor is preferred. • Possession of a current drivers licence and Senior First Aid Certificate. • 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 • Applicants must be prepared to undergo a psychometric assessment. Note: This is a part-time position 2 days per week (14.42 hours per week). An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Gardiner (02) 6207 8801 kim.gardiner@act.gov.au

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

Children, Youth and Families

Child and Youth Protection Services

Performance

Audit and Compliance and Operational Policy Officer

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 27190)

Gazetted: 03 July 2020

Closing Date: 21 July 2020

Details: The Audit and Compliance and Operational Policy Officer role is focussed on supporting the operation, or continuous improvement, of Child and Youth Protection Services (CYPS) through the development and implementation of policies and practice guidance for staff. The position will be responsible for managing and contributing to the work of the Audit and Compliance, and Operational Policy teams. They are responsible for undertaking audits, identifying, developing and implementing operational policy, procedures and practice that meets our statutory requirements while improving our ability to deliver a strong client focussed service.

Eligibility/Other Requirements: Essential qualifications and experience:

At least five years' practice experience working with children, young people and their carers or families. Current driver's licence

Desirable, but not essential, qualification and experience:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

A good working knowledge of Microsoft SharePoint online.

Previous program management experience to achieve team outcomes.

Additional Information

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.

Educational, suitability and professional qualification checks may be carried out prior to employment.

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

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

Applications should be submitted via the Apply Now button below

Contact Officer: Kate Collins (02) 6205 2625 kate.collins@act.gov.au

Director of Public Prosecutions

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

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

Legal

Paralegal Grade 2

Paralegal Grade 2 \$66,726 - \$72,272, Canberra (PN: 04168)

Gazetted: 08 July 2020

Closing Date: 22 July 2020

Details: The Office of the Director of Public Prosecutions was established by the *Director of Public Prosecutions Act 1990* (the Act) as the independent prosecution authority of and for the Territory. It comprises the Director of Public Prosecutions (the Director), an independent statutory officer appointed by the Executive under the Act, and staff employed under the *Public Sector Management Act 1994*, to assist the Director.

We are looking for a highly motivated, enthusiastic and results driven person to fill one of our Paralegal Grade 2 roles. This position requires high attention to detail and the ability to handle competing priorities. Daily you will be having engagement with the AFP starting at 7am. This role requires you to prepare and provide correct documentation to the prosecutors for the daily listing in the courts along with data entry and other administrative support services as directed. You may be required to attend court. The role is assigned to the hours 7am – 3:21pm Monday – Friday.

Eligibility/Other Requirements:

Certificate IV in Legal Services desirable.

Willingness to participate in staff rotation.

Understanding of the legal process would be an advantage.

The successful candidate will be required to undergo a criminal record check. Applicants should be aware that they will from time to time be exposed to difficult materials through a number of mediums in written, verbal or photographic form in the processing of day to day business.

You may be appointed a Paralegal Grade 2 without having completed the Mandatory minimum qualifications.

Successful applicants are expected to achieve the Mandatory qualification standards within 12 months of employment. Applicants who have obtained or who are currently enrolled in a Law Degree or equivalent are exempt from obtaining the Diploma of Legal 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 LGBTIQ are encouraged to apply.

Notes: This is a temporary position, available for an initial six months with the possibility of permanency.

How to Apply: Applicants are asked to please provide your resume and statements addressing the selection criteria, they should be no more than a maximum of half a page per criteria. Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Wren (02) 6207 5399 elizabeth.wren@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

Business Services

Strategic Finance and Procurement

Internal Budgets and Reporting

Finance Officer/Finance Business Partner

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 00020)

Gazetted: 06 July 2020

Closing Date: 20 July 2020

Details: The Education Directorate is seeking applications from self-motivated accounting professionals with experience in the preparation of financial and management accounting reports for internal and external stakeholders and assisting with preparing internal budgets and external budget development.

The successful applicant will also be required to analyse trends in financial operations and provide advice to senior officers as well as undertake ad hoc and special projects as required. Well-developed organisational skills as well as the ability to work under pressure are also an advantage.

The Finance Officer/Finance Business Partner will be the key contact person for all resourcing and planning for designated line areas in the Education Directorate, as well as the key contact person for Accounts Payable Invoice Automation System (APIAS) and the AMEX Business Travel Account.

Eligibility/Other Requirements: Working towards or completed tertiary qualifications in accounting are desirable and/or previous experience in a finance related role is desirable.

Note: This is a temporary position available immediately for a period of 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: In two pages or less, please provide your statement of claims against the Selection Criteria outlining what you will bring to the role. A current curriculum vitae should be included, listing details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emelia Kayser (02) 6207 8378 Emelia.Kayser@act.gov.au

Service Design and Delivery

Learning and Wellbeing Policy and Service Design

Aboriginal and Torres Strait Islander Education

Aboriginal and Torres Strait Islander Education Officer

School Assistant 4 \$66,371 - \$71,867, Canberra (PN: 40372, several)

Gazetted: 07 July 2020

Closing Date: 28 July 2020

Details: Aboriginal and Torres Strait Islander Education Officers fulfil an important role in ACT public schools by supporting schools to build their cultural integrity, making schools safe and supportive places in which Aboriginal and Torres Strait Islander students and families feel connected and their cultures respected.

Eligibility/Other Requirements:

Mandatory: 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. These are designated positions in accordance with s42, *Discrimination Act 1991* and are 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.

Desirable: Relevant qualifications in education, community services, youth work or related fields. Possession of a current driver's licence and access to a private vehicle.

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

How to Apply: Please provide current curriculum vitae, claims against the Selection Criteria (maximum four pages, minimum 10 font) and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ben Johnston (02) 6207 4782 benn.johnston@act.gov.au

School Performance and Improvement

Tuggeranong Network

Wanniassa School

Koori Preschool Assistant

School Assistant 3 \$55,354 - \$59,575, Canberra (PN: 17219)

Gazetted: 03 July 2020

Closing Date: 28 July 2020

Details: Wanniassa School is seeking a fun, nurturing, highly motivated and passionate person to work as part of our preschool staff to enrich the lives of children and families who access our Koori Preschool program.

The successful applicant will work as a member of a highly collaborative team to support Aboriginal and Torres Strait Islander children, and their families, in an early childhood environment. They will provide knowledge and understanding of Aboriginal and Torres Strait Islander histories, languages and cultures within our school.

The successful applicant will work under the direction of the lead preschool teacher and will have a good understanding of the NQS and EYLF outcomes and how to implement these into our daily practices.

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.

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 (18:45) hours per week and the full-time salary noted above will be pro-rata.

How to Apply: The online application form requires a written response addressing the selection criteria (maximum four pages) and a curriculum vitae (maximum three pages). Applicants should also include a copy of current WWVP registration and relevant qualifications. Please note there is a limit of 10MB and 10 documents per application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodi de Ligt (02) 6142 1840 Jodi.deLigt@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Margaret Hendry School

Administrative Assistant - Director of first impressions

School Assistant 2 \$48,856 - \$53,947, Canberra (PN: 47689)

Gazetted: 07 July 2020

Closing Date: 14 July 2020

Details: Margaret Hendry School is a fast-growing P-6 school in Gungahlin. We are seeking a friendly, energetic and motivated 'Director of First Impressions' to join our team. The applicant will be responsible for a variety of administrative tasks that support our efficient, flexible and responsive front office. They will contribute to the efficiency of a customer focused team and demonstrate competence in managing and prioritising administrative tasks. Proficient use of Information Technology (IT) software and equipment is required for standard correspondence, data entry, records management, photocopying, and first aid and provide support to the school team.

The successful applicant will possess strong interpersonal skills and a demonstrated ability to work effectively with all members of staff, children, families and the wider school community. Are you the person that will have a positive impact on our children and community? Then we want to meet you!

Eligibility/Other Requirements:

Mandatory:

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.

Highly Desirable:

First Aid Certificate or a willingness to undertake appropriate training.

Desirable:

Knowledge of the ACT Education Directorate school administration system (SAS) or equivalent

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

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirralee Larkin (02) 6142 2800 Kirralee.Larkin@ed.act.edu.au

Business Services

Strategic Finance and Procurement

Budgets and Reporting

Director - Finance Business Partner

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 40960)

Gazetted: 02 July 2020

Closing Date: 16 July 2020

Details: The Strategic Finance branch requires a Finance Manager in the Budgets and Reporting sub-section who has excellent analytical and communication skills as well as a good understanding of the financial management of capital works projects/programs.

The successful applicant will provide high quality financial advice and support to the Infrastructure and Capital Works (ICW) branch and senior executive within the Education Directorate. Specific priorities will include capital works related financial management, procedures, reporting, and budgeting, including the development of budget proposals for capital works projects.

The successful applicant will be embedded in the ICW branch of the Directorate, and will work alongside the ICW leadership team and with individual Project Officers on a daily basis.

Eligibility/Other Requirements: Accounting degree and membership of a relevant professional body is highly desirable.

Note: This is a temporary position available immediately for 12 months with a possibility of extension. Selection may be based on application only.

How to Apply: Please submit a response to the Selection Criteria (maximum two pages), current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Podnar (02) 6205 3145 Peter.Podnar@act.gov.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

City Renewal Authority

Communications and Engagement

Engagement Officer, Communications and Engagement

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 12124)

Gazetted: 03 July 2020

Closing Date: 22 July 2020

Details: The City Renewal Authority is established under section 7 of the *City Renewal Authority and Suburban Land Agency Act 2017* (the Act), and regulated by Parts 8 and 9 of the *Financial Management Act 1996* (FMA), section 50 of the *Planning and Development Act 2007* and the *Public Sector Management Act 1994* (PSMA).

The objectives of the Authority are set out in section 8 of the Act and include:

The encouragement and promotion of a vibrant city through the delivery of design-led, people-focused urban renewal. The encouragement and promotion of social and environmental sustainability; and Operational effectiveness, delivering value for money using sound risk practices. The Authority is looking for an Engagement Officer to join our team, we are looking for a team player who can demonstrate their experience in the development of community and stakeholder and engagement plans, skills in managing customer relationship management platforms, has the ability to build and maintain effective stakeholder relationships and can demonstrate strong oral and written communication skills. If you feel that you have these skills then we would love to hear from you.

Eligibility/Other Requirements:

Relevant tertiary qualifications and experience in communications and/or public relations is highly desirable.

Completion of or progress towards the International Association for Public Participation (IAP2)

Certificate in Engagement would be well regarded.

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

How to Apply: Please provide a single page response addressing the Selection Criteria, your current curriculum vitae including the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Ramsay (02) 6205 7164 jennifer.ramsay@act.gov.au

Office of the Deputy Director-General Land Strategy and Environment

Executive Assistant

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 33237)

Gazetted: 02 July 2020

Closing Date: 9 July 2020

Details: The Environment, Planning and Sustainable Development Directorate is looking for a high performing Executive Assistant to join the team. The position will work to the Office of the Deputy Director-General for Land Strategy and Environment which includes a vast array of portfolio responsibilities. The successful applicant will need to demonstrate high levels of office management and organisation including the management of correspondence and ministerial advice.

The Executive Assistant should take an active interest in the content of the Directorate and add value to both the work and the work environment. The management of multiple competing priorities, and the ability to prioritise work for the Executive, is essential to the position.

The successful applicant will also need to work within a small team of high performing support officers and be flexible in providing support to other members of the Executive Team as required.

Please refer to the duty statement for a full list of responsibilities for this position to be addressed through your application.

Eligibility/Other Requirements: Applicant should have relevant work experience in administration, and Executive Assistant roles preferably within a public sector environment.

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: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Magee (02) 6207 2136 Alexandra.Magee@act.gov.au

**Planning, Land and Building
Building, Design and Projects
Housing and Policy
Senior Director**

Senior Officer Grade A \$148,991, Canberra (PN: 41846)

Gazetted: 07 July 2020

Closing Date: 21 July 2020

Details: We are seeking a motivated and energetic policy professional to lead the ongoing development and implementation of policies and programs in important priority areas for the ACT Government.

Leading a multi-disciplinary team, the role of Senior Director will be responsible for the implementation and oversight of the ACT Housing Strategy and initiatives, advising the Government on a range of policy matters related to planning, land strategy and housing and including ongoing work to reform Unit Titles legislation in the ACT.

This is a great opportunity for a proactive and enthusiastic officer to make a significant contribution to important Government priorities and to have a positive impact in the community.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or demonstrated equivalent industry/professional experience at a senior level in a policy role preferred, with a commitment to ongoing professional development.

How to Apply: A written response to the Selection Criteria together with a curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bethel Sendaba (02) 6205 0030 Bethel.Sendaba@act.gov.au

**Chief Operating Officer
Finance, Information and Assets
Strategic Finance
Director**

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 46487)

Gazetted: 03 July 2020

Closing Date: 10 July 2020

Details: Strategic Finance supports the Directorate through the provision of a financial framework supported by financial reporting, accounting operations, and coordination and or input into the annual budget and estimates functions. The Finance, Information and Assets team undertake, but not limited to, the following:

Provision of strategic and operational financial support and advice.

Development and allocation of internal and external budgets (including coordination of the Directorate's input into development of the ACT Government's annual budget papers).

Preparation of financial performance reports for management and other key stakeholders.

Accounting for the Directorate's assets including coordination of the annual asset revaluation program.

Accounts receivable and accounts payable processing.

Development and maintenance of financial management information systems and processes; and

Preparation of the Directorate's annual financial statements.

The Role: The primary responsibilities for the position are to:

Manages the financial reporting activities of the Directorate, including cash management and forecasting, accounts receivable, accounts payable and salary reporting.

Co-ordinates the monthly financial reporting process, including monthly reconciliations, Balance Sheet reports to management and submissions to ACT Treasury.

Co-ordinates the annual financial statements process, including preparation of reconciliations, collection of data from internal and external stakeholders and managing the external audit.

Co-ordinates the Directorate's Statement of Performance reporting.

Develops quality assurance frameworks and policies relevant to the operations of the financial reporting team and in adherence to relevant accounting standards.

Develops and maintains financial framework policies and instructions for the Directorate.

Develops and maintains complex financial reporting reconciliations and reports.

Contributes to delivery of the day to day activities of the Strategic Finance team with a view to delivering the unit's common business goals and objectives.

Maintains records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Highly Desirable: Qualifications in Accounting or Commerce and membership of a professional body, such as the Institute of Chartered Accountants or CPA Australia. Experience working with TM1 and the ACT Government's Oracle financial management information system.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 against the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Tetley (02) 6207 2388 melissa.tetley@act.gov.au

Chief Operating Officer

Finance, Information and Assets

Strategic Finance

Assistant Director - External Budgeting and Cost Recovery

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 48201)

Gazetted: 03 July 2020

Closing Date: 24 July 2020

Details: Strategic Finance is part of the Finance, Information and Assets (FIA) Branch within the Business Governance and Capability division of Environment, Planning and Sustainable Development Directorate (EPSDD). Strategic Finance supports the Directorate through the provision of a financial framework supported by financial reporting, accounting operations, and coordination and or input into the annual budget and estimates functions. This position will be mainly responsible for leading and deliver EPSDD's external budget process including assisting business areas to develop business cases and delivering budget papers; The position is also responsibility for managing EPSDD's cost recovery process, thus requires a diversity of knowledge and skills. We are looking for a senior professional who has strong interpersonal and people management skills, is looking to expand his/her skills-set and enjoy working in a fast-paced, high profile environment.

The primary responsibilities for the position include but not limited to:

Manage and coordinate EPSDD's external budgeting process by collaboration with internal and external stakeholders in line with ACT Treasury's timelines and requirements;

Lead and coordinate the update of budget reviews and the preparation of the EPSDD's annual Budget Statements, including liaison with ACT Treasury to contribute to the ACT Government budget statement development process; Manage EPSDD's updates in the Government Budget Management System (GBMS) in each Stage according to ACT Treasury's timetable and requirements, including annual re-profiling, *s16B rollovers and other arrangements under the Financial Management Act 1996*;

Plan and coordinate the incident related cost recovery with relevant business areas and executives;

Assist business areas in terms of tracking and monitoring the incident related costs and contribute to the cost recovery claims;

Primary contact and consultation with key external stakeholders including ACT Treasury, other Directorates/ interjurisdictional Government Agencies and Insurance Companies

Contribute to the disclosures in the financial statements

Contribute to the Budget Initiative Reporting process, including but not limited to regular collaboration with business areas to co-develop project management tools and templates; track and report on the ACT Government approved initiatives including the Screwdriver and Economic Stimulus projects;

Provide advice and support to the Chief Finance Officer in strategic financial management matters, including preparation of final draft of reports, minutes, briefings and policy documents;

Develop quality assurance frameworks and procedures relevant to the operations of the position and mentor staff in their implementation and management;

Contributes to delivery of the day to day activities of the Strategic Finance team with a view to delivering the unit's common business goals and objectives;

Maintains records in accordance with the *Territory Records Act 2002*; and

Contribute to a client focused culture and process improvements.

Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities listed above. Please refer to the advertising materials for information on how to apply.

Skills

Highly developed interpersonal and written communication skills with a focus on delivering complex information in clear and concise terms for multiple audiences;

Drive and initiative to apply yourselves to complex tasks and successfully manage competing deadlines to achieve high-quality outcomes, including when providing supervisory support to junior staff;

Emerging leadership skills and a commitment to help and lead diverse skilled team to achieve high-quality shared outcomes; and

Demonstrate high level computer skills including Microsoft Word/Excel and Financial Information Management System (FIMS) such as Oracle and TM1 to undertake strategic financial analysis and reconciliations.

Knowledge

Demonstrate good understanding of Government Budget Process Rules and experience in the Government budget process;

Demonstrated experience in asset accounting, including management of asset registers, reconciliations of financial systems and coordination of annual revaluation programs;

Highly developed understanding of the Government's financial management frameworks and demonstrated experience of preparation of the Budget Statements;

Demonstrate solid knowledge in cost accounting and financial reporting; and

Demonstrate sound knowledge and experience of Government cost recovery process.

Behaviour

Demonstrated ability to add value to the team, Division, EPSDD and ACT Government based on the ACT Government Signature Values and Behaviours and the Directorate culture as described in the Division Overview; and

Demonstrated capability to be able to align to EPSDD's priorities and is capable of seizing opportunities presented by change and to contribute to innovation and continuous improvement in the workplace.

Eligibility/Other Requirements:

A relevant tertiary qualification and/or experience in a Commerce or Accounting; and Membership of CPA Australia or the Institute of Chartered Accountants in Australia (or working towards) is preferred.

Highly Desirable:

Experience working with TM1 and the ACT Government's Oracle financial management information system is highly desirable;

Experience of Government cost recovery process; and

Experience working with ACT Government external budgeting process and providing updates in GBMS.

Note: This is a temporary position available immediately 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. 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.

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: The online application form requires a written response by addressing the selection criteria with maximum 350 words, as well as a curriculum vitae to be provided as a minimum. Other documents might be provided at the request of the Selection Advisory Committee, for example referee reports, copies of qualifications, licences etc.

Applications should be submitted via the Apply Now button below.

Contact Officer: YunX Chen (02) 6207 2941 YunX.Chen@act.gov.au

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

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

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 43733)

Gazetted: 06 July 2020

Closing Date: 27 July 2020

Details: The Public Trustee and Guardian is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community.

We have a temporary opportunity for a motivated and well organised professional to work as a Senior Estate and Trust Officer in our Wills, Estates and Trusts Unit. This is a busy unit delivering a range of functions including deceased estate administration; preparation of Wills and Enduring Powers of Attorney, trust administration and the administration of confiscated criminal assets. We also help to raise awareness in the community about the importance of having a Will and to encourage more people to put arrangements in place.

This position would suit an applicant with a financial or accounting background or with a good understanding of the law of succession and estates.

Eligibility/Other requirements:

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

Driver's license Class C is preferred;

Completion or partial completion of relevant qualification and/or experience, and/or understanding of taxation requirements, superannuation and investment strategies, is highly desirable.

Note: This is a temporary position available for a period up to two years commencing August 2020 with the possibility of permanency. Selection may be based on applications and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants should submit a two page statement of claims, outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge components outlined in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referees. Queries regarding the role should be directed to the contact officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penelope Parker (02) 6207 9800 Penelope.Parker@act.gov.au

Corporate

ICT Capital Works and Infrastructure

Senior Director, Infrastructure Manager/Specialist

Infrastructure Manager/Specialist 1 - Infrastructure Manager/Specialist 2 \$165,977 - \$177,833, Canberra (PN: 07387)

Gazetted: 06 July 2020

Closing Date: 20 July 2020

Details: The Justice and Community Safety Directorate (JACSD) is seeking applications for the permanent vacancy of the Senior Director, Capital Works and Infrastructure. The classification range is an Infrastructure Manager Specialist Grade 1 or 2 and will be determined by experience and qualifications.

The ICT, Capital Works and Infrastructure (ICTCWI) branch provides a broad range of functions including development and delivery of projects, infrastructure and ICT strategic advice and strategic planning, facilities management, procurement advice, sustainability and project assurance.

The Senior Director, provides high level leadership, manages capital works project assignments within the team, delivers high standard business documentation and supports the Executive Branch Manager. They will provide expert advice, deliver business cases, procurements, projects and manage feasibility, design and other investigations. This role will support business units to liaise/negotiate with other directorates and industry in the delivery of the capital works programs, then provides comprehensive and effective management by monitoring, reviewing, assessing and managing reporting outputs on project finances/progress. This reporting is expected to be of high quality in order to provide advice to senior management, the executive team and business units, this includes briefs on complex issues relating to infrastructure that supports urban development and other major projects.

The successful applicant will represent the branch and directorate at committee level and cultivates strategic working relationships with key internal and external stakeholders, key government agencies/authorities and the public sector. This position also delivers JACS enabling strategies and plans including the Sustainability Plan and the Strategic Asset Management Plans.

Eligibility/Other Requirements: Recognised qualifications and/or experience in one or more of the following fields:

Engineering – A four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – Three year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect, including recognition of equivalent overseas qualifications, and a minimum of ten years relevant experience in Architecture; or

Project Management – Diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or have at least 10 years relevant experience in project management, as described in the work levels.

Note: As most of us are working from home, please contact Moira Crowhurst via email:

Moira.crowhurst@act.gov.au or the Executive Assistant, Natalie Tanchevski via email:

Natalie.tanchevski@act.gov.au if you have any questions regarding this position or if you would like to arrange a time to talk to Ms Crowhurst. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Demonstrate your experience, skills and behaviours in carrying out the duties outlined by providing: a two page written response addressing the professional/technical skills and knowledge, and behavioural capabilities; a current Curriculum Vitae; and name and contact details of two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Moira Crowhurst (02) 6207 8420 Moira.Crowhurst@act.gov.au

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Coordinator, Family Violence Safety Action Pilot

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 48167)

Gazetted: 08 July 2020

Closing Date: 23 July 2020

Details: The Victims of Crime Commissioner is coordinating a pilot project which will bring together a broad range of government and non-government agencies to assess and respond to family violence risk outside the criminal justice system. The Family Violence Safety Action Pilot has been developed in collaboration with the Office of the Coordinator General for Family Safety as a response to the fact that many victims and perpetrators of family violence are not involved in the criminal justice program, and that the current Covid-19 health crisis has escalated risk for family violence victims.

The purpose of the pilot is to:

Ensure that information available to different agencies can be considered holistically to identify and assess risk to a client or clients (including children); and

Enable services providers to act collaboratively to address risk for individuals and families.

As the Coordinator of the Family Violence Safety Action Pilot, you will be responsible for overseeing the development and implementation of the project. You will work closely with the Victims of Crime Commissioner and the Office of the Coordinator General for Family Safety to develop policies and guidelines which will underpin the Project. You will liaise with external member agencies and assist them with training and procedures to ensure their active participation in the project. You will also have frequent contact with people affected by family violence and will oversee the implementation of individual safety action plans created by Program members to prevent or lessen serious family violence risks.

The ACT Human Rights Commission 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: Successful applicants should ideally be available to commence in their new role within two weeks of acceptance of offer. This is a temporary position available immediately for 12 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please review the Position Description for the role, and provide a written pitch up to two pages demonstrating your ability and experience to perform the role, addressing both the Professional/Technical Skills and Knowledge and the Behavioural Capabilities. Please also provide a current curriculum vitae including the details of two referees with your pitch.

Applications should be submitted via the Apply Now button below.

Contact Officer: Heidi Yates (02) 6205 0399 Heidi.Yates@act.gov.au

ACT Emergency Services Agency

ACT Rural Fire Service

Assistant Director - Membership and Engagement

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 07995)

Gazetted: 02 July 2020

Closing Date: 17 July 2020

Details: Are you an experienced communicator that can build great working relationships and coordinate complex teams of staff and/or volunteers?

We need an outstanding leader able to engage across all levels of our ACT Rural Fire Service (ACTRFS) and ACT State Emergency Service (ACTSES) staff and volunteer membership, to ensure the bushfire and storm and flood response capability and preparedness of all our people, both staff and volunteers.

The right person for us will be energetic and innovative with exceptional communication skills and the ability to build great partnership that influence positive outcomes. If you are highly organised with experience in presenting and/or contributing to adult education and capability development programs, together with the ability to be all things to all people in a diverse team, and you don't mind working outside normal business hours, we really want to hear from you!

You should have experience in successfully leading teams, anticipating and responding to business needs in tight timeframes. You will take a collaborative approach to working with the Assistant Director Education and Development (ACTSES) and your peers within the Services, modelling the highest standards of integrity and professionalism at all times.

A knowledge of bushfire behaviour and prevention, storm and flood response, legislation related to emergency management and knowledge of the Australasian Inter-Agency Incident Management System (AIIMS), would be an advantage but is not essential, as we can teach you this.

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 position will be required to work after hours and weekends, including attending meetings, local Unit and Brigade visits and through periods of operational response. Participation in the Duty Officer roster in either Service may be also be required. 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 of no more than two pages addressing the position capabilities, together with your tailored 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: Rohan ScottRFS (02) 6205 0544 Rohan.ScottRFS@act.gov.au

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

ACT Emergency Services Agency

ACT State Emergency Service

Assistant Director - Education and Development

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 48024)

Gazetted: 02 July 2020

Closing Date: 17 July 2020

Details: Are you an experienced communicator that can build great working relationships and coordinate complex teams of staff and/or volunteers?

We need an outstanding leader able to engage across all levels of our ACT State Emergency Service (ACTSES) and ACT Rural Fire Service (ACTRFS) staff and volunteer membership, to ensure the bushfire and storm and flood response capability and preparedness of all our people, both staff and volunteers.

The right person for us will be energetic and innovative with exceptional communication skills and the ability to build great partnership that influence positive outcomes. If you are highly organised with experience in design and delivery of adult education, an understanding of the Vocational Education and Training (VET) sector, training/education needs analysis, together with the ability to be all things to all people in a diverse team, and you don't mind working outside normal business hours, we really want to hear from you!

You should have experience in successfully leading teams, anticipating and responding to business needs in tight timeframes. You will take a collaborative approach to working with the Assistant Director Membership (ACTRFS) and your peers within the Services, modelling the highest standards of integrity and professionalism at all times. A knowledge of bushfire behaviour and prevention, storm and flood response, legislation related to emergency management and knowledge of the Australasian Inter-Agency Incident Management System (AIIMS), would be an advantage but is not essential, as we can teach you this.

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 position will be required to work after hours and weekends, including attending meetings, local Unit and Brigade visits and through periods of operational response. Participation in the Duty Officer roster in either Service may be also be required. 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 of no more than two pages addressing the position capabilities, together with your tailored 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: Sean Quercini (02) 6207 2973 Sean.Quercini@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.

Major Projects Canberra

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

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

Project Development and Support

Ministerial, Governance and Corporate Support

Governance

Policy Officer (Governance)

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 33687)

Gazetted: 08 July 2020

Closing Date: 23 July 2020

Details: Are you our new Policy Officer?

Do you want to be part of an exciting new team that is helping Major Projects Canberra to deliver infrastructure for the Canberra community?

Then this opportunity is for you! Working in support of the Senior Director Governance and the Assistant Director Governance and Strategic Reporting, the Policy Officer undertakes a variety of interesting work to write policies,

plans and reports that help Major Projects Canberra demonstrate how its performance is meeting stakeholder expectations.

To be successful in this role, you will have demonstrated knowledge of how governance helps organisations perform to the expected standard in achieving their purpose, and have demonstrated achievement as a source of expert professional support to government agencies. Strong analytical, written and verbal communication skills and demonstrated experience in business administration and/or policy implementation (includes attention to detail) are required.

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

Eligibility/Other Requirements:

Desirable:

Expert level MS Word, Excel, PowerPoint and Outlook.

Note: This is a temporary position available from 20 July 2020 to 20 January 2021, with 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: If the above role sounds like you, please submit no more than two pages addressing the capabilities and your suitability for the role, a current curriculum vitae and contact details of two referees. Please provide copies of relevant certifications and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lily Mulholland (02) 6207 1786 Lily.Mulholland@act.gov.au

Project Development and Support

Ministerial, Governance and Corporate Support

Governance

Assistant Director Governance and Strategic Reporting

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 46402)

Gazetted: 08 July 2020

Closing Date: 23 July 2020

Details: Are you our new Assistant Director Governance and Strategic Reporting?

Do you want to be part of an exciting new team that is helping Major Projects Canberra to deliver infrastructure for the Canberra community? Then this opportunity is for you!

Working in support of the Senior Director Governance, the Assistant Director Governance and Strategic Reporting leads a small team responsible for a variety of interesting work that includes policy design and implementation and preparing strategic plans and reports that help Major Projects Canberra demonstrate how its performance is meeting stakeholder expectations.

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

Tertiary qualifications in public sector management, governance and/or organisational performance will be well regarded.

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

How to Apply: If the above role sounds like you, please submit no more than two pages addressing the capabilities and your suitability for the role, a current curriculum vitae and contact details of two referees. Please provide copies of relevant certifications and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lily Mulholland (02) 6207 1786 Lily.Mulholland@act.gov.au

Suburban Land Agency

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

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

Program Solutions

Infrastructure Services

Project Manager

Infrastructure Officer 5 \$154,786, Canberra (PN: 11452)

Gazetted: 08 July 2020

Closing Date: 22 July 2020

Details: The Infrastructure Services branch within the Suburban Land Agency (SLA) is primarily responsible for providing services to projects comprising: design review, documentation and construction supervision of Greenfield, Urban and Commercial/ Industrial development activities. We are looking for person with high level of skills and experience in: contract management including AS2124 and GC 21 contracts, Principal Authorised Person in GC21 contract, major projects management and land development. The successful applicant will have experience and knowledge of procurement in the civil construction industry, including knowledge of ACT Government procurement processes. The owner of the position will lead a small team in a multi-disciplinary environment. High level of negotiation and excellent oral and written communication skill is a key requirement of this role. This position also requires ability to interact effectively with client, stakeholders and industry, including commitment to customer service principles, practices and attributes. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or have significant building or Infrastructure knowledge and/or project management experience. This position requires a minimum of 10 years of civil engineering contract management experience.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Guna Seelan (02) 6207 5434 guna.seelan@act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra and Business Services

Capital Linen Service

Administration Officer

Capital Linen Service Band 5 \$71,037 - \$78,486, Canberra (PN: 27209)

Gazetted: 06 July 2020

Closing Date: 3 August 2020

Details: Transport Canberra and Business Services is responsible for transportation, including buses and light rail and business services consisting of a number of commercial operations, including Libraries ACT, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority.

Capital Linen Service (CLS) provides a managed linen service to a wide range of clients in the ACT, which include public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions and emergency services.

The Administration Officer position is a multi-dimensional administrative position that reports to the Operations Manager as well as also providing coverage for a part-time Business Officer position. The purpose of the role is to provide administrative support for the operations team including data collection and analysis, minute taking, and secretarial functions. Additional requirements include financial functions, staffing rostering and timesheets control as well as customer service and front office duties if required.

Note: This is a temporary position available immediately for a period of six months with the possibility of extension up to less than 12 months and/or permanency. Selection may be made on application and referee reports only however an interview and practical skills test may be required. An order of merit list may be established to fill future vacancies at level over the next 12 months. This position was previously advertised and put on hold due to COVID -19, previous applicants wishing to re-apply should resend their applications.

How to Apply: Applications must contain a covering letter (no more than three pages) addressing the Selection Criteria, together with a current curriculum vitae and contact details of referees. For further information on the role please contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Chamberlain (02) 6207 6954 peter.chamberlain@act.gov.au

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

City Services

Roads ACT

Road Maintenance

Street Sweeper Operator

General Service Officer Level 7 \$64,220 - \$67,817, Canberra (PN: 44839, several)

Gazetted: 03 July 2020

Closing Date: 17 July 2020

Details: Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, car park facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community.

Within Roads ACT, Road Maintenance (RM) undertakes a diverse range of maintenance work on various ACT assets. These include roads and pavements, bridges, cycle paths, footpaths, car parks, signage, roadside furniture, street lighting, street sweeping, dams and the stormwater drainage network.

The street sweeper operators play a key part in the delivery of the street sweeping program across the Territory through the competent operation of a mechanical broom.

Eligibility/Other Requirements: A medium rigid (MR) licence is mandatory. Experience in a similar field will be well regarded.

Notes: These positions are required to work shifts. 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 address the selection criteria (what you require) in no more than two pages; include a current resume and two referees.

Contact Officer: Niklas Gansel (02) 6205 3167 niklas.gansel@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.

Territory and Business Services

Libraries ACT

Librarian

Professional Officer Class 1 \$61,106 - \$84,729, Canberra (PN: 17760, several)

Gazetted: 03 July 2020

Closing Date: 24 July 2020

Details: Libraries ACT is a dynamic and responsive business unit which includes the ACT Heritage Library and the Home Library Service. Libraries ACT provides public library services for the community over ten sites, online and through a range of programs.

The Librarian is a key professional role in Libraries ACT staff structure. This role may be at any Libraries ACT branch, and is the Officer in Charge.

This role provides excellent, pro-active customer service, taking ownership of the end-to-end customer experience and resolution of customer queries and complaints. It is required to maintain a strong knowledge of collections (hard copy and digital) and resources and help build and maintain quality collections, as well as anticipate, analyse and keep up with trends within the library sector. The role includes daily management of branches, including responding to emerging incidents and implementation of policies and procedures. Proactively leading by example, and training and mentoring staff.

Eligibility/Other Requirements: Recognised tertiary qualifications in library and information studies (as defined by ALIA). Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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 address all selection criteria and provide an up to date curriculum vitae. Qualification documentation will also be required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lela Hopkins (02) 6207 6607 lela.hopkins@act.gov.au

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

Chief Operating Officer Group

Governance and Ministerial Services

Security and Emergency Management

Senior Director, Protective Security and Emergency Management

Senior Officer Grade A \$148,991, Canberra (PN: 00478)

Gazetted: 03 July 2020

Closing Date: 10 July 2020

Details: Are you a strong and considered outcomes focused leader who is able to successfully deliver and drive a culture of excellence and integrity in security and emergency management, and lead the Transport Canberra and City Services (TCCS) response to an emergency incident? If so, we are seeking applications from people to fill the role of Senior Director, Protective Security and Emergency Management.

You will be responsible for:

Leading the Directorate's Protective Security and Emergency Management Program through implementation of protective security and emergency plans, policies, systems, processes, exercises and assessments as required by ACT Emergency Plans and the ACT Protective Security Policy Framework. This includes overseeing the management and operation of the ACT Municipal Emergency Operations Centre (MEOC).

Establishing Major Projects Canberra's (MPC) Protective Security and Emergency Management Program through establishment and implementation of protective security and emergency plans, policies, systems, processes, exercises and assessments as required by MPC, ACT Emergency Plans and the ACT Protective Security Policy Framework. This may require working at Major Projects Canberra Office's one day a week or otherwise as required.

Providing leadership, direction and guidance to the Security and Emergency Preparedness team in TCCS exercising sound people management and leadership skills, and emergency response capability.

Leading and coordinating the Directorate emergency management response, protective security, closed circuit television (CCTV) and fraud and corruption control programs as required.

Representing the Directorate and MPC as required at high-level security and emergency management committees and forums, as well as providing advice to the Executive on these matters and sitting on Emergency Management teams and centres as required, including at the Whole of Government level.

Preparing high-level documents including Cabinet, Ministerial and budget briefs, and advising on response to security, emergency and fraud issues.

Participating in an after-hours on-call telephone roster and manage and lead significant security or emergency management events in the capacity as the Agency Security Adviser and leader of TCCS security and emergency management.

The ideal candidate will have an intimate knowledge of TCCS and the range of functions that may be impacted in an emergency scenario, Whole of Government Security and Emergency Management policies, procedures and how to apply these to a diverse and operational directorate; knowledge and understanding of the ACT Protective Security Policy Framework 2017; Knowledge of the suite of ACT Emergency Plans and associated Sub-Plans and the ability to coordinate functions as a support organisation including, leading the TCCS response in direct partnership with the TCCS DG and executives emergency co-ordination centres and Police forward command posts.

Eligibility/Other Requirements:

This position is a Designated Security Assessed Position under the ACT Protective Security Framework. It is a requirement of the position that the occupant holds a national security clearance of Negative Vetting 1 or has the ability to immediately obtain one.

At least five years' experience in emergency management and an understanding of TCCS operational and emergency management.

A current unencumbered ACT Driver's Licence (or equivalent) is essential.

The ability to work on-call and overtime as needed on a regular basis, and in managing an emergency or security incident response.

Permanent resident of Australia.

Notes: 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 written application and referee reports only.

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

Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and a two page response to the required capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Johnson (02) 6205 5187 lisa.johnson@act.gov.au

City Places and Infrastructure

City Presentation

Place Management

Assistant Director, Place Management

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 34640)

Gazetted: 06 July 2020

Closing Date: 20 July 2020

Details: Transport Canberra and City Services (TCCS) is seeking a senior leader that can inspire, energise and positively influence team and individual outcomes in its Place Management Section.

In this role, you will support the Senior Director to be responsible for more than 200 personnel and contractors and the plant/equipment required to maintain Canberra's parks and public domain including lakes, playgrounds, public open space, local shopping centres and city places. You will also drive the strategic service planning and delivery for the section, as well as lead and manage projects independently and support the development and welfare of this large, mostly field based team.

If you are a leader with a strong community focus and an engaging nature that drives a team culture of respect and a desire to achieve customer service excellence, then this role is for you!

Eligibility/Other requirements:

Relevant tertiary qualifications, or equivalent experience is highly desirable.

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.

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 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: Interested persons should submit an application outlining a written response to the Selection Criteria and a copy of their curriculum vitae.

Applications should be submitted via the Apply Now button.

Contact Officer: Sue Marriage (02) 6207 6474 Sue.Marriage@act.gov.au

City Services

Roads ACT

Road Maintenance Service

Works Manager

Infrastructure Officer 3 \$109,177 - \$119,846, Canberra (PN: 00824)

Gazetted: 07 July 2020

Closing Date: 6 August 2020

Details: Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, car park facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community. Within Roads ACT, Road Maintenance (RM) undertakes a diverse range of maintenance work on various ACT assets. These include roads and pavements, bridges, cycle paths, footpaths, car parks, signage, roadside furniture, street lighting, street sweeping, dams and the stormwater drainage network. The Works Manager is a key member of the Program Delivery team and is responsible for planning and organising infrastructure maintenance services to ensure timeliness of service delivery while optimising efficiency and resource allocation. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

- Eligibility/Other Requirements: Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or
- Hold a relevant building degree; or
- Have significant building or Infrastructure knowledge and/or project management experience.

How to Apply: Please provide a response to the Selection Criteria located in the Position Description, a copy of your current curriculum vitae, listing two referees and their contact details. Applications should be submitted via the Apply Now button below.

Contact Officer: Niklas Gansel (02) 6205 3167 niklas.gansel@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.

Office of the Director- General

Communications

Assistant Director, Engagement

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 32547)

Gazetted: 08 July 2020

Closing Date: 15 July 2020

Details: Transport Canberra and City Services (TCCS) is looking for an experienced communications and engagement specialist to join its busy communications team. We're looking for someone that loves the city we live in and is passionate about being a part of city-shaping infrastructure projects. TCCS delivers infrastructure projects from major road upgrades to improvements to the urban open spaces Canberrans enjoy, and the Assistant Director in Engagement will work in a collaborative environment with the project managers to engage the community on these projects. The position will be responsible for providing strategic direction to the Infrastructure Delivery team on engagement activities, coordinating proactive opportunities to promote project milestones, and delivering communications activities to raise awareness of the program of works and potential

impacts to the public. The successful applicant must be a team player that works well under pressure in a fast-paced environment. Experience in communications and engagement for infrastructure projects is highly desirable. TCCS supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until June 2021 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 similar 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 provide responses of no more than two pages in total to the selection criteria outlined in the attached position description, including a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Renee Riley (02) 6207 5743 renee.riley@act.gov.au

City Services

City Presentation

Place Management

Operations Manager

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 33868)

Gazetted: 06 July 2020

Closing Date: 20 July 2020

Details: Transport Canberra and City Services (TCCS) is seeking a leader that can inspire, energise and positively influence a regional team in its Place Management section.

In particular, the role leads regional horticultural maintenance, cleaning and technical teams to ensure Canberra's city places and open spaces are maintained to agreed service levels. It also contributes to the planning for and co-ordination of these services and is responsible for monitoring performance to agreed timelines and budgets, identifying servicing issues and effective sustainable solutions to them.

If you are community minded, desire to contribute to look and feel of Canberra's city realm and are skilled in leading field based teams to deliver services, this role is for you!

Eligibility/Other Requirements: Relevant qualification are highly desirable. Fully competent in the Microsoft Office suite. Possesses a White Card, Asbestos Awareness card and the Working with Vulnerable Persons card.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Interested persons should submit an application including a written response to the Selection Criteria and a copy of a recent curriculum vitae.

Applications should be submitted via the Apply Now button.

Contact Officer: Sue Marriage (02) 6207 6474 sue.marriage@act.gov.au

Chief Operating Officer Group

Communications

Communications and Engagement Officer

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 35980)

Gazetted: 08 July 2020

Closing Date: 15 July 2020

Details: Transport Canberra and City Services (TCCS) is seeking an experienced communications and engagement specialist to join its busy communications team. We're looking for someone that loves the city we live in and is passionate about making our city better connected through improvements to our public transport and active travel networks. The successful candidate will play a lead role in consultation on future improvements to how Canberrans travel around our city and in increasing confidence in the ACT's public transport network as our city continues its recovery from COVID-19. You must be innovative, passionate about working with the community and able to multi-task in a fast-paced environment. TCCS 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

Relevant tertiary qualifications and a minimum of five years' experience working professionally in the fields of strategic engagement, strategic communications, media or public relations is preferred. The ability to work flexibly with some out of hours work is required.

Note: This is a temporary position available for a period of nine months with the possibility of extension up to 12 months. 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. 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 responses of no more than two pages in total to the Selection Criteria outlined and include a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally van Aalst (02) 6207 6101 sally.vanaalst@act.gov.au

APPOINTMENTS

ACT Health

Information Technology Officer Class 2 \$86,547 - \$99,051

Nusrat Ahmed, Section 68 (1), 9 July 2020

ACT Integrity Commission

Senior Officer Grade C \$108,926 - \$117,249

Victoria Lennon, Section 68(1), 2 July 2020

Canberra Health Services

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

Bobby Antoniou, Section 68(1), 1 July 2020

Health Professional Level 2 \$66,096 - \$90,737

Jemma Lenarduzzi, Section 68(1), 7 July 2020

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

Joice Mathew, Section 68(1), 9 July 2020

Allied Health Assistant 3 \$66,263 - \$69,516 (up to \$73,540 depending on qualification level)

Richard McInerney, Section 68(1), 23 July 2020

Medical Imaging Level 2 \$66,988 - \$91,962

Natalie Metz, Section 68(1), 6 July 2020

Administrative Services Officer 2/3 \$56,689 – 69,125

Nicole Guy, Section 68 (1), 08/07/2020

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$65,097 - \$70,058

Paul Abraham, Section 68(1), 2 July 2020

Administrative Services Officer Class 3 \$65,097 - \$70,058

Jessica Alves, Section 68(1), 2 July 2020

Administrative Services Officer Class 4 \$72,272 - \$78,254

Mitchell Darmody, Section 68(1), 3 July 2020

Administrative Services Officer Class 6 \$86,547 - \$99,051

Richard Holder, Section 68(1), 6 July 2020

Administrative Services Officer Class 6 \$86,547 - \$99,051

Alissa Tripodi, Section 68(1), 24 June 2020

Administrative Services Officer Class 6 \$86,547 - \$99,051

Chloe Handley, Section 68 (1), 7 July 2020

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$86,547 - \$99,051

Daniel Harris-Pascal, Section 68(1), 6 July 2020

Technical Officer Level 2 \$64,220 - \$73,540

Rachael Loneragan, Section 68(1), 6 July 2020

Justice and Community Safety

Administrative Services Officer Class 3 \$65,097 - \$70,058

Arjun Akku, Section 68(1), 6 July 2020

Administrative Services Officer Class 3 \$65,097 - \$70,058

Benjamin Harding, Section 68(1), 9 July 2020

Prosecutor Associate \$72,272 - \$74,486

Juanita Zankin, Section 68 (1), 3 July 2020

Prosecutor Associate \$72,272 - \$74,486

Angus Brown, Section 68 (1), 6 July 2020

Prosecutor Grade 1-2 \$77,442 - \$121,058

Julia Epstein, Section 68 (1), 06 July 2020

Prosecutor Grade 1-2 \$77,442 - \$121,058

David Leggett, Section 68 (1), 06 July 2020

Prosecutor Associate \$71,309 - \$73,494

Rhiannon McGlinn, Section 68 (1), 06 July 2020

Transport Canberra and City Services

General Service Officer Level 5/6 \$56,595 - \$62,286

Gavin Holding, Section 68(1), 8 July 2020

Sportsground Ranger 1 \$57,454 - \$63,440

Robert Lawler, Section 68(1), 8 July 2020

TRANSFERS

Chief Minister, Treasury and Economic Development

Joelene Petterson

From: Administrative Services Officer Class 4 76,358

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$72,272 - \$78,254

Chief Minister, Treasury and Economic Development, Canberra (PN. 09405) (Gazetted 23 October 2019)

Education

Tori Smullen

From: School Leader C \$122,856

Education

To: Senior Officer Grade C \$108,926 - \$117,249

Education, Canberra (PN. 35164) (Gazetted 27 February 2020)

Environment, Planning and Sustainable Development

Michelle Caulfield

From: Senior Officer Grade A \$148,991

Education

To: Senior Officer Grade A \$148,991

Environment, Planning and Sustainable Development, Canberra (PN. 38895) (Gazetted 22 April 2020)

Justice and Community Safety

Michael Gemmell

From: Para Legal Grade 3 \$74,486-\$78,254

Justice and Community Safety Directorate

To: Prosecutor Associate \$72,272 - \$74,486

Justice and Community Safety Directorate, Canberra (PN. 47785) (Gazetted 10 March 2020)

PROMOTIONS

ACT Health

Public Health Protection and Regulation

Health Protection Service

Kerrilee Allan

From: Health Professional Level 2 \$66,096 - \$90,737

ACT Health

To: Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade)

ACT Health, Canberra (PN. 31751) (Gazetted 19 May 2020)

Digital Solutions Division

Future Capability and Governance

Grant Clark

From: Senior Information Technology Officer Grade C \$108,926 - \$117,249
ACT Health
To: †Senior Information Technology Officer Grade B \$128,286 - \$144,418
ACT Health, Canberra (PN. 48279) (Gazetted 2 June 2020)

Canberra Health Services

Canberra Health Services

Elizabeth Coonan

From: Registered Nurse Level 2 \$94,409 - \$100,061
Canberra Health Services
To: †Registered Nurse Level 3.1 \$108,237 - \$112,691
Canberra Health Services, Canberra (PN. 42277) (Gazetted 22 May 2020)

Canberra Hospital and Health Services

Carolyn Thomas

From: Registered Nurse Level 4.1 \$122,360
Canberra Health Services
To: †Registered Nurse Level 5.3 \$139,701
Canberra Health Services, Canberra (PN. 20627) (Gazetted 28 May 2020)

Canberra Hospital and Health Services

Misty Wilson

From: Registered Nurse Level 2 \$94,409 - \$100,061
Canberra Health Services
To: †Registered Nurse Level 3.1 \$108,237 - \$112,691
Canberra Health Services, Canberra (PN. 01291) (Gazetted 15 May 2020)

Canberra Institute of Technology

Industry Engagement and Strategic Relations

Business Growth and Development

Kris McCreath

From: Administrative Services Officer Class 5 \$80,323 - \$85,020
Education
To: †Senior Officer Grade C \$108,926 - \$117,249
Canberra Institute of Technology, Canberra (PN. 47185) (Gazetted 22 May 2020)

Chief Minister, Treasury and Economic Development

Commercial Services and Infrastructure

ACT Property Group

Integrated Facilities Management

Kevin Connors

From: Infrastructure Officer 2 \$86,652 - \$99,693
Chief Minister, Treasury and Economic Development
To: †Infrastructure Officer 3 \$109,177 - \$119,846
Chief Minister, Treasury and Economic Development, Canberra (PN. 16701) (Gazetted 21 February 2020)

Shared Services ICT

Technology Services Branch

Corporate and Shared Applications

Lijing Liu

From: Administrative Services Officer Class 5 \$80,323 - \$85,020
Chief Minister, Treasury and Economic Development
To: Information Technology Officer Class 2 \$86,547 - \$99,051
Chief Minister, Treasury and Economic Development, Canberra (PN. 14336) (Gazetted 23 April 2020)

Procurement ACT

Goods and Services Procurement

Sourcing and Supply

Elizabeth Philpott

From: Senior Officer Grade C \$108,926 - \$117,249
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$128,286 - \$144,418
Chief Minister, Treasury and Economic Development, Canberra (PN. 30439) (Gazetted 22 October 2019)

Economic Development

Skills Canberra

Skills Operations and Support

Skye Turner

From: Senior Officer Grade C \$108,926 - \$117,249
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$128,286 - \$144,418
Chief Minister, Treasury and Economic Development, Canberra (PN. 04410) (Gazetted 24 April 2020)

Education

School Performance and Improvement

Tuggeranong Network

Erindale College

Danielle Banks

From: School Leader C \$126,542
Education
To: †School Leader B \$147,337
Education, Canberra (PN. 04131) (Gazetted 4 June 2020)

School Performance and Improvement

North and Gungahlin Network

Amaroo School

Kerri Braakman-Ross

From: School Assistant 3 \$55,354 - \$59,575
Education
To: Administrative Services Officer Class 4 \$72,272 - \$78,254
Education, Canberra (PN. 11537) (Gazetted 18 November 2019)

Business Services

People and Performance

HR Policy and Practice

Sireesha Comply

From: Administrative Services Officer Class 6 \$86,547 - \$99,051
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$108,926 - \$117,249
Education, Canberra (PN. 42214) (Gazetted 21 May 2020)

School Performance and Improvement Division

Tuggeranong Network

Wanniassa School

Peter Freeman

From: Classroom Teacher \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 02771) (Gazetted 4 June 2020)

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.

School Improvement and Performance

Belconnen Network

Canberra High School

Andrew Kay

From: Classroom Teacher \$71,113 - \$106,448

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 31897) (Gazetted 4 June 2020)

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.

School Performance and Improvement Division

School Improvement

School Operations

Melanie Selems

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Education

To: †Senior Officer Grade C \$108,926 - \$117,249

Education, Canberra (PN. 00233) (Gazetted 27 February 2020)

Environment, Planning and Sustainable Development

Environment

ACT Parks and Conservation Service

Leith Collard

From: Technical Officer Level 1 \$59,329 - \$62,203

Environment, Planning and Sustainable Development

To: Park Ranger 1 \$65,097 - \$70,058

Environment, Planning and Sustainable Development, Canberra (PN. 14592, several) (Gazetted 9 July 2020)

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