



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 30 July 2020**

## VACANCIES

### ACT Health

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

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

#### **Corporate and Governance**

##### **Governance and Risk**

##### **Internal Audit**

##### **Governance Secretariat Officer**

##### **Administrative Services Officer Class 5 \$80,323, \$85,020, Canberra (PN: 22781)**

Gazetted: 30 July 2020

Closing Date: 06 August 2020

Details: The ACT Health Directorate is looking for a motivated individual with a commitment continuous improvement and effective governance.

As a valued member of our team, your role will be to provide ongoing secretariat support to the Directorate's Audit and Risk Management Committee (ARMC). The role will also assist in the running of contemporary internal audit activities that support achievement of our performance and compliance objectives and facilitates effective engagement with the ACT Audit Office. You will build and maintain professional relations across the Directorate and ARMC members; and maintain the internal audit and ARMC charters and guidance material.

There will also be opportunities to contribute to the broader governance responsibilities of the Branch (including compliance and risk related activities).

Eligibility/Other Requirements: Demonstrated experience in committee secretariat and/or branch coordination/administration would be highly desirable but not a requirement.

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

How to Apply: Applicants are asked to provide a two page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description. Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees. Referees will not be contacted without your prior approval.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Cameron Smith (02) 5124 9967 [cameronj.smith@act.gov.au](mailto:cameronj.smith@act.gov.au)

#### **Office of the Deputy Director-General**

##### **Executive Assistant**

##### **Administrative Services Officer Class 6 \$86,547, \$99,051, Canberra (PN: 41522)**

Gazetted: 03 August 2020

Closing Date: 10 August 2020

Details: Do you thrive in a dynamic environment of changing priorities? The Office of the Deputy Director-General is seeking an organised and delivery focused person for the position of Executive Assistant to the Deputy Director-General.

The Executive Assistant works alongside the Business Manager to ensure the smooth operation of the Deputy Director-General's Office. The role requires commitment to excellent systems and practices, a collaborative approach and the ability to exercise sound judgement, flexibility and discretion. We are looking for someone with a positive attitude and cheery disposition who solves problems in a cool and collected manner, even when under pressure. Key responsibilities of the position is to coordinate the Office and support the Deputy Director-General –

which includes proactive diary and email management, responding to correspondence, coordinating and preparing meeting papers and processing of invoices, while maintaining efficient and effective office systems.

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

Eligibility/Other Requirements: Prior experience providing executive support in a government environment.

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

How to Apply: Interested candidates should submit the following:

A one - two page pitch against the Selection Criteria and outlined in the Position Description.

A curriculum vitae demonstrating prior experience as an Executive Assistant in a government environment (using examples to demonstrate your Skills, Knowledge and Behavioural Capabilities); including details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gabrielle Elliott (02) 5124 9656 [gabrielle.elliott@act.gov.au](mailto:gabrielle.elliott@act.gov.au)

### **Calvary Health Care ACT (Public)**

#### **Speech Pathology**

##### **Health Professional 2 \$91,961, Canberra (PN: Expected)**

Gazette Date: 03 August 2020

Closing Date: 14 August 2020

Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvarycareers.mercury.com.au/>

Reference Number: 13562

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

Contact Officer: Rowena Day (02) 6201 6718 [rowena.day@calvary-act.com.au](mailto:rowena.day@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](mailto:jobs@act.gov.au)**

#### **Division of Medicine**

##### **Neurology**

##### **Clinical Operations Manager, Neurology**

##### **Senior Professional Officer Grade A \$148,991, Canberra (PN: 47009)**

Gazette Date: 6 August 2020

Closing Date: 13 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.

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

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

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

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

Six community health centres: providing a range of general and specialist health services to people of all ages. A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the Work Area and Position

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

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

Canberra Hospital and Health Services Neurology Department offers specialist Neurology consultation and Clinical Neurophysiological testing for patients of the ACT and surrounding region in both inpatient and outpatient settings.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in health or a related discipline.

Desirable:

Postgraduate qualifications in a management field is desirable.

Current registration, as applicable to your profession, with the Australian Health Practitioner Regulation Agency (AHPRA) or, be eligible for membership of relevant professional body is desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available for nine months. The successful application may be based on written application and referee reports only.

Contact Officer: Jacqui Taylor (02) 5124 3603 [Jacqui.H.Taylor@act.gov.au](mailto:Jacqui.H.Taylor@act.gov.au)

## **Cancer and Ambulatory Services**

### **COVID Testing Centres**

#### **Enrolled Nurse, COVID Testing Sites**

**Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (PN: 48374, several)**

Gazette Date: 6 August 2020

Closing Date: 13 August 2020

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Overview of the Work Area and Position

The COVID testing sites operate at various sites across both North and South Canberra. The sites include drive through, indoor and pop up testing sites.

As a COVID testing nurse you will be conducting COVID tests for public of ACT and surrounding regions. The positions include weekend work and there may be the requirement to work at more than one site in a day depending on demand

Eligibility/Other Requirements:

Mandatory:

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).

Note: There are several temporary part-time and full-time positions available for four months with the possibility of extension. For part-time work the full-time salary noted above will be pro-rata. Both experienced and beginner Enrolled Nurses are encouraged to apply.

Contact Officer: Regina Ginich (02) 5124 8509 [regina.ginich@act.gov.au](mailto:regina.ginich@act.gov.au)

## **Medicine**

### **Ambulatory Operational**

#### **Discharge Liaison Nurse**

#### **Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22674)**

Gazette Date: 6 August 2020

Closing Date: 18 August 2020

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Overview of the Work Area and Position

Canberra Health Services Division of Medicine Inpatient wards is seeking applications from dynamic, motivated applicants with good interpersonal and communication skills for the role of Discharge Liaison Nurse.

The specialty areas across the division include: Gastro-medical;

Respiratory/Cardiology/Endocrinology/Rheumatology; Infectious diseases/Neurology/Stroke; and Renal/General Medicine.

Eligibility/Other Requirements:

Mandatory:

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).

Note: The successful applicant will be expected to work Monday to Friday business hours.

Contact Officer: Angela Edwards (02) 5124 2265 [Angela.Edwards@act.gov.au](mailto:Angela.Edwards@act.gov.au)

## **ACT Pathology**

### **Hematology**

#### **Medical Laboratory Scientist, Hematology**

**Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 22935, several expected vacancies)**

Gazette Date: 6 August 2020

Closing Date: 20 August 2020

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Overview of the Work Area and Position

ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region.

The Hematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology, Morphology and Transfusion on difficult patients with a wide range of co-morbidities.

Under direction, the Scientist role is responsible for the provision of Haematology, Coagulation and Transfusion procedures. The Scientist role is a key position involved in the troubleshooting of instrumentation, monitoring of Quality Control, analysis of results, provision of blood and blood products for the Haematology laboratories at Canberra and Calvary Hospitals.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Science.

Desirable:

Previous experience working in a clinical Haematology Laboratory or similar setting.

Ability to acquire such knowledge and skills in; haematology and blood transfusion

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: These are expected vacant positions. One is permanent and one is temporary for 12 months. The Scientist position is required to work 24/7 shifts including night, weekends and public holidays.

Contact Officer: Jackie Pratt (02) 5124 2034 [jackie.pratt@act.gov.au](mailto:jackie.pratt@act.gov.au)

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

### **Rehabilitation and Specialty Services**

#### **Occupational Therapist, Psychologist, Social Worker**

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 33953)**

Gazetted: 06 August 2020

Closing Date: 20 August 2020

Details: About us

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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, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

The Adult Mental Health Day Service (AMHDS) is a specialist team within MHJHADS that delivers effective evidence-based and recovery-focused interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including a number of group-based interventions and other specialist services that target people who are living in the community and who are experiencing moderate to severe mental health conditions. The team aims to provide collaborative care involving the person, their families/carers and community support services. The AMHDS is located at the University of Canberra Hospital.

Eligibility/Other Requirements

Mandatory:

For Occupational Therapy:

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

Be eligible for professional membership of Occupational Therapy Australia

Have a minimum of three years (ideal five years) experience post qualification.

For Psychology:

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

Have a minimum of three years (ideal five years) experience post qualification.

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

For Social Work:

Hold a degree in Social Work

Be eligible for membership of the Australian Association of Social Workers

Have a minimum of three years (ideal five years) experience post qualification.

Other Requirements:

Holds a current driver's licence.

Highly Desirable:

Have a strong understanding of working in an adult community mental health service.

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 credentialing requirements for allied health professionals.

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

Note: This is a temporary position available for a period of six months.

Contact Officer: Bronwyn Thomson (02) 5124 0150 [bronwyn.thomson@act.gov.au](mailto:bronwyn.thomson@act.gov.au)

## **Allied Health**

### **Acute Allied Health Services**

#### **Psychology**

##### **Clinical Psychologist (Pain Services)**

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 27897)**

Gazetted: 06 August 2020

Closing Date: 20 August 2020

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Overview of the work area and position

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

The Psychology team in Acute Allied Health Services provides evidence-based care to inpatients and outpatients across four divisions of The Canberra Hospital (TCH) and Canberra Health Services. TCH is an acute care teaching hospital of approximately 600 beds, and a tertiary referral centre that provides a broad range of specialist services to the people of the ACT and South East NSW. The team consists of Clinical Psychologist and Clinical Neuropsychologist roles.

This Clinical Psychology position may work across a number of areas including:

The Pain Management Unit - a public tertiary multidisciplinary outpatient service providing services to the population of Canberra and surrounding areas. The multidisciplinary team currently consists of medical (pain physicians, consultant psychiatrist in drug and alcohol, pain fellow), nursing, physiotherapy, clinical psychology, occupational therapy, social work and administration. The core business of the PMU is providing outpatient care for individuals living with chronic pain. The allied health professionals at the PMU play an integral role in the multidisciplinary team facilitating group based assessment and intervention.



The position will report to the Manager of Acute Support Psychology, with day to day operational coordination and service planning through the Director of PMU. Clinical supervision will be negotiated with the Acute Support Psychology Manager.

The Clinical Psychologist may be responsible for the provision of psychologist services at two different sites, the Canberra Hospital Campus and the University of Canberra Hospital.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Clinical Psychology.

Hold general registration with the Psychology Board of Australia under AHPRA.

Hold an area of practice endorsement in Clinical Psychology.

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

Desirable:

Eligibility for (or willingness to work towards) gaining approval as a Psychology Board of Australia Approved Supervisor for Higher Degree students, and Principal Supervisor for Registrar Program in Clinical Psychology.

Current driver's licence.

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

Note: This is a temporary position available for three months with the possibility of extension. This position is eligible for a Group Attraction and Retention Incentive: \$9,466 - \$13,316. The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$113,003.

Contact Officer: Elissa Jacobs (02) 51242045 [elissa.jacobs@act.gov.au](mailto:elissa.jacobs@act.gov.au)

## **Clinical Services**

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

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

##### **Health Professional Level 3 CAMHS South**

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 21514, several)**

Gazetted: 06 August 2020

Closing Date: 20 August 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, Alcohol and Drug Services.

Overview of the work area and position:

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

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

This role will be based at CAMHS North and will conduct assessment and clinically manage children and young people with mental health conditions, facilitate group work and to provide support to HP1 and HP2 clinicians.

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

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

Minimum of three years (ideal five years) post qualification

Must hold a current ACT driver's licence.

For Psychology:

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

Minimum of three years (ideal five years) post qualification

Must hold a current ACT driver's license.

Highly Desirable:

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

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

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

Minimum of three years (ideal five years) post qualification

Must hold a current ACT driver's licence.

Highly desirable for all disciplines:

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

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: There are two temporary position's available up to 12 months with the possibility of extension. One position is full time up to 12 months and the other is part time for up to eight months. The part time position is available at hours 22.05 per week and the full-time salary noted above will be paid pro-rata. There is a possibility of undertaking weekend or Public Holiday shift-work – please discuss this further with the Contact Officer.

Contact Officer: Kalvinder Bains (02) 5124 3133 [kalvinder.bains@act.gov.au](mailto:kalvinder.bains@act.gov.au)

## **Clinical Services**

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

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

##### **Therapist**

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 40925)**

Gazetted: 06 August 2020

Closing Date: 13 August 2020

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position:

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

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

The successful applicant of the HP3 Therapist position is responsible for conducting skilled clinical assessments and delivering high-intensity psychological interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants).

The position will report operationally to the HP4 Team Leader of the Therapies Team. Professional governance of this position will come from the relevant Discipline Principal (MHJHADS).

Eligibility/Other Requirements:

For Psychology

Mandatory:

Hold General Registration with the Psychology Board of Australia.

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

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

Desirable:

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

Current driver's licence.

For Social Work

Mandatory:

Degree in Social Work.

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

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

Desirable:

Current driver's licence.

Accreditation as a Mental Health Social Worker with the AASW.

For Occupational Therapy

Mandatory:

Hold registration with the Occupational Therapy Board of Australia.

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

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

Desirable:

Current driver's licence.

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

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

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

Contact Officer: Nikki O'Dwyer (02) 5124 1752 [nikki.o'dwyer@act.gov.au](mailto:nikki.o'dwyer@act.gov.au)

## **Finance and Business Intelligence**

### **Health Information Services**

#### **Sub and Non-Acute Patient (SNAP) Assessment Officer**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 17856)**

Gazetted: 06 August 2020

Closing Date: 10 August 2020

Details: About us

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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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 Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and the Health Information Unit.

Sub and Non-Acute Patient (SNAP) Assessment officers work within a multi-disciplinary team environment and are responsible for assigning appropriate care types for inpatient episodes of care, according to the primary clinical

management intention. The SNAP team report to the Clinical Coding and Casemix Manager within Health Information Services. Care type changes are performed to ensure sub-acute and non-acute inpatient episodes of care are funded according to activity. SNAP Officers also undertake comprehensive assessments for sub- and non-acute inpatients, including RUG-ADL, FIM, HoNOS65+ and Palliative Phases. Subacute services play an integral part within the health care continuum, supporting patients to maximise their independence and capabilities and, in doing so, minimise long-term health and community care needs. Sub-acute care focuses on care delivered from a multidisciplinary approach and as such promotes communication and facilitates consistent pathways from acute care to discharge.

Eligibility/Other Requirements:

Mandatory:

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

High level computer skills (MS Office) with demonstrated experience in collecting and managing data

Desirable:

Hold accreditation or trained in recognised clinical assessment tools, such as;

Functional Independence Measure (FIM);

Health of the Nation Outcome Scales (HoNOS65+);

Resource Utilisation Group Activities of Daily Living (RUG-ADL), and/or;

Palliative Care Phases

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Note: This is a temporary position available for a period of six months. Selection may be based on application and referee reports only.

Contact Officer: Lesley Dickens (02) 5124 9360 [lesley.dickens@act.gov.au](mailto:lesley.dickens@act.gov.au)

## **Clinical Services**

### **Women, Youth and Children**

#### **Women and Babies**

##### **Midwife**

**Registered Midwife Level 1 \$67,984 - \$90,814, Canberra (PN: 47217, several)**

Gazetted: 06 August 2020

Closing Date: 8 January 2021

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

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

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

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

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

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

Overview of the work area and position

Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information;

counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multidisciplinary team. Centenary Hospital for Women and Children (CHWC) is seeking Registered Midwives with an interest in working with postnatal women and babies in the Birthing environment. The Birthing unit is a Labour Birth Recovery Postnatal (LBRP) model where if a low risk woman and her baby are well after birth; discharge occurs from six hours.

We require suitably qualified midwives who would provide postnatal midwifery care and facilitate discharge into the ambulatory midwifery services. In a midwifery team environment, this position would also be required to provide care of more complex women and babies while waiting for transfer to the maternity wards.

**Eligibility/Other Requirements**

**Mandatory:**

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

Applicants require a minimum two years midwifery experience.

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 Service Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several temporary full-time and part-time position's available for a period of 12 months. These positions available for Registered Midwife Level 1's available across all maternity services. The full-time salary noted above will be paid pro-rata for part-time position's. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months. The successful applicants will be required to work a rotating roster seven days a week.

Contact Officer: Michelle Thinius (02) 51247392 michelle.thinius@act.gov.au

**Clinical Services**

**Cancer and Ambulatory Services**

**Covid Testing Centres**

**COVID Testing Nurse**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 48357, several)**

Gazetted: 06 August 2020

Closing Date: 13 August 2020

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

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

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

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

**Overview of the work area and position**

The COVID testing sites operate at various sites across both North and South Canberra. The sites include drive through, indoor and pop up testing sites.

As a COVID testing nurse you will be conducting COVID tests for public of ACT and surrounding regions. The positions include weekend work and there may be the requirement to work at more than one site in a day depending on demand.

**Eligibility/Other Requirements:**

**Mandatory:**

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).

Note: Part time and full time positions are available for four months with the possibility of extension up to six months. The full-time salary noted above will be paid pro-rata for the part time positions. Both experienced and beginner Registered Nurses are encouraged to apply.

Contact Officer: Regina Ginich (02) 5124 8546 regina.ginich@act.gov.au

**Clinical Services**

**Mental Health, Justice Health, Alcohol and Drugs Services**

**Adult Mental Health Unit**

**Allied Health Assistant**

**Allied Health Assistant 3 \$66,263 - \$69,516 (up to \$73,540 depending on qualification level), Canberra (PN: 37820)**

Gazetted: 06 August 2020

Closing Date: 20 August 2020

Details: About us

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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.

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Dhulwa Mental Health Unit

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position

The Adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided

by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

The AHA will provide assistance and support to the allied health team in the delivery of allied health services to consumers, under the supervision of an allied health professional.

The AHA does not make clinical assessment or clinical judgment in this role; however they will be expected to recognise a change in consumer function and status and the possible impact on the planned program.

Under supervision of an allied health professional staff, the AHA will:

Work flexibly and effectively as part of the allied health team, providing support to all members of the allied health team and the wider multi-disciplinary team within scope of practice and training of the individual

Under supervision of the allied health team, coordinate assistance regarding access to relevant services and supports

Participate and help run the therapeutic group programs

Supply and screen for appropriate appliances / preparations / referrals to people receiving care within the AMHU/MHSSU under direction from the supervising allied health professional and within the scope of practice and training of the individual

Support the discharge planning process

Assist with the ongoing maintenance of allied health equipment

All MHJHADS staff are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes. The position will report operationally to the Allied Health Manager of AMHU.

Eligibility/Other Requirements:

Mandatory:

Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification).

Current driver's licence.

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

Experience working with people with a mental illness or disorder.

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 credentialing requirements for allied health professionals.

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

Note: This is a permanent full-time position working standard hours Monday to Friday.

Contact Officer: Roz Fitzgerald (02) 5124 5401 roz.fitzgerald@act.gov.au

## **Clinical Services**

### **Division of Medicine**

#### **Gastroenterology and Hepatology**

#### **Gastroenterology Reception Officer**

#### **Administrative Services Officer Class 2 \$57,454 - \$63,443, Canberra (PN: 18645)**

Gazetted: 06 August 2020

Closing Date: 13 August 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

Canberra Hospital and Health Services Gastroenterology and Hepatology Department offers specialist and nurse consultation, and endoscopic services for persons with digestive diseases, including liver and biliary tract disease, of the ACT and surrounding region.

The Unit provides:

Inpatient care of patients with gastroenterological and diseases;

Consulting service;

Endoscopic procedures;

Clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders; and

Clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

This position provides administrative support to Division of Medicine Gastroenterology and Hepatology Unit (GEHU) outpatient department. Under general direction of the Office Manager and Administration Manager you will be responsible for providing support to the operations of the outpatient clinic, booking and scheduling of patient appointments, and providing a high level of customer service to the GEHU Department.

Eligibility/Other Requirements:

Mandatory:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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.

Contact Officer: Victoria Schmahl (02) 5124 3028 victoria.schmahl@act.gov.au

## **Infrastructure and Health Support Services**

### **Business Support**

#### **Food**

##### **Health Service Officer Level 3 - Food Services**

**Health Service Officer Level 3 \$52,460 - \$54,165, Canberra (PN: 23319, several)**

Gazetted: 06 August 2020

Closing Date: 18 August 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 Infrastructure and Health Support Services Group is responsible for the infrastructure delivery, maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation.

The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of ACT Health Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration:

Operation Support Services - Food preparation and Food Production,

Patient Services – Meal Plating and Rethermalisation / Meal deliveries to patients/Menu monitors,

Cafeteria – Food, meals and drinks for staff and guests,

Stores – Receipt, dispatch and storage of perishable and non-perishable food supplies,

External sites, Dhulwa and other Community Centres.

Eligibility/Other Requirements:

Desirable:

Food Industry recognized qualification,

Current class C driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This is a temporary part time contract for 12 months with the possibility of extension and or permanency.

This is a part-time position is available at up to 20 hours per week and the full-time salary noted above will be paid pro-rata. Successful candidates may also be considered for any future temporary vacancies within the next 12 months.

Contact Officer: Elizabeth Suarez 5124 3932 elizabeth.suarez@act.gov.au

## **Cancer and Ambulatory Services**

### **BreastScreen ACT**

#### **Project Officer**

#### **Administrative Services Officer Class 4, \$72,272, \$78,254, Canberra (PN: 29268)**

Gazetted: 06 August 2020

Closing Date: 17 August 2020

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

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

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

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

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

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

Overview of the work area and position

The ACT and SE NSW Breast Cancer Quality Assurance Project is conducted by the ACT and SE NSW Breast Cancer Treatment Group (BCTG) which was created after the release of the National Health and Medical Research Council (NHMRC) Clinical Practice Guidelines for the Management of Early Breast Cancer. One of its aims is to show that

the ACT and SE NSW treatment practices demonstrate a close compliance with Australian and international guidelines on breast cancer treatment.

The BCTG comprises voluntary contribution by treating clinicians and other practitioners committed to improving the quality of breast cancer treatment, delivery and outcomes in the region. Since 1997, CHS has funded a small team of quality assurance, Project Officers to support the Group in achieving its goals.

The project office team works collaboratively with numerous health professionals on collection of patient clinical data. The emphasis on high quality data underscores the value of the project. With its high participation rate, the aggregation of individual case data over a prolonged timeframe, and the embedded strong focus on quality assurance makes this project unique. Under the direction of the BCTG Project Coordinator, the project officer will play a key role in the collection of data; maintain the computerised database and other associated tasks including the administrative duties.

Eligibility/Other Requirements

Desirable:

Hold a current driver's licence.

Experience in using CHS Information management systems, especially CIS (Clinical Integration System), CPF (Clinical Patient File) and ACTPAS.

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary position available from 1 November 2020 for a period of up to 10 months. Selection maybe based on applications responding to the individual Selection Criterion.

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

Contact Officer: Yanping Zhang (02) 5124 1632 [yanping.zhang@act.gov.au](mailto:yanping.zhang@act.gov.au)

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

### **Justice Health Services**

#### **Health Professional Officer, Psychologist - Forensic Mental Health Services**

#### **Health Professional Officer Level 1, \$62,823, \$82,307, Canberra (PN: 19656)**

Gazetted: 06 August 2020

Closing Date: 28 August 2020

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

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

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

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

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

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

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

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

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

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. It is one of three services that constitute Justice Health Services (JHS). FMHS provides mental health care across the lifespan in a range of settings, including specialist consultation-liaison services, youth and adult custodial mental health care, and court liaison services.

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, Justice Services, and other partner services. At this level, you are expected to provide, under supervision, quality assessment and 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 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.

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications in Psychology and current unconditional registration as a psychologist with the Australian Health Practitioner Regulation Agency (AHPRA)

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 credentialing requirements for allied health.

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

Note: This is a temporary position available 12 months after which applicants will be eligible to apply for roles at Health Professional Officer Level 2.

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

Contact Officer: Gillian Sharp (02) 5124 2785 [gillian.sharp@act.gov.au](mailto:gillian.sharp@act.gov.au)

## **Women, Youth and Children, Community Health Programs**

### **Central Regional Team**

#### **School Health Team**

**Registered Nurse Level 1, \$67,984 - \$90,814, Canberra (PN: 28212, several)**

Gazetted: 06 August 2020

Closing Date: 19 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.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:  
The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services. University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

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

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

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

Overview of the work area and position

Registered Nurses working in the School Health Team (SHT) deliver both the High School Immunisation program and the Kindergarten Health Check to students at schools across the ACT. The position is based in the office at 1 Moore Street, but you will be travelling in an ACT Government fleet vehicle to schools across the ACT on most days.

School Immunisation Program

High school students in the ACT are offered free vaccinations as part of the national immunisation program in years 7 and 10. The School Health Immunisation team of nurses offers these vaccines at schools with parental consent.

Kindergarten Health Check

Registered Nurses conduct a Kindergarten Health Check at all ACT schools, with parental consent. This health check includes vision, hearing, height, weight and BMI.

Eligibility/Other Requirements

Mandatory:

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

Unconditional registration as a Registered Nurse with the Nursing and Midwifery Board of Australia (NMBA).

Must hold a current ACT driver's licence.

Desirable:

Recognised Immunisation qualification

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing requirements for allied health.

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

Note: There are several temporary positions available for 4 months with the possibility of extension and/or permanency. Part-time or full-time hours will be considered, work hours are 0800-1630hrs, Monday to Friday or part of the week. For part-time hours, the full-time salary noted above will be pro-rata. Selection may be based on written application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Contact Officer: Judy Wilson (02) 5124 1602 judyl.wilson@act.gov.au

**Office of the Chief Executive**

**Communications and Engagement**

**Media and Strategic Communications**

**Director Digital Content**

**Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 45218)**

Gazetted: 06 August 2020

Closing Date: 20 August 2020

Details: About us

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services. University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

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

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

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

Overview of the work area and position

The CHS Communications and Engagement Unit's mission is to support CHS staff to deliver business objectives through effective, timely and progressive communication activities

help build trust and confidence in Canberra Health Services through compelling, kind and respectful communications.

be reliable and base our recommendations on evidence and proven experience, using market research and audience data to deliver effective results.

Our role is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time:

bring an audience-first lens to your work, informed by research, insights and evaluation

work with stakeholders in partnership with a strong client service ethic

enjoy working in a fast-paced environment, be flexible and open to change

be supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan.

The Content team is audience driven and the directorate's channel owners, managers and architects for the directorate. Your team will self-generate work, informed by research and insights, working across the directorate. It is responsible for informing the community, listening to conversations and delivering communications products including social media posts, websites, speeches, media releases and responses, marketing campaigns and design.

Eligibility/Other Requirements:

Highly Desirable

Relevant tertiary qualifications and significant experience working professionally in the fields of journalism, public relations, marketing, digital communications or strategic communication role is highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Michelle Wells (02) 5124 9531 [michelle.wells@act.gov.au](mailto:michelle.wells@act.gov.au)

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

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

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

**Commercial Services and Infrastructure Group**

**ACT Property Group**

**Finance and Systems**

**Assistant Director, Financial Reporting and Strategic Accounting**

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 37495)**

Gazette Date: 5 August 2020

Closing Date: 19 August 2020

Details: Are you a Finance and Systems leader? Do you thrive on providing expert financial advice and support to your colleagues on reporting, budget and strategic accounting matters? This role could be for you! If you can imagine yourself providing technical financial advice, analysis, planning and reporting on budget, financial management, accounting and other finance matters - we would love to hear from you!

This role is part of the Finance and Systems team at ACT Property Group. The Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other Requirements: Tertiary qualifications in Accounting and membership of, or progression towards, CPA or CA status and a current driver's licence (car) is highly desirable.

Note: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Nishi Gamage (02) 6205 3985 [Nishi.Gamage@act.gov.au](mailto:Nishi.Gamage@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.

**Commercial Services and Infrastructure Group**

**ACT Property Group**

**Finance and Systems**

**Assistant Director, Systems, Reporting and Data Analytics**

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 46706)**

Gazette Date: 5 August 2020

Closing Date: 19 August 2020

Details: Do you get excited by contributing to the management of the business systems of the organisation, including the provision of IT support to staff in an activity based work environment? Are you fascinated by a role that ensures that the property management and other IT systems are used to their full potential across the organisation and to ensure we make good use of the data held and generated by the system? Do you love to prepare reporting on business performance using data analytics? This role might be for you!

This position supports the financial management of the organisation through financial and management reporting, month end processes and capital and project reporting at ACT Property Group.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other Requirements: This position requires a current driver's licence (car). Qualification/s in IT, Project or change management and/or Systems are highly desirable. Tertiary qualifications in Accounting and/or Information Systems and membership of, or progression towards, CPA or CA status is desirable.

Note: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Nishi Gamage (02) 6205 3985 [Nishi.Gamage@act.gov.au](mailto:Nishi.Gamage@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.

## **Commercial Services and Infrastructure Group**

### **ACT Property Group**

#### **Asbestos Response Taskforce Project Officer**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 22609)**

Gazetted: 31 July 2020

Closing Date: 7 August 2020

Details: ACT Property Group has a team of qualified and experienced trades staff and works closely with qualified contractors to undertake this work. The Integrated Facilities Management Team ensures properties managed by ACT Property Group and maintained on behalf of Directorates are repaired, inspected, maintained and upgraded by qualified and experienced staff and contractors.

This role coordinates functions focussed on inspection and management of properties managed by the Asbestos Response Taskforce. The role also involves liaising with building owners, building occupants and trade contractors



to ensure the appropriate conditions of building and sites. The role requires good organisational skills and the ability to monitor and manage multiple activities.

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

Eligibility/Other Requirements:

This position requires the successful applicant to:

Hold or have the capacity to obtain White Card;

Hold an Asbestos Awareness;

A current driver's licence (car).

Qualification/s in Work Health and Safety, Procurement, Contract Management are highly desirable.

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

Note: This is a temporary position available for up to 12 months. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and contact details of at least two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Robert Schaidreiter (02) 6213 0746 [Robert.Schaidreiter@act.gov.au](mailto:Robert.Schaidreiter@act.gov.au)

## **Construction Utilities and Environment Protection**

### **Building and Planning Compliance**

#### **Compliance Regulator**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 05751)**

Gazetted: 31 July 2020

Closing Date: 13 August 2020

Details: Do you want to contribute to improving building quality in the ACT? Are you committed to achieving good outcomes for our community?

Access Canberra has an opportunity for a person with a unique combination of Skills, Knowledge and Behaviours to fill the role of Compliance Regulator in the Rapid Regulatory Response Team. In this role you will play an active part in responding to concerns raised by members of our community about poor quality building outcomes and planning compliance issues. As part of the role, you will be required to conduct complex regulatory activities including assessing compliance with the ACT's building, planning and construction licensing laws, and technical documents such as the National Construction Code, Building Code of Australia. You will be required to undertake on-site inspections and compliance audits whilst working within Access Canberra's regulatory framework which directs our approach to regulation. This role involves significant engagement and liaison with members of our community and the construction industry, communication skills of high order and impartiality are important skills in order to successfully undertake 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.

Note: This is a full-time permanent position. This recruitment also may be used to fill temporary/ permanent identical positions over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: If you have read the Position Description and would like to apply for the role please send your curriculum vitae with a two-page pitch demonstrating that you have the Skills, Knowledge and Behaviours to successfully perform this role. Your written response should give examples of your past experience and qualifications relevant to the position description. If you have any questions about the role, please contact the Contact Officer.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Ajith Buddhadasa (02) 6205 8359 [Ajith.Buddhadasa@act.gov.au](mailto:Ajith.Buddhadasa@act.gov.au)

## **Access Canberra**

### **Customer Coordination**

#### **Assistant Manager**

#### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 38398, several)**

Gazetted: 05 August 2020

Closing Date: 12 August 2020

Details: Applications are sought from suitably experienced and motivated individuals to fill the role of Assistant Manager in the Access Canberra Service Centres.

Successful applicants must be committed to providing superior customer service to Access Canberra's Customers and have the ability to lead others to do the same. They must also have the ability to deliver competency based training in a fast paced ever changing environment. Applicants must also be able to demonstrate an ability to review internal processes and liaise and collaborate with other teams and stakeholder groups to improve service delivery.

Eligibility/Other Requirements: It is desirable for candidates to possess a knowledge of ACT road transport policies and procedures, identity management processes (births, deaths, marriages), and business licensing regulations.

Note: Successful candidates will be required to work at any Access Canberra Service Centre location between the hours of 7.45 am and 6.30pm and wear a uniform. 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. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide a written response to the three questions in the Position Description.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Jennie Gannon (02) 6207 5137 [jennie.gannon@act.gov.au](mailto:jennie.gannon@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.

## **Treasury, Commercial Services and Infrastructure**

### **ACT Property Group**

#### **Integrated Facilities Management**

#### **Customer Service, Intake and Work Allocation Supervisor**

#### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 11288)**

Gazetted: 03 August 2020

Closing Date: 17 August 2020

Details: ACT Property Group are seeking a person with experience in managing a customer focused team providing the first point of contact for customers with an organisation. The successful person will also have good experience in managing receipt, distribution and finalising of work to external parties in a dynamic, high pressure and fast paced work environment, along with other customer focused activities. This team manages a high volume of requests for maintenance activities on ACT Government buildings coordinating the allocation of work to qualified maintenance staff and contractors. The team also ensures that information is provided to building custodians, tenants and stakeholders on these activities.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to

provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

ACT Property Group are committed to continuing to improve its services in government property management to customers and stakeholders. This position will be part of the Integrated Facilities Management team providing building maintenance and upgrade services for ACT Government owned buildings and facilities. 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:** Applicants need to have demonstrated skills and experience in managing a client focused team and working in a high pressure environment. Experience and qualifications in property management, customer service or similar areas would be highly regarded.

**Note:** An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

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

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following: A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: Show that you have the capabilities in "What you require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and contact details of at least two referees.

*Applications should be submitted via the Apply Now button below.*

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

Contact Officer: Christine Luchetti (02) 6205 4866 [christine.luchetti@act.gov.au](mailto:christine.luchetti@act.gov.au)

## **Treasury, Commercial Services and Infrastructure**

### **ACT Property Group**

#### **Integrated Facilities Management**

#### **Senior Plumber (Trades)**

#### **Senior Building Trade \$79,230 - \$84,729, Canberra (PN: 22410)**

Gazetted: 04 August 2020

Closing Date: 26 August 2020

**Details:** ACT Property Group are seeking a qualified and experienced plumber to lead the plumbing team in ACT Property Group. We welcome applications from experienced plumbers who also have experience in managing a team of trades professionals in government or private sector organisations. As the team leader this person will not only provide high quality plumbing services to ACT Government properties, but also lead the team ensuring high quality services, good customer service and good management of programming and administration responsibilities. The person in this role will lead by example and ensure staff operate in accordance with the values of the ACT Public Service.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis.

ACT Property Group are committed to continuing to improve its services in government property management to customers and stakeholders. This position will be part of the Integrated Facilities Management team providing property maintenance and upgrades services for ACT Government properties

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:

In addition to significant building maintenance experience in plumbing, applicants for this position must hold:

Certificate IV in Plumbing and Services or greater;

licences under *Construction Occupations (Licensing) Act 2004* in Sanitary Plumber, Water Supply Plumber, Advanced Sanitary Drainer, Gasfitter and Certified to test Backflow Prevention Devices;

White Card, Asbestos Awareness and Working with Asbestos Cards;

Working with Vulnerable People card (or capacity to obtain);

any relevant Certificates such as TMV, working at heights, confined space, forklift; and

Current unrestricted driver's licence (car).

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. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A medical test may be required due to the physical nature of the role

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 demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Contact Officer: Stuart Peacock (02) 6213 0712 [Stuart.Peacock@act.gov.au](mailto:Stuart.Peacock@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.

## **Commercial Services and Infrastructure Group**

### **ACT Property Group**

#### **Integrated Facilities Management**

#### **Intake and Works Allocation Officer**

#### **Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 22584)**

Gazetted: 31 July 2020

Closing Date: 7 August 2020

Details: ACT Property Group is a customer driven organisation. We provide accommodation, property maintenance and property upgrade services to ACT Government, community and commercial customers. This position and team are vital to ensuring that our customers have a service driven first point of contact to discuss service requirements and/or maintenance concerns. The person in this position provides the first point of contact for all customers and a main reception function for the organisation. The team also manages maintenance requests including receipt of the requests, issuing of work orders and ensuring timely completion of the work and billing. This work is for buildings managed by ACT Property Group and other ACT Government organisations and requests are received by phone, email and Property Management System. The ability to work in a dynamic, fast paced environment while providing excellent customer service is essential 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: Qualification/s in administration or customer service is highly desirable.

Note: This is a temporary position available for up to 12 months with the possibility of extension. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

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

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Christine Luchetti (02) 6205 4866 [christine.luchetti@act.gov.au](mailto:christine.luchetti@act.gov.au)

## **Treasury, Commercial Services and Infrastructure**

### **ACT Property Group**

#### **Integrated Facilities Management**

##### **Plumber (Trades)**

##### **Building Service Officer 1 \$51,053 - \$55,752, Canberra (PN: 22839)**

Gazetted: 04 August 2020

Closing Date: 26 August 2020

Details: ACT Property Group are seeking a qualified and experienced plumber to work in the plumbing team in ACT Property Group. We welcome applications from experienced plumbers who also have experience in providing maintenance plumbing in government or private sector organisations. This person will provide high quality plumbing services to ACT Government properties as part of a team with a strong customer and business focus. The person in this role will operate in accordance with the values of the ACT Public Service.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis.

ACT Property Group are committed to continuing to improve its services in government property management to customers and stakeholders. This position will be part of the Integrated Facilities Management team providing property maintenance and upgrades services for ACT Government properties.

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:

In addition to building maintenance experience in plumbing, applicants for this position must hold:

Certificate IV in Plumbing and Services or greater;

licenses under *Construction Occupations (Licensing) Act 2004* in Sanitary Plumber, Water Supply Plumber, Advanced Sanitary Drainer, Gasfitter and Certified to test Backflow Prevention Devices;

White Card, Asbestos Awareness and Working with Asbestos Cards;

Working with Vulnerable People card (or capacity to obtain);  
relevant Certificates such as TMV, working at heights, confined space; and  
Current unrestricted drivers licence (car).

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. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A medical will be required due to the physical nature of the role.

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 demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

*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.

## **Treasury, Commercial Services and Infrastructure**

### **ACT Property Group**

#### **Integrated Facilities Management**

#### **Building Trade Apprentice Plumber**

#### **Building Trade Apprentice \$36,085 - \$64,952, Canberra (PN: 33190)**

Gazetted: 04 August 2020

Closing Date: 26 August 2020

Details: ACT Property Group are looking for its next apprentice plumber to join our team of maintenance trades people. This person will work with our qualified and licensed plumbers to provide high quality plumbing services to ACT Government properties, providing high quality service, good customer service and learning about this trade. The person in this role will be committed to and behave consistent with the values of the ACT Public Service. Second, third and fourth year plumbing apprentices are encouraged to apply and a temporary contract will be offered for the remaining term of the apprenticeship. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis. ACT Property Group works to provide good quality services to its customers and stakeholders. This position will be part of the Integrated Facilities Management team providing property maintenance and upgrades services for ACT Government properties.

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: You need to hold at minimum a Year 10 Certificate or equivalent and be eligible to undertake an Australian Apprenticeship in the nominated field. We are interested in people with good communication skills and a positive attitude, good problem solving skills, a preference for working outdoors and using your hands, the ability to work to a high standard and take pride in your work and an understanding of the need for safe work practices. You must hold Australian Citizenship or permanent residency Visa with approval to work. You need to hold or be able to undertake training to obtain relevant certificates/cards including White card,

Asbestos Awareness and if required Height Safety and Confined Space. A current driver's licence (car) is desirable, or have the ability to obtain a driver's licence when eligible to apply.

Note: This is a temporary contract for the term of the apprenticeship of up to four years. 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 is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following: A two page cover letter that tells the selection committee about you, any knowledge, experience and skills you have in building trades and why you are the best person for this role. The letter should: Show that you have what is included in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements) and any qualifications, and contact details of at least two referees that know you well including at least one that you have worked for.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Tania Shaw (02) 6205 9937 [Tania.Shaw@act.gov.au](mailto:Tania.Shaw@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.

## **Communications and Engagement**

### **WHOG Communications and Engagement**

#### **Marketing Strategist**

#### **Senior Officer Grade A \$148,991, Canberra (PN: 48488)**

Gazetted: 31 July 2020

Closing Date: 17 August 2020

Details: Are you a natural leader and an innovative thinker? Do you enjoy working in an exciting, dynamic and fast-paced environment? We are looking for a highly experienced marketing professional with a strong track record in campaign management to join the ACT Government's central Communications and Engagement team to fill the role of Marketing Strategist. In this role you will lead a highly-skilled multi-disciplinary team to deliver meaningful and impactful marketing campaigns that support the ACT Government's key priorities. An ability to translate government priorities into creative campaigns that resonate with the community, drive awareness and action and connect with all types of audiences is essential. The successful candidate will cultivate and maintain collaborative relationships with a wide range of internal and external stakeholders to achieve outcomes and foster a positive can-do culture within their team. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications and significant experience managing marketing and campaign teams is preferred. The successful applicant will need to be available for occasional weekend and after-hours work, with access to recovery leave.

Note: This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Submit a two-page pitch outlining why you are the best person for this role, addressing the selection criteria. You must also submit your current curriculum vitae and provide details of at least two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Helen Gombar-Millynn (02) 6205 3696 [Helen.Gombar-Millynn@act.gov.au](mailto:Helen.Gombar-Millynn@act.gov.au)

## **Shared Services ICT**

### **Customer Engagement Services**

#### **Education ICT**

##### **Assistant Director, Education ICT Finance**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 09326)**

Gazetted: 03 August 2020

Closing Date: 17 August 2020

Details: Can you help us do the math?

We're looking for a self-motivated numbers guru to join a tight-knit team responsible for providing ICT services and advice to the ACT Education Directorate. You will have a meticulous eye for detail and a passion for discovering new and innovative ways to get maximum bang for your buck.

This position is in the Customer Engagement Services Branch of Shared Services ICT. As our name suggests, people are at the heart of what we do. Passionate about people and numbers? Read on...

The star applicant will lead a small team and use their budgeting prowess and master negotiation skills to kick goals for both the Education ICT Team and the branch at large. You will be comfortable dealing with all types, including those with an inclination to run from anything of a financial nature! If you're keen to use your accounting skills in a job that really counts, we'd love to hear from you.

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

Eligibility/Other Requirements: Tertiary qualifications in accounting or commerce with a substantial accounting/financial management component is highly desirable. An ACT Government Baseline clearance is required for this position.

Note: 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 relate to this position 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](mailto:daniel.ruecroft@act.gov.au)

## **Communications and Engagement**

### **WHOG Communications and Engagement**

#### **Creative Director**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 48489)**

Gazetted: 31 July 2020

Closing Date: 17 August 2020

Details: Are you a high-performing creative with a natural eye for design? Do you enjoy working in an exciting, dynamic and fast-paced environment? We are looking for an experienced creative with a strong track record in delivering innovative solutions, to join the ACT Government's central Communications and Engagement team to fill the role of Creative Director.

In this role you will work with a range of stakeholders to deliver meaningful and impactful marketing campaigns that support the ACT Government's key priorities. An ability to translate government priorities into creative concepts that resonate with the community and drive awareness and action, and the motivation to inspire dynamic ideas that connect with all types of audiences is essential.

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

Eligibility/Other Requirements: Relevant tertiary qualifications and significant experience working professionally in the fields of marketing, advertising, campaign delivery or creative services is highly desirable. The ability to work flexibly with some out of hours work is required.

Note: This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.



How to Apply: Submit a two-page pitch outlining why you are the best person for this role, addressing the selection criteria. You must also submit your current curriculum vitae and provide details of at least two referees. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Helen Gombar-Millynn (02) 6205 3696 [Helen.Gombar-Millynn@act.gov](mailto:Helen.Gombar-Millynn@act.gov).

## **Economic Development Division**

### **Finance and Business Services**

#### **Business Services**

#### **Assistant Director, Business Services**

#### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 41476)**

Gazetted: 31 July 2020

Closing Date: 14 August 2020

Details: Are you able to develop strategies to help build workforce capability? Do you have experience leading teams with grants, procurement or Human Resource (HR) related functions? Do you believe in delivering great solutions for your customers? If you have answered yes to these questions – you might be the person Economic Development is looking for! We're looking for an Assistant Director to help lead the Business Services within our Finance and Business Services team, who support the division in finance, human resources, grants, procurement, systems, and health and safety functions. Sound knowledge in grants, procurement or HR; extremely strong collaboration skills; and leadership experience are absolutely essential to this role.

You'll be working with a team who know their business well and are great at what they do. You will need to be confident, able to get your head around complex issues quickly, and deliver solutions for a multitude of problems. We're looking for someone who is keen to expand their skill-set and enjoys being in hard working and fast paced teams.

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 position is temporary for six months with the possibility of extension. Selection may be based on application and referee reports only. A merit pool may be established to fill future similar vacancies over the next 12 months.

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.

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

How to Apply: Please provide your curriculum vitae; and a supporting statement of no more than two pages outlining why Economic Development needs you within our Finance and Business Services team.

If you'd like to know more about the role, please contact the Contact Officer.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Ash Balaretnaraja (02) 6207 5282 [Ash.Balaretnaraja@act.gov.au](mailto:Ash.Balaretnaraja@act.gov.au)

## **Access Canberra**

### **Customer Coordination**

#### **Service Centres**

#### **Service Centre Concierge**

#### **Administrative Services Officer Class 4 \$72,272, \$78,254, Canberra (PN: 44066)**

Gazetted: 05 August 2020

Closing Date: 12 August 2020

Details: The occupant of this position may be requested to assist in any of the Service Centre locations undertaking the following duties; Support the manager in managing customer queues and assisting with customer inquiries including; being the first point of contact with all customers; delivering superior customer service and provision of information and advice to customers; and educating customers on other options for service delivery such as the over the phone or online channels.

The position also assists in the day to day operations of the Service Centre including supervising staff including assistance with knowledge of operating and regulatory procedures and requirements.

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: Previous supervisory experience in a customer service area and a knowledge of Service Centre processes is preferred.

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.

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

How to Apply: Interested applicants should provide a written response of no more than two pages addressing the Selection Criteria outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennie Gannon (02) 6207 5137 [jennie.gannon@act.gov.au](mailto:jennie.gannon@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.

### **Community Services**

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

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

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

##### **Bimberi Residential Services**

##### **Business Manager**

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 03519)**

Gazette Date: 5 August 2020

Closing Date: 12 August 2020

Details: The Business Manager role is focussed on supporting Bimberi Residential Services through the leadership of the business support team and their provision of high-quality support services. The Business Manager role also closely supports the Executive Branch Manager.

The Business Manager is the key contact for Children, Youth and Families executive and provides high level operational and strategic advice on a range of functions including facilities, kitchen services, administration, human resource and budget and finance. The position works in partnership with key strategic areas of the directorate and wider ACT Government including People Management and Finance and Budget.

The Business Manager has the responsibility as secretariat for various key external committees, drawing on cross division subject matter experts, as well as working closely with the management team to provide improved efficiencies and outputs.

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Grace (02) 6207 3341 [alison.grace@act.gov.au](mailto:alison.grace@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.

### **Education**

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

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

## **Service Design and Delivery**

### **Digital Strategy, Services and Transformation**

#### **Senior Director - Programmes, Applications and Transformation**

##### **Senior Officer Grade A \$148,991, Canberra (PN: 42890)**

Gazetted: 31 July 2020

Closing Date: 07 August 2020

Details: This is a critical leadership position to lead and direct a team of approximately 15 staff and co-ordinate key projects and operational support provided by Shared Services and other vendors. As the head of IT service management and programme delivery, you will be responsible for setting the vision and strategy for service management and the efficient coordination of business-enabling projects for the ACT Education Directorate, whilst ensuring processes are owned and maturing.

#### **Eligibility/Other Requirements:**

You preferably have five years or more experience in programme management and ICT operations;

You should be experienced in leading a large and diverse team to achieve ICT outcomes;

You should also be familiar with, or can acquire, an understanding of the ACT Education; and Directorate's Strategic Plan and initiatives under the Future of Education Strategy.

#### **Mandatory:**

Possession of a current driver's licence and access to a private vehicle;

Degree qualification in related field or equivalent experience; and

Extensive experience in applying ITIL and/or CoBIT models to ICT service delivery and governance.

Note: This is a temporary position available immediately until 30 September 2020 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

#### **How to Apply:**

In two pages or less tell us:

Why you want the role;

What you would bring to the role and what you would get out of it; and an achievement that you are most proud of;

A current curriculum vitae; and

Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past Supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Bartlett (02) 6207 5663 [kelly.bartlett@act.gov.au](mailto:kelly.bartlett@act.gov.au)

## **School Performance and Improvement**

### **South Weston Network**

#### **The Woden School**

##### **Building Service Officer 3**

##### **Building Service Officer 3 \$69,594 - \$73,540, Canberra (PN: 46618)**

Gazetted: 31 July 2020

Closing Date: 7 August 2020

Details: The Woden School is seeking an experienced Building Services Officer with an understanding of students from year 7-12 with disabilities. The successful applicant will need to be responsive, flexible and able to re-prioritise their workload to respond to the school's needs. Be responsible for maintaining school buildings and grounds to a high standard with consideration to health, safety and security. Complete emergency repairs and other repairs to a professional standard. Observe all ACT government policies and compliance are met when organising contractors and all work meets trade and industry standards.

The successful applicant will undertake relevant administrative tasks as required; ensure compliance with risk and safety management and documentation requirements.

The successful applicant will demonstrate a commitment to sustainable practices and demonstrate a willingness to work as part of a team and support the school community and programs.

Eligibility/Other Requirements: Desirable skills in the successful applicant include knowledge of digital technology systems, hardware, horticulture and sustainability.

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

Mandatory 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](http://www.worksafe.act.gov.au/health_safety).

An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate is desirable. Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training.

How to Apply: Please include a response to the Selection Criteria, a current curriculum vitae and copies of qualifications if applicable.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenna Blake (02) 614 20200 [jenna.blake@ed.act.edu.au](mailto:jenna.blake@ed.act.edu.au)

## **School Performance and Improvements**

### **Tuggeranong Network**

#### **Wanniassa School**

##### **Staffing Officer**

##### **School Assistant 4, \$66,371, \$71,867, Canberra (PN: 38382)**

Gazetted: 05 August 2020

Closing Date: 17 August 2020

Details: Wanniassa School is seeking a highly motivated person for the role of staffing officer. The position works closely with the deputy principal to coordinate all staffing related matters in the school. The primary duties involve organising relief teaching staff, contracts, and developing and implementing Human Resource processes in line with relevant legislation, policy and procedures.

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

How to Apply: Applicants are asked to submit an application addressing the Selection Criteria (maximum four pages), outlined in the Position Description, along with a current curriculum vitae (maximum three pages) and contact details for three referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Stefan Latham (02) 6142 1870 [stefan.latham@ed.act.edu.au](mailto:stefan.latham@ed.act.edu.au)

## **System Policy and Reform**

### **Strategic Policy**

#### **Early Childhood Policy**

##### **Project/Policy Officer**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48625)**

Gazetted: 05 August 2020

Closing Date: 19 August 2020

Details: The Early Childhood Policy team is seeking a high performing individual to join them in working on implementing strategic reforms through an Early Childhood Strategy for the ACT. To be successful in this role you must be effective in working in a small team, and in a fast paced and collaborative environment. You will need experience working in or with the education and care sector, and ideally in government settings. You will need strong strategic thinking skills, excellent written skills, high level organisational skills, and a desire to build and maintain quality partnerships with a range of stakeholders. This is a fantastic opportunity for someone who is keenly interested in being part of a collaborative effort to deliver strategic reforms that will benefit children and families in our community.

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

Note: This position will be designed for flexible work arrangements and activity-based working (ABW) in 2020. Under ABW arrangements, officers may not have a designated workstation/desk and work across multiple Education sites. Selection may be based on application and referee reports only. COVID-19 arrangements: Our branch 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 submit a current curriculum vitae and a written response of up to three pages. The response should address your Knowledge, Skills and Capabilities against the Selection Criteria listed in the Position Description.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Sybilla Meeth (02) 6205 3619 sybilla.meeth@act.gov.au

## **School Performance and Improvement Division**

### **North Gungahlin Network**

#### **Jervis Bay School**

##### **Classroom Teacher - Jervis Bay School**

##### **Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 22826)**

Gazetted: 04 August 2020

Closing Date: 20 August 2020

Details: Jervis Bay School is seeking a full-time teacher to join our small team. The role will either be teaching an upper primary class, or undertaking a whole school release role in a specialist subject area, e.g. art, STEM, etc. , depending on the preferences and skill sets of the successful applicant. A genuine desire to work within a predominantly indigenous school community is essential for the successful applicant. Previous experience in this area is desirable.

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

Note: This is a temporary position available from 12 October 2020 until 18 December 2020 with the possibility of permanency.

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers. Also note that applicants who do not make contact with the Contact Officer prior to applying may not be considered.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Lana Read (02) 4442 1002 lana.read@ed.act.edu.au

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

## **Belconnen Network**

### **Giralang Primary School**

#### **Principal - Giralang Primary School**

##### **School Leader A 1 \$168,315, Canberra (PN: 04080)**

Gazetted: 04 August 2020

Closing Date: 14 August 2020

Details: The Education Directorate is seeking a dynamic School Leader to build on the strong community partnerships and engagement at Giralang Primary School.

Giralang Primary School is built on a strong foundation of equity and inclusion. As the leader of the school's executive team you will work collaboratively to develop and lead the strategic direction of the school to build the capabilities and effectiveness of the leadership and teaching teams. The appointed Principal will lead a consistent approach to learning and teaching with a focus on building on the extensive base of curriculum expertise.

Giralang Primary School focuses on the academic, physical, social and emotional development of students while maintaining high expectations for student's learning and interaction with others. The school delivers strong academic achievement, in an environment where learning is supported by skilled and inspired staff and strong community involvement, and students are empowered to achieve their personalised learning goals.

Student literacy and numeracy is an ongoing priority at Giralang Primary School, with an emphasis on further embedding the consistency of data informed decision making, and beliefs and practices across the school. Giralang Primary School is committed to building and strengthening partnerships with the school community that are focused on maintaining and deepening the school's community of learning.

For a deeper understanding about the school's individual context please examine the school's *Annual Action Plan*, *Annual School Board Report*, *School Review Report* and *School Improvement Plan* which can be found on the [school website](#).

**Key Duties:** The new Principal will ensure the needs of all students are met in a timely way through the strategic use of resources, teams and the Education Support Office. With a strong focus on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom. As the leader of the school's executive team, you will collaboratively develop and assist in leading the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams. You will also manage the school within legislative requirements and in accordance with system and school board policies. Providing professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

**The Education Directorates Priorities:** ACT Public Schools value innovative, student focussed leaders who lead school communities that are welcoming, dynamic, inclusive, culturally safe and meet the needs of all students. Successful leaders in the Directorate will be people focussed, have a strong commitment to the wellbeing of staff, students and families, and be capable of leading learning environments where all children and young people experience success, and where every teacher is empowered as an innovative learning professional to deliver high quality, engaging and differentiated learning experiences.

The ACT Public School System is growing at pace with a growing city. We are responding to meet the needs of our dynamic Canberra community through the ACT Government's Future of Education Strategy to develop students who have the skills and abilities to succeed in a rapidly changing world - <https://www.education.act.gov.au/our-priorities/future-of-education>.

The execution of this ambitious agenda requires dynamic, flexible and innovative leaders who understand the challenges facing contemporary school leaders including the complexity, opportunity and challenges experienced by young people, and can ensure greater student voice and agency with increasingly personalised learning. Successful leaders in the ACT will understand that our people are our greatest resource, that we are a leading learning organisation, where people know they matter and to this end all staff are engaged as learners in quality feedback and professional engagement as part of their daily experience at work. Where all staff understand the impact, they have both individually and collectively on student achievement and feel empowered and supported in their own professional growth and development.

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

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

**Note:** The process may be used to fill short term acting arrangements for other roles that may become available within the next 12 months.

**How to Apply:** Interested applicants in leading this Canberra public should provide curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and contact information for two referees.

For more information about this opportunity, please contact the Contact Officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next Principal of Giralang Primary School.

*Applications should be submitted via the Apply Now button below*

Contact Officer: Kris Willis (02) 6207 1555 [Kris.Willis@act.gov.au](mailto:Kris.Willis@act.gov.au)

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

## **Business Services**

### **People and Performance**

#### **Assistant Director – HR Business Partner**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 42213)**

Gazetted: 30 July 2020

Closing Date: 6 August 2020

Details: We are seeking an Assistant Director, Human Resource Business Partner to join our fast paced team. The Business Partnering team provide high quality, client focused human resources services to ensure the Directorate maintains a highly skilled, sustainable workforce. The Business Partner is required to provide advice and assistance to managers and senior executives on a broad range of strategic Human Resource (HR) management activities in accordance with relevant legislation, policies and guidelines. We need an excellent communicator with the ability to build and maintain positive working relationships and provide effective operational leadership to the HR Business Partnering team. The successful candidate will be an experienced HR Professional in a large and complex working environment and will have a genuine passion for the all things HR. You will be outcomes focussed, agile with the ability to work well in a fast paced environment, be open and adaptable to change and be able to hit the ground running. If this sounds like you we would love to see your two page pitch.

Eligibility/Other Requirements: Desirable Relevant tertiary qualifications or extensive experience in a similar role would be advantageous. Recent similar experience in an education setting would be advantageous. Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/ Practicing Certificate.

Note: This is a temporary position available immediately for up to six months. Selection may be based on application and referee reports only.

How to Apply: Please submit a two page pitch addressing the Selection Criteria and a curriculum vitae.

*Applications should be submitted to the Contact Officer.*

Contact Officer: Anthony Goodwin (02) 6205 4539 [anthony.goodwin@act.gov.au](mailto:anthony.goodwin@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](mailto:jobs@act.gov.au)**

### **Environment**

#### **ACT Parks and Conservation**

##### **Urban Reserves - Environmental Offsets**

##### **Senior Ranger Environmental Offsets**

##### **Senior Park Ranger 3 \$80,323 - \$85,020, Canberra (PN: 34403, several)**

Gazetted: 04 August 2020

Closing Date: 14 August 2020

Details: Parks and Conservation is seeking a Senior Ranger to join the Environmental Offsets team within Urban Reserves. This team is primarily responsible for the management of newly established reserves under Environmental Offsets within Canberra Nature Park and delivering commitments linked with development approvals pursuant to the Commonwealth Government Environment Protection and *Biodiversity Conservation Act 1999*.

Eligibility/Other requirements

Applicants are required to:

Be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training.

Be prepared to work a shift roster, weekends, public holidays or evening shifts at any site within a region on an “as needs” basis (not all positions are currently required to work a shift roster)

Be prepared to wear a uniform; and

Possess a manual drivers’ licence.

Relevant tertiary qualifications in Protected Area Management are highly desirable.



Note: There are two temporary positions available from 1 September 2020 until 31 August 2021 with a 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 submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maree Gilbert (02) 6205 2842 [Maree.Gilbert@act.gov.au](mailto:Maree.Gilbert@act.gov.au)

## **ACT Parks and Conservation**

### **Volunteer and Visitor Experience**

#### **RangerAssist Volunteer Coordinator**

#### **Technical Officer Level 3 \$74,973 - \$84,729, Canberra (PN: 48236)**

Gazetted: 31 July 2020

Closing Date: 14 August 2020

Details: If you agree with the mantra 'many hands make light work' and love the idea of helping out our ACT Parks and Conservation Service staff by inviting community involvement in their projects, then we'd love to hear from you. The RangerAssist Volunteer Coordinator is a new position which will liaise with PCS staff to determine opportunities where a bit of extra help from our volunteer team could make all the difference. This position will work with staff from across the agency to plan, prepare and lead activities where volunteers from the RangerAssist stream of ParkCare can lend a hand to get the jobs done.

We now have over 1000 community members signed up to help out, this includes a strong cohort of university students and people with a desire to learn from PCS staff and gain valuable experience on the ground. The RangerAssist Volunteer Coordinator will be tasked with activating these volunteers by inviting and facilitating volunteer involvement with PCS led activities. We are looking for someone who can identify these opportunities and work with other PCS staff to help them utilise the skills, experience and enthusiasm of our volunteer team. If you enjoy working as part of a small team but still want to experience the breadth of activities which PCS is involved in by leading projects across the entire estate, then this is the role for you. No two days will be the same, some days you'll be working alone and others you'll be leading groups of up to 100 volunteers as they lend a hand on PCS projects. You'll have the opportunity to build strong relationships with staff and volunteers and you will be supported as you further develop, build and deliver the RangerAssist stream of ParkCare.

Eligibility/Other Requirements:

Other Requirements

Be prepared to wear a uniform;

Possess a manual drivers' licence.

Be prepared to work a roster including weekends and public holidays.

Note: This is a temporary position available immediately until 24 November with a 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: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Alison McLeod (02) 8191 4508 [Alison.McLeod@act.gov.au](mailto:Alison.McLeod@act.gov.au)

## **Environment**

### **Conservation, Biosecurity and Water Planning and Policy**

#### **Biosecurity and Agriculture Policy**

#### **Assistant Director, Biosecurity and Agriculture Policy**

#### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 04387, expected)**

Gazetted: 31 July 2020

Closing Date: 14 August 2020

Details: Environment, Planning and Sustainable Development is seeking to fill the role of Assistant Director, Biosecurity and Agriculture Policy. The role involves developing and reviewing strategies and plans as well as providing high level advice and correspondence on biosecurity, agriculture and related matters. The successful



candidate will have exceptional communication and liaison skills and be able to represent the ACT on national committees. 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

Highly Desirable:

Tertiary qualifications in biological, agricultural, natural resource and/or environmental science/policy, or related disciplines; a sound knowledge of biosecurity and agriculture issues and policy matters within the ACT and surrounding region.

Note: This position will be available from 29 October 2020. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit your application including a covering letter, curriculum vitae and claim against the Selection Criteria with a maximum of 350 words per criterion.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Jasmyn Lynch (02) 6205 4815 [jasmyn.lynch@act.gov.au](mailto:jasmyn.lynch@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](mailto:jobs@act.gov.au)**

#### **Legislation, Policy and Programs**

##### **Executive Branch Manager, Legislation, Policy and Programs**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1100)**

Gazetted: 28 July 2020

Closing date: 11 August 2020

Details: The Justice and Community Safety Directorate (JACS) is seeking an experienced, innovative and motivated senior executive to fill the role of Executive Branch Manager within the Legislation, Policy and Programs Branch. This role reports to the Executive Group Manager and involves direct supervision of team directors.

Legislation, Policy and Programs (LPP) advises on and develops policy and legislation in relation to all aspects of civil and criminal law in the Territory. It develops and administers a variety of justice-related and community safety programs and is responsible for managing the ACT's contract with ACT Policing.

LPP executives lead work on a wide range of issues for portfolio ministers.

The Executive Branch Manager should be a dynamic leader with excellent communication, organisational and collaboration skills.

The Executive Branch Manager also has responsibility for management for LPP including staffing, budget, reporting and governance.

Eligibility/Other requirements: The position requires a law degree (or comparable qualification) or completion towards a law degree.

Remuneration: The position attracts a remuneration package ranging from \$251,027 to \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

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

How to Apply: Applicants should submit a two page application and resume addressing their suitability and availability for the role.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Jennifer McNeill (02) 6205 3504 [jennifer.mcneill@act.gov.au](mailto:jennifer.mcneill@act.gov.au)

## **ACT Fire and Rescue**

### **Chief Officer, ACT Fire and Rescue**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E348)**

Gazetted: 29 July 2020

Closing date: 12 August 2020

The Emergency Services Agency (ESA) is seeking Expressions of Interest for an experienced, motivated, innovative and skilled professional for the role of Chief Officer, ACT Fire and Rescue (ACTF&R).

The position supports the ESA Commissioner in the integrated delivery of the Commissioner's functions and leads and manages ACTF&R in the delivery of a contemporary urban firefighting and rescue service. The role works in partnership with other emergency services and agencies, both internal and external to the ESA.

ACTF&R provides the ACT with services in all areas of firefighting; all types of rescues and responds to both hazardous material (Hazmat) and chemical, biological, radiological and nuclear (CBRN) incidents. ACTF&R provides a 24/7 rapid response capability from strategically located stations supported by an extensive network of people, equipment and facilities.

The successful applicant will possess demonstrated knowledge and ability in Fire and Rescue management and operations, have a strong knowledge of Incident Control Systems and fire ground operations and have the ability to make appropriate decisions in emergency and high-pressure situations.

Eligibility/Other requirements: The position requires a person who can undertake the statutory responsibilities of Chief Officer ACTF&R as provided in the *ACT Emergencies Act 2004* during this time.

Remuneration: The position attracts a remuneration package ranging from \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

Note: A merit list will be created and consecutive engagements of up to six months will be offered to merit listed applicants. Selection may be based on written application and referee reports only. This is a vacancy for 18 months pending long term recruitment.

To apply: Interested candidates are requested to submit an EOI of no more than 500 words, as well as a current curriculum vitae and the name and contact details of two referees by COB 12 August 2020.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Georgeina Whelan, ESA Commissioner (02) 6207 8409 [georgeina.whelan@act.gov.au](mailto:georgeina.whelan@act.gov.au)

## **City Services**

### **City Presentation**

#### **Assistant Director, Safety and Wellbeing**

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 48479)**

Gazette Date: 4 August 2020

Closing Date: 18 August 2020

Details: City Presentation, a Branch within the City Services Division of the Transport Canberra and City Services (TCCS) Directorate, is responsible for the management and maintenance of parks, open spaces and the public domain, including, lakes, street and parkland trees, public open space, sportsgrounds and city places. It protects the natural resources and amenity of the ACT and maintains the look of the city and its environs.

An opportunity exists for a Work, Health and Safety (WHS) professional to join City Presentation. The successful applicant will work in a dynamic environment consisting of up to 300 staff located in office and field operations across Canberra. The advertised role will primarily be responsible for supporting City Presentation staff by providing expert advice regarding WHS matters and liaising with TCCS Corporate Safety to support the implementation of the TCCS SafetyNet WHS Management System. Other duties include:

Developing internal WHS policies and procedures.

Reporting and monitoring of safety breaches, hazards and accidents and near miss incidents involving City Presentation activities.

Investigating analysing and reporting incident trends and work cooperatively with staff to resolve issues.

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:

Minimum Cert IV in WHS is required, with one-two years of field based WHS experience desirable

Driver's licence (C-class) is 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

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

Applications should include a curriculum vitae, the name and contact details of two referees and a two-page response to the Selection Criteria.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Ross Burden (02) 6207 2307 [Ross.Burden@act.gov.au](mailto:Ross.Burden@act.gov.au)

## **ACT Emergency Services Agency**

### **People, Culture and Training**

#### **Director ESA Recruitment**

##### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 47818)**

Gazette Date: 5 August 2020

Closing Date: 19 August 2020

Details: ACT Emergency Services Agency (ESA) aims to develop a robust long-term recruitment strategy, supported by agile processes and systems, to provide services that meet the future needs and expectations of our ACT community.

The Director ESA Recruitment will have responsibility for building and developing our recruitment strategy, processes and policies to source high calibre candidates in a timely manner. You will partner with all areas of the Agency to educate our leaders on best practice and will have a keen focus on the candidate experience.

You will be a strong communicator who is comfortable initiating engagement with key stakeholders to provide sound advice on recruitment and selection, as well as projects and HR initiatives as required.

You understand the need to build and maintain relationships and are confident articulating a value position to management and executives that aligns with strategic objectives and is compliant with legislative obligations.

ACT Emergency Services Agency 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: Extensive experience within a complex multidiscipline recruitment role is highly desirable. Experience in the design and implementation of e-Recruitment systems would be an advantage.

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

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.*

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

Contact Officer: Glenn Brewer (02) 6207 9273 [Glenn.Brewer@act.gov.au](mailto:Glenn.Brewer@act.gov.au)

## **ACT Corrective Services**

### **Community Corrections and Release Planning**

#### **Community Operations**

##### **Cultural Engagement Officer**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 42733)**

Gazetted: 05 August 2020

Closing Date: 21 August 2020

Details: ACT Corrective Services (ACTCS), Community Operations are seeking a highly motivated professional with a passion for improving outcomes for Aboriginal and Torres Strait Islander peoples. The successful candidate will work in a statutory environment and hold delegations to work with clients pending sentence and those subject to a community supervision order. The occupant will work closely with Community Correction Officers to break down

barriers between Aboriginal and Torres Strait Islander peoples and the criminal justice system; work with clients to achieve positive outcomes; and will represent ACT Corrective Services at external forums such as Galambany Case Conferencing, Drug and Alcohol Sentencing List and external client reporting centres.

**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. Background National Police checks will be conducted.

Driver's licence is essential. This position requires a pre-employment medical.

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

Note: Interested candidates are encouraged to make contact with the Contact Officer to seek clarification on the scope of the role.

**How to Apply:** Applicants are required to submit a curriculum vitae, a two-page response addressing the technical Skills and Behavioural Capabilities of the Position Description through examples, and the names of two referees. Two written referee reports are required at interview stage, if selected. Proof of driving licence and Working with Vulnerable People Registration will also be required prior to commencement in the role.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Alex Honeykats (02) 6207 3017 alex.honeykats@act.gov.au

## **Legislation, Policy and Programs**

### **Governance and Business Support**

#### **Business Support Officer**

#### **Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 43412)**

Gazetted: 31 July 2020

Closing Date: 14 August 2020

**Details:** Legislation, Policy and Programs is after a Business Support Officer to join our Governance and Business Support section. The position manages a diverse workload in a busy environment. Dealing with complex Finance, Human Resources, ICT and general office administration. To be successful in this role you need to be reliable, hardworking, excellent at keeping track of a large and changing workload, able to meet tight deadlines, good at research, able to monitor and deliver client services and possess good communication skills.

**Eligibility/Other Requirements:** Knowledge of government processes (machinery of government; organisational functions; and protocols) will be highly regarded. Experience with APIAS, Oracle, TM1 and an understanding of the financial framework in the ACT Government would be an advantage.

**How to Apply:** Interested applicants should submit a supporting statement (no more than two to three pages) outlining practical experience and examples related to the role with reference to the Professional and Behavioural Capabilities, a current curriculum vitae and the name and contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Sarah McAfee (02) 6207 3750 sarah.mcafee@act.gov.au

## **ACT Corrective Services**

### **Custodial Operations**

#### **AMC Admin**

#### **Health Centre Coordinator**

#### **Administrative Services Officer Class 4, \$72,272, \$78,254, Canberra (PN: 45739)**

Gazette Date: 31 July 2020

Closing Date: 14 August 2020

**Details:** ACT Corrective Services is pleased to announce a new opportunity for a motivated and organised person to work in the Health Centre of the Alexander Maconochie Centre (AMC), as the Health Centre Coordinator. In partnership with ACT Health, the AMC Health Centre provides on-site medical assessment and treatment for detainees.

In this role you will undertake professional administrative support services in the organisation and coordination of detainees attending the centre for medical appointments. You will work in a busy and dynamic team environment and have a strong focus on collaboration.

In addition, the successful candidate will demonstrate an attention to detail, the ability to liaise with both internal and external stakeholders, manage appointment bookings and undertake other administrative responsibilities as required.

To be successful, you will have the ability to think and act in a busy environment, possess excellent communication skills and a demonstrated ability to manage personal work priorities.

**Eligibility/Other Requirements:**

The successful candidate may be required to undergo a pre-employment National Police check.

This position does require a pre-employment medical.

This position will have face to face interaction with detainees.

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

**How to Apply:** Applicants are required to submit a one to three page written response addressing the Professional/Technical Skills, Knowledge and Behavioural Capabilities, having regard for the job requirements. Please provide a current curriculum vitae including two referees (one should be a current Supervisor/Manager). Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Veenstra (02) 6207 0684 [natalie.veenstra@act.gov.au](mailto:natalie.veenstra@act.gov.au)

## **Corporate**

### **Governance and Business Improvement**

#### **Ministerial Services Unit**

##### **Directorate Liaison Officers**

##### **Senior Officer Grade C - Senior Officer Grade A \$108,926, \$148,991, Canberra (PN: 19247, several)**

Gazetted: 31 July 2020

Closing Date: 14 August 2020

**Details:** The Justice and Community Safety (JACS) Directorate is seeking highly-motivated individuals to undertake the Directorate Liaison Officer (DLO) roles in the Minister's Office. The role of the DLO is to; proactively manage information flow between the Minister's office and JACS to ensure JACS meets the Minister's needs. Critically examine Ministerial correspondence and briefings, including entry and management on Trim. Deal with enquiries made by members of the public in relation to the responsibilities of the Minister and liaise with JACS for the provision of associated responses. Liaise closely with the Director-General and Deputy Directors-General of JACS, the Minister's personal staff and the Ministerial Services Unit (MSU) to ensure a coordinated approach to Ministerial and Legislative Assembly business. Attend JACS meetings/functions with the Minister as required, which includes organizing Minister/Directorate meetings and associated secretariat functions. Other duties as required by the Minister or his Office, and the Directorate. The successful applicant should have a good knowledge of the functions of the Directorate and have, or be able to acquire quickly, a good knowledge of Cabinet and Assembly protocol and procedures.

**Eligibility/Other Requirements:**

A legal qualification or working towards is desirable but not mandatory.

Previous experience as a DLO or in a Ministerial, Cabinet or Assembly environment will be highly desirable and considered.

**Note:** There will be three temporary positions available from late October 2020 for up to 12 months. These positions will be filled at either the SOGC, SOGB, SOGA level, dependant on the skills and experience of the successful applicant. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**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, including the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Audrey Aquilina (02) 6207 4224 [audrey.aquilina@act.gov.au](mailto:audrey.aquilina@act.gov.au)

## **ACT Corrective Services**

### **Corporate Services**

#### **Procurement and Contracts Unit**

##### **Procurement and Contracts Officer**

##### **Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 11242)**

Gazetted: 30 July 2020

Closing Date: 13 August 2020

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals for the position of Procurement and Contracts Officer with the Contracts and Procurement Unit.

The successful applicant will provide support and assistance to ACTCS officers for all their procurement needs. You will work, across a wide range of procurement and contract management elements including procuring goods and services for the Territory's only prison, the Alexander Maconochie Centre, maintenance and construction projects, facilities management and management of ACTCS's fleet vehicles.

Further to this, you will have the opportunity to engage with stakeholders across ACTCS, the Justice and Community Safety Directorate, the ACT Government as a whole and neighbouring jurisdictions; the role will include a significant level of engagement with Procurement ACT.

This role will offer the opportunity to work in an exciting and challenging environment where your actions will generate tangible impacts on detainees and the wider community, develop an understanding of procurement and contract management within the public sector, and be part of a supportive and engaging team

To be successful, you will be required to demonstrate skills in procurement and contract management and project management, as well as exceptional communication and interpersonal skills. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply

Eligibility/Other Requirements:

Background/Security clearance checks will be conducted

Driver's licence Class C is essential.

This position does not require a pre-employment medical.

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

Note: This is a temporary position available immediately up until 15 January 2021 with the possibility of permanency.

How to Apply: To apply, applicants are required to submit four items: (1) one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current Supervisor/Manager); and (4) a copy of your current driver's licence. Please ensure you submit all four items.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Matthew Hart (02) 6205 2063 [matthew.hart@act.gov.au](mailto:matthew.hart@act.gov.au)

## **Corporate**

### **Strategic Finance**

#### **Assistant Director, Senior Management Accountant**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 43778, several)**

Gazetted: 03 August 2020

Closing Date: 24 August 2020

Details: Strategic Finance is seeking a motivated, well organised individuals who can work independently and as a team member to effectively perform the role and functions of Assistant Director, Senior Management Accountant. They should possess a good understanding and have experience in public sector budget processes and financial frameworks, management accounting skills, excellent analytical ability and are client focused with high-level communication skills. Strategic Finance is responsible for the analysis of current and emerging economic and financial issues, assisting in the development of the Directorate's budget strategy and specific budget proposals,

providing advice on financial performance and trends, and assisting managers with business specific financial needs.

The successful applicant's will be required to:

assist in the development and coordination of the Directorate's annual financial statements and internal and external budget process;

undertake financial analysis and budget costings;

financial and performance management reporting and forecast;

assist in ensuring compliance with Treasury guidelines, statutory reporting and other legislation requirements and timeframe; and

liaise and negotiate with other agencies as required.

Note: This process will be used to fill one permanent position and one temporary position available for up to 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

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

How to Apply: Interested applicants should provide a written pitch addressing the Professional and Behavioural Capabilities within the Position Description. The pitch should be no longer than two pages. A current curriculum vitae and two referees should also be provided. All enquiries regarding the role can be directed to the Contact Officer.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Dean Browne (02) 6205 4013 [dean.browne@act.gov.au](mailto:dean.browne@act.gov.au)

## **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](mailto:jobs@act.gov.au)**

### **Infrastructure Delivery Partners**

#### **Civil Project Management**

##### **Senior Project Manager**

##### **Infrastructure Officer 4 \$129,394 - \$147,008, Canberra (PN: 01408)**

Gazette Date: 4 August 2020

Closing Date: 18 August 2020

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Infrastructure Delivery Partners (IDP) group in Major Projects Canberra is comprised of the Social, Commercial and Civil Project Management Branches. IDP provides advice to Directorates and Treasury in relation to the planning and business case approval process for the majority of the capital works program; and delivers the design and construction of infrastructure projects through to financial completion. This includes buildings such as health, education, emergency services and justice facilities; capital upgrades of ACT Government building assets; landscaping projects; civil works such as roads, stormwater, street-lighting; transport and works associated with land release. IDP manages approximately \$600 million of capital works each year.

Under limited direction and in line with corporate objectives you will apply high order project management and procurement skills to a broad range of design and construction projects for the ACT Government.

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.

Specific expertise in the civil infrastructure project delivery industry is highly desirable.

Note: This position is available for up to 12 months. 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 and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing the capabilities and your suitability for the role, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Stephen Baker (02) 6205 5094 [Stephen.Baker@act.gov.au](mailto:Stephen.Baker@act.gov.au)

## **Project Development and Support**

### **Ministerial, Governance and Corporate Support**

#### **HR Director**

**Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 45417)**

Gazetted: 31 July 2020

Closing Date: 14 August 2020

Details: Are you our new HR Director?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Project Development and Support provides leadership and contributes strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance.

The Division is responsible for business case development and planning of major projects, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government.

Ministerial, Governance and Corporate Services works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders. The Branch will provide leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

MPC Human Resources within the Ministerial, Governance and Corporate Support Branch is responsible for the provision of human resource management, advice and support services to the Senior Executive Leadership Team and the Directorate. This role will provide support to the Directorate in day-to-day human resource management activities, as well as providing advice in relations to strategic matters. Areas of particular strategic interest include employee relations, performance management, workplace health and safety, injury rehabilitation and management, recruitment and selection and training and development.

To be successful in this position, it is expected that the successful candidate will have the following attributes:

Strong experience in Human Resource related functions;

Strong organisational skills with a high degree of drive; and

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

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

Eligibility/Other Requirements: Tertiary qualifications or extensive relevant experience in a human resource related discipline highly desirable.

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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing the capabilities and your suitability for the role against the criteria, a current curriculum vitae and contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

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

## **Infrastructure Delivery Partners**

### **Social Project Management**

#### **Project Manager**

**Infrastructure Officer 4 \$129,394, \$147,008, Canberra (PN: 39949, several)**

Gazetted: 30 July 2020



Closing Date: 17 August 2020

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Infrastructure Delivery Partners (IDP) Group in Major Projects Canberra is comprised of the Social, Commercial and Civil Project Management Branches. IDP provides advice to Directorates and Treasury in relation to the planning and business case approval process for the majority of the capital works program, and deliver the design, construction and defects phases of the projects. This includes buildings such as health, education, emergency services and justice facilities; capital upgrades of ACT Government building assets; landscaping projects; civil works such as roads, stormwater, street-lighting; transport and works associated with land release; IDP manages approximately \$600 million of capital works each year.

The Social Infrastructure Project Management Branch is structured into teams of experienced Project Managers led by Project Directors who provide procurement, contract administration, and design and construction phase project management services. Current projects/programs include infrastructure services upgrades, mental health projects, corrective services projects, projects at the Canberra Hospital, including clinical area refurbishments; and community health facilities, all in a range of green and brownfield environments.

Under limited direction and in line with corporate objectives apply high order project management and procurement skills to a broad range of design and construction projects for the ACT Government.

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:

Hold a relevant professional qualification 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.

Desirable:

Specific expertise in electrical and mechanical infrastructure project delivery is highly desirable.

Experience in the delivery of health and/or justice and/or community safety infrastructure projects.

Note: These are temporary positions available from August 2020 for a period of 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team 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 and copies of relevant degree and qualifications.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Tim Shortis (02) 6205 5463 [tim.shortis@act.gov.au](mailto:tim.shortis@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](mailto:jobs@act.gov.au)**

### **City Services**

#### **City Presentation**

##### **Assistant Director, Safety and Wellbeing**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 48479)**

Gazette Date: 4 August 2020

Closing Date: 18 August 2020

Details: City Presentation, a Branch within the City Services Division of the Transport Canberra and City Services (TCCS) Directorate, is responsible for the management and maintenance of parks, open spaces and the public domain, including, lakes, street and parkland trees, public open space, sportsgrounds and city places. It protects the natural resources and amenity of the ACT and maintains the look of the city and its environs.

An opportunity exists for a Work, Health and Safety (WHS) professional to join City Presentation. The successful applicant will work in a dynamic environment consisting of up to 300 staff located in office and field operations

across Canberra. The advertised role will primarily be responsible for supporting City Presentation staff by providing expert advice regarding WHS matters and liaising with TCCS Corporate Safety to support the implementation of the TCCS SafetyNet WHS Management System. Other duties include:

Developing internal WHS policies and procedures.

Reporting and monitoring of safety breaches, hazards and accidents and near miss incidents involving City Presentation activities.

Investigating analysing and reporting incident trends and work cooperatively with staff to resolve issues.

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:

Minimum Cert IV in WHS is required, with one-two years of field based WHS experience desirable

Driver's licence (C-class) is 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

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

Applications should include a curriculum vitae, the name and contact details of two referees and a two-page response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ross Burden (02) 6207 2307 [Ross.Burden@act.gov.au](mailto:Ross.Burden@act.gov.au)

#### **Chief Operating Officer Group**

##### **Chief Information Office**

##### **SalesForce Field Service Platform Manager**

**Senior Officer Grade C, \$108,926, \$117,249, Canberra (PN: 33317)**

Gazette Date: 04 August 2020

Closing Date: 18 August 2020

Details: The Transport Canberra and City Services (TCCS) Chief Information Office is seeking a dynamic, self-driven Salesforce Field Service Platform Manager. The individual we are looking for will have strong leadership capability and extensive experience in Project and System management. Experience with complex IT and Digital projects, including life cycle management, customer-centric design and product deployment. We are looking for someone with highly developed IT and Digital analytical, conceptual, research and written communication skills.

Eligibility/Other Requirements:

Qualifications or practical experience managing, developing and working in a Salesforce Platform environment, supporting operational businesses is highly desirable.

Experience working on complex IT Projects

Experience managing Operational IT Systems

Relevant tertiary qualifications, certification or equivalent in Information Technology, Program Management and Digital Transformation is preferred.

Note: This is a temporary position available for a period of Six months with the possibility of permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

How to Apply: Applicants are to address the Selection Criteria outlined in the Position Description, a maximum of 300 words per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deb Butt (02) 6205 8581 [deb.butt@act.gov.au](mailto:deb.butt@act.gov.au)

## APPOINTMENTS

### Canberra Health Services

**Staff Specialist Band 1-5, \$164,470 - \$202,905**

Charles Itty, Section 68(1), 10 August 2020

**Staff Specialist Band 1-5, \$164,470 - \$202,905**

Sharon Wilson, Section 68(1), 10 August 2020

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

Rosalie Brand, Section 68(1), 30 July 2020

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

Chelsea Browne, Section 68(1), 30 July 2020

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

Teena Campbell, Section 68(1), 5 August 2020

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

Smirti Chand, Section 68(1), 6 August 2020

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

Rebecca Clayton, Section 68(1), 29 July 2020

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

Amy Corkery, Section 68(1), 3 August 2020

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

Seforosa Crocker-Morseu, Section 68(1), 6 August 2020

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

Brandon Driscoll-Fitzsimmons, Section 68(1), 3 August 2020

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

Dorothy Gibson, Section 68(1), 6 August 2020

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

Melissa Golledge, Section 68(1), 3 August 2020

**Registered Nurse Level 4.2 \$131,034**

Julie Grant, Section 68(1), 5 August 2020

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

Brittany Griffiths, Section 68(1), 6 August 2020

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

Baiwen Hou, Section 68(1), 3 July 2020

**Registered Midwife Level 1 \$67,984 - \$90,814**

Stacey Kapotas, Section 68(1), 6 August 2020

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

Jacinta Kirkham, Section 68(1), 3 August 2020

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

Deepshikha Kumar, Section 68(1), 3 August 2020

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

Kaitlyn Lewis, Section 68(1), 3 August 2020

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

Krystelle Lim, Section 68(1), 1 August 2020

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

Kimberley Lindsay, Section 68(1), 28 July 2020

**Registered Nurse Level 3.1 \$108,237 - \$112,691**

Joanna McDougall, Section 68(1), 30 July 2020

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

Lisjo Merson, Section 68(1), 6 August 2020

**Administrative Services Officer Class 2/3 \$57,454 - \$70,058**

Vanessa Niven, Section 68(1), 23 July 2020

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

Clodagh O'Brien, Section 68(1), 6 August 2020

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

Nicholas Orr, Section 68(1), 28 July 2020

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

Courtney Perman, Section 68(1), 3 August 2020

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

Joanne Pham, Section 68(1), 3 August 2020

**Health Service Officer Level 7 \$64,220 - \$67,817**

David Phillips, Section 68(1), 6 August 2020

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

Sunita Sharma, Section 68(1), 7 August 2020

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

Eliza Stanton, Section 68(1), 3 August 2020

**Health Service Officer Level 7 \$64,220 - \$67,817**

Borce Stevanoski, Section 68(1), 6 August 2020

**Health Service Officer Level 7 \$64,220 - \$67,817**

Melina Stevanoski, Section 68(1), 6 August 2020

**Health Service Officer Level 3 \$52,460 - \$54,165**

Ram Chandra Upreti, Section 68(1), 6 August 2020

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

Stacy Walsh, Section 68(1), 6 August 2020

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

Ni Ni Win, Section 68(1), 3 August 2020

**Health Service Officer Level 7 \$64,220 - \$67,817**

Ahmed Zafar, Section 68(1), 6 August 2020

**Canberra Institute of Technology**

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

Ahmed Jbeili, Section 68(1), 4 August 2020

This appointment is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee General. An appointment under this section is not appealable.

**Chief Minister, Treasury and Economic Development**

**Senior Officer Grade A \$148,991**

Savita Cooke, Section 68(1), 31 July 2020

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

Monique Hirst, Section 68(1), 3 August 2020

**Senior Officer Grade B \$128,286 - \$144,418**

Mia Richter, Section 68(1), 3 August 2020

**Community Services**

**Child and Youth Protection Professional Level 1 \$67,958 - \$85,177**

Tabitha Knight, Section 68(1), 29 July 2020

**Education**

**School Assistant 3 \$55,354 - \$59,575**

Jane Allen, Section 68(1), 5 August 2020

**Building Service Officer 3 \$69,594 - \$73,540**

Simon Hulm, Section 68(1), 4 August 2020

**Environment, Planning and Sustainable Development**

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

Marianne Dyason, Section 68(1), 30 July 2020

**Justice and Community Safety**

**Senior Officer Grade B \$128,286 - \$144,418**

Kate Mitchell, Section 68(1), 3 August 2020

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

Brooke Rackley, Section 68(1), 3 August 2020

**Transport Canberra and City Services**

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

Brendan McKeough, Section 68(1), 6 August 2020

## TRANSFERS

### Community Services

#### **Lauren Callaghan**

From: Senior Officer Grade A \$148,991

Community Services

To: Senior Officer Grade A \$148,991

Community Services, Canberra (PN. 38002) (Gazetted 23 July 2019)

### Education

#### **Rochelle Bessey**

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

Community Services

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

Education, Canberra (PN. 42894) (Gazetted 29 May 2020)

#### **Stephannie Dormer**

From: School Leader C \$126,542

Education

To: School Leader C \$126,542

Education, Canberra (PN. 12005) (Gazetted 15 June 2020)

### Justice and Community Safety

#### **Magage Fernando**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 42517) (Gazetted 5 February 2020)

## PROMOTIONS

### Canberra Health Services

#### **Clinical Services**

##### **Kalvinder Bains**

From: Health Professional Level 4 \$108,926 - \$117,249

Canberra Health Services

To: †Health Professional Level 5 \$128,286 - \$144,418

Canberra Health Services, Canberra (PN. 47214) (Gazetted 2 July 2020)

##### **Richard Hogan**

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

Canberra Health Services

To: †Registered Nurse Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 22376) (Gazetted 25 June 2020)

##### **Erinn O'Brien**

From: Health Professional Level 1 \$62,823 - \$82,307

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40153)

**Canberra Health Services**

**Faye Salcedo**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 26552) (Gazetted 12 December 2019)

**Clinical Services**

**Neelu Vinod**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 21574) (Gazetted 11 June 2020)

**Canberra Health Services**

**Janelle Walker**

From: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services

To: †Health Professional Level 4 \$108,926 - \$117,249

Canberra Health Services, Canberra (PN. 25286) (Gazetted 11 June 2020)

**Courtney Woodford**

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

Canberra Health Service

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

Canberra Health Services, Canberra (PN. 29145) (Gazetted 2 July 2020)

**Canberra Institute of Technology**

**Education and Training**

**Student and Academic Services**

**Rebecca Jarrett**

From: Teacher Level 1 \$76,460 - \$102,020

Canberra Institute of Technology

To: †Teacher Level 2 \$108,974

Canberra Institute of Technology, Canberra (PN. 34774) (Gazetted 3 August 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

**Education Services**

**Education and Training Services**

**Judith Neal**

From: Administrative Services Officer Class 5 \$80,323 - \$85,020

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 55017) (Gazetted 3 August 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.

**Industry Engagement and Strategic Relations**

**CIT Marketing**

**Corey Uncles**

From: Public Affairs Officer 1 \$74,486 - \$85,020

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 13882) (Gazetted 3 August 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

**Chief Minister, Treasury and Economic Development**

**Economic and Financial Group**

**Economic and Financial Analysis**

**Economic and Policy Regulation**

**Ian Lawrence**

From: Senior Officer Grade B \$128,286 - \$144,418

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$148,991

Chief Minister, Treasury and Economic Development, Canberra (PN. 32133) (Gazetted 24 February 2020)

**Commercial Services and Infrastructure**

**ACT Property Group**

**Integrated Facilities Management**

**Mahbod Salahshor**

From: Infrastructure Officer 1 \$71,833 - \$84,874

Chief Minister, Treasury and Economic Development

To: Infrastructure Officer 2 \$86,652 - \$99,693

Chief Minister, Treasury and Economic Development, Canberra (PN. 46710) (Gazetted 20 March 2020)

**Corporate**

**Corporate Management**

**Corporate and Coordination Services**

**Andrew Tyrie**

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

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$80,323 - \$85,020

Chief Minister, Treasury and Economic Development, Canberra (PN. 40328) (Gazetted 19 June 2020)

**Community Services**

**Housing ACT**

**Executive**

**Executive, Government and Business**

**Michelle Francis**

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

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$80,323 - \$85,020

Community Services, Canberra (PN. 16269) (Gazetted 4 June 2020)

**Education**

**Service Design and Delivery**

**Learning and Wellbeing Policy and Design**

**Aboriginal and Torres Strait Islander Education**

**Taylor Fitzgerald**

From: School Assistant 3 \$55,354 - \$59,575

Education

To: School Assistant 4 \$66,371 - \$71,867

Education, Canberra (PN. 30414) (Gazetted 1 November 2019)



**Service Design and Delivery**

**Student Engagement**

**Flexible Education**

**Lyetishia Mercieca**

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

To: †Health Professional Level 4 \$108,926 - \$117,249  
Education, Canberra (PN. 46494) (Gazetted 13 July 2020)

**Service Design and Delivery**

**Learning and Teaching**

**Aboriginal and Torres Strait Islander Education Section**

**Christopher Warren**

From: Administrative Services Officer Class 5 \$80,323 - \$85,020  
Education

To: Administrative Services Officer Class 6 \$86,547 - \$99,051  
Education, Canberra (PN. 01499) (Gazetted 16 June 2020)

**Environment, Planning and Sustainable Development**

**Climate Change and Sustainability**

**Climate Change Policy**

**Katherine Holland**

From: Administrative Services Officer Class 5 \$80,323 - \$85,020  
Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$86,547 - \$99,051  
Environment, Planning and Sustainable Development, Canberra (PN. 39278) (Gazetted 16 June 2020)

**Office of the Deputy Director-General Land Strategy and Environment**

**Brendan McKenzie**

From: Administrative Services Officer Class 5 \$80,323 - \$85,020  
Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$86,547 - \$99,051  
Environment, Planning and Sustainable Development, Canberra (PN. 33237) (Gazetted 2 July 2020)

**Business Governance and Capability**

**People and Capability**

**Culture and Capability**

**Vidhi Saxena**

From: Administrative Services Officer Class 6 \$86,547 - \$99,051  
Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$108,926 - \$117,249  
Environment, Planning and Sustainable Development, Canberra (PN. 13380) (Gazetted 12 June 2020)

**People and Capability**

**Inclusion and Engagement**

**Culture and Capability**

**Jackson Taylor-Grant**

From: Administrative Services Officer Class 6 \$86,547 - \$99,051  
Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$108,926 - \$117,249  
Environment, Planning and Sustainable Development, Canberra (PN. 44643) (Gazetted 16 June 2020)

**Environment**

**Parks and Conservation Service**

**Volunteer and Visitor Experience**

**Karen Williams**

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

Environment, Planning and Sustainable Development

To: Technical Officer Level 3 \$74,973 - \$84,729

Environment, Planning and Sustainable Development, Canberra (PN. 39095) (Gazetted 10 May 2019)

**Transport Canberra and City Services**

**Chief Operating Officer Group**

**TCCS Finance**

**Finance Business Partnering**

**Nerissa Baldock**

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 33201) (Gazetted 28 May 2020)