



ACT Government Gazette

Gazetted Notices for the week beginning 15 October 2020

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Executive Branch Manager, Office of the Director-General

Temporary Vacancy (01/11/2020 – 01/02/2021, with the possibility of extension)

ACT Health Directorate

Office of the Director-General

Position: E845

(Remuneration equivalent to Executive Level 1.2)

Date circulated: 21 October 2020

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

The position is available from 1 November 2020 until 1 February 2021 with the possibility of extension up to 6 months, pending cross-government advertising for Executive Branch Managers currently in process.

ACT Health Directorate is looking for a suitably qualified and experienced candidate to undertake the role of Executive Branch Manager, Office of the Director General (ODG) for a short term vacancy. The suitable candidate will drive the provision of high quality and timely service outcomes. The position will be expected to lead by example, have a healthy risk appetite approach, effective interpersonal skills and the ability to motivate others. The position will also be expected to apply due diligence to processes and decisions, promote accountability and implement strategies to support business goals.

Reporting to the Director-General, the Executive Branch Manager, Office of the Director-General will be responsible for providing overall leadership, direction and management to ACT Health's communications, engagement and marketing efforts including the development of innovative and effective communications, engagement and marketing strategic plans and portfolio-related crisis management plans aligned with the ACT Government and Health portfolio's organisational and strategic priorities. Another aspect of the role is to oversee the delivery of timely, responsive and accurate Ministerial and Government services including coordination of Cabinet and Assembly matters, ministerial correspondence, and government liaison and ensuring effective management of the Office of the Director-General, including providing advice to the Director-General, coordinating input to briefs, issues management and correspondence management.

To apply: Please provide your curriculum vitae, contact details for two referees and a short pitch maximum three pages (anchored to the executive capabilities) on why you are the best person for this short term role, to Catherine Ellis via email to catherine.ellis@act.gov.au by COB Wednesday 28 October 2020.

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

Remuneration: The position attracts a remuneration package ranging from \$221,815 - \$230,275 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$169,203.

Contact Officer: Catherine Ellis (02) 5124 9442 catherine.ellis@act.gov.au

Digital Solutions Division

Office of the Chief Information Officer

Coordination Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48621)

Gazetted: 21 October 2020

Closing Date: 4 November 2020

Details: The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system.

The Information and Data Management Branch (IDM) is responsible for managing the Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance and costing data. IDM also manages the Directorate's relationships with the national data agencies. It also is responsible for developing and monitoring a health performance framework for the delivery of health services across the ACT. The Office of the Chief Information Officer is looking for an experienced Coordination Officer to provide high-level support to the IDM branch and the Office of the CIO. The successful candidate will have strong organisational, communication and time management skills, and will be efficient, flexible and self-motivated. The successful candidate will be able to exercise initiative and monitor and determine priorities to ensure deadlines are met in what will be a fast-paced environment. The role will be fast-paced and challenging, but you'll be contributing to the transformational change in the ACT health system and we promise we'll have a lot of fun along the way.

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

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

How to Apply: Please submit a pitch of no more than two pages addressing the Selection Criteria, a curriculum vitae, and contact details of at least two referees, one of whom should be your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Beth Chapman (02) 5124 9343 Beth.Chapman@act.gov.au

Digital Solutions Division

Information and Data Management

Information Management Hub

Receptionist

Administrative Services Officer Class 2 \$58,230 - \$64,299, Canberra (PN: 41829)

Gazetted: 16 October 2020

Closing Date: 30 October 2020

Details: Are you a customer service focussed person who enjoys a busy environment with competing priorities? Would you like to be part of a small team that represents the first point of contact for the ACT Health directorate? The Digital Solutions Division within ACT Health is recruiting a Receptionist to deliver front desk services to ACT Health and those attending the building. You will have strong customer service skills, strong organisational skills, be adaptable and flexible, and have well developed interpersonal and negotiation skills.

The Digital Solutions Division (DSD) is committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. The Division is led by the Chief Information Officer (CIO) and is responsible for:

The implementation and support of the Digital Health Strategy.

Management of technology services and projects.

The development and implementation of a performance reporting framework.

Statutory and intergovernmental reporting requirements.

Management of the relationship and services delivery by technology vendors including Shared Services ICT.

Development, implementation and maintenance of technology policies and procedures, and information management and information security.

Note: The Reception desk operates from 7.00am to 7.00pm weekdays and the successful applicant must be able to commence at 7.00am or work until 7.00pm throughout the week on a rotational basis. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Winefield (02) 5124 9114 sean.winefield@act.gov.au

**Health System Planning and Evaluation
Health System Strategies and Program Support Unit
Program Support Unit
Project Coordinator**

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 37756)

Gazetted: 19 October 2020

Closing Date: 2 November 2020

Details: If you have a passion for healthcare and want to work as part of a dynamic, supportive, and trusted team to coordinate and manage projects then keep reading!

Our team works collaboratively with clinical services, policy and project teams, non-government, and primary health care service providers to report and monitor projects, provide complex project management, build project capability and provide project support and advice. We are looking for a team member who is passionate about health care, has excellent collaboration and communication skills, and is outcome and solutions focused. We have a proactive, supportive, and positive team environment and it's a place where talented people love coming to work!

Are you an experienced in delivering projects and looking for a change of scenery? Or perhaps you are ready to move on from clinical roles but still use your skills, knowledge, and experience. Or have you wanted to try something new? Then the Program Support Team wants to hear from you!

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

How to Apply: Applicants are to submit a written response to the Selection Criteria, a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Wall (02) 5124 9674 megan.wall@act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Social Work

Senior Social Worker

Health Professional 3 \$93,347 - \$98,359, Canberra (PN: Expected)

Gazette Date: 15 October 2020

Closing Date: 25 October 2020

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

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

Reference Number: 14006

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

Contact Officer: Linda Adriaanse (02) 6201 6314 linda.adriaanse@calvary-act.com.au

Calvary Public Hospital Bruce

Clinical Governance

Clinical Performance and Risk Manager

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: LP7413)

Gazette Date: 15 October 2020

Closing Date: 28 October 2020

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

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

Reference Number: 14002

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

Contact Officer: Belinda Yates (02) 6201 6513 belinda.yates@calvary-act.com.au

Calvary Public Hospital Bruce

Infection Control and Staff Health

Infection Control and Staff Health Coordinator

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: LP7152)

Gazette Date: 16 October 2020

Closing Date: 19 October 2020

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

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

Reference Number: 13999

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

Contact Officer: Sandra Roodt (02) 6201 6174 Sandra.Roodt@calvary-act.com.au

Calvary Public Hospital Bruce

Clinical Governance and Quality Unit

Administration Coordinator

Administrative Services Officer Class 5 \$80,323-\$85,020, Canberra (PN: LP6914)

Gazette Date: 21 October 2020

Closing Date: 01 November 2020

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

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

Reference Number: 14047

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

Contact Officer: Belinda Yates (02) 62016513 belinda.yates@calvary-act.com.au

Calvary Public Hospital Bruce

Recruitment Officer

Administrative Services Officer Class 4 \$72,272, - \$78,254, Canberra (PN: LP7034)

Gazette Date: 21 October 2020

Closing Date: 01 November 2020

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

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

Reference Number: 14075

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

Contact Officer: Fiona Hughes (02) 6201 6395 fiona.hughes@calvary-act.com.au

Calvary Public Hospital Bruce

Staff Health Nurse

Registered Nurse Level 2.4 \$101,412, Canberra (PN: LP8200)

Gazette Date: 21 October 2020

Closing Date: 27 October 2020

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

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

Reference Number: 14053

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

Contact Officer: Sandra Roodt (02) 6201 6174 Sandra.Roodt@calvary-act.com.au

Calvary Public Hospital Bruce

Senior Manager Work Health Safety and Security

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: LP6918)

Gazette Date: 21 October 2020

Closing Date: 01 November 2020

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

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

Reference Number: 14056

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

Contact Officer: Judi Childs (02) 6201 6431 judi.childs2@calvarycare.org.au

Calvary Public Hospital Bruce

Human Resource

Work Health and Safety

Injury Prevention and Rehabilitation

Injury Prevention and Rehabilitation Manager

Health Professional Level 4 \$108,925 - \$117,249, Canberra (PN: LP6934)

Gazette Date: 22 October 2020

Closing Date: 01 November 2020

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

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

Reference Number: 14039

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

Contact Officer: Melinda Browning (02) 6201 6111 melinda.browning@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

People and Culture

Work Health and Safety

Assistant Safety Advisor

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 28306)

Gazetted: 20 October 2020

Closing Date: 3 November 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 Work Health Safety Unit provides strategic leadership, advice and effective coordination and implementation of work health safety (WHS) management strategies, frameworks and activities. The unit provides WHS advisory and support services and oversees the implementation of systems and processes that assist Canberra Health Services to become a safe and accountable healthcare environment.

Canberra Health Services staff, people who use our services and visitors have the right to feel safe and be safe in Canberra Health Services workplaces.

Eligibility/Other Requirements:

Desirable:

Experience in Riskman software specific to WHS incidents.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note:

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

Contact Officer: Frances Kaye (02) 5124 6087 frances.kaye@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Gungahlin Mental Health Team

Clinical Manager and Liaison Support

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 45690)

Gazetted: 15 October 2020

Closing Date: 29 October 2020

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Overview of the work area and position

The Gungahlin Mental Health Team is a multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants) within Adult Community Mental Health Services (ACMHS). The team provides services for people aged over 18 years and operates from the Gungahlin Community Health Centre. There is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan.

The successful applicant will enjoy working as a member of the multidisciplinary team providing assessment and care planning for people experiencing mental illness. They will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant will also provide leadership within the team in developing and operationalising a consultation and liaison service for people exiting custody and who are residing in short-term Bail Hostels.

Bail Hostels are being established across ACT as part of a broader Corrective Services Accommodation Strategy and are defined as 'residential establishments that accommodate people as a condition of their bail' and are designed to reduce 'prison overcrowding, upholds the principle of innocent until proven guilty, and minimise the risk of reoffending'.

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the applicant will

contribute their expertise to the multidisciplinary team; provide supervision to staff at the Health Professional 1 and 2 Levels as well as students.

The position reports to a Team Leader who is based on site in the health centre. This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements

Mandatory:

For Psychology:

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

HP3: Minimum of three years (ideal five years) post qualification

Highly Desirable:

HP3: 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 Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

HP3: Minimum of three years (ideal five years) post qualification

For Social Work:

Degree in Social Work

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

HP3: Minimum of three years (ideal five years) post qualification

Desirable:

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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 11 months.

Contact Officer: Deepthy Palamadathu (02) 5124 1180 deepthy.palamadathu@act.gov.au

Clinical Services

Women, Youth and Children

Women and Babies

Registered Midwife Early Discharge Program (MIDCALL)

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 22292, several)

Gazetted: 15 October 2020

Closing Date: 29 October 2020

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

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

Overview of the work area and position:

The Maternity Department at the Centenary Hospital for Women and Children (CHWC) provides holistic, evidence-based quality care and advocacy for all women and babies in the ACT and surrounding areas with acute and chronic health needs.

The service is family centered, as we understand that the family is central to the successful delivery of health care. We believe in respect for mother, baby and their family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. The environment is breast feeding friendly and we provide a safe, functional and comfortable work environment for all those that work here. We provide family-based care with an emphasis on partnership with families at this important time. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Maternity and Gynaecology.

Under the direction of the Clinical Midwifery Manager, the registered midwife is responsible for the management, coordination and delivery of care to women and babies during pregnancy and in the immediate postnatal period. The role incorporates triage, direct client care and co-ordination of discharge for women and their babies within an early discharge program (MIDCALL). The registered midwife facilitates and supports the development, orientation and supervision of new staff and students and acts as a role model to promote evidence-based practice.

Eligibility/Other Requirements:

Mandatory:

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

Hold a current driver's licence.

Desirable:

Sound understanding and previous experience providing clinical assessments and triaging written and/or telephone referrals.

International Board-Certified Lactation Consultant (IBCLC)

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note:

These are temporary positions available for a period of 12 months with the possibility of permanency. There are full-time and part-time positions available and the full-time salary noted above will be pro-rata for part-time.

These roles involve morning (Day) shift work (Monday to Sunday including public holidays).

Contact Officer: Julianne Nissen (02) 5124 7368 julianne.nissen@act.gov.au

Nursing, Midwifery and Patient Support Services

Nursing and Midwifery Resources Officer

Nursing, Midwifery and Patient Support Services

Nurse Manager

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 12050)

Gazetted: 15 October 2020

Closing Date: 29 October 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.

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.

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

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

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

Overview of the work area and position:

The Nursing and Midwifery Resource Office (NRMO) manages the nursing relief pool and casual nursing workforce, facilitates and manages recruitment of nurses across CHS including the RN and EN Transition to Practice Programs.

The Nurse Manager of the NMRO oversees the recruitment and personnel management of staff within the nursing relief and casual pools. The role acts as the principal point of contact for whole of Nursing and Midwifery Service workforce, working closely with nurse managers across all divisions to assist with recruitment requirements. The NMRO provides the nursing resources on a daily basis to assist all divisions across CHS to manage roster shortfalls and unscheduled absences. The nurse manager for the NMRO reports to the Assistant Director of Nursing for Nursing, Midwifery and Patient Support Services.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post graduate qualification in relevant nursing field.

Holds or working towards a management qualification.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Melissa O'Brien (02) 5124 7130 melissa.o'brien@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

Operational Director, Adult Acute Mental Health Services

Senior Officer Grade A \$148,991, Canberra (PN: 36826)

Gazetted: 16 October 2020

Closing Date: 30 October 2020

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Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

Rehabilitation and Speciality Services

Adult Community Mental Health Services

Adult Acute Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Overview of the work area and position

The position holder is expected to operate within the Public Sector Management Amendment Bill 2016, the ACT Public Service Code of Conduct.

The position will be accountable and responsible to the Executive Director – Mental Health, Justice Health, Alcohol and Drug Services through a Performance Management Plan. In keeping with the value of collaboration, the position will operate in partnership with other members of the executive of the Division.

The Operational Director and the Clinical Director for each program area will work in collaboration to ensure high quality outcomes for the people who use the program – utilising the matrix document. In addition, they will work in collaboration with other program areas to ensure high quality outcomes for the people who use services from the Division.

Eligibility/Other Requirements:

Highly Desirable:

Tertiary qualifications (or equivalent) in health or a related discipline.

Postgraduate qualifications in management field.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This position is required to participate in an on call roster.

Contact Officer: Karen Grace (02) 5124 1577 karen.grace@act.gov.au

Clinical Services

Women, Youth and Children

Community Health Programs

Registered Nurse Scholarship Maternal and Child Health

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 16063, several)

Gazetted: 16 October 2020

Closing Date: 30 October 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:

Canberra Health Services promotes a learning culture and is providing an exciting opportunity for Registered Nurses to undertake a Graduate Diploma of Child and Family Health whilst working part-time in the Maternal and Child Health (MACH) service.

The scholarship program has been developed to create a sustainable pathway for Registered Nurses to undertake tertiary study while obtaining relevant work experience leading to a work ready experienced MACH workforce upon graduation.

This scholarship involves a two (2) year commitment - First year: The Registered Nurse (RN) will work with the Early Childhood immunisation program three days per week delivering National Immunisation Program. The RN will have completed the recommended online immunisation course prior to commencement of employment. On the completion of the accredited immunisation education and WYCCHP credentialing process the RN will work independently within the immunisation team. During the first year the RN will be supported to complete the Graduate Certificate in Child and Family Health qualification including placement. In the second year the Graduate Diploma in Child and Family Nursing will be completed, whilst rotating and gaining competency across the full scope of practice of a MACH nurse.

The work of Maternal and Child Health nurses is supported by the National Framework for Universal Child and Family Health Services (2011):

promoting the availability and the role of universal child and family health services to parents, the community as well as health, education and welfare professionals.

promoting consistency of service across jurisdictions.

providing a contemporary evidence base for service improvement.

progress towards national performance monitoring and the compilation of national population health data for the purposes of comparison across jurisdictions and subpopulations.

MACH Nurses are guided by the National Standards of Practice for Maternal, Child and Family Health Nurses in Australia (2017) and support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context.

MACH Services are delivered across ACT from health centre locations to outreach clinic sites.

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:

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

Hold a minimum one year full time equivalent post graduate nursing experience preferably with recent clinical experience in a relevant clinical area for example midwifery (highly desirable), paediatrics, neonatal nursing, or primary health care. Be willing and eligible to enrol in the graduate diploma of Child and Family Health with our Child and Family Health partnership university.

Current driver's licence.

Desirable:

International Board Certified Lactation Consultant.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note:

These are temporary positions available for a period of 12 months commencing 26 November 2020 until 26 November 2021. These positions are part-time at 24 hours per week and the full-time salary noted above will be pro-rata. Applicants will apply to the Nursing and Midwifery office for scholarship funding assistance.

Contact Officer: Sally Haseler (02) 5124 1175 sally.haseler@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Program

Dietitian

Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 23479)

Gazetted: 19 October 2020

Closing Date: 5 November 2020

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

Our Values: Reliable, Progressive, Respectful and Kind

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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

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

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of Canberra Health Services' network of health facilities designed to meet the needs of our ageing and growing population.

Community Care Nutrition services are offered from community health centres and in-patient homes across the ACT. The team provides nutrition assessment and intervention for a wide range of nutrition issues, complex and chronic medical conditions including enteral nutrition, chronic renal failure and haemodialysis, weight management, gastrointestinal disorders, malnutrition, and wound healing. Community Care Nutrition also provides services for National Disability Insurance Scheme participants. As a clinical unit, we pride ourselves on our continual drive for high quality patient care.

The Dietitian is responsible for the provision of high-quality clinical assessments and interventions in the outpatient setting. This involves, promoting positive client outcomes through the provision of high-quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications in Nutrition and Dietetics. Eligible for membership of Dietitians Australia.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU) relating to assessment, screening, and vaccination processes against specified infectious diseases.

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

Note: This is a temporary position available for a period of 12 months. Applications from this recruitment process may be used to fill permanent or temporary identical full-time or part-time positions within the next 12 months. Selection may be based on written application and referee reports only. For more information on this position and how to apply “click here”
Contact Officer: Kate O'Brien (02) 5124 1479 kate.o'brien@act.gov.au

Finance and Business Intelligence

Procurement

Director, Procurement - Equipment

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 40536)

Gazetted: 19 October 2020

Closing Date: 5 November 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

Finance and Business Intelligence (FBI) provide strategic and operational financial and performance information to Canberra Health Services. Additionally, the branch manages procurement, supply, revenue, patient accounts services and health information services.

The Director, Procurement - Equipment is a critical role the organisation that reports to the Senior Director (Infrastructure Manager/Specialist 3), who leads the Procurement and Supply Branch with FBI. The role will have responsibility for leading several staff and the delivery of a program of procurement.

As part of the Procurement and Supply Branch Management team, the role will ensure that procurement activities are consistently managed across the organisation, ensure compliance with all relevant legislation, ensure best practices procurement processes are deployed and to optimise value for money for CHS in the resulting contracts arising from procurement activities.

We are seeking a seasoned procurement professional with a strong customer centric approach to their practice.

You will be familiar with procurement processes and enjoy working in partnership with others. The successful candidate will have a high degree of emotional intelligence, being able to adjust your communication style for different audiences, engendering trust in your leadership with both clients and team members.

In addition to procurement skills, we are looking to develop Branch skills across a range of general areas, such as strategic and analytical thinking, leadership and staff development, project management, communication, negotiation, written and representation skills. We are continually updating and improving our systems, knowledge, and processes, and want staff who can adapt and lead others in a dynamic environment.

You will be self-motivated, responsive and show initiative, and have sound judgement, professional resilience, and personal drive. You can think on your feet and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with strategic goals. It is important that you can balance and deliver a program that has competing priorities and limited resources.

The position will be focussed on the procurement of equipment, clinical and non-clinical, but will have the capacity to be flexible and deliver procurements in other categories as required, such as services and inventory.

Eligibility/Other Requirements

Desirable:

A Degree or Diploma in a relevant technical/commercial field (Examples of relevant fields of interest include procurement, contracting, project management, law, business administration/management) and/or demonstrated relevant experience with at least five years successful project management experience.

Experience in the delivery of capital equipment procurement projects within an operating health environment.

Experience working within a public sector and/or demanding client project environment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

For more information on this position and how to apply “[click here](#)”

Contact Officer: Andrew Murphy (02) 5124 4385 andrew.p.murphy@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Program

Dietitian

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 43935)

Gazetted: 20 October 2020

Closing Date: 5 November 2020

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Overview of the work area and position

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

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Community Care Nutrition services are offered from community health centres and in-patient homes across the ACT. The team provides nutrition assessment and intervention for a wide range of nutrition issues, complex and chronic medical conditions including enteral nutrition, chronic renal failure and haemodialysis, weight management, gastrointestinal disorders, malnutrition, and wound healing. Community Care Nutrition also provides services for National Disability Insurance Scheme participants. As a clinical unit, we pride ourselves on our continual drive for high quality patient care.

The dietitian is responsible for the provision of high-quality clinical assessments and interventions in the outpatient setting. This involves, promoting positive client outcomes through the provision of high-quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications in Nutrition and Dietetics. Eligible for membership of Dietitians Australia.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU) relating to assessment, screening, and vaccination processes against specified infectious diseases.

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

Note: This is a temporary position available for a period of 12 months. Applications from this recruitment process may be used to fill temporary or permanent identical full-time or part-time positions within the next 12 months across the Division including within the Transitional Therapy and Care Program. Selection may be based on written application and referee reports only.

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

Contact Officer: Kate O'Brien (02) 5124 1479 kate.o'brien@act.gov.au

Clinical Services

Medicine

Diabetes Service

Administration Officer Diabetes and Endocrinology/Renal

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 49224)

Gazetted: 15 October 2020

Closing Date: 29 October 2020

Details: About us

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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.

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.

Overview of the work area and position:

Under general direction this position provides administrative support to the Diabetes, Endocrinology and Renal outpatient department by assisting with the management of referrals and the booking and scheduling of appointments, billing of services rendered and patient record management whilst providing a high level of customer service as well as other general administrative duties.

Outpatient Services (Ambulatory Care) includes all health services provided with/without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and

follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

The Diabetes, Endocrinology and Renal Services provide comprehensive clinical care to renal patients requiring dialysis and post-transplant care, diabetes and endocrinology and renal conditions using an interdisciplinary approach incorporating community and allied health services.

Under general direction this position provides administrative support to the Diabetes, Endocrinology and Renal service and its staff, including booking and scheduling patient appointments, billing of services rendered and patient record management whilst providing a high level of customer service.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a permanent position across two departments working Tuesday to Saturday.

This position will report to the Office Manager of the Diabetes and Endocrinology Service.

Contact Officer: Leticia Campbell (02) 5124 5311 leticia.campbell@act.gov.au

Quality, Safety, Innovation and Improvement

Quality Assurance

Clinical Audit Officer

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 20114)

Gazetted: 20 October 2020

Closing Date: 3 November 2020

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

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

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

Overview of the work area and position:

The Quality, Safety, Innovation, and Improvement Division supports the delivery of Canberra Health Services' strategic approach to patient safety, quality, governance, and risk with a focus on continuous quality improvements.

The Division provides strategic leadership, oversight, and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement, as well as providing strategic frameworks in quality, governance and risk across Canberra Health Services. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organization.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement.

The Clinical Audit Officer will work primarily within the Quality Assurance Team, reporting to the Manager, Quality Assurance QSII. The Quality Assurance team is responsible for analysis and reporting of quality and safety indicators for the purposes of quality assurance and quality improvement to CHS Executive and clinicians. The

Clinical Audit Officer will be responsible for the development and testing of clinical audit tools aligned to measure the implementation of the National Safety and Quality in Health Service Standards (Second Edition). The Clinical Audit Officer will coordinate the implementation of the CHS Clinical Audit Program and develop and deliver education to CHS stakeholders on the program.

Eligibility/Other Requirements:

Highly Desirable:

Experience in developing and conducting clinical audit and analysis of audit results for quality assurance and quality improvement purposes.

Experience in development and delivery of education and training programs, and project management.

Experience in building audit tools in SharePoint and/or Adobe, particularly in a clinical environment, and the capacity to learn how to build audit tools in the IT audit platform.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Bailey De Paiva (02) 5124 9593 Bailey.depaiva@act.gov.au

Infrastructure and Health Support Services

Facilities Management

Infrastructure and Health Support Services

Facilities Operations Manager

Infrastructure Officer 3 \$109,177 - \$119,846, Canberra (PN: 49345, several)

Gazetted: 21 October 2020

Closing Date: 6 November 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.

Five 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:

Infrastructure and Health Support Services, a division of Canberra Health Services, are responsible for:

Capital project delivery.

Facilities Management.

Domestic and Environmental Services.

Food Services.

Sterilising Services.

Security Service and

Fleet Management.

The Infrastructure and Health Support Services, Facilities Management Division, is responsible for planned and reactive maintenance, asset management, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

The Facilities Operations Manager will report to the Maintenance Manager and will be responsible for managing planned and reactive maintenance activities across the Canberra Hospital. The Facilities Operations Manager is also responsible for managing internal FM trade staff and contractors within a selected area ensuring a healthy, safe and productive workplace.

The Facilities Operations Manager will have a unique understanding of the responsibilities and accountabilities of the role, being able to work collaboratively across a range of areas in CHS. The incumbent will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

Eligibility/Other Requirements:

Mandatory:

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.

Highly Desirable:

A trade qualification and/or minimum 10 years' experience in relation to building services maintenance.

Hold a current drivers' licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: There are several permanent full-time positions' available.

Contact Officer: Scott Harding 0411 251 710 scott.harding@act.gov.au

Quality Safety Innovation and Improvement

Quality Improvement

Quality Safety Business Partner

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 46588)

Gazetted: 20 October 2020

Closing Date: 3 November 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.

Overview of the work area and position

The Quality, Safety, Innovation and Improvement Division supports the delivery of Canberra Health Services' strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements.

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This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement.

Branches within the Quality, Safety, Innovation and Improvement Division are:

Clinical Effectiveness

Patient Safety

Patient Experience

Governance

The Quality and Safety Business Partner will work closely with their allocated executive and management teams to support quality assurance and quality improvement in clinical and/or operational effectiveness, quality outcomes, patient safety and patient experience

Working as a member of the Quality Improvement Team, the business partner will provide day to day support to the allocated division for patient safety, clinical effectiveness and quality of care. The role is a key linkage to the broader Quality, Safety, Innovation and Improvement division and will facilitate communication and partnerships between divisions.

Critical to the success of the Business Partnership team is the ability to balance the need for consistency, and the importance of local, responsive and flexible approaches to quality and safety initiatives, advocating for and on behalf of the division whilst representing the strategic directions and priorities of the Quality, Safety, Innovation and Improvement Division.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in a health profession and 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.

Desirable:

Tertiary qualifications in a Health- related field is highly desirable.

Proven understanding of patient safety, quality improvement, methodologies, tools and techniques.

Practical experience in clinical governance at a senior level in a health organisation

Detailed understanding of leadership, risk management, strategic direction-setting and the challenges facing modern healthcare service delivery.

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

Quality Safety Improvement and Innovation

Quality Improvement Team

Quality Safety Business Partner

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 41419)

Gazetted: 20 October 2020

Closing Date: 3 November 2020

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Overview of the work area and position

The Quality, Safety, Innovation, and Improvement Division supports the delivery of Canberra Health Services' strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements. The Division provides strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement, as well as providing strategic frameworks in quality, governance and risk across Canberra Health Services. This is achieved through:

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Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement.

Branches within the Quality, Safety, Innovation, and Improvement Division are:

Clinical Effectiveness

Patient Safety

Patient Experience

Governance

The Quality and Safety Business Partner will work closely with their allocated executive and management teams to support quality assurance and quality improvement in clinical and / or operational effectiveness, quality outcomes, patient safety and patient experience

Working as a member of the Quality Improvement Team, the Quality Safety Business Partner will provide day to day support to the allocated division for patient safety, clinical effectiveness and quality of care. The role is a key linkage to the broader Quality, Safety, Innovation and Improvement division and will facilitate communication and partnerships between divisions.

Critical to the success of the Business Partnership team is the ability to balance the need for consistency, and the importance of local, responsive and flexible approaches to quality and safety initiatives, advocating for and on behalf of the division whilst representing the strategic directions and priorities of the Quality, Safety, Innovation and Improvement Division.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in a health profession and be registered (or be eligible for registration) with the Australian Health Practitioner Regulation Agency (AHPRA) or be eligible for membership of the appropriate professional organisation.

Desirable:

Tertiary qualifications in a Health- related field is highly desirable.

Proven understanding of patient safety, quality improvement, methodologies, tools, and techniques.

Practical experience in clinical governance at a senior level in a health organisation.

Detailed understanding of leadership, risk management, strategic direction-setting and the challenges facing modern healthcare service delivery.

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

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

Cancer and Ambulatory Services

Department of Radiology

Staff Specialist - Radiation Oncology

Specialist Band 1 - 5 \$164,470 - \$202,960, Canberra (PN: 22054)

Gazetted: 20 October 2020

Closing Date: 5 November 2020

Details: 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

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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.

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

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

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

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented except for organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

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

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

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

Overview of the work area and position:

As part of the Radiation Oncology team, you will have the opportunity to contribute to high quality clinical service provision while participating in the teaching and quality improvement program within a dynamic multidisciplinary environment.

The successful applicant will be required to have excellent clinical and technical skills in radiation oncology. A strong background in medical research would be an advantage.

The Radiation Oncology Department is currently equipped with four Varian Linear Accelerators, BrainLab TPS and ExacTrac for SRS, ARIA patient management system, SXRT, Eclipse and Pinnacle TPS and HDR brachytherapy. There is an established stereotactic brain service and an expanding stereotactic body radiotherapy service.

The Radiation Oncology Department has established research programs including an extensive portfolio of clinical trials as well as laboratory-based research in collaboration with the John Curtin School of Medical Research based in the ANU.

Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of half a million. It is a modern 600+ bed hospital providing trauma services, most major medical and surgical sub-specialty services, and is the principal teaching hospital of the Australian National University (ANU) Medical School.

Strong research links are maintained with the ANU and the University of Canberra, including a radiation biology laboratory at the John Curtin School of Medical Research with plans to install a small animal irradiator. All specialties are represented except for organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

The preferred applicant will be offered a conjoint appointment in The Australian National University at an academic level commensurate with the applicant's qualifications and experience. No additional remuneration is attached to the University position. The appointee will be responsible to the University on academic matters and to (Canberra Hospital/ACT Health) for (research/clinical) matters.

Eligibility/Other Requirements

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal Australian and New Zealand College of Radiologists in Radiation Oncology or equivalent specialist qualifications.

Applicants must be either Australian citizens or have permanent resident status. Applicants should also refer to CANMEDS competencies, which give a general overview of attributes and competencies that are considered relevant to employment as a medical practitioner in Health.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Salary, Remuneration and Conditions:

Annual Salary: Indicative total package value of between \$254,362 - \$313,557 inclusive of salary, applicable allowances and 11% super.

Staff Specialist Bands 1-5: \$164,470 - \$202,960

Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise.

Reimbursement of relocation costs may be available if you are the successful candidate.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

Contact Officer: Dr Paul Craft, Clinical Director (02) 5124 8502 paul.craft@act.gov.au

Quality and Safety Executive

Senior Specialist - Medical Director Patient

Senior Specialist \$222,205, Canberra (PN: 31876)

Gazetted: 20 October 2020

Closing Date: 5 November 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

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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.

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented except for organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

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

the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters.

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

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

Overview of the work area and position:

The Quality, Safety, Innovation, and Improvement Division supports the delivery of Canberra Health Services' strategic approach to patient safety and quality with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight, and advice on Canberra Health Services' Quality approach to creating exceptional healthcare together, as well implementing the strategic framework in quality across Canberra Health Services.

This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement.

Branches within the Quality, Safety, Innovation, and Improvement Division are:

Quality Assurance

Patient Safety

Patient Experience

Quality Improvement

Accreditation and National Standards

The Medical Director of Patient Safety and Quality Improvement is responsible for providing high level expertise, vision, leadership, and direction to ensure that clinical and/or operational effectiveness, quality outcomes, patient safety and patient/family experience are improved. The role will work collaboratively with other members of the Canberra Health Services Quality, Safety, Innovation and Improvement Division, Executive Directors and the key Senior Clinical Leaders and stakeholders across Canberra Health Services and the ACT Health Directorate.

As the Medical Director of Patient Safety and Quality Improvement you will be responsible for supporting, establishing, directing, and managing the Clinical Governance function to promote and support patient safety and clinical excellence across Canberra Health Services.

In addition, you will be responsible for:

Overseeing strategic patient safety and quality priorities, coordinating, and ensuring effective clinical engagement in Canberra Health Services Safety and Quality strategic priorities.

Leading and supporting the implementation of CHS Strategic priorities and support delivery of safety and quality priorities.

Building capacity and capability in patient safety and quality improvement methodology across Canberra Health Services, and

Provide a local advisory role on patient safety and quality to both strategic and operational groups i.e. National Standards implementation groups, Canberra Health Services Executive Quality and Safety Committee, Clinical Quality and Safety Committee and nationally undertaking a representative role where relevant in support of Canberra Health Services.

This position will work directly to the Executive Branch Manager Quality, Safety, Innovation and Improvement and professionally to the Executive Director Medical Services, Canberra Health Services, however is also expected to act autonomously and make decisions at the operational level along with aligning the strategic priorities of the division and organisation.

Eligibility/Other Requirements

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

Specialist fellowship recognised in Australia.

Eligibility to apply for academic standing in the Australian National University Medical School.

Proven understanding of patient safety, quality improvement, methodologies, tools, and techniques.

Desirable:

Practical experience in clinical governance at a senior level in a health organisation.

Detailed understanding of leadership, risk management, strategic direction-setting and the challenges facing modern healthcare service delivery.

Extensive knowledge and experience in best-practice and contemporary management.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Note: This is a part-time temporary position available for up to three years and the full-time salary noted above will be paid pro-rata.

Salary, Remuneration and Conditions:

Annual Salary: Indicative total package value of \$343,155 inclusive of salary, applicable allowances and 11% super.

Senior Staff Specialist: \$222,205

Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise.

Reimbursement of relocation costs may be available if you are the successful candidate.

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

Contact Officer: Kellie Lang kellie.lang@act.gov.au

Medicine

Infectious Diseases

Staff Specialist - Infectious Diseases

Specialist Band 1 - 5 \$164,470 - \$202,960, Canberra (PN: 24763)

Gazetted: 20 October 2020

Closing Date: 5 November 2020

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

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

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented except for organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

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

the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters.

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

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

Overview of the work area and position

Applications are invited from suitably qualified medical graduates with Fellowship of the Royal Australasian College of Physicians (sub-specialty Infectious Diseases) who have or are eligible for medical specialist registration with the Medical Board of Australia.

Infectious Diseases provides specialist inpatient, outpatient, and Hospital in the Home care to patients with infections at the Canberra Hospital, the largest tertiary centre in the region, which services the ACT and surrounding areas of NSW. The department oversees an active Antimicrobial Stewardship program and provides expert advice to the Infection Prevention and Control program. A part-time service is also provided to the Calvary Public Hospital in Bruce (Canberra). Infectious Diseases supervises two advanced trainee positions for registrars and assists in the training of a third. There is also one basic physician trainee allocated to the department and two interns to assist with inpatient management.

The successful applicant will be expected to have a role in undergraduate teaching and assessment within the Australian National University Medical School and be regularly involved in education and training of medical students and junior medical staff. The successful applicant will also be expected to be active in clinical and/or basic research, quality assurance activities and continuing medical education.

Eligibility/Other Requirements

Registered or be eligible for registration prior to commencement without conditions as a medical practitioner with the Australian Health Practitioner Regulation Agency (APHRA/Medical Board of Australia), and membership in good standing with the Australasian Society for Infectious Diseases

Fellowship of the Royal Australian and New Zealand College of Physicians (FRACP) or equivalent specialist qualifications.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Note: There are two full time positions with possibility of permanency currently available, one for a period of 12 months and one for 36 months. Both are available at either a Specialist or Senior Specialist level.

Please note there are two advertisements running concurrently on Req ID 01SIS and Req ID 01SIP. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

Salary, Remuneration and Conditions:

Staff Specialist Bands 1-5: \$164,470 - \$202,960

Annual Salary: Indicative total package value of \$254,362 - \$313,557 inclusive of salary, applicable allowances and 11% super.

Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise.

Reimbursement of relocation costs may be available if you are the successful candidate.

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

Contact Officer: Dr. Craig Boutlis (02) 5124 4504 craig.boutlis@act.gov.au

Medicine

Infectious Diseases

Senior Specialist - Infectious Diseases

Senior Specialist \$222,205, Canberra (PN: 30479)

Gazetted: 21 October 2020

Closing Date: 5 November 2020

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Our Values: Reliable, Progressive, Respectful and Kind

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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.

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented except for organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

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

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

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Overview of the work area and position

Applications are invited from suitably qualified medical graduates with Fellowship of the Royal Australasian College of Physicians (sub-specialty Infectious Diseases) who have or are eligible for medical specialist registration with the Medical Board of Australia. Infectious Diseases provides specialist inpatient, outpatient, and Hospital in the Home care to patients with infections at the Canberra Hospital, the largest tertiary centre in the region, which services the ACT and surrounding areas of NSW. The department oversees an active Antimicrobial Stewardship program and provides expert advice to the Infection Prevention and Control program. A part-time service is also provided to the Calvary Public Hospital in Bruce (Canberra). Infectious Diseases supervises two advanced trainee positions for registrars and assists in the training of a third. There is also one basic physician trainee allocated to the department and two interns to assist with inpatient management.

The successful applicant will be expected to have a role in undergraduate teaching and assessment within the Australian National University Medical School and be regularly involved in education and training of medical students and junior medical staff. The successful applicant will also be expected to be active in clinical and/or basic research, quality assurance activities and continuing medical education.

Eligibility/Other Requirements

Registered or be eligible for registration prior to commencement without conditions as a medical practitioner with the Australian Health Practitioner Regulation Agency (APHRA/Medical Board of Australia), and membership in good standing with the Australasian Society for Infectious Diseases.

Fellowship of the Royal Australian and New Zealand College of Physicians (FRACP) or equivalent specialist qualifications.

Has been employed by a hospital on the maximum pay for a specialist for a period of at least three years.

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) relating to assessment, screening, and vaccination processes against specified infectious diseases.

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

Note: There are two full-time positions available with possibility of permanency, one for a period of 12 months and one for 36 months. Both are available at either a Specialist or Senior Specialist level.

Please note there are two advertisements running concurrently on Req ID 01SIS and Req ID 01SIP. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

Salary, Remuneration and Conditions:

Senior Staff Specialist: \$222,205

Annual Salary: Indicative total package value of \$343,155 inclusive of salary, applicable allowances and 11% super.

Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise.

Reimbursement of relocation costs may be available if you are the successful candidate.

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

Contact Officer: Dr. Craig Boutlis (02) 5124 4504 craig.boutlis@act.gov.au

Clinical

Adult Acute Mental Health Services

Adult Mental Health Unit

Psychologist

Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 45532)

Gazetted: 21 October 2020

Closing Date: 6 November 2020

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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.

Mental Health, Justice Health and 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 people's home. These services include:

Adult Acute Mental Health Services.

Adult Community Mental Health Services.
Alcohol and Drug Services.
Child and Adolescent Mental Health Services (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 successful applicant of the HP2 Psychologist position is responsible for conducting skilled clinical assessments and delivering individual and group based 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 Level as well as to students and clinically related staff (such as Allied Health Assistants).

The position will report operationally to the Allied Health Manager of AMHU/MHSSU. Professional governance of this position will come from the Principal Psychologist (MHJHADS).

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for general registration with the Psychology Board of Australia (AHPRA).

Minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service post qualification experience.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

Note: This is a full time or part time position within Adult Mental Health Unit working Monday to Friday.

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

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

Medicine

Renal Medicine

Administration Officer Renal Outpatients

Administrative Services Officer Class 2 \$58,230 - \$64,299, Canberra (PN: 41446)

Gazetted: 21 October 2020

Closing Date: 4 November 2020

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

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

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

Overview of the work area and position:

The 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.

The Renal Service provides comprehensive clinical care, including dialysis and post-transplant care for patients with kidney diseases using a multidisciplinary approach incorporating community and allied health services.

Under general direction this position provides administrative support to the Renal service and its staff, including booking and scheduling patient appointments, billing of services rendered and patient record management whilst providing a high level of customer service.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Leticia Campbell (02) 5124 5311 Leticia.Campbell@act.gov.au

Infrastructure and Health Support Services

Logistic Support Services

Infrastructure and Health Services

Food Services Operations Officer

Health Service Officer Level 4 \$54,165 to \$56,238, Canberra (PN: 23000)

Gazetted: 21 October 2020

Closing Date: 4 November 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

This role is for Production, Preparation and Stores Area.

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:

Mandatory:

Current class C driver's licence,

Relevant food service work experience highly desired.

Desirable:

Relevant experience in Microsoft Office applications.

Relevant food service IT systems.

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 full-time position available for a period of six months with the possibility of extension.

Contact Officer: Daniel Farias (02) 5124 3741 daniel.farias@act.gov.au

Medical Services

Medical Services Group

Medical Imaging

Personal Assistant

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 43972)

Gazetted: 20 October 2020

Closing Date: 3 November 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

The Medical Imaging Department of CHS operates 24 hours, seven days a week, offering a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound, and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

The Personal Assistant to the Clinical Director will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the Department and continually apply judgement, initiative, critical thinking and common sense.

Eligibility/Other Requirements:

Desirable:

Knowledge and experience with ACT Health information management systems, including ACTPAS and IDIS (Integrated Diagnostic Imaging Solution).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Melissa Devries (02) 5124 4233 melissa.devries@act.gov.au

Canberra Institute of Technology

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

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

Corporate Services

CIT Corporate Services Management

Executive Officer

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 38381)

Gazetted: 21 October 2020

Closing Date: 4 November 2020

Details: An exciting opportunity is available at CIT for an enthusiastic and experienced Executive Officer to support CIT's Senior Executives. The Executive Officer will report to the Executive Director, Corporate Services, and work with the team of Executive Support staff in similar roles. In addition to the duties and responsibilities in the position description, CIT is particularly keen for someone who has a strong understanding of ACT Government corporate policies and practices and corporate governance, extensive experience in prioritising, coordinating and managing arrangements for the effective and efficient functioning in a fast-paced environment, well-developed interpersonal and communication skills, both written and oral, and the demonstrated ability to work with people across different levels, well-developed management, organisational and problem-solving skills, and who is proactive, flexible and can manage competing priorities.

Eligibility/Other Requirements: Executive Officer experience is advantageous.

Note: This is a temporary position available immediately until 20 August 2021.

How to Apply: Please attach your two-page pitch demonstrating your Skills, Knowledge and experience listed in the Selection Criteria and noting the above, along with your current curriculum vitae including the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alice Clements (02) 6207 3222 alice.clements@cit.edu.au

Education Services

Education Services Management

Project Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 39848)

Gazetted: 20 October 2020

Closing Date: 27 October 2020

Details: Canberra Institute of Technology (CIT) Education Services is seeking a project officer to support a range of education projects as well as manage CIT's education policies and contribute to academic governance. Experience in a vocational education organisation preferred as is an understanding of the Vocational Education and Training (VET) regulatory environment. High quality writing and customer services skills are essential as is the ability to work successfully independently, as part of a team and remotely.

Eligibility/Other Requirements: Desirable: At least two years full time experience in a VET environment.

Qualifications in education, ICT or business

Note: This is a temporary position available from 1 December 2020 until 31 December 2021 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

How to Apply: Please submit a one page pitch showing how you will be able to contribute successfully in this role, with a short curriculum vitae (max four pages) and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Tomaras (02) 6207 4831 elizabeth.tomaras@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Economic Development

Visit Canberra

Canberra and Region Visitors Centre

Operations Manager, Canberra and Region Visitors Centre

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 11959)

Gazetted: 21 October 2020

Closing Date: 4 November 2020

Details: Are you looking for a varied and rewarding role working in a dynamic award-winning small team?

We are seeking an Operations Manager to oversee the daily operations of the Canberra and Region Visitors Centre. You will be part of a dynamic team delivering exceptional customer service to a local, domestic and international audience as well as tourism and leisure businesses with the Canberra Region. Responsibilities will include management and delivery of retail sales activities and delivery of high-quality visitor information services ensuring staff rostering is in line with budget and operational requirements. An ability to think critically will be vital in providing informed advice to the Director to minimise risks, ensure compliance, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations. You will attend local networking functions and events to represent VisitCanberra and work with senior officers and Executives to establish relationships with industry, stakeholders and partners to develop a strong understanding of Canberra's tourism and e

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

Note: This is a temporary position available immediately until 2 April 2021 with the possibility of e permanency. A merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: If this sounds like you, please submit your curriculum vitae and a supporting statement. Supporting statements should clearly address the Professional/Technical Skills and Behavioural Capabilities outlined in the Position Description and be no longer than two pages, telling us why you are the right person for the job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Salmon (02) 6205 0661 michael.salmon@act.gov.au

Shared Services

Partnership Services

Customer Communications

Assistant Director Communications

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 30768)

Gazetted: 21 October 2020

Closing Date: 29 October 2020

Details: Are you an experienced Communications professional looking for your next challenge? We have an exciting opportunity for a creative and experienced individual to join a team responsible for the delivery of high

quality, efficient and effective communications activities. This is a great opportunity for a motivated individual with a passion for creating and delivering to a large audience across a variety of topics. As Assistant Director, you will have the opportunity to work on events, regular staff communications, stakeholder campaigns and ongoing strategic communication.

The Customer Communications team is currently working on a project delivering strategic communication activities for the Deputy Under Treasurer's office within Commercial Services and Infrastructure Group (CSIG), however normally operates within Shared Services, one of the divisions of CSIG.

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

Note: This is a temporary position available from 02 November 2020 until 30 June 2021 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are to provide a curriculum vitae and written response (of no more than two pages) highlighting strengths against the requirements of the position.

For more information on the role, please review the Position Description and should you have any questions, please call the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanna Lewis (02) 6207 5507 joanna.lewis@act.gov.au

Procurement ACT

Procurement Policy and Capability Branch

Data Entry and Administration Officer

Administrative Services Officer Class 2 \$58,230 - \$64,299, Canberra (PN: 49410)

Gazetted: 21 October 2020

Closing Date: 4 November 2020

Details: The Policy and Capability Branch within Procurement ACT is looking for a data entry and administration officer with a strong attention to detail and the ability to build relationships with a wide range of stakeholders. The Policy and Capability Branch provides procurement policy advice to government and supports delivery of procurement outcomes through systems management, reporting and data analysis and capability training for Procurement ACT staff and across Government.

The ideal candidate possesses an innate ability to build relationships and provide a high level of administration support. To be successful in this role you will have good written and verbal communication skills and strong attention to detail skills. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory: Undergo a pre-employment National Police check.

Note: This is a temporary position available immediately for six months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future 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 (no more than two pages). Please provide your claims against the criteria, including a current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Saraya Palmer (02) 6207 8177 saraya.palmer@act.gov.au

Procurement ACT

Procurement Policy and Capability branch

Administration Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 49181)

Gazetted: 20 October 2020

Closing Date: 27 October 2020

Details: The Policy and Capability Branch within Procurement ACT is looking for an experienced administration officer with a strong, considered, and engaging customer service focus to successfully deliver procurement advice and administration support to officers across the ACT Government. The Policy and Capability Branch provides procurement policy advice to government and supports delivery of procurement outcomes through systems management, reporting and data analysis and capability training for Procurement ACT staff and across Government.

The ideal candidate will possess an innate ability to build relationships and provide a high level of support. To be successful in this role you will have strong written and verbal communication skills, an understanding of the ACT Government's procurement framework (or the ability to acquire this) and strong attention to detail skills.

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

Eligibility/Other Requirements: Procurement experience and customer service experience is highly desirable.

Mandatory: To undergo a pre-employment National Police check

Note: This is a temporary position available immediately for six months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future 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 (no more than two pages).

Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities, and provide a current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsty Bourke (02) 6207 3687 kirsty.bourke@act.gov.au

Economic and Financial Group

Macroeconomic and Federal Financial Relations Branch

Federal Financial Relations

Senior Manager

Senior Officer Grade A \$148,991, Canberra (PN: 36320)

Gazetted: 19 October 2020

Closing Date: 4 November 2020

Details: Chief Minister, Treasury and Economic Development Directorate is seeking applications from highly motivated, experienced, and suitable individuals to fill the position of Senior Director, Macroeconomic and Federal Financial Relations Branch. The successful applicant will develop high level strategic advice and undertake and assist in negotiations relating to major funding agreements with the Commonwealth and States. You will also prepare briefings and cabinet submissions; liaise with ACT Agencies; and represent the Directorate at inter-departmental and intergovernmental meetings. In 2021, you will need to prepare and coordinate briefing for the ACT Treasurer as chair of the Board of Treasurers forum.

To be successful you will possess exceptional communication and interpersonal skills necessary to build rapport with a diverse range of stakeholders, in addition to demonstrating strong leadership and management qualities.

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 or post grad qualifications in economics or similar field would be an advantage. Prior experience in Commonwealth/State Treasuries, central bank, or major financial institution will be highly regarded.

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

How to Apply: Applicants are required to submit two items: 1) A one to three page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: David Hedley (02) 6205 9121 david.hedley@act.gov.au

Economic and Financial Group

Macroeconomic and Federal Financial Relations Branch

Senior Manager

Senior Officer Grade A \$148,991, Canberra (PN: 34503)

Gazetted: 19 October 2020

Closing Date: 4 November 2020

Details: Chief Minister, Treasury and Economic Development Directorate is seeking applications from highly motivated, experienced, and suitable individuals to fill the position of Senior Director, Macroeconomic and Federal Financial Relations Branch. The successful applicant will take a lead role in the preparation and/or clearance of a range of products prepared by the macroeconomic team. These include regular economic briefs, speeches, question time briefs, the economic and revenue chapters of the ACT Budget and Budget Review, the ACT tax expenditure statement, and the ACT demographic projections.

The role includes the ability to review economic and revenue forecasting estimates and associated methodologies, providing guidance to team members on the modelling approach and any judgements that need to be made.

To be successful you will possess exceptional communication and interpersonal skills necessary to build rapport with a diverse range of stakeholders, in addition to demonstrating strong leadership and management qualities.

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 or post grad qualifications in economics or similar field would be an advantage. Prior experience in Commonwealth/State Treasuries, central bank experience, a major private sector financial institution or a background in economic consulting will be highly regarded.

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

How to Apply: Applicants are required to submit two items: 1) A one to three page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: David Hedley (02) 6205 9121 david.hedley@act.gov.au

Policy and Cabinet

Social Policy

Senior Director

Senior Officer Grade A \$148,991, Canberra (PN: 40704)

Gazetted: 20 October 2020

Closing Date: 3 November 2020

Details: The Social Policy Branch in Chief Minister, Treasury and Economic Development (CMTEDD) is seeking an experienced and motivated policy professional for a part-time Senior Director position, with the hours to be negotiated with the successful applicant.

The Senior Director leads a small team and collaborates with other Senior Directors in the Social Policy Branch to progress a range of projects that support a safe and inclusive city for all Canberrans. Examples of these initiatives currently include the Office for LGBTIQ Affairs, Social Inclusion Grants, and the Chief Minister's Charitable Fund.

The team provides high quality advice to the Chief Minister, Cabinet and Head of Service on a wide range of social policy issues, for example Closing the Gap, Child Safe Standards, and the Disability Royal Commission. It also has responsibility for the Reportable Conduct Scheme and coordination of the ACT Government response to the Royal Commission into Institutional Responses to Child Sexual Abuse.

As Senior Director, the successful applicant will lead and manage a team, or work individually, to:

Provide high-quality policy advice and analysis on complex social policy issues.

Prepare and coordinate complex briefings and correspondence on Cabinet, Assembly and ministerial business.

Develop legislation on a range of reform initiatives (in consultation with the Parliamentary Counsel's Office).

Support the Senior Director in the management of the team to deliver multiple, time-critical competing priorities, and

Directly supervise the implementation of policies or project work.

Represent the Division on cross directorate working groups; and

Undertake other duties as required.

Eligibility/Other Requirements:

In their application candidates should demonstrate their:

Demonstrated high-level capacity to provide strategic policy direction and advice, in relation to social policy issues. High-level management and leadership skills, with experience working across government and in collaboration with community partners to achieve results.

Demonstrated high level written and oral communication skills together with negotiation, liaison, and representational skills.

Demonstrated ability to deliver and operate in a complex and dynamic environment with minimal supervision, to work under pressure and within tight timeframes.

Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism, and a proven commitment to the ongoing integration of workplace diversity, participative work practices, occupational health and safety principles and practices.

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 part-time position at 28.94 hours per week and is available at these hours for a period of six months, with subsequent further part-time or full-time hours negotiated with the successful applicant and the full-time salary noted above will be pro-rata. 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. Please note that the Policy and Cabinet Division is currently largely working from home in response to COVID-19. The successful applicant will be expected to be comfortable with this working arrangement.

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.

Applicants should submit:

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.

A current curriculum vitae, including contact details of two referees and academic qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Barnard (02) 6207 7525 belinda.barnard@act.gov.au

Commercial Services and Infrastructure Group

Shared Services

Strategic Business

Director Portfolio Governance

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 12755)

Gazetted: 16 October 2020

Closing Date: 30 October 2020

Details: The Strategic Business Unit of Shared Services is looking to fill the role of Director Portfolio Governance.

This role manages and leads a multi-disciplinary team and provides detailed technical, professional and governance advice in relation to complex problems relating to P3M practices and processes. The team's priority is to ensure business change is successful by providing governance, quality assurance and portfolio services.

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: An ACT Government CMTEDD Baseline clearance is required for this position.

How to Apply: Please submit a written response of up to two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities "What you will do" outlined in the Position Description. Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Barbara Hoyle (02) 6207 0837 barbara.hoyle@act.gov.au

Commercial Services and Infrastructure Group

Shared Services

Strategic Business

Governance and Assurance Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 48334)

Gazetted: 16 October 2020

Closing Date: 30 October 2020

Details: The Strategic Business Unit of Shared Services is looking to fill the role of Governance and Assurance Officer. This role provides support in the governance of a range of business and information technology projects, often concurrently, in accordance with Shared Services Information and Communication Technologies (SSICTs) portfolio governance framework. The role assists the project assurance team by providing high level administrative and coordination support along with support for accounts payable.

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: An ACT Government CMTEDD Baseline clearance is required for this position.

Note: This is a temporary position available immediately up to 12 months with the possibility of permanency.

How to Apply: Please submit a written response of up to two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities outlined in the "WHAT YOU WILL DO" section of the Position Description. Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Ammann (02) 6207 6340 jason.ammann@act.gov.au

Policy and Cabinet Division

Cabinet, Assembly and Government Business

Chief Minister Directorate Liaison Officer

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 13642)

Gazetted: 16 October 2020

Closing Date: 23 October 2020

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated senior officer to perform the duties of Directorate Liaison Officer. As Directorate Liaison Officer you will be required to facilitate and support direct communications and policy advice between the Directorate and the Chief Minister's Office. To be successful in this role it is expected that you can demonstrate a high-level ability to provide strategic policy direction and advice and possess strong leadership and management skills and sound judgement.

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 are highly desirable.

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

How to Apply: Applicants must provide a written application that addresses the Position Description in a two-page pitch detailing how you are the right person for this opportunity. Candidates should also provide a curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sara Burns (02) 6205 5347 sara.burns@act.gov.au

Policy and Cabinet

Territory Records Office

Team Member, ACTPS Records Sentencing Project

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 41863, several)

Gazetted: 16 October 2020

Closing Date: 30 October 2020

Details: An exciting opportunity is available for two highly motivated professionals to work with the Territory Records Office and Shared Services Records Services to assist the ACT Public Service (ACTPS) transition to a 'paper lite' digital recordkeeping environment.

Under the direction of the Senior Advisor, ACTPS Digital Records Transition Project, the positions will support the delivery of a whole of government project tasked with assisting agencies in adopting digital recordkeeping and responsibly managing legacy paper records (sentencing and disposal).

To be successful, you will have experience in government records and information practices and have a 'can-do' attitude, coupled with highly developed interpersonal skills and desire to achieve. You will also have well developed communication skills to work collaboratively with your team and a diverse range of stakeholders.

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: Some lifting is required and a willingness to work independently and at various locations is essential.

Note: These are temporary positions available immediately until 31 March 2021 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. These positions may work in a workplace designed for activity-based working (ABW), officers will not have a designated workstation/desk.

How to Apply: Please submit a statement no longer than two pages outlining your relevant experience, skills, and knowledge against the Selection Criteria; contact details of two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachel Uren (02) 6207 2543 rachel.uren@act.gov.au

Economic and Financial Group

Macroeconomic and Federal Financial Relations Branch

Macroeconomics

Assistant Director

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 33079)

Gazetted: 16 October 2020

Closing Date: 23 October 2020

Details: Macroeconomics and Federal Financial Relations Branch is seeking a highly motivated and suitably experienced person to fill the position of Assistant Director, Macroeconomics. As part of a small economics team, you will prepare economic and revenue forecasts. You will also undertake analysis and modelling and prepare written material explaining and supporting these forecasts. You will also be required to produce or contribute to a range of ACT government processes and publications, including the ACT Budget, the ACT Tax Expenditure Statement, and the ACT Population Projections.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders, in particular with the ACT Revenue Office, CMTEDD Strategic Finance and CMTEDD Finance and Budget Group and business liaison contacts. As part of your role you will be required to review, and quality assure content for economic notes and budget documents.

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 or post grad qualifications in economics or similar field would be an advantage.

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

How to Apply: Please review the Position Description for further details about the role, and the capabilities required to perform the duties and responsibilities of the position. Submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in

the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities as listed under the sections “What you will do” and “What you require” in the Position Description. Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Hedley (02) 6205 9121 david.hedley@act.gov.au

Shared Services ICT

Customer Engagement Services Branch

Service Assurance

Refresh Asset Coordinator

Information Technology Officer Class 1 \$70,058 - \$79,749, Canberra (PN: 05135)

Gazetted: 21 October 2020

Closing Date: 28 October 2020

Details: The Service Assurance Refresh Team is seeking a highly motivated person to fulfil the position of a Refresh Asset Coordinator within the team. The successful person will be responsible for effectively assisting in the life-cycle management of IT assets used across The ACT Government.

You will contribute to and co-ordinate ICT asset replacement activities and ensure assets are replaced in a timely manner and in accordance with the refresh schedules, develop and monitor multiple programs of work within the Refresh projects including, deliverables to ensure the plans are in place to manage successful outcomes and prepare information and advice related to the rollout of hardware refresh within ACT Government Directorates. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately for up to three months 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 review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and two-page pitch to the Capabilities setting out why you are the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sandra O'Rourke (02) 6207 7924 sandra.o'rourke@act.gov.au

Community Services

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

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

Office of the Director General

Executive Assistant to the Director General

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 19415)

Gazetted: 16 October 2020

Closing Date: 30 October 2020

Details: Are you looking to be a part of a dynamic, fast paced team environment? Do you enjoy your daily routine being changed with just one phone call? The Executive Assistant to the Director-General is part of the Director-General's Executive support unit. This unit is made up of four support staff: The Executive Officer to the Director-General, the Executive Assistant to the Director-General, the Executive Officer to the Deputy Director-General and the Executive Assistant to the Deputy Director-General.

Working collaboratively, we provide support to both the Director-General and Deputy Director-General to assist them in providing services to some of the most vulnerable people within our community. We are looking for

someone who is a team player, enjoys a challenge and understands the importance of discretion and multi-tasking. We would like someone who can work autonomously and who is willing to step in and help as needed. The successful candidate will proudly demonstrate our Directorate's values: Respect, Integrity, Collaboration, and Innovation in their work. If the above sounds like something you are interested in, we want to hear from you.

Eligibility/Other Requirements:

Knowledge of TRIM.

Knowledge of Microsoft Teams.

Knowledge of OneNote.

Note: This is a temporary position available from 02 November 2020 until 31 March 2021 with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Please provide your curriculum vitae plus a one-page pitch on why you're the person for the role.

For more information on the duties and responsibilities of the position please review the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Beer (02) 6207 6757 kylie.beer@act.gov.au

Office of Director-General

Organisational Governance

Freedom of Information Unit

Freedom of Information Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 40932, several)

Gazetted: 16 October 2020

Closing Date: 23 October 2020

Details: Community Services Directorate (CSD) is seeking experienced Freedom of Information Officers (FOI) for its Legal and Coordination Unit. These positions are responsible for preparing responses to access applications under the *Freedom of Information Act 2016* and maintaining a high level of confidentiality in all aspects of work. CSD is an inclusive employer where all people are respected and valued for their contribution. CSD encourages and welcomes applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex, and queer (LGBTIQ) people.

Eligibility/Other Requirements: Experience in Freedom of Information work is highly desirable.

Note: These are temporary positions available from November 2020 up until 30 June 2021. Selection may be based on application and referee reports only.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two-three pages outlining their experience and/or ability against the Selection Criteria focusing on FOI experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracy Chester (02) 6205 0469 tracy.chester@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Youth Worker, Bimberi Youth Justice Centre

Youth Worker 1 \$65,097 - \$70,058, Canberra (PN: 03307, several)

Gazetted: 15 October 2020

Closing Date: 11 November 2020

Details: Bimberi Residential Services is seeking energetic and committed Youth Workers from a wide range of different backgrounds, with skills and experiences in many different fields. The position of Youth Worker will work within a team environment to enhance the safe care, support and supervision of residents within the Bimberi Youth Justice Centre and/or Bimberi Residential Services.

Youth Workers actively contribute to case planning for young people and provide advice and guidance to residents to improve their living skills, development and social interactions. They also implement effective behaviour management, conflict resolution and harm minimisation strategies. Most importantly Youth Workers must be

willing to work to build a positive, supportive and professional working relationship with young people who require positive role models, mentoring, and support.

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant support to children, young people and their families. It is comprised of Bimberi Youth Justice Centre (BYJC) and Narrabundah House Indigenous Supported Residential Facility (NHISRF). BYJC is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts.

NHISRF provides supported accommodation to young men, aged between 15 and 18 years old. Both facilities operate 24 hours a day, 7 days a week.

The occupants of these positions may be required to be available to work at both Bimberi Youth Justice Centre and Narrabundah House Indigenous Supported Residential Facility and their duties may be slightly varied to ensure the safe custody of residents.

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

Eligibility/Other Requirements:

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

Senior First Aid Certificate

Current driver's licence

Note: Information sessions will be held at Bimberi Youth Justice Centre on 2 and 5 November 2020 from 6.00pm to 7.00pm. You will need to RSVP to attend the information sessions by calling the Contact Officer. An order of merit will be established from this selection process and may be used to fill future identical permanent, temporary, and casual vacancies over the next 12 months. Selection will be based on application, psychometric, medical/fitness assessment and interview.

How to Apply: You will be required to submit responses to the Selection Criteria questions:

Why are you interested in being a Youth Worker?

What skills do you have?

What do you think teamwork means?

What is important to perform the role of Youth Worker?

CSD values are Respect, Integrity, Collaboration and Innovation. What value aligns with you the most?

To apply please send us your Selection Criteria response detailing your experience and how they make you the best person for this role, your current curriculum vitae and contact details of at least two referees. If you wish to find out more about the position, please call the Contact Officer.

Applications should be submitted via the Apply Now button below.

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

Education

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

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

School Improvement and Performance Division

Tuggeranong Network

Calwell High School

Wellbeing Support Worker - Calwell High School

School Assistant 4 \$66,371 - \$71,867, Canberra (PN: 46422)

Gazetted: 20 October 2020

Closing Date: 3 November 2020

Details: Calwell High School is seeking candidates with outstanding skills and experience for the position of Wellbeing Support Worker. The ideal candidate will work in collaboration with the school student Wellbeing team to provide personalised supports for individual students, as well as social and emotional learning opportunities for

selected groups. 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:

Certificate IV in Youth Work or Social Work qualifications.

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

Desirable:

First Aid Certificate or a willingness to undertake appropriate training.

Note: This is a part-time permanent position available at 10 hours per week and the full-time salary noted above will be paid pro-rata.

How to Apply: Please address the relevant Selection Criteria and submit with the online application and curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elissa East (02) 6142 1932 elissa.east@ed.act.edu.au

Secondary School Teachers

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: Teachers - Secondary Educators)

Gazetted: 21 October 2020

Closing Date: 4 November 2020

Details: Highest paid teachers in the nation – up to \$109,641 +11.5% super

Generous relocation package of \$12,000 + dependant's allowance

Come and be part of the Future of Education in the ACT

Apart from the improved lifestyle that comes from living in Canberra, the world's most liveable city, your teaching career will also benefit from a move to the ACT Education Directorate teaching service.

Secondary School Teachers

The ACT Education Directorate wants to hear from all interested Secondary School Teachers looking to have a career in the ACT.

We have an excellent education system, from pre-school and primary school through to high school (7-10) and college (11-12). Become part of a welcoming, caring, and hard-working system and embrace the challenge of the 21st century where we offer the best of teaching and learning technologies.

The Directorate is looking for Secondary School teachers across the breadth of secondary specialisations, who are enthusiastic, dedicated and can show innovation with quality learning programs that will cater for the diverse needs and interests of our students.

The Future of Education

The Future of Education Strategy is an ACT education strategy in place for the next 10 years. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on:

Strengthened systems to focus on equity with quality

Placing students at the centre of their learning

Empowering teachers, school leaders and other professionals to meet the learning needs of all students

Building strong communities for learning

Australia's leading employment conditions for Teachers

The ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022 (Teaching Staff EA) means teachers in the ACT will be the highest paid and will have some of the best employment conditions in the country. Our Agreement leads the sector in Australia. It includes:

Dedicated new educator program with mentoring and professional development supported by reduced contact hours

Highest wages in Australia and best superannuation benefits in the country

A reduction in face to face teaching hours to ensure the on-going professional development for teachers and quality learning for students across the ACT

Agreed class sizes

Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption, and permanent care leave

Even more benefits to working with us

With Canberra being one of the fastest growing cities in Australia the ACT needs more teachers now and into the future. This growth presents more opportunities for teachers within our unique Directorate:

Within the Directorate, you can have a career without needing to move towns every three to five years

As a small city we benefit from close connections between all our learning environments

Support and mentoring for beginning teachers

Opportunities for professional learning and career development

Professional learning programs tailored to the differing needs of teachers and school contexts

Your skills and experience

Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Requirements for employment

A minimum of 4 years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification

To be eligible for Professional Teacher registration with the ACT Teacher Quality Institute prior to commencing employment

Current Working with Vulnerable People registration

Australian citizenship and/or permanent residency status

You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

Further information

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

For any questions regarding this recruitment process please contact:

Education HR on 620 73046/620 55000 or eduemployment@act.gov.au

For further information about our Directorate and the ACT Public School system visit our website at www.education.act.gov.au/home

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: Education HR (02) 620 73046 or 620 55000 eduemployment@act.gov.au

Various Schools

Primary School Teachers

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: Teachers - Primary Educators)

Gazetted: 21 October 2020

Closing Date: 4 November 2020

Details: Highest paid teachers in the nation – up to \$109,641 +11.5% super

Generous relocation package of \$12,000 + dependant's allowance.

Come and be part of the Future of Education in the ACT.

Apart from the improved lifestyle that comes from living in Canberra, the world's most liveable city, your teaching career will also benefit from a move to the ACT Education Directorate teaching service.

Primary School Teachers

The ACT Education Directorate wants to hear from all interested Primary School Teachers looking to have a career in the ACT.

We have an excellent education system, from pre-school and primary school through to high school and college.

Become part of a welcoming, caring, and hard-working system and embrace the challenge of the 21st century where we offer the best of teaching and learning technologies.

The Directorate is looking for Primary School teachers - Kindergarten to Year 6 who are enthusiastic, dedicated and can show innovation with quality learning programs that will cater for the diverse needs and interests of our students.

The Future of Education

The Future of Education Strategy is a ten year strategy in place for the next 10 years. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on:

Strengthened systems to focus on equity with quality

Placing students at the centre of their learning

Empowering teachers, school leaders and other professionals to meet the learning needs of all students

Building strong communities for learning

Australia's leading employment conditions for Teachers

The ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022 (Teaching Staff EA) means teachers in the ACT will be the highest paid and will have some of the best employment conditions in the country. Our Agreement leads the sector in Australia. It includes:

Dedicated new educator program with mentoring and professional development supported by reduced contact hours

Highest wages in Australia and best superannuation benefits in the country

A reduction in face to face teaching hours to ensure the on-going professional development for teachers and quality learning for students across the ACT

Agreed class sizes

Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption, and permanent care leave

Even more benefits to working with us

With Canberra being one of the fastest growing cities in Australia the ACT needs more teachers now and into the future. This growth presents more opportunities to teachers within our unique Directorate:

Within the Directorate, you can have a career without needing to move towns every three to five years

As a small city we benefit from close connections between all our learning environments

Support and mentoring for beginning teachers

Opportunities for professional learning and career development

Professional learning programs tailored to the differing needs of teachers and school contexts

Your skills and experience

Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Requirements for employment

A minimum of 4 years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification

To be eligible for Professional Teacher registration with the ACT Teacher Quality Institute prior to commencing employment

Current Working with Vulnerable People registration

Australian citizenship and/or permanent residency status

You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

Further information

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

For any questions regarding this recruitment process please contact:

Education HR on 02 6207 3046/ 02 6205 5000 or eduemployment@act.gov.au

For further information about our Directorate and the ACT Public School system visit our website at www.education.act.gov.au/home

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: Education HR (02) 6205 5000 eduemployment@act.gov.au

**School Performance and Improvement
South Canberra/Weston School Network
Melrose High School**

Learning Support Assistant

School Assistant 2/3 \$48,856 - \$59,575, Canberra (PN: 12346, several)

Gazetted: 16 October 2020

Closing Date: 1 November 2020

Details: Melrose High School is a year 7 to 10 school located in Pearce. The school has approximately 814 students. The successful applicant(s) will be required to support students across the school, working closely with classroom teachers to support students' social, emotional and academic development. The position(s) are permanent, 5 days per week.

Eligibility/Other Requirements: Any of the following qualifications are highly desirable: Certificate IV in Education Support; Certificate III or IV in Community Services; and/or Diploma in Community Services.

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

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

How to Apply: Please submit your response of no more than two pages addressing the selection criteria along with a resume/CV and written referees report(s).

School Improvement and Performance Division

Farrer Primary School

Preschool Assistant - Farrer Primary School

School Assistant 3 \$55,354 - \$59,575, Canberra (PN: 48626, several)

Gazetted: 16 October 2020

Closing Date: 30 October 2020

Details: An exciting opportunity exists to join the educational team at Farrer Primary School. The successful applicant will possess sound communication and customer service skills and have the ability to work within a busy work environment. The successful applicant will work closely with and receive direction from the teacher in assisting with the management and learning of children in a preschool program. As a part of a team the assistant will assist with program material preparation, behaviour management, supervision of children on the playground and on excursions and any specialised medical requirements. Please note that we are a P-6 school and the preschool staff participate fully in the whole school activities, timetables and events..

Eligibility/Other Requirements: Mandatory Minimum requirement is Certificate III in Children's Services or Certificate III in Education Support. The successful applicant must hold a current First Aid certificate or willingness to undertake training. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note These position's are part-time at (18:45) hours per week and the full-time salary noted above will be pro-rata. There are two positions available for three days per week and the days will be discussed with the successful applicants.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Banwell (02) 6205 7911 kate.banwell@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Urban Renewal

Strategic Projects and Infrastructure

Project Director

Infrastructure Manager/Specialist 3 \$189,688, Canberra (PN: 16822)

Gazetted: 21 October 2020

Closing Date: 4 November 2020

Details: The Urban Renewal Division is seeking a highly experienced, dynamic individual to undertake the role of Project Director for the Strategic Projects and Infrastructure branch.

Strategic Projects and Infrastructure (SPI) is responsible for the delivery of complex urban renewal projects involving multiple policy outcomes. The team facilitates the delivery of projects once policy direction and Government priorities have been established. This includes planning for new urban renewal precincts, delivery of demonstration housing and the facilitation of Direct Sales and strategic acquisitions to achieve policy outcomes on behalf of Government.

The Project Director position will report to the Executive Branch Manager, Urban Renewal Projects. You will be expected to manage, supervise and lead a high performing, team to effectively and efficiently deliver the key urban renewal objectives of Government. As the Project Director, you will also be responsible for delivering, and be accountable for, complex urban renewal projects from conception through to completion, incorporating all aspects of the land development process.

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:

This position does involve direct supervision of personnel.

Skills, experience, and relevant tertiary and/or professional qualifications are highly desirable

Hold a relevant professional qualification in Engineering or Architecture or Project Management and a minimum of ten years relevant experience in Engineering or Architecture or Project Management.

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

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

How to Apply: Please provide a concise written response to the Selection Criteria detailed in the Position Description, together with a curriculum vitae and details of two referees.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruce Fitzgerald (02) 6205 8294 bruce.fitzgerald@act.gov.au

Chief Operating Officer Group

Finance, Information Technology, Assets

Digital Solutions

Director - Digital Solutions

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 39362)

Gazetted: 21 October 2020

Closing Date: 13 November 2020

Details: Are you looking for a challenge, has your current job got you wondering what's next? Do you see yourself as someone who likes to help others and be innovative? We are looking for someone with amazing Digital Solutions knowledge and work with the Directorate on leading the team to deliver the Directorate Digital Strategy. The candidate will be strategic in thinking and a strong communication skills to be able to provide guidance and advice to the team and the Directorate on Digital Solutions.

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: If this is you then and you want to be part of a results driven and innovative team please submit a 1000 words pitch maximum addressing the your suitability for the role and a current curriculum vita including the contact details of two referees to the criteria below.

Detailed understanding of a complex and changing technology environment, including strategies for stabilisation and upgrade of bespoke technology systems.

Demonstrated analytical and problem-solving skills and the ability to think creatively and identify 'out of the box' solutions.

Extensive experience in ICT project management, including a demonstrated ability to deliver within time and budget without compromising service deliver.

Demonstrated experience with leading Digital Transformation in the workplace.

High level communication skills and the ability to communicate with influence.

Experience with leading a team to deliver high outputs.

A demonstrated understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Applications should be submitted via the Apply Now button below.

Contact Officer: Thao Le (02) 6207 3042 Thao.Le@act.gov.au

Chief Operating Officer Group

Finance, Information Technology, Assets

Strategic Finance

Senior Director Finance - Management Accounting, Projects and Performance Reporting

Senior Officer Grade A \$148,991, Canberra (PN: 44855)

Gazetted: 21 October 2020

Closing Date: 13 November 2020

Details: Are you looking for a new challenge and have demonstrated experience delivery quality outputs with strong leadership skills? Do you enjoy working with numbers and in the management accounting stream? Do you enjoy working collaborative with people to resolve problems? Do you have experience with leading and building a small to medium size team to add value and make a difference?

We are looking for a highly skilled leader with well-developed technical management accounting skills who wants to be part of committed and customer focussed team to deliver quality outputs for the Directorate. You will be able to add value by utilising contemporary accounting methodologies gain from your experiences to implement innovative and pragmatic solutions. You will be a strategic leader and will lead the Finance Business Partner Team, FMIS Systems Team, and the External Budgeting/Project Reporting /Cost Accounting Team. The role will provide you with the opportunity to work with passionate people delivering projects and policies on behalf of the ACT government for the community.

Eligibility/Other requirements.

Highly Desirable:

CA/CPA qualifications.

Relevant accounting experience at a senior level.

Strong staff management skills.

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: If the above sounds like you and you want to be part of a dynamic and dedicated team please submit 1000 words pitch maximum addressing your suitability for the role from the attached Position Description of the position's role and a current curriculum vita including the contact details of two referee.

Applications should be submitted via the Apply Now button below.

Contact Officer: Thao Le (02) 6207 3042 Thao.Le@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

ACT Corrective Services

Community Operations and Release Planning

Community Operations

Cultural Engagement Officer

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

Gazetted: 16 October 2020

Closing Date: 3 November 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.

A 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.

How to Apply: Applicants are required to submit a curriculum vitae, and 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. Interested candidates are encouraged to contact the Contact Officer to seek clarification on the scope of the role.

Applications should be submitted via the Apply Now button below.

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

ACT Corrective Services

Executive Services

Policy and Risk Management

Indigenous Services and Cultural Diversity Policy and Projects Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 43036)

Gazetted: 16 October 2020

Closing Date: 3 November 2020

Details: An opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced and highly motivated person to fill the position of Indigenous Services and Cultural Diversity Policy and Projects Officer, in the Policy and Risk Management unit.

The successful applicant will contribute to the development and implementation of strategic and operational policy and offender frameworks. You will collaborate and provide advice, guidance, and direction in relation to policy and procedural practice and governance as it pertains to Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse Peoples.

This position will require the successful applicant to develop and maintain networks across industry, government, and other stakeholders to elicit support, involvement, and knowledge relevant to and impacting corrective services.

To be successful in the role, the officer will need to be highly organised, pay attention to detail and be able to communicate with a broad range of stakeholders across government, the community sector, academia, and the public. The officer will need to be self-motivated, respond quickly to changing priorities and show initiative, sound judgement and an ability to adhere to tight timeframes.

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.

Relevant qualifications in project management, law, criminology, or social sciences would be an advantage.

The successful candidate will be required to undergo a National Police check.

The successful candidate may be required to undergo a medical check.

Driver's licence is essential.

How to Apply: To apply, applicants are required to submit three items: (1) a 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 with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) copy of driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine King (02) 6205 5166 catherine.king@act.gov.au

APPOINTMENTS

ACT Health

Health Professional Level 2 \$66,988 - \$91,962

Stephanie Wallace, Section 68(1), 19 October 2020

ACT Integrity Commission

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

Allirra Honner, Section 68(1), 19 October 2020

Canberra Health Services

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

Yejin Foster, Section 68(1), 16 October 2020

Health Professional Level 2 \$66,988 - \$91,962

Emily Jacobs, Section 68(1), 16 November 2020

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

Michelle Jones, Section 68(1), 5 November 2020

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

Eyimofe Otokuefor, Section 68(1), 9 November 2020

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

Alison Payne, Section 68(1), 21 October 2020

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

Raymund Rayos, Section 68(1), 1 November 2020

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

Kellie-Anne Rewers, Section 68(1), 31 October 2020

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

Mayleen Robles, Section 68(1), 19 October 2020

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

Natalie Taylor, Section 68(1), 1 December 2020

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

Katrina Watt, Section 68(1), 20 October 2020

Chief Minister, Treasury and Economic Development

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

Daniel Bishop, Section 68(1), 15 October 2020

Administrative Services Officer Class 5 \$80,323 - \$85,020

Katrina Dorsett, Section 68(1), 13 October 2020

Senior Officer Grade A \$148,991

Nathan Ward, Section 68(1), 19 October 2020

Community Services

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

Graeme Henderson, Section 68(1), 19 October 2020

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

Robert Lamb, Section 68(1), 19 October 2020

Education

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

Samuel Bennett, Section 68(1), 19 October 2020

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

Melde Van Ingelgom, Section 68(1), 20 October 2020

Justice and Community Safety

Administrative Services Officer Class 5 \$80,323 - \$85,020

Remy Lagana, Section 68(1), 20 October 2020

Administrative Services Officer Class 3 \$65,976 - \$71,004

Laura Shaw, Section 68(1), 19 October 2020

Suburban Land Agency

Senior Officer Grade A \$148,991

Jocelyn Khng, Section 68(1), 16 October 2020

This appointment is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 14, and Direct Appointment of Employee- General. An Appointment under this section is not appellable.

Transport Canberra and City Services

Administrative Services Officer Class 2 \$58,230 - \$64,299

Melissa Boney, Section 68(1), 20 October 2020

Infrastructure Officer 4 \$129,394 - \$147,008

Rebecca Garrett, Section 68(1), 15 October 2020

EGSO4.2 - Workshop Staff \$69,804

Dallas Granger, Section 68(1), 19 October 2020

TRANSFERS

Canberra Health Services

Karen Coburn

From: Health Professional Level 3 \$94,606

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 02787) (Gazetted 30 July 2020)

Bailey De Paiva

From: Senior Officer Grade B \$128,286

Canberra Health Services

To: Senior Officer Grade B \$128,286 - \$144,418

Canberra Health Services, Canberra (PN. 42427) (Gazetted 27 August 2020)

Emily Morton

From: Registered Nurse Level 2 \$94,409

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22436) (Gazetted 23 July 2020)

Kathryn O'Flynn

From: Health Professional Level 3 \$94,606

Canberra Health Services

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

Canberra Health Services, Canberra (PN:35918) (Gazetted 25/06/2020)

Major Projects Canberra

Sean Egan

From: Senior Officer Grade B \$128,286 - \$144,418

Justice and Community Safety

To: Senior Officer Grade B \$128,286 - \$144,418

Major Projects Canberra, Canberra (PN. 48290) (Gazetted 14 September 2020)

Transport Canberra and City Services

Amelia Dillon

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 22459) (Gazetted 17 August 2020)

Kerriann Ryan

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 27229) (Gazetted 11 May 2020)

PROMOTIONS

ACT Health

Office of the Director-General

Communications and Government Relations

Ministerial and Government Services

Diana Chicco

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

ACT Health

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

ACT Health, Canberra (PN. 39690) (Gazetted 2 September 2020)

Health System Policy and Research

Policy Partnerships and Programs

Legal Policy

Sarah Cramond

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

ACT Health

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

ACT Health, Canberra (PN. 46892) (Gazetted 2 June 2020)

Health Systems, Policy and Research

Office of Deputy Director-General

Executive

Courtney Griffin

From: Administrative Services Officer Class 5 \$80,323 - \$85,020

Community Services

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

ACT Health, Canberra (PN. 41522) (Gazetted 10 February 2020)

Canberra Health Services

Clinical Services

Dominic Furphy

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. 20392) (Gazetted 3 September 2020)

Chief Executive Officer

Courtney Perman

From: Health Professional Level 2 \$66,988 - \$91,962

Canberra Health Services

To: Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade)
Canberra Health Services, Canberra (PN. 28674) (Gazetted 20 August 2020)

Medical Services

Florence Sikkens

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. 22480) (Gazetted 17 September 2020)

Medical Services

Ulla Sverd

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. 26688) (Gazetted 17 September 2020)

Medical Services

Irish Wels Tortola

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. 27826) (Gazetted 17 September 2020)

Chief Minister, Treasury and Economic Development

Corporate

Corporate Management

Information Access

Simon McPhan

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. 49471) (Gazetted 28 August 2020)

Community Services

Housing ACT

Infrastructure and Contracts

Asset Delivery

Joyce Chow

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

Community Services

To: †Senior Officer Grade B \$128,286 - \$144,418

Community Services, Canberra (PN. 27131) (Gazetted 18 June 2020)

Housing ACT

Infrastructure and Contracts

Asset Delivery

Wesley Randall

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

Community Services

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

Community Services, Canberra (PN. 16406) (Gazetted 10 June 2020)

Education

School Performance and Improvement Division

Tuggeranong Network

Calwell High School

Patricia Marton

From: School Leader C \$126,542

Education

To: †School Leader B \$147,337

Education, Canberra (PN. 47110) (Gazetted 17 August 2020)

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

Service Design and Delivery

Digital Strategy, Services and Transformation

Programs, Applications and Transformation

Zoe McMahon

From: Administrative Services Officer Class 5 \$80,323 - \$85,020

Education

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

Education, Canberra (PN. 44257) (Gazetted 22 July 2020)

School Performance and Improvement

Belconnen Network

Southern Cross Early Childhood School

Emma Muffet

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Education

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

Education, Canberra (PN. 30908) (Gazetted 26 November 2019)

Service Design and Delivery

Student Engagement

Clinical Practice

Cherie Nicholson

From: School Psychologist \$83,646 - \$120,042

Education

To: †Senior Psychologist \$136,941

Education, Canberra (PN. 35810) (Gazetted 25 October 2019)

Environment, Planning and Sustainable Development

Climate Change and Sustainability

Program Delivery

Government, Schools and Community

Michael Johnson

From: Administrative Services Officer Class 5 \$80,323 - \$85,020

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 04359) (Gazetted 22 September 2020)

Justice and Community Safety

ACT Corrective Services

Community Corrections and Release Planning

Throughcare

Carol Aldridge

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

Justice and Community Safety

To: Administrative Services Officer Class 5 \$80,323 - \$85,020

Justice and Community Safety, Canberra (PN. 34221) (Gazetted 18 August 2020)

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Adrian Boldrini

From: Special Needs Transport Drivers \$57,857 - \$61,123

Transport Canberra and City Services

To: †Patient Transport Officer 1 \$59,578 - \$63,313

Justice and Community Safety, Canberra (PN. 48689) (Gazetted 21 August 2020)

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

Transport Canberra and City Services

City Services

Development Coordination

Governance and Customer Portal

Rebecca Finnigan

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. 39842) (Gazetted 18 September 2020)