



ACT Government Gazette

Gazetted Notices for the week beginning 12 November 2020

VACANCIES

ACT Executive

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 Government Executive

Minister Office

ACT Executive, Minister's Office

Adviser Level 1 (lower) - Senior Adviser Level 2 \$68,348 - \$151,729, Canberra (PN: ADL1 – SA2, several)

Closing Date: 27 November 2020

Details: The ACT Executive is seeking several proactive, self-motivated, and dynamic people to work in Ministerial Offices across a range of portfolios.

The roles range from Office Managers, Advisers, Senior Advisers and Chiefs of Staff.

Eligibility/Other Requirements:

Prior to commencement successful candidates may be required to undergo a pre-employment National Police check.

The successful candidates will be engaged under a Legislative Assembly Members' Staff contract, and other terms and conditions of employment are governed by the ACT Legislative Assembly Members' Staff Enterprise Agreement 2018 – 2021.

Note: This selection process may be used to fill current, future, or short-term vacancies.

Salary range: The roles range from an Adviser Level 1 (Lower) to Senior Adviser Level 2 positions with a salary range of : \$68,348 - \$151,729 plus 7% allowance and superannuation.

How to Apply: Please submit a two-page pitch (identifying the type of role you are applying for - Office Manager, Adviser, Senior Adviser or Chief of Staff - that includes your experience relevant to the Selection Criteria. Please also provide a current curriculum vitae and details for two referees. An individual response to each criteria is not required.

Applications should be sent to the Contact Officer.

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: Yersheena O'Donoghue (02) 6207 4655 yersheena.odonoghue@act.gov.au

ACT Health

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

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

Office of the Director-General

Communications and Government Relations

Ministerial and Government Services

Administration Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 28061)

Gazetted: 12 November 2020

Closing Date: 26 November 2020

Details: An exciting opportunity exists for an enthusiastic and dedicated Administration Officer to work in the Ministerial and Government Services office within the ACT Health Directorate. This role will suit a highly energetic and experienced administration officer who thrives in a fast paced and often high-pressure environment.

This role reports to the Senior Director, Ministerial and Government Services. 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: **Undergo a pre-employment Police check.**

Notes: **This is a temporary position available until 8 October 2021.**

How to apply: **Applications must include a current curriculum vitae and a written two page pitch addressing the Selection Criteria and duties of the role.**

Applications should be submitted via the Apply Now button below.

Contact Officer: Chadia.Rad@act.gov.au (02) 5124 6216 Chadia.Rad@act.gov.au

Health Systems, Policy and Research

Policy, Partnerships and Programs

Aboriginal and Torres Strait Islander Health Partnerships Team

Policy Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 24126)

Gazetted: 16 November 2020

Closing Date: 30 November 2020

Details: Are you a self-driven individual who is interested making a difference in Aboriginal and Torres Strait Islander Health? Do you like a fast-paced work environment and being able to analyse and research information to inform decisions? Do you enjoy project and event management including good communication skills? Then the Policy/Project Officer in the Aboriginal and Torres Strait Islander Health Partnerships team could be the job for you!

This position offers opportunities for you to provide strategic policy advice that support Aboriginal and Torres Strait Islander health, strategic thinking to design, develop, implement, evaluate policy and planning initiatives, and programs, in a dynamic environment.

A strong focus of the position is the coordination for intergovernmental committees, government business, correspondence, secretariat, including office management skills which may relate to local, national, or international Aboriginal and Torres Strait Islander health matters. Importantly you will demonstrate our organisational values of respect, integrity, innovation and collaboration in your work on all levels to ensure that Aboriginal and Torres Strait Islander health is everyone's business.

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

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

How to Apply: Please provide no more than a three-page written response to the Selection Criteria. A current curriculum vitae to be provided with two nominated referees (your current referee must be one of them).

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicola Gotovac (02) 5124 9505 nicola.gotovac@act.gov.au

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

Health System, Policy and Research

Policy Partnerships and Programs

Aboriginal Torres Straits Islander Health Partnerships

Senior Director - Aboriginal and Torres Strait Islander Partnerships team

Senior Officer Grade A \$148,991, Canberra (PN: 44577)

Gazetted: 13 November 2020

Closing Date: 16 December 2020

Details: This is a key leadership opportunity within the ACT Health Directorate to positively influence outcomes for Aboriginal and Torres Strait Islander People in the ACT. An experienced leader within large organisations, you will have strong political acumen, a detailed understanding of the current issues facing Aboriginal and Torres Strait Islander people, as well as a demonstrated ability to build and lead strong partnerships internal and external to Government.

You will have a detailed understanding of the current issues facing Aboriginal and Torres Strait Islander people in Australia, as well as a detailed understanding of the current local and national policy environment.

The Senior Director will also be expected to lead a strong and positive team culture, that values the contributions of all towards meeting our strategic priorities.

Eligibility/Other Requirements: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jon Ord (02) 5124 9733 jon.ord@act.gov.au

Public Health, Protection And Regulation

Health Protection Service

Business Management Service

Team Leader

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 17540)

Gazetted: 12 November 2020

Closing Date: 19 November 2020

Details: Are you interested in helping to protect the health of the Canberra community? Would you like to work with a committed team providing excellent customer service to the public and internal business units? The Health Protection Service within ACT Health is looking to hire suitably qualified and enthusiastic individuals to support the vital work of the branch by providing frontline customer service and administration. The successful applicants will be required to maintain a high-level of confidentiality, follow procedures accurately, and to exercise sound judgement. 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: Undergo a pre-employment National Police check.

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

How to Apply: Please submit a written application of no more than two pages demonstrating that you meet the requirements of the position listed under 'What you require' in the Position Description. Please also submit a curriculum vitae. Referee reports may be requested.

Health Systems Policy and Research

Public Health Protection and Regulation

Health Protection Service

Director of Quarantine Management - COVID 19

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 47149)

Gazetted: 12 November 2020

Closing Date: 26 November 2020

Details: ACT Health is seeking an exceptional individual to contribute to the operational response to COVID-19, specifically in the quarantine management of returned travellers to the ACT.

If you're the right person for this position, you will have training and extensive experience in critical operations and emergency management response, ideally within a communicable disease context. We are looking for an individual with significant experience in emergency management, a history of effective staff management and a strong communicator.

You will be able to build, maintain and strengthen relationships and partnerships to help manage COVID-19 in the ACT. This is a fast-paced role. Every day will bring new and unexpected challenges and changing priorities. It would suit someone who is comfortable with ambiguity and change.

If this is you, you will be leading a team that manages flight repatriations, hotel and home quarantine and health-related matters related to border control measures to control COVID-19.

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 highly encouraged to apply.

Eligibility/Other Requirements:

Current driver's license is required.

The successful application will need to undergo a pre-employment National Police Check.

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

Note: This is a temporary position available immediately for twelve 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. This position may be required to work after hours, weekends and on-call.

How to Apply: If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, curriculum vitae and contact details of two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Johnston (02) 5124 9455 Vanessa.Johnston@act.gov.au

Health Systems Policy and Research

Public Health Protection and Regulation

Health Protection Service

Director of Outbreak Preparedness and Response

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 46956)

Gazetted: 12 November 2020

Closing Date: 26 November 2020

Details: ACT Health is seeking an exceptional individual to contribute to the operational response to COVID-19, specifically in the planning and exercising of Territory-wide, cross sector outbreak preparation and response.

If you're the right person for this position, you will have training and extensive experience in critical operations and emergency management response, ideally within a communicable disease context. We are looking for an individual with significant experience in emergency management, a history of effective staff management and a strong communicator.

You will be able to build, maintain and strengthen relationships and partnerships to help manage COVID-19 in the ACT. This is a fast-paced role, every day will bring new and unexpected challenges and changing priorities. It would suit someone who is comfortable with ambiguity and change.

If this is you, you will be leading a multidisciplinary team across the whole spectrum of the public health response, including planning for, and responding to outbreaks, and prevention and preparedness activities with populations in the ACT who are vulnerable to severe COVID-19 disease.

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 highly encouraged to apply.

Eligibility/Other Requirements: Current driver's license is required.

The successful application will need to undergo a pre-employment National Police Check.

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

Note: This is a temporary position available immediately for twelve 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. This position may be required to work after hours, weekends and on-call.

How to Apply: If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, curriculum vitae and contact details of two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Johnston Vanessa.Johnston@act.gov.au

Calvary Public Hospital Bruce

Human Resources

Administration Officer – Recruitment

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: LP6973)

Gazette Date: 18 November 2020

Closing Date: 22 November 2020

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

Reference Number: 14274

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

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

Nursing

Diabetes Education

Diabetes Educator Officer

Registered Nurse Level 3.2 \$111,956 Canberra (PN: LP6678)

Gazette Date: 18 November 2020

Closing Date: 01 December 2020

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

Reference Number: 14281

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

Contact Officer: Marcia Neilson (02) 6201 6439 marcia.neilson@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

Work Health Safety

People and Culture

Senior Safety Advisor

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 29480)

Gazetted: 13 November 2020

Closing Date: 27 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 focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

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

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

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

The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

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:

Mandatory:

Must hold a current driver's licence.

Desirable:

Qualifications in WHS and/or substantial experience in managing WHS are desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a part-time temporary position available at 24 hours per week for a period of six months with the possibility of extension. The full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only.

Contact Officer: Daniel Guthrie (02) 5124 9544 daniel.guthrie@act.gov.au

Clinical Services

Medicine

Diabetes

Senior Dietitian

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 22078)

Gazetted: 18 November 2020

Closing Date: 4 December 2020

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Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

Overview of the work area and position

The CHS 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 Canberra Health Diabetes Service Nutrition team provide individual and group nutrition appointments for people at risk of or who have diabetes. The diabetes nutrition team are an integral part of the Diabetes Service collaborating with Endocrinologists, Diabetes Nurse Educators, Dietitians, Podiatrists, Social Workers, Nurses, General Practitioners and Consumers to provide a team approach to care for people with or at risk of diabetes. Diabetes Nutrition services are offered to Canberra residents across the ACT and southern NSW from within the Canberra Hospital and community health centres. The position requires working within a multidisciplinary team to provide a range of nutrition services including dietary assessment, care planning, counselling and the planning and delivery of education programs to staff and client groups.

The Senior Diabetes Service Dietitian will be responsible operationally to the Director Canberra Health Diabetes Service and professionally to the Nutrition and Dietetics Lead Professional of Canberra Health Services.

Eligibility/Other Requirements:

Mandatory:

Degree or Postgraduate qualifications in Nutrition and Dietetics. Eligible for membership of the Dietitians Association of Australia and eligible for APD Status.

A minimum of five years post-graduate experience.

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

Desirable:

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 permanent position which may be required to work within a variety diabetes areas and locations within CHS.

Contact Officer: Carolyn Petersons (02) 5124 2310 carolyn.petersons@act.gov.au

Allied Health

Acute Allied Health Services

Psychology

Clinical Neuropsychologist

Health Professional Level 2 \$66,988 - \$91,962*, Canberra (PN: 12872)

Gazetted: 18 November 2020

Closing Date: 2 December 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

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

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

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

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

Overview of the work area and position:

The Canberra Health Services Division of Allied Health Services provides a range of 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.

An exciting opportunity exists for a Neuropsychologist to join the friendly and supportive Acute Support Psychology team in the Division of Medicine. Our team consists of Clinical Neuropsychology and Clinical Psychology positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings.

The successful applicant will provide high quality neuropsychological services for inpatient and outpatients of The Canberra Hospital. Services include assessment, feedback, provision of reports, cognitive remediation, service improvements, and education of clients and staff, as required. The caseload consists of:

Inpatients and outpatients (through the Neurosurgery Team)

Cognitive rehabilitation (e.g. for adult clients with stroke, traumatic brain injury)

Opportunities to engage in research projects

Supervision is available for the PBA registrar program. Supervision is provided by a Senior Clinical Neuropsychologist who is a Psychology Board of Australia (PBA) approved supervisor for Clinical Neuropsychology Area of Practice Endorsement and a secondary supervisor.

CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Neuropsychology team has a partnership for training with Macquarie University.

The overall functions of the Neuropsychologist are to:

Promote positive client outcomes through the provision of high quality clinical neuropsychology assessment, treatment and consultation services, in addition to networking, health promotion activities and education across designated areas (principally neurosurgery ward) as part of a multidisciplinary team.

Provide individual service delivery including high standard neuropsychological assessment and effective interventions for consumers with known or suspected brain dysfunction.

Maintain accurate, contemporaneous and timely professional records under general professional guidance.

Complete a range of statistical, administrative and evaluation activities related to service provision.

Comply with the code of ethics and legal requirements of the psychology profession.

May perform novel, complex, critical or difficult tasks with professional supervision.

Demonstrate commitment to supervised practice and to ongoing professional development.

Participate in the supervision and training of other staff, as directed.

Eligibility/Other Requirements:

Mandatory: Postgraduate Psychology qualification - Masters/Doctoral degree in Neuropsychology. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

To be enrolled in or eligible to enrol in the Neuropsychology registrar program for Area of Practice Endorsement in Neuropsychology with the Psychology Board of Australia.

Desirable: Previous experience working with a multidisciplinary team in the acute care setting.

Previous experience working in Neuropsychology or a related field

To have completed the Neuropsychology registrar program for Area of Practice Endorsement in Neuropsychology with the Psychology Board of Australia. Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check. Comply with Canberra Health Services credentialing requirements for allied health professionals.

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

Note: An attractive remuneration package will be available to the selected candidate in accordance with the ACT Public Service Health Professionals Enterprise Agreement, comprising salary and a Psychology Group Attraction and Retention Incentive (ARIn) in the range of \$3,986-\$7,975, exclusive of superannuation.

Contact Officer: Elissa Jacobs (02) 5124 2045 elissa.jacobs@act.gov.au

Chief Operating Officer Clinical Services

Cardiology

Cardiac Physiologists (Electrophysiology)

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 38884)

Gazetted: 18 November 2020

Closing Date: 4 December 2020

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

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

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

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

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

Overview of the work area and position

The Cardiology department is a busy environment which services inpatients and outpatients for numerous cardiac procedures. An exciting opportunity exists for an experienced senior cardiac physiologist specialising in electrophysiology (EPS) to become a part of a busy team. Under broad direction from the senior cardiac physiologist/cardiac sonographer, you will provide a key role in the day to day management of the EPS department. This position requires a high level of subject matter expertise and the ability to work autonomously to provide complex and critical EPS service delivery. The role includes the development and provision of education and training for staff and students and requires participation in and contribution to continual professional development of the Cardiac physiology group.

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications from an approved University with subjects in Health Science/Human Physiology or Biology. IBHRE (Device management).

Minimum of five years' experience and knowledge of all areas of non-invasive and invasive Cardiology.

Must be able to practise independently in catheter laboratory in both electrophysiology and all cardiac rhythm management devices (CRMD).

Current driver's licence.

Desirable:

IBHRE (EP)

At least one year experience with the Bard EP system

Be eligible for memberships with Professionals in Cardiac Science Australia (PiCSA) and the Australian Council for Clinical Physiologists (ACCP).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: The successful candidate must have the capacity to participate in an on-call roster if required.

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

Contact Officer: Leah Giles (02) 5124 2692 leah.giles@act.gov.au

Nursing and Midwifery and Patient Support Services

Nursing and Midwifery

Executive Assistant

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 40698)

Gazetted: 12 November 2020

Closing Date: 26 November 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.

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

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

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

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

Overview of the work area and position:

Located on the Canberra Hospital campus, the Office of Nursing and Midwifery and Patient Support Services will consult and partner with the Executive Directors of clinical services on nursing and midwifery issues, make decisions on across-the-board approaches and will play a central role in championing an exciting transformational agenda in Canberra Health Services which will bring exceptional and innovative health outcomes to our diverse community, and set new standards and models of healthcare in Australia.

The Office of Nursing and Midwifery and Patient Support Services will play a key role in developing a collaborative and strategic approach to Nursing and Midwifery and patient support services for CHS; including setting the strategic, professional and workforce-oriented agenda.

The Executive Assistant position reports to the Executive Director and works closely with the Executive Officer and the Executive Assistant cohort across Canberra Health Services.

Under broad direction, the Executive Assistant will play a key role by providing high level administrative and diary support to the Executive Director.

Eligibility/Other Requirements:

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 two months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: Sally Cuff (02) 5124 7836 sally.cuff@act.gov.au

Infrastructure Health support Service

Domestic and Environmental Services

Environmental Services Administration, Procurement and Projects Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 36378)

Gazetted: 12 November 2020

Closing Date: 26 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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University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

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

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

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

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

Overview of the Work Area and Position

The Environmental Services Administration, Procurement and Project Officer is responsible for meeting operational, procurement, quality and project requirements within the Domestic and Environmental Services.

Eligibility/Other Requirements:

Desirable:

Recognized qualifications in procurement and project management.

relevant experience in a large and complex corporate environment, preferably Health related.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

Selection may be based on application and referee reports only.

Contact Officer: Ralph Bradbury (02) 5124 7993 Ralph.Bradbury@act.gov.au

Clinical Services

Therapies Team

Adult Community Mental Health Services

Therapist

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 41614)

Gazetted: 16 November 2020

Closing Date: 1 December 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:

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

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

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty Mental Health Services

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

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

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

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

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

Eligibility/Other Requirements:

For Psychology

Mandatory:

Be registered or be eligible for general registration with Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA).

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

Desirable:

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

Current driver's licence.

For Social Work

Mandatory:

Degree in Social Work.

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

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

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

Desirable:

Current driver's licence.

Accreditation as a Mental Health Social Worker with the AASW.

For Occupational Therapy

Mandatory:

Be registered or be eligible for general registration with Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA).

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

Desirable:

Current driver's licence.

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

Prior to commencement successful candidates will be required to:

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 part-time temporary position available for up to six months at 22.05 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Jade Nolan (02) 5124 1567 jade.nolan@act.gov.au

Clinical Services

Rehabilitation Aged and Community Services

Community Care Program

Occupational Therapist

Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 41098)

Gazetted: 16 November 2020

Closing Date: 1 December 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 and alcohol and drug services.

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 CHS providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect CHS's values: reliable, progressive, respectful and 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 CHS's network of health facilities designed to meet the needs of our ageing and growing population.

RACS services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

Community Care Occupational Therapy services are offered from community health centres and in-patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

The Occupational Therapist role is responsible for the provision of high-quality Occupational Therapy services, clinical assessments and interventions to the ACT community. 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.

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Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Applicants must have a minimum of 12 months paid work experience post-qualification, in a related/relevant organisation/service.

Current Driver licence.

Desirable:

Previous experience as an Occupational Therapist within a Community setting.

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

Contact Officer: Jane Lawrence (02) 5124 2121 jane.lawrence@act.gov.au

Women, Youth and Children

Women, Youth and Children Community Health Programs

Clinical Lead, Strengthening Health Response to Family Violence

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 47663)

Gazetted: 13 November 2020

Closing Date: 1 December 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

Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context.

The Supporting Safer Families Program is a multi-disciplinary team who provide training for our CHS workforce on family violence and child protection. As an employer and provider of public health services, CHS supports all staff with essential education to recognise and understand their role and responsibilities according to legislation and policies to:

report child abuse and neglect and

to develop a shared understanding to build capability to sensitively enquire and safely respond to people who are experiencing family violence.

This is a rewarding and exciting temporary position responsible for the delivery of training to clinical areas and to actively facilitate the embedding of new processes to respond to family violence. The SHRFV Clinical Lead is responsible for the coordination, delivery and consolidation of learning, with a primary focus on supporting clinicians working in the Emergency Department at Canberra Hospital. The position will enhance service responses, by strengthening internal and external pathways to provide a coordinated and safe response to consumers.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Social Work,

Current membership or eligibility for membership of the Australian Association of Social Workers,

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

Current driver's licence.

Desirable:

Previous clinical experience working with clients experiencing family violence,

A minimum of eight years' experience post qualification in Social Work.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for five and a half months.

Contact Officer: Fiona Holihan (02) 5124 7417 Fiona.Holihan@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

CAMHS North

CAMHS Registered Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 30471)

Gazetted: 13 November 2020

Closing Date: 4 December 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

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 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' homes. These services include:

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

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

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to junior clinicians.

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

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Nursing.

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

Current driver's licence.

Desirable:

Previous experience working with young people.

Ideally five years previous experience in mental health post qualifying.

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 12 months with the possibility of extension and/or permanency. This position is part-time at (22:48) hours per week and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only.
Contact Officer: Charmaine Nicoll (02) 5124 3133 Charmaine.Nicoll@act.gov.au

Women, Youth and Children

Women, Youth and Children Community Health Programs

Manager, Strengthening Health Response to Family Violence

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 46882)

Gazetted: 13 November 2020

Closing Date: 1 December 2020

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Overview of the Work Area and Position

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The Supporting Safer Families Program is a multi-disciplinary team who provide training for our CHS workforce on family violence and child protection. As an employer and provider of public health services, CHS supports all staff with essential education to recognise and understand their role and responsibilities according to legislation and policies to:

report child abuse and neglect and

to develop a shared understanding to build capability to sensitively enquire and safely respond to people who are experiencing family violence.

This is a rewarding and exciting role to lead an emerging team of specialist trainers within the newly established Safer Families Program. The SHRFV Coordinator is responsible for the development, coordination and delivery of evidenced based learning to the CHS workforce. The position provides an opportunity to enhance skills in the translation of practice knowledge through the delivery of quality training to a broad range of health professionals.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in a Health Profession

Eligibility for ACT Registration where applicable and/or eligibility for membership of the appropriate professional organisation required

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

Desirable:

Hold a current driver's license

Minimum five years post graduate experience in a relevant clinical area

Vocational or tertiary qualification in education and training e.g. Certificate 4 in training and assessment or group work

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 two and a half years (30 months) with the possibility of extension and/or permanency. Part-time hours will be considered.

Contact Officer: Fiona Holihan (02) 5124 7417 Fiona.holihan@act.gov.au

Clinical Services

Perioperative Unit

Division of Surgery

Nurse Manager - Instrument/Circulating

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 25123)

Gazetted: 18 November 2020

Closing Date: 4 December 2020

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

Overview of the work area and position

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Intensive Care Unit, Trauma Retrieval Service and specialist surgical ward areas.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Recent comprehensive clinical competency relevant to the position is highly desirable.

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 three months with the possibility of extension and/or permanency.

Contact Officer: Kerri Reeves (02) 51243051 kerri.reeves@act.gov.au

Division of Surgery

Research and Service Development Unit

Research Coordinator and Data Manager

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 17886)

Gazetted: 13 November 2020

Closing Date: 4 December 2020

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Overview of the Work Area and Position

The Research and Service Development Unit's (RSDU) primary objective is to support the Division of Critical Care's clinical research including associated data management, and service development project requirements. These requirements are determined primarily by the DoCC Executive Director and the DoCC Leadership Committee.

RSDU comprises of two subsections – Research and Data and Service Development. The Research and Data Team conducts and coordinates research and data activities within the scope and governance of various committees both internal and external of ACT Health. The Service Development Team plan and implement service-based projects that are aligned with organisational and divisional business plans. The team undertakes service redesign and enhanced efficiency projects and provides project management support to DoCC unit-based projects as required.

The Level 3 Research Co-ordinator is the manager of the Division of Critical Care Research Office and is the first line of contact for Research Sponsors and the ANZICS Clinical Trials Group. Duties include oversight of all Divisional research projects along the continuum of the projects; research approval, site preparation, Divisional education relating to research, implementation of studies, patient recruitment, data collection, data entry, data cleaning, and liaison between study groups, Investigators and Research Nurses. A large component of this job is data management which requires advanced database and computing skills

Eligibility/Other Requirements:

Mandatory:

Registered as a General Nurse with the Australian Health Practitioner Regulation Agency.

Post graduate qualifications in Critical Care Nursing and/or Masters level research qualification.

Desirable:

Proven experience in coordinating research in the critical care environment.

Three years recent advanced level nursing experience and 2 years clinical experience in a critical care specialty area.

Established skills in the use and application of databases - including the development of programs for analysis of data. The applicant will require advanced knowledge of computer applications including experience and expertise in the Microsoft Windows environment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note:

This is a temporary position available for 12 months with the possibility of permanency.

Contact Officer: Genevieve Harrigan (02) 5124 5094 Genevieve.Harrigan@act.gov.au

Clinical Services

Justice Health Services

Forensic Mental Health Service

Clinical Team Leader

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 17951)

Gazetted: 18 November 2020

Closing Date: 4 December 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.

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. 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:

Forensic Mental Health Services (FMHS) is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG).

FMHS Mental Health Court Assessment and Liaison Service (MHCALS).

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA).

CMH – Adult at the Alexander Maconochie Centre (CMH – A).

As Clinical Team Leader of the Forensic Mental Health community-based services (FoCIS, FLAG, and MHCALS), you will be expected to oversee the provision of high quality, specialist forensic mental health assessments to third parties including community mental health teams, inpatient mental health services, ACT Police, and the ACT law courts. You will be required to provide clinical guidance and oversight to a team of clinical staff made up of allied health and nursing professionals and provide clinical governance in respect to clinical service provision. You will also be expected to liaise effectively with partner agencies and complete a range of administrative tasks and human resource management including rostering, chairing team meetings, and performance management. You will report to the Senior Manager, Forensic Mental Health Services, and will support them via participating in quality improvement activities and other service development processes.

Eligibility/Other Requirements:

Mandatory:

Social Work:

Degree in Social Work

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

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

Occupational Therapy:

Be registered or eligible for general registration with the Occupational Therapy Board of Australia under AHPRA.

Psychology:

Be registered or eligible for general registration with the Psychology Board of Australia under AHPRA.

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

All professions:

Minimum five years' post-qualification experience.

Training and experience in administering structured risk assessment tools (e.g., HCR-20).

Desirable:

Experience of working in public mental health or a related field.

Postgraduate qualification in Forensic Mental Health.

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 temporary position available for a period of 11 months.

Contact Officer: Gillian Sharp (02) 5124 1813 gillian.sharp@act.gov.au

Division of Surgery

Medical Emergency Team - Clinical Nurse Consultant

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 01620)

Gazetted: 17 November 2020

Closing Date: 4 December 2020

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Overview of the Work Area and Position

The Medical Emergency Team (MET) works in collaboration with Intensive Care to provide a frontline medical emergency response to patients experiencing an acute deterioration. The MET Nursing team provide a frontline medical emergency response and work in collaboration with Medical staff to stabilise and treat patients undergoing an acute deterioration and the provision of an Outreach response for patients at risk of deterioration within inpatient wards.

The MET Clinical Nurse Consultant reports to the Director of Nursing, Surgery.

There is an expectation that the successful applicant will maintain accountability for their own practice standards, education and work collaboratively with the Intensive Care Unit leadership team to support the professional development of the MET nursing workforce.

Eligibility/Other Requirements:

Mandatory:

Registered or eligible to register as a General Nurse with the Australian Health Practitioner Regulation Agency.

Holds or is working towards Tertiary post graduate qualification in Critical Care Nursing or equivalent.

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 for less than six months with a possibility of extension. This position is part-time at 20 hours per week and the full-time salary noted above will be pro-rata.

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

Surgery

Surgical Services Administration

Executive Assistant - Division of Surgery

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 23688)

Gazetted: 16 November 2020

Closing Date: 30 November 2020

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Overview of the Work Area and Position

This Executive Assistant role supports the Executive Director of the Division of Surgery, who is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region.

The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit, Capital Region Retrieval Service, and the Intensive Care Unit.

Eligibility/Other Requirements:

Desirable:

Previous experience in a healthcare environment is highly desirable

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

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

Selection may be based on application and referee reports only.

Contact Officer: Melanie Applebee (02) 6244 3207 Melanie.Applebee@act.gov.au

Women, Youth and Children

Paediatric Endocrinology and Diabetes Service

Registered Nurse - Credentialed Diabetes Educator

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 49742)

Gazetted: 16 November 2020

Closing Date: 23 November 2020

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Overview of the Work Area and Position

The Paediatric Endocrinology and Diabetes Service provides coordinated and integrated care for children, young people and their families with diabetes and other endocrinological conditions. Services are delivered at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre. The Paediatric Endocrinology and Diabetes Service is an interdisciplinary service comprising medical, nursing and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

This nursing role requires the ability to provide appropriate skilled clinical assessment and intervention for children and young people with diabetes. The position holder will be responsible clinically and professionally to the Advanced Practice Nurse in the Paediatric Endocrinology and Diabetes Service.

Eligibility/Other Requirements:

Mandatory:

Be registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (APHRA)

Post-graduate certificate in Diabetes Education and is an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator

Hold a current driver's license.

Desirable:

Previous experience providing diabetes care to children and young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

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

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

Contact Officer: Kristine Wright (02) 5124 7495 Kristine.wright@act.gov.au

Quality, Safety Innovation and Improvement

Executive Officer

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 32557)

Gazetted: 16 November 2020

Closing Date: 2 December 2020

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Overview of the work area and position:

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

The Division will provide 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 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

Risk Management

Legal and Insurance

The Executive Officer position reports to the Executive Director Quality, Safety, Innovation and Improvement and works closely with the Senior Management team of the division.

The Executive Officer is responsible for the coordination and preparation of government business including briefings and correspondence, internal minutes, cabinet submissions and assembly material, and divisional business and projects.

Eligibility/Other Requirements:

Desirable

Relevant qualifications in public sector management and/or relevant public sector experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Liza Marando (02) 5124 8688 liza.marando@act.gov.au

Division of Surgery

Orthopaedic Trauma Service

Visiting Medical Officer - Orthopaedic Surgeon

Official Visitor \$0,000, Canberra (PN: 01STR)

Gazetted: 16 November 2020

Closing Date: 29 November 2020

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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

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

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

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

Overview of the work area and position

Canberra Hospital is the keystone of the capital regions Orthopaedic trauma service. Currently the Orthopaedic trauma service at Canberra Hospital is provided by a complement of 10 on-call VMO's who supervise a team of 6 accredited and 6 unaccredited registrars. Orthopaedic trauma is a large part of the general trauma load and accounts for over 10 hours of non-elective operating time each day. This VMO position clinical commitment will involve participation in the general on call roster as well as supporting the subspecialty treatment of pelvic and acetabular injuries.

The elective surgical commitment of this VMO position will be based at the Calvary Public Hospital (Bruce ACT). The Canberra Hospital is the principal teaching hospital of the ANU Medical School (ANUMS). The Orthopaedic Department has a strongly developed academic department and a major teaching and education commitment to the ANUMS, to the junior medical staff at large and to advanced trainee registrars. This VMO appointment will entail a significant commitment to the ongoing academic work of the department.

The primary roles of this appointment are to:

Participation in the Orthopaedic trauma roster at the Canberra Hospital.

Provide subspecialty expertise and care of patients with pelvic and acetabular trauma.

A commitment to the academic department.

Undertake public elective orthopaedic surgery at Calvary Public Hospital (Bruce, ACT).

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

Clinical Responsibilities

Care of Orthopaedic trauma patients through the on-call roster at the Canberra Hospital.

Care of patients undergoing elective surgery at the Calvary Public Hospital.

Academic Responsibilities

The VMO will be expected to:

contribute to the teaching of Australian National University medical students, and to assist in Postgraduate training of interns and JMOs.

The successful applicant will be expected to both attend and participate in the Department's regular audits, and unit meetings.

Commitment to the development of the departmental research program.

Eligibility/Other Requirements

Mandatory:

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

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

Fellowship with the Royal Australasian College of Surgeons in Orthopaedic Surgery.

Highly Desirable:

PhD or equivalent research degree.

Post-FRACS Fellowship training in hip and knee arthroplasty.

Post- FRACS Fellowship training in trauma and in particular pelvic and acetabular trauma reconstructive surgery.

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).

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

Note: Visiting Medical Officer Contracts will be for a 3-year term. The generic VMO contract is available online:

<https://www.legislation.act.gov.au/ni/2020-579/>

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

Contact Officer: Melanie Applebee A/g Business Manager Division of Surgery (02) 5124 3207

melanie.applebee@act.gov.au

Clinical Services

Division of Medicine

Canberra Sexual Health Centre

Administration Officer

Administrative Services Officer Class 2 \$57,454 - \$63,443, Canberra (PN: 37798)

Gazetted: 16 November 2020

Closing Date: 30 November 2020

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

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Overview of the work area and position

The Canberra Sexual Health Centre (CSHC) is a free service and Canberra's leading clinic for the testing and treatment of sexually transmissible infections. As a specialist clinic, it provides confidential and high quality professional and non-judgemental care, giving the community access to the latest information, advice and treatments. Under general direction this position provides administrative support to the CSHC and staff, including development and documentation of processes, forms and databases and processing paperwork for enrolled patients, record keeping and booking patient appointments.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to: Undergo a pre-employment National Police check.

Note: This is a part-time temporary position available for six months with the possibility of extension at 14:42 hours per week and the full-time salary noted above will be paid pro-rata. This position is allocated 14:42 hours a week over three days.

Contact Officer: Jade Ngata (02) 5124 2063 jade.ngata@act.gov.au

Chief Executive Officer

MOSCETU, Medical Services

Medical Education Co-Ordinator

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 14775)

Gazetted: 17 November 2020

Closing Date: 1 December 2020

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Overview of the work area and position

MOSCETU has responsibility for:

The process for credentialing and defining the scope of clinical practice of Senior Doctors and Dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a Senior Doctor or Dentist working in a public health facility in the ACT. The unit also manages the work of the ACT Health Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Chief Medical Administrator, MOSCETU, Deputy Director-General, Canberra Hospital and Health Services and Director-General of ACT Health. The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and

Manage the recruitment, rostering and administration related to the Junior Medical workforce.

The Medical Education Unit (MEU) sits within the Medical Officer Support, Credentialing, Employment and Training Unit at Canberra Hospital. The MEU oversees the training and supervision of medical officers in their first and second postgraduate years in accordance with the requirements of the Canberra Region Medical Education Council (CRMEC).

Eligibility/Other Requirements

Desirable:

Tertiary qualifications or equivalent in an education, health or related discipline is highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Tracey Quade (02) 5124 3889 tracey.quade@act.gov.au

Clinical Services

Custodial Mental Health

Forensic Mental Health Services

Social Worker - Custodial Mental Health

Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 20299)

Gazetted: 17 November 2020

Closing Date: 1 December 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.

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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:

Forensic Mental Health Services (FMHS) is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings.

The care provided is underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG).

FMHS Mental Health Court Assessment and Liaison Service (MHCALS).

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH – CA).

CMH – Adult at the Alexander Maconochie Centre (CMH – A).

As a Social Worker at Health Professional Officer Level 2 with Custodial Mental Health, you will be expected to be able to provide under supervision quality mental health assessments and social work interventions, including NDIS and release planning, to clinically managed mental health clients within the ACT's two correctional centres - the Alexander Maconochie Centre and Bimberi Youth Justice Centre. You will be required to work collaboratively with a team of clinical staff of nursing, medical, and allied health professionals, as well as a range of internal and external agencies including JHS Custodial Health, community and inpatient mental health services, ACT Corrective Services, CYPs, and external agencies such as the NDIA and NGOs. You will be supported by a senior social worker and a Clinical Nurse Consultant and report to the Team Manager, Custodial Mental Health.

As a specialist area, clinicians working with FMHS are supported via access to structured clinical supervision, a collaborative and multidisciplinary team environment, and regular professional development opportunities.

Eligibility/Other Requirements:

Mandatory:

Social Work:

Degree in Social Work.

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

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

Minimum one year post-qualification experience.

Desirable:

Experience of working in public mental health

Notes: This is a temporary position available for a period of six months with the possibility of extension. This position is based at the Alexander Maconochie Centre (AMC). Successful applicants will also be required to undergo ACTCS vetting and security awareness training. AMC permits smoking by detainees. Staff working on site

may be exposed to intermittent secondary exposure to cigarette smoke. Selection may be based on written application and referee reports only.

Contact Officer: Gillian Sharp (02) 5124 1813 gillian.sharp@act.gov.au

People and Culture

Executive

Project Manager Organisational Structure

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 49716)

Gazetted: 17 November 2020

Closing Date: 2 December 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 People and Culture Branch is responsible for providing strategic leadership and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across Canberra Health Services.

The Project Manager will report either directly to the Executive Group Manager of People and Culture or a senior director within the division. They will also have a dotted line of reporting to the executive director of any division they are assisting with structural redesign. The position will play a key role in providing advice and support for organisational design, and restructure including associated HR and IR processes.

Eligibility/Other Requirements:

Desirable:

Experience leading human resources processes particularly relating to organisational design and restructure in a complex environment

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for six months.

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

Clinical Services

Medicine

Emergency Department

Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 24583, several)

Gazetted: 12 November 2020

Closing Date: 26 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

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

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

Overview of the work area and position

Canberra Hospital's Emergency Department is the major tertiary referral and trauma centre for the ACT and surrounding region of NSW. The ED is an 85 bed unit with both acute and non-acute services. ED is patient centred department and provides care for adults and children of all ages, and specialised assessment and treatment for all illnesses and injuries.

Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within Canberra Health Services. The activities required of roles at this level are predominately clinical in nature.

Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Desirable:

A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field.

A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.

Note:

There are several temporary positions available for a period of 12 months at either part-time or full-time hours with the possibility of extension and/or permanency. The full-time salary noted above will be pro-rata for part-time hours. Successful applicants will be required to work a full rotating roster including night duty.

Contact Officer: Jennifer Rochow (02) 5124 3753 jennifer.rochow@act.gov.au

Division of Surgery

Intensive Care Unit

Intensive Care Unit Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 24878)

Gazetted: 13 November 2020

Closing Date: 4 December 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 Intensive Care Unit is a 31-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma.

The unit participates in international multi-disciplinary and multi-centre research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research.

The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000.

Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

Eligibility/Other Requirements:

Mandatory:

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

Minimum of 12 months ICU nursing in a recognised ICU department

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 12 months with possibility of extension and/or permanency. This position is required to work a rotating roster of morning, evening, and night shifts.

Contact Officer: Amanda McCarthy (02) 5124 2756 amanda.mccarthy@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

CIT Industry Engagement and Strategic Relations

CIT Industry Engagement and Strategic Relations Management

Senior Project Manager, CIT Digitalisation

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 12165)

Gazetted: 17 November 2020

Closing Date: 1 December 2020

Details: Are you a customer focused leader who can grow and strengthen connections, explore the system at different scales and understand the context within? Have you worked in project environments of complexity and

uncertainty and empowered others to overcome challenges and see the opportunities to ensure the best outcome for your customers?

As the Digitalisation Senior Project Manager, you will report directly to the Executive Director of Industry Engagement and Strategic Relations and work closely with CIT ICT management team, CIT Executive team, Industry Engagement and Strategic Relations leadership team and CIT staff more broadly. You will lead the Digitalisation Project, implementing a Project Management approach to the administration, financial management and delivery of the Digitalisation Project, including reporting against the overarching project plan.

You will also initiate and foster strategic relationships, ensure the implementation of the Digitalisation Project progresses according to scope and schedule, create synergies to explore the possibilities, take opportunities to acquire knowledge and ensure visibility through regular reporting and communication.

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

Note: This is a temporary position available from 19 December 2020 until 17 December 2021.

How to Apply: Interested applicants may provide a pitch of no more than two pages and a current curriculum vitae outlining relevant skills and experience against the criteria, and the contribution they believe they can make to CIT's objectives within the Strategic Compass.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Ryan (02) 6207 4955 Paul.Ryan@cit.edu.au

Technology and Design

Building, Engineering and Spatial Information

Teacher - Building and Construction Management

Teacher Level 1 \$76,460 - \$102,020, Canberra (PN: 51663)

Gazetted: 17 November 2020

Closing Date: 15 December 2020

Details: Expressions of Interest are invited for a Teacher level 1 position in CIT Building and construction Management.

The position will provide teaching and learning in either/and or Certificate IV and Diploma of Building and Construction Management qualifications. A knowledge of the construction industry is highly desirable.

Eligibility/Other requirements:

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

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

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

Current Certificate IV in Building and Construction, and/or current Certificate Diploma of Building and Construction

Note: This is a temporary position available from the 01 February 2021 until the 04 December 2021. This position is part-time at (12) hours per week and the full-time salary noted above will be pro-rata

How to Apply: Interested applicants should provide a submission of no more than two pages, together with a current curriculum vitae, outlining relevant skills, experience and ability to work in a dynamic and constantly evolving environment, and the contribution they believe they can make to CIT's strategic objectives during this period. The relevant skills and details of the role can be found in the attached Position Description.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Anthony Cowlshaw (02) 6205 9840 Anthony.Cowlshaw@cit.edu.au

Executive Director, Corporate Services

Executive Level 2.2 \$286,648 - \$298,006 depending on current superannuation arrangements, Canberra (PN: E1028)

Gazetted: 18 November 2020

Closing Date: 25 November 2020

Details: Expressions of interest (EOI) are sought for the position of Executive Director, Corporate Services to commence as soon as possible until 26 February 2021, with the possibility of extension.

CIT is seeking an experienced and motivated executive to play a pivotal and significant leadership role as CIT adopts an organisation-wide shift in new thinking and practices to meet the training needs of the new world of work. CIT is a trusted, iconic feature of Canberra's vocational education and training landscape, offering a unique value proposition benefiting the ACT region and the nation as a whole.

As part of the senior executive team, the Executive Director, Corporate Services will lead the Corporate Services division and engage across the Institute to manage strategic planning, corporate governance, finance and business systems and processes and human resources.

You should have a strong focus on results and be experienced in maintaining effective working relationships with stakeholders.

For further information please see the Executive Capabilities attached.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. This is a temporary vacancy to commence as soon as possible until 26 February 2021, with the possibility of extension, up to nine months.

Remuneration: The position attracts a remuneration package ranging from \$286,648 - \$298,006 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$227,160.

How to Apply: Please submit a short expression of interest of no more than two pages outlining what you could contribute to this important role, details of two referees and a current curriculum vitae via email to

leanne.cover@cit.edu.au by COB 25 November 2020.

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

Policy and Cabinet

Policy Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 44575, several)

Gazetted: 18 November 2020

Closing Date: 2 December 2020

Details: Chief Minister, Treasury and Economic Development Directorate's Policy and Cabinet Division is seeking motivated policy officers to fill multiple positions across the Division. The Division provides advice and direction across the ACT Public Service on complex policy matters, including regulation and productivity, housing, planning and environment, wellbeing, education and commonwealth-state relations, community support and safety, social policy and social inclusion.

As policy officer the successful applicant will, under limited direction:

provide high-quality policy advice and analysis

prepare and coordinate briefings and correspondence on Cabinet, Assembly and ministerial business

contribute to developing legislation on a range of reform initiatives (in consultation with the Parliamentary Counsel's Office)

support the team to deliver multiple, time-critical competing priorities

undertake other duties as required.

In their application, candidates should demonstrate their:

High standard of written and oral communication skills.

Research and analysis skills.

Ability to cultivate productive working relationships to achieve individual, team and/or organisational objectives.

Ability to develop and apply work knowledge, legislation, policy, procedures and guidelines to achieve organisational outcomes.

Ability to contribute to improved ways of working and engage with or create 'new thinking' at work.

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: A merit pool 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 must submit the following: A pitch no longer than 1000 words 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 details of work history (roles, timing, responsibilities and achievements), qualifications and two referees including their contact details.

Applications should be submitted via the Apply Now button below

Contact Officer: Tina Connor (02) 6205 9312 tina.connor@act.gov.au

Commercial Services and Infrastructure Group

ACT Property Group

Customer and Tenancy Management

Director, Customer Relationship Management

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 15032)

Gazetted: 12 November 2020

Closing Date: 26 November 2020

Details: Are you an experienced leader of teams committed to delivering high levels of customer service? This job could be the job for you!

ACT Property Group is a customer driven organisation. We provide accommodation, property maintenance and property upgrade services to ACT Government, community and commercial customers. This position and team is vital to ensuring that we understand and deliver our services to meet or exceed customer expectations where possible. The team provides the first point of contact for customers acting as the tenancy manager and coordinating and liaising with other areas in ACT Property Group and Government. The group also provide day to day management of buildings under management or lease, liaison with building owners and advice on service improvements.

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

This position will be part of the team implementing the new arrangements and ensuring improved delivery of services to customers and 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:

Hold or have the capacity to obtain White Card and Asbestos Awareness.

Current driver's licence (car)

Qualification/s in property management, commercial leasing, commercial real estate, management and/or project management are highly desirable.

Membership or the ability to obtain membership with relevant professional organisation(s) is desirable.

Note: This is a temporary position available for up to 13 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Please submit the following:

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

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

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

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

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

3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brianna Crowe (02) 6205 2368 Brianna.Crowe@act.gov.au

Commercial Services and Infrastructure Group

ACT Property Group

Finance and Systems

Finance Assistant

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 26135)

Gazetted: 12 November 2020

Closing Date: 26 November 2020

Details: Are you an experienced finance assistant? Do you like the challenge of working in a fast paced environment? Are you keen to assist operational staff with information about financial and system processes? This position could be for you! This role is responsible for ensuring finance transactions are appropriately actioned through Accounts Payable and Accounts Receivable activities and systems. This role is responsible for completing financial transaction activities to a high standard and level of accuracy. The role also provides information and advice to ACTPG staff on financial and system processes.

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: Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

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

Please submit the following:

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

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

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

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

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

3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leanne Feltham (02) 6205 7347 Leanne.Feltham@act.gov.au

Shared Services ICT

Customer Engagement Services

CIT ICT

Senior Applications Administrator

Senior Information Technology Officer Grade C \$108,926 - \$117,249, Canberra (PN: 05456)

Gazetted: 13 November 2020

Closing Date: 8 December 2020

Details: The Shared Services ICT - Canberra Institute of Technology (CIT) ICT team administer the business systems servicing the administrative and operational needs of the CIT. In this role, you will provide second-level and third-level support for the institute's Student Management System - Banner.

You will maintain the configuration, customisation, and occasionally develop enhancements for this application, as well as respond to technical incidents as they arise.

You will work collaboratively with the CIT Banner Support team to deliver exemplary customer service.

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: You should be highly experienced with contemporary web development languages, Java/Java Enterprise, JavaScript, Oracle Reports, Spring Framework, PL/SQL and Linux-based server hosting environments. Experience in Groovy, Grails, Apache Tomcat and the Banner suite of applications is highly desirable.

You should also be proficient in software configuration management using version control tools such as Git or Microsoft Team Foundation Server.

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

How to Apply: Interested eligible candidates should review the attached Position Description and provide a curriculum vitae of no more than three pages, supported by a two page written application or "pitch" to support their application. This should contain evidence of their suitability for the role by including examples that clearly demonstrate relevant skills, knowledge and behavioural capabilities as required.

Applications should be submitted via the Apply Now button below

Contact Officer: Baldev Mandhan (02) 6207 5167 Baldev.Mandhan@act.gov.au

Access Canberra

Trading and Regulatory Strategy

Infringement Office

Assistant Manager

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 13861)

Gazetted: 16 November 2020

Closing Date: 30 November 2020

Details: Would you like to make a difference in the community and contribute to the safer roads for Canberrans? Sick of doing the same thing day in day out, do you like dotting your I's and crossing your T's, do you read the fine print and understand it? Is it your life's dream to work in an environment where no two days are the same and where your knowledge of legislation can finally be put to good use? If this sounds like you, then the Access Canberra Infringement Team is where you need to be.

As a part of the management team, you will be working on a range of infringement related matters, with a focus on supporting successful court outcomes, including the compilation of evidentiary documents, liaising with the Director of Public Prosecutions and representing the authority in court as required. You'll also be assisting your team members with advice regarding infringement matters and assisting clients with more complex enquiries. You'll also be asked to write responses to ministerial enquiries, assist with work allocation and be responsible for the ongoing training and development of your team members.

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. Current and former ADF members are encouraged to apply.

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

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the statements below, contact details of at least two referees and current Curriculum Vitae. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification.

Detail your greatest achievements in the last five years and how they relate to this position and its duties.

Demonstrated ability, ingenuity, experience and qualifications making you the best person for this role.

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: Cassandra Keppell (02) 6205 9876 Cassandra.Keppell@act.gov.au

Office of the Chief Digital Officer

Senior Executive Assistant

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 41626)

Gazetted: 16 November 2020

Closing Date: 30 November 2020

Details: The Office of the Chief Digital Officer (OCDO) is committed to using digital transformation to make a positive difference to the way government delivers services to the community. The Office is comprised of three branches: Office of the Chief Digital Officer (CDO); ACT Data Analytics Centre; and the ACT Digital Program.

We are looking for a senior, experienced Executive Assistant/Officer, someone who can offer much more than daily diary management. The primary focus of this role is to provide high-quality support to the CDO, ensuring they are always prepared, no matter what the day may bring. In addition to this, the role also provides support to the Executive Management Team.

This is an exciting opportunity to work in a high-profile area delivering initiatives that will have whole of government lasting impact. The successful applicant will possess very strong organisational skills with the ability to anticipate and plan ahead. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. Additionally, the position liaises across the ACT Government and with various key stakeholders at local and national levels, to respond quickly to business needs and meet tight timeframes.

The successful candidate will have proven and extensive experience in delivering high-quality and customer-focussed support to senior executives, thrive in managing changing circumstances, be comfortable with multiple priorities and demands and have the energy to operate in a fast-paced environment.

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

Note: This is a temporary position available for an immediate start until the end of August 2021, with the possibility of extension up to 12 months. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working. Please discuss any concerns around these arrangements with the contact officer. In early 2021 we will be moving to an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bettina Konti (02) 6207 2242 Bettina.Konti@act.gov.au

Commercial Services and Infrastructure

Property and Venues

Venues Canberra

Venues Canberra Operations Assistant

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: C09787, several)

Gazetted: 13 November 2020

Closing Date: 8 December 2020

Details: Venues Canberra is responsible for the hosting of events at the Territory's major venues including Exhibition Park in Canberra, GIO Stadium and Manuka Oval and requires casual staff to provide administrative and operational support. Working closely with the various venue managers and their operational teams, the successful applicants will assist in preparing for events and functions, coordinate with contractors and arrange for equipment and undertake a number of tasks including the writing of event briefs and operational plans. As such, experience assisting delivery of events and/or functions in a medium or large venue is preferable along with excellent communication and interpersonal skills. An understanding of risk management and workplace health and safety systems is also important.

Eligibility/requirements:

Driver's licence is essential.

First Aid certification or the ability to obtain first aid certification.

Ability to obtain white card, forklift, asbestos awareness and working at heights certification.

The ability to perform regular after hours, public holidays and weekend work in support of booked events.

Ability to perform manual handling tasks.

Relevant tertiary qualification (or working towards relevant qualifications) in event management and/or project management would be an advantage.

Previous experience with facility management or project management.

Forklift operator licence, white card, asbestos awareness and working at heights certification.

Notes: There are several casual positions available until 01 December 2021. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to apply: Please provide a curriculum vitae and a two page response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jared Rando (02) 6256 6709 Jared.Rando@act.gov.au

Commercial Services and Infrastructure

Property and Venues

Venues Canberra

Executive Administration Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 42205)

Gazetted: 18 November 2020

Closing Date: 11 December 2020

Details: Venues Canberra is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium, and Manuka Oval; and the management and operation of these venues.

We are seeking an experienced Executive Administration Officer to provide support to the Executive Branch Manager, the Senior Management Team and Venues Canberra as a whole.

The preferred candidate will have a desire to learn fast, experience in providing support to senior executives and management teams, and a demonstrated capacity in liaising and working professionally with a diverse range of internal and external stakeholders. The successful applicant will be required to have great attention to detail with the ability to adapt to competing priorities and stay focused in a fast paced and high-pressure environment.

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

Eligibility/Other requirements: Relevant experience and/or qualifications in executive support/office management is highly desirable. A current C class drivers' licence.

How to apply: Interested applicants should submit a pitch demonstrating your suitability against the Selection Criteria for this role outlined in the Position Description. Please also provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Orr (02) 6256 6704 Melissa.Orr@act.gov.au

Workforce Capability and Governance

Public Sector Management Group

Professional Standards Unit

Assistant Director - Professional Standards Unit

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 31842, several)

Gazetted: 16 November 2020

Closing Date: 2 December 2020

Details: The Professional Standards Unit (PSU) is seeking suitably qualified and experienced investigators to join our team in the role of Senior Investigator/Assistant Director. The role of the PSU is to conduct misconduct investigations on behalf of all ACT Government Directorates, provide advice and assistance to managers, supervisors and employees relating to the investigation process, provide reports on investigation processes, gather systemic learnings from the outcome of investigations and provide support to the Public Sector Standards Commissioner (PSSC) as required.

The PSU works closely with Human Resource (HR) teams, managers and employees to identify and manage inappropriate behaviour in the workplace and resolve workplace issues in a timely manner. An Assistant Director has a reasonable level of autonomy and is responsible for planning and executing administrative investigations under the delegation of the PSSC and in accordance with relevant legislation and industrial instruments. You must possess excellent communication, analytical and investigatory skills.

You must have a thorough understanding of the Employment Framework and a commitment to the ACT Public Service Values, and workplace health and safety principles. 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 investigative qualifications such as a Certificate IV in Government Investigations are highly desirable.

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

How to Apply: Applications should include a written response to the Selection Criteria and a current curriculum vitae with the details of two referees (one must be a current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Boyle (02) 6205 3525 peter.boyle@act.gov.au

Access Canberra

Projects, Governance and Support

Policy and Coordination

Senior Director, Policy and Coordination

Senior Officer Grade A \$148,991, Canberra (PN: 10464)

Gazetted: 18 November 2020

Closing Date: 25 November 2020

Details: Are you an experienced leader with a strong track record of delivering high quality service, advice, and analysis? Are you skilled in problem solving and looking for opportunities to do things better? Access Canberra has a temporary vacancy for a Senior Director to join our team and hit the ground running. You will inspire and lead our Gambling and Harm Prevention Team as well as our Government Business Coordination Team.

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

Notes: This is a temporary position available from 14 December 2020 until 30 June 2021 with possibility of extension.

Access Canberra operates under activity-based working (ABW) arrangements. Under ABW arrangements, officers do not have a designated workstation/desk.

Current and former ADF members are encouraged to apply.

How to apply: Please send a one-page pitch, addressing the attached Position Description and telling us why you are the best person for the role. Please also submit a current curriculum vitae and contact details for two referees

- one of these referees must be someone who has worked for you. Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Now button below

Contact Officer: Yu-Lan Chan (02) 6205 0319 Yu-Lan.Chan@act.gov.au

Shared Services ICT

Technology Services Branch

Networks, Communications Services and ICT Facilities

Assistant Director, Network Services

Senior Information Technology Officer Grade C \$108,926 - \$117,249, Canberra (PN: 18329)

Gazetted: 17 November 2020

Closing Date: 24 November 2020

Details: Networks, Communications Services and ICT Facilities (NCSF) are seeking a motivated and enthusiastic Technical Officer with experience in managing network infrastructure to provide leadership of a technical team in support and management of the ACT Government's network infrastructure. The role will primarily maintain the day to day operations of the ACT Government network infrastructure and strategically seek opportunities to improve the ICT capability.

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

How to apply: Suitability for this position will be assessed on your Skills, Knowledge and Behavioural Capabilities in relation to the Duties/Responsibilities listed in the Position Description. Please submit a personal pitch (of no more than two pages) in response to your suitability for this position, curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Duckworth (02) 6205 9510 alex.duckworth@act.gov.au

Corporate

People and Capability

Organisational Development

Human Resources Advisor

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 14517)

Gazetted: 12 November 2020

Closing Date: 19 November 2020

Details: The People and Capability Team are seeking a dynamic and organised Human Resource professional to play a key role in coordinating the Directorate's entry programs, Executive recruitment and assist with a wide range of organisational development activities. The successful applicant will be required to work collaboratively with staff at all levels, have a strong time and project management focus, exceptional communication and influencing skills. They will have responsibility for providing accurate advice on a full range of HR matters, implementing employment programs and the delivery of multiple key projects. The HR Advisor will work in a high performing, supportive team. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately until December 2021, with the possibility of extension. This position is currently required to work remotely and a gradual return to the workplace is anticipated at a later date, the successful candidate will be provided information on how to safely and effectively work remotely. The team will be transitioning to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a two page pitch addressing the Selection Criteria including examples of how you meet them. Applicants must also provide a curriculum vitae with the contact details of two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Leesha Pitt (02) 6205 0566 leesha.pitt@act.gov.au

Commercial Services and Infrastructure Group

ACT Property Group

Finance and Systems

Assistant Director, Financial Operations

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 39066)

Gazetted: 12 November 2020

Closing Date: 26 November 2020

Details: Do you have a passion for leading operational finance teams? Are you inspired by working in a busy team? Does nurturing team members to help them succeed give you a sense of achievement? This could be the job for you!

This position leads the operational finance team, ensuring that Accounts Payable and Accounts Receivable activities are managed well in ACT Property Group. The role also provides guidance and advice to other staff on financial transactions and processes, liaises with internal and external customers and fosters innovative work practices.

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

This position is part of the Finance and Systems' team, ensuring improved delivery of services to customers and stakeholders.

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:

A current driver's licence.

Relevant tertiary qualifications in accounting, finance or other relevant areas and/or relevant experience is desirable.

Experience in a senior finance manager role is essential.

Note: Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

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

Please submit the following:

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

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

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

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

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

3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margaret McKay (02) 6205 8695 margaret.mckay@act.gov.au

Commercial Services and Infrastructure

Shared Services Partnership Services Group

Commercial Services Record Services

Project Sentencing Team Leader

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48173)

Gazetted: 12 November 2020

Closing Date: 20 November 2020

Details: Do you enjoy a challenge that allows to utilise your leadership, investigation and problem-solving skills? Do you have a high attention to detail and high level of understanding of legislation and policy frameworks governing the management of ACT Government records and information?

Records services is currently looking for a highly motivated individual to lead a team to undertake pilot project to scope the benefit of inventorying and sentencing undocumented/legacy papers records. You will be required to collate and analyse data, reporting the findings through to senior management.

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 up until 26 February 2021 with the possibility of extension up to 12 months and/or permanency.

How to Apply: Applicants should submit their application in the form of a pitch writing against the technical and behavioural capabilities keeping to a limit of two pages. Please also attach a current curriculum vitae along with contact details of two referees. Any questions about the role or the vacancy should be directed to the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deanne Allum-Walsh (02) 6207 7075 deanne.allum-walsh@act.gov.au

Procurement ACT

Executive Assistant to the Executive Branch Managers, Procurement ACT

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

Gazetted: 12 November 2020

Closing Date: 26 November 2020

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

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

The primary responsibilities for this position are, under general direction, to:

Provide an effective, efficient, and highly professional level of administrative support to the Procurement ACT Executive Branch Managers including:

prioritising and monitoring tasks and work activities, including initiating/tracking actions.

tracking and managing incoming/outgoing documentation.

recognising issues and identifying solutions/advising others as appropriate.

telephone and diary management, arranging meetings, appointments and travel as required, including maintaining appropriate records of meetings.

appropriately identifying and managing sensitive, confidential material and in accordance with the *Territory Records Act 2002*.

developing and maintaining effective administrative systems/practices; and

Undertake coordination, liaison and advice on activities of Procurement ACT, including liaison with senior government officials, and internal and external stakeholders, and maintain effective working relationships across Directorate(s).

Monitor the workflow and provide quality control of content being provided to the Executive Branch Managers by ensuring all correspondence, briefs and other documents are correctly formatted, including relevant attachments, within established deadlines; and

Understand and work within the ACTPS Code of Conduct, workplace health and safety and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

The position reports to the Executive Branch Managers in Procurement ACT (initially the Executive Branch Manager, Goods and Services Procurement Branch) and does not involve direct supervision of staff. 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:

Desirable:

Qualifications in business administration, government practice and/or procurement. Knowledge of office practices and procedures, including knowledge of Microsoft Office packages.

A current driver's licence would be desirable.

This position does not require a pre-employment medical.

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

Further information on working at CMTEDD can be found at:

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

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

How to Apply: Applicants are requested to provide a copy of their curriculum vitae and responses to the Selection Criteria, no more than 300 words per criteria.

Applications should be submitted via the Apply Now button below.

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

Access Canberra

Fair Trading and Regulatory Strategy

Investigations

Senior Investigator

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 42695)

Gazetted: 18 November 2020

Closing Date: 25 November 2020

Details: We are seeking an enthusiastic and self-motivated Senior Investigator to assist our Investigations unit with pursuing vigorous and effective law enforcement to protect the interests and safety of consumers, and to support fair trading across the ACT. The Investigations unit adopts a strategic, risk-based, and proportionate approach to promote compliance with fair trading legislation. It works in close coordination with other areas within Access Canberra and across the ACT Government to achieve our common purpose of maintaining a safe and liveable city. 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:

Suitability for this position will be assessed across three key areas:

Skills- The skills you have to fulfil the duties/responsibilities of the role.

Knowledge- The knowledge you have which will enable you to perform the duties/responsibilities of the role to a high standard. Behaviour-How you will display the ACT Government Signature Values and Behaviours and the Access Canberra Culture described in the Division Overview.

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

How to apply: Please provide your curriculum vitae and a two-page pitch setting out:

your greatest achievements in the last five years and how they relate to this position and its duties, and why your ability, ingenuity, experience, and qualifications make you the best person for this role.

Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wendy Maree Harrison (02) 6205 0894 WendyMaree.Harrison@act.gov.au

Access Canberra

Licensing and Registration

Director

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 40418, several)

Gazetted: 17 November 2020

Closing Date: 1 December 2020

Details: At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering a great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to better deliver services. Access Canberra is unique to the ACT Government; we work across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives. We actively engage in a risk and harm approach to compliance across a broad range of industry sectors to build a strong economy, safe community and sustainable environment. Access Canberra is looking for talented people to lead three crucial areas: Compliance; COVID-19 Compliance; and Liquor and Gaming Licensing.

These teams provide crucial support services to the Canberra community and businesses. 2020 has been a year of challenges, and we are looking for people who can keep morale high, keep the momentum going and keep Canberrans' interests at heart in their everyday work. Your communication skills will serve you in good stead as you engage with your team, businesses, stakeholders and members of the community.

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: There are two permanent positions and one 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.

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

How to Apply: Please submit your curriculum vitae with the names of two referees and your two page pitch, outlining what you can bring to Access Canberra.

Applications should be submitted via the Apply Now button below.

Contact Officer: Giuseppe Mangeruca (02) 6207 0252 giuseppe.mangeruca@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

Housing ACT

Client Services

Team Leader

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 06920, several)

Gazetted: 16 November 2020

Closing Date: 30 November 2020

Details: The Tenant Experience Section of Housing ACT is seeking two highly motivated people for temporary Team Leader positions. The Team Leader role is responsible for providing leadership and developing and managing work performance within a Tenant Experience team. The occupants of these positions will be responsible for coordinating tenancy management and community development across the portfolio and establishing networks and community linkages to ensure quality of service and outcomes for clients.

These positions require high level organisational skills, well developed interpersonal and communication skills and the ability to effectively prioritise work and meet deadlines.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander

people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

- Current driver's licence.
- Experience in using a range of IT business and office applications.
- 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: There are two temporary position's available immediately with one available up until 31 March 2021 and the other up until 30 June 2021 with the possibility of extension and/or permanency.

How to Apply: Please submit your application addressing the Selection Criteria, no more than 350 words per criteria, the names of at least two referees and your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brooke Rigney (02) 6205 1912 brooke.rigney@act.gov.au

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

Office of Director-General

Organisational Governance

Directorate Liaison Officer

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 38436)

Gazetted: 16 November 2020

Closing Date: 23 November 2020

Details: The Directorate is looking for an experienced senior officer to undertake the role of Directorate Liaison Officer (DLO).

The position currently supports Ministers who have responsibilities for the following portfolios:

Early Childhood Development

Youth Affairs

Housing and Suburban Development

Women

Prevention of Domestic and Family Violence

Multicultural Affairs

Homelessness and Housing Services

The occupant of this position is required to facilitate and support direct communications and advice between the Directorate and the Ministers' Office.

The occupant is the first point of contact for Directorate staff with enquiries relating to ministerial correspondence or briefing requirements.

In the role, the occupant provides specialist assistance in matters relating to the Legislative Assembly, government business and constituent meetings and functions.

The occupant must be able to liaise with community members regarding their concerns and provide guidance on these matters to Directorate Executive and Ministerial staff.

The occupant will be required to demonstrate a high level of sensitivity, confidentiality and a flexible approach to tight deadlines.

Notes: This is a temporary position available immediately for a period of 12 months with the possibility extension. Please also include a current curriculum vitae and contact details of at least two current referees. Selection may be based on application and referee reports only.

How to Apply: Interested candidates should submit an Expression of Interest (EOI) as a two page statement that demonstrates relevant skills and experience against the Selection Criteria.

Applications should be submitted via the Apply Now button below

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

Housing ACT

Client Services

Tenant Experience

Intensive Support Housing Practitioner

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 37484, several)

Gazetted: 13 November 2020

Closing Date: 27 November 2020

Details: The Tenant Experience Section of Housing ACT is seeking enthusiastic and highly motivated people for the role of Intensive Support Housing Practitioners. These positions are responsible for managing a portfolio of public housing tenancies and for providing advice, support and specialist information to assist clients to maintain their tenancy.

The successful applicants must have the ability to provide case management services and intensive tenancy management skills to manage a wide range of concurrent complexities for clients.

These positions require well developed interpersonal, communication (oral and written), leadership, negotiation and representation skills and the ability to prepare complex reports and correspondence.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Essential:

Current driver's licence.

Experience in using a range of IT business and office applications.

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

Desirable:

Qualifications in Social Housing and Homelessness or relevant studies are desirable.

Note: These are temporary positions available immediately until February 2021 with the possibility of extension and/or permanency.

How to Apply: Please submit your application addressing the Selection Criteria, no more than 350 words per criteria, the names of at least two referees and your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steve Ujdur (02) 6207 2560 Steve.Ujdur@act.gov.au

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

Housing ACT

Client Services

Tenant Experience

Assistant Director

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 04349, several)

Gazetted: 13 November 2020

Closing Date: 27 November 2020

Details: Housing ACT is seeking two temporary Assistant Directors to join our Tenant Experience team. These positions are responsible for providing leadership and direction to staff, clients and stakeholders on a diverse and often complex range of issues related to providing support to public housing tenants.

The duties of the positions include managing the day to day operations of a busy operational area, preparing reports and statistical analysis, responding to ministerial correspondence and developing and maintaining networks and collaborative working relationships with community service organisations.

The successful applicants will need to demonstrate that they have strong management and leadership skills, the ability to think strategically in a busy operational environment and possess excellent interpersonal and communication skills.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Essential:

A Current Drivers Licence.

Experience in using a range of IT business and office applications.

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

Desirable:

Relevant tertiary qualifications in Social Work, Community Development or a related field are desirable but not essential.

Note: These are temporary positions available immediately until 31 January 2021 with the possibility of extension and/or permanency.

How to Apply: Please submit your application addressing the Selection Criteria, no more than 350 words per criteria, the names of at least two referees and your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Louise Griffiths (02) 6207 0900 Louise.Griffiths@act.gov.au

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

Housing ACT

Client Services

Tenant Experience

Specialist Housing Practitioner

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 49549, several)

Gazetted: 13 November 2020

Closing Date: 27 November 2020

Details: The Specialist Housing Practitioner is attached to the Tenant Experience section of Housing ACT and is responsible for managing a portfolio of public housing tenancies, including supporting clients with the Assessment and Eligibility criteria for those seeking Public Housing Assistance. There are two positions available in this specialist temporary pilot program, which will be in place for two years only. The role works with incarcerated tenants to create tenancy pathways and then tenancy sustainability with a goal to reduce recidivism.

The position requires strong liaison and collaboration with key stakeholders, including the Justice and Corrective Services Department and the law courts of the ACT. The position holders will provide advice, support and specialist information to assist clients enter into Public Housing and then offer support with maintaining their tenancy in line with the *Residential Tenancy Act 1997*.

The successful applicants must have the ability to provide case management services and intensive tenancy management skills to manage a wide range of concurrent complexities for clients. These positions require well developed interpersonal, communication (oral and written), leadership, negotiation and representation skills and the ability to prepare complex reports and correspondence.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Current driver's licence.

Experience in using a range of IT business and office applications.

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

Desirable:

Qualifications in Social Housing and Homelessness or relevant studies is desirable.

Note: This is a temporary position available immediately for up to two years.

How to Apply: Please submit your application addressing the Selection Criteria, no more than 350 words per criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Ceraolo (02) 6207 3467 James.Ceraolo@act.gov.au

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

Director of Public Prosecutions

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

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

Legal

Prosecutor Grade 3

Prosecutor Grade 3 \$128,034 - \$141,579, Canberra (PN: 45405, several)

Gazetted: 17 November 2020

Closing Date: 11 December 2020

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director.

The duties of the position include to prosecute more complex summary hearings and committals; appear in mention lists in the Magistrate's Court and Supreme Court; act as instructing solicitor in complex trials in Supreme Court; prosecute simpler trials, sentencing proceedings and appeals in the Supreme Court; appear in more complex coronial inquests; and mentor junior prosecutors.

The ACT DPP 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: Applicants will either be admitted or eligible to practice as a Barrister and/or Solicitor in the ACT. The successful applicant will be required to undergo a National Police check.

Note: Interviews for successful applicants will occur in late January 2021.

How to Apply: Please provide your curriculum vitae and your Statements addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joel Hiscox (02) 6207 5399 Joel.Hiscox@act.gov.au

Legal

Prosecutor Grade 4 Supervising Lawyer

Prosecutor Grade 4 \$147,387 - \$158,014, Canberra (PN: 42485, several)

Gazetted: 17 November 2020

Closing Date: 11 December 2020

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director.

The duties of the position include to appear in more complex matters in the Magistrates, Children's and Coroners Courts and conduct trials, sentences and appeals in the Supreme Court; lead and manage a team responsible for the conduct of prosecutions, inquests and other related matters; and act as supervisor and mentor to prosecution staff and give guidance on difficult questions of criminal law and practice.

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

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and/or Solicitor in the ACT. The successful applicant will be required to undergo a National Police check.

Note: This position is part-time at 12 hours per week and the full-time salary noted above will be pro-rata.

Interviews for successful applicants are likely to be conducted, mid to late January 2021.

How to Apply: Please provide your curriculum vitae and your statements addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joel Hiscox (02) 6207 5399 Joel.Hiscox@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

North/Gunghalin Network

Campbell High School

Business Manager

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 30961)

Gazetted: 13 November 2020

Closing Date: 20 November 2020

Details: Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the school community through business leadership and engagement.

This role is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. Responsibilities include finance and the management of budgets; coordination of Government business requests, management and monitoring of contracts and leases, managing relationships with partners and vendors, identify opportunities and develop plans for business development which includes assisting the school in delivering on its strategic vision and business plan. An ability to think critically will be vital in providing informed advice to the Principal to minimise risks, ensure compliance, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and following established protocols. Excellent communication and customer service skills will be essential. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They provide valuable, enabling support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the non-teaching support staff of the school also falls within the expectations of this role. Campbell High School is located in Canberra's Inner North, with approximately 700 students enrolled across year 7-10, approximately 65 teaching staff and 20 support staff.

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.

A First Aid Certificate or a willingness to undertake appropriate training. Experience in a business-related role and financial qualifications and/or relevant experience are highly desirable.

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

How to Apply: Please provide a pitch of no more than two pages outlining how your experience and abilities satisfy the Selection Criteria, with examples that demonstrate your suitability for the role. Please also provide your curriculum vitae and the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steve Collins (02) 6142 3166 steve.collins@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Kingsford Smith School

Coaching and Engagement Officer

School Leader C \$126,542, Canberra (PN: 17987)

Gazetted: 13 November 2020

Closing Date: 27 November 2020

Details: Kingsford Smith School is a P-10 school committed to supporting student learning outcomes by improving the capacity of all of its staff through the use of Professional Learning Communities. Our secondary school has a broad range of students in years 6-10 who require a diverse range of supports, and we are seeking a flexible and innovative school leader to join our multi-disciplinary Student Wellbeing team as a Coaching and Engagement Officer (CEO). The successful applicant will be able to effectively build the capacity of staff and support the overall wellbeing of students by collaboratively problem solving students' learning and wellbeing needs and facilitating the coaching and engagement of staff with a student centred approach.

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

Note: This is a temporary position available from 26 January 2021 until 28 January 2022 with the possibility of permanency.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the Leadership Capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Kate Greeney (02) 6142 3402 kate.greeney@ed.act.edu.au

Service Design and Delivery

Student Engagement

Clinical Practice

School Psychologist

School Psychologist \$83,646 - \$120,042, Canberra (PN: 10852, several)

Gazetted: 18 November 2020

Closing Date: 4 December 2020

Details: Are you a psychologist who is passionate about seeing children and young people thrive? ACT Education is seeking applicants for several permanent School Psychologist positions commencing on 27 January 2021.

Our School Psychologists work with students, their families, and teachers to identify and address barriers to learning and mental wellbeing. In this role you will:

Conduct assessments in learning, social, emotional, and behavioural domains and communicate assessment results and recommendations to parents or carers, teachers and relevant professionals.

Consult with parents or carers, teachers, school executive, external agencies, and other members of the school community about interventions, services, and support for students.

Identify and assess mental health issues and provide follow up support or refer to other mental health services.

Provide psychological intervention for a range of issues affecting children and young people and where appropriate their parents or carers.

Assist in the design and evaluation of effective prevention, early intervention and support programs for individuals, groups, and school populations.

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 in this role applicants require:

Current full general registration as a psychologist with the Psychology Board of Australia.

A current registration issued under the Working with Vulnerable People (Background Checking) Act 2011. For further information refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

It is highly desirable applicants hold a current Australian drivers' licence.

Provisionally Registered Psychologists who anticipate obtaining General Registration by January 2021 are encouraged to speak with the contact officer about employment opportunities.

Note: Both part-time and full-time hours will be considered. A merit list/pool will be established from this selection process and may be used to fill identical vacancies on a permanent or temporary basis over the next 12 months.

These positions are under the ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement

2018-2022 and as such, a 12-month probation period will apply to applicants who are not existing ACTPS permanent employees. For interstate applicants, who are offered a permanent position, support towards relocation costs will be considered in accordance with the ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022.

How to Apply: In your application, please provide statements addressing the Selection Criteria (listed in the Position Description) in no more than five pages. Also include a current curriculum vitae and copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People Check.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Joan Webb (02) 6207 6986 joan.webb@act.gov.au

School Operations

Network - South Weston

SLC HaSS and Human Relations

School Leader C \$126,542, Canberra (PN: 12003)

Gazetted: 16 November 2020

Closing Date: 30 November 2020

Details: Melrose High School is seeking to fill the role of the SLC HaSS and Human Relations. The position will:

Lead the Melrose High HaSS Team to support staff with the ongoing implementation of future focused pedagogy and assessment and diversified learning pathways.

Provide positive leadership and HR support to the SLB for the whole school strategic HR, as well as; day to day staffing, new staff induction, mentoring and coaching for New Educators, panels (HDA, rating, transfer/open and TQI accreditation – provisional and H/ALT), teacher allocation for grid/timetable, playground duty roster, Affiliated Schools liaison and pre-service teachers, HR budgeting, etc.

Support the HR Team and act as a conduit between HR Team and the Executive Team

Provide positive leadership and coaching for staff in teaching, learning and social and emotional wellbeing for students.

As a member of the executive team, provide leadership of the school and system strategic priorities including the effective facilitation of the GROWTH Coaching and Mentoring Professional Learning Community (PLC).

A teaching load commensurate with skills and abilities

Perform other cross-school roles as directed by the Principal.

Eligibility/Other requirements:

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

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

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

Notes: The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

How to Apply: Please submit your curriculum vitae and statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages).

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Your curriculum vitae should be up to date and provide relevant information about your education, employment history, experience and workplace achievements. It should be formatted to make it easy to read.

In choosing referees, consider how well they know your work and can speak about your capabilities.

Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

Applications should be submitted via the apply now button below

Contact Officer: Shannon Carnovale (02)61420700 Shannon.Carnovale@ed.act.edu.au

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

School Performance and Improvement

North Canberra and Gungahlin

Deputy Principal - Secondary

School Leader B \$147,337, Canberra (PN: 04037)

Gazetted: 16 November 2020

Closing Date: 30 November 2020

Details: Gold Creek School is seeking a School Leader B to join our P-10 school in the Gungahlin area. Our school supports individualised learning through the implementation of International Baccalaureate programmes, as a framework for teaching the Australian Curriculum.

We are committed to developing student agency, differentiation, collaborative learning, and ongoing assessment practices. The successful applicant will have the skills in leading teaching and learning to meet the individual needs of students and developing a culture of collaboration and trust within the Organisation.

Considerable investment is afforded to our staff to support professional development opportunities. This fosters our focus on staff wellbeing as a priority at Gold Creek School and promotes our inclusive community ethos.

The Associate Principal will support the Principal in achieving the strategic priorities and key improvements strategies as identified in the schools Strategic and Annual Action plans. They will be a member of the senior leadership team and will have overarching responsibility for achieving key educational outcomes in teaching and learning and well-being. The Associate Principal will work closely with the senior leadership team to manage the day to day running of the school in line with both the School, Directorate and IB policies and procedures. The Associate Principal will have a minimal teaching load, as directed by the Principal.

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

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

How to Apply: Interested applicants should provide a curriculum vitae, statement of claims based on the capabilities outlined in the application package and contact information of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrienne Tranter (02) 6142 1308 Adrienne.Tranter@ed.act.edu.au

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

Service Design and Delivery

Student Engagement

Network Student Engagement Team

Assistant Director - Hearing and Vision

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 49616)

Gazetted: 13 November 2020

Closing Date: 27 November 2020

Details: The Assistant Director, Hearing and Vision position, under limited direction, is responsible for leading the Network Student Engagement Team (NSET) Hearing and Vision professional team to develop their professional skills and knowledge to support students and schools. They will be responsible for the day to day management of policies and projects and the provision of advice to senior executive. The successful applicant will also liaise with parents and broader school communities in relation to Hearing and Vision Support in ACT Government schools.

Eligibility/Other Requirements:

Relevant qualifications in education or relevant allied health professions is highly desirable.

Previous experience working in ACT Government.

Access to own motor vehicle.

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

Note: This is a temporary position available from 27 January 2021 for a period of 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan (02) 6205 1310 SDDRecruitment@act.gov.au

School Performance and Improvement

Belconnen Network

Mount Rogers Primary School

Executive Teacher

School Leader C \$126,542, Canberra (PN: 33686)

Gazetted: 12 November 2020

Closing Date: 26 November 2020

Details: Mount Rogers Primary School is a Preschool to Year 6 School situated in the Belconnen region of Canberra with an enrolment of 598. As a Professional Learning Community, the school is committed to the academic and wellbeing growth of all students and works to ensure the delivery of high-quality literacy, numeracy, and inquiry practices. Mount Rogers Primary School is seeking a dynamic School Leader C (SLC) to support the Principal to develop and achieve school strategic priorities and goals. This position requires an innovative educator with demonstrated experience in leading and building collaborative, solutions focussed teams with a deep understanding of the Australian Curriculum.

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

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Felicity Levett (02) 6142 2750 felicity.levett@ed.act.edu.au

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

School Performance and Improvement

Belconnen Network

Mount Rogers Primary School

Executive Teacher

School Leader C \$126,542, Canberra (PN: 45469)

Gazetted: 12 November 2020

Closing Date: 26 November 2020

Details: Mount Rogers Primary School is a Preschool to Year 6 School situated in the Belconnen region of Canberra with an enrolment of 598. As a Professional Learning Community, the school is committed to the academic and wellbeing growth of all students and works to ensure the delivery of high-quality literacy, numeracy, and inquiry practices. Mount Rogers Primary School is seeking a dynamic School Leader C (SLC) to support the Principal to develop and achieve school strategic priorities and goals. This position requires an innovative educator with demonstrated experience in leading and building collaborative, solutions focussed teams with a deep understanding of the Australian Curriculum.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching

registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Felicity Levett (02) 6142 2750 felicity.levett@ed.act.edu.au

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

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

Office of the Deputy Director-General

Executive Assistant

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

Gazetted: 17 November 2020

Closing Date: 24 November 2020

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

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

The successful applicant will also need to work within a small team of high performing support officers and be flexible in providing support to other members of the Executive Team as required. Please refer to the Position description for a full list of responsibilities for this position to be addressed through your application.

Note: This is a temporary position available immediately up until 31 May 2021. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria and a current curriculum vitae. If you require additional information about this role, please contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

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

Sustainability and the Built Environment

Urban Renewal

Finance Manager

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 34864)

Gazetted: 17 November 2020

Closing Date: 24 November 2020

Details: The Urban Renewal Division within the Environment, Planning and Sustainable Development Directorate (EPSDD) is looking for a Finance Manager. The successful applicant will develop economic and financial models to assess financial feasibility and provide strategic financial advice for developing budget bids, business cases, Cabinet submissions, etc. This role provides finance assurance services for the Asbestos Response Taskforce and the Urban Renewal division while monitoring and providing advice to Senior Executives on Urban Renewal's financial

position, undertaking ongoing reconciliation, investigation and detailed analysis of Oracle financial management reports, taxation treatment and overseeing financial processing. 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: A tertiary qualification in Finance, Accounting or a related field is highly desirable.

Note: This is a temporary position available from 8 December 2020 until 30 June 2022. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only. For further information about EPSDD, its roles and functions, employment conditions, office locations and other related resources, please visit <http://www.environment.act.gov.au/>

How to Apply: Please submit a response to the Selection Criteria addressing your suitability for the role from the attached Position Description and a current curriculum vita including the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lea Durie (02) 6205 0477 lea.durie@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

Custodial Operations

Canine Unit Supervisor

Correctional Officer Class 2 \$82,280 - \$88,139, Canberra (PN: 17617)

Gazetted: 17 November 2020

Closing Date: 25 November 2020

Details: ACT Corrective Services (ACTCS) is looking for a suitably qualified person with demonstrated life experience, personal integrity, self-confidence and exceptional communication skills to become a Canine Unit Supervisor (Correctional Officer Class 2), at the Alexander Maconochie Centre (AMC).

The ACTCS Canine Unit is a small unit based at the AMC deploying Passive Alert Detection dogs as part of the strategic response to contraband reduction. The ACTCS Canine Unit requires a dynamic, proactive and experienced dog handler to develop and drive their capability and meet the needs of the AMC. The successful applicant will be responsible for the deployment of detector dogs, undertaking canine search operations and maintaining and monitoring the welfare of the detection dogs, ensuring all legislative requirements around the care of working dogs, is adhered to. In addition, you will monitor the performance and conduct regular training and assessment of Dog Handler teams to ensure Dog Handler instructor qualifications are maintained, source, assess and coordinate the procurement of detection dogs and manage the safe storage of training drugs, including the renewal of training drugs with Australian Federal Police.

Further, you will contribute to workforce planning to ensure the effective deployment of detection dogs in the corrections environment, supporting custodial staff and work collaboratively with the Operations Group and Intelligence Unit to develop strategies for the reduction of drug/contraband introduction to the prison.

To be successful, you will demonstrate exceptional communication and interpersonal skills in addition to leadership and management skills. You will also demonstrate a passion for people and a commitment to the promotion of a positive and rehabilitative culture and environment.

Eligibility/Other Requirements:

Nationally recognized Certificate IV in Training and Assessment is highly desirable.

Training in Detection Dog handling by a recognised authority is highly desirable.

Relevant custodial experience or Certificate III in Correctional Practice is essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of date of entry to the service.

Current Correctional Officers and Dog Handlers from other agencies, are encouraged to apply.

Background / Security clearance checks will be conducted.

Must be an Australian Citizen or hold the right to work in Australia.

Driver's license is essential.

This position does require a pre-employment medical.

This position requires a Working with Vulnerable People Check.

This position requires a reasonable level of fitness.

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 and behavioural capabilities, having regard for the job requirements; (2) a current resume with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Contact Officer: Tim Rust (02) 6205 3932 Tim.Rust@act.gov.au

Public Trustee and Guardian

Financial Management Services Unit

Assistant Director, Principal Financial Manager

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 38282)

Gazetted: 17 November 2020

Closing Date: 24 November 2020

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

We have a temporary vacancy for a motivated and well organised professional who is skilled in financial administration to undertake the role of Assistant Director, Principal Financial Manager in our Financial Management Services Unit. The position will provide guidance and leadership to a close-knit and supportive team in a busy work unit, whose job is to undertake the administration of financial matters for adults who have impaired decision-making ability and under Enduring Power of Attorney.

The responsibilities of the position include management of complex financial client matters, leadership, development and supervision of staff, quality assurance and audit responsibilities.

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.

Notes: This is a temporary position available from the 04 January 2021 for a period of six months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. For any questions regarding the position, please contact the Contact Officer.

Selection may be based on application and referee reports only.

How to Apply: If you are looking for a dynamic role working in a unique environment, please submit an application no longer than two pages outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge Components outlined in the Position Description. Please also consider the position described in your response.

You should also provide a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Jodie Petersen (02) 6207 9800 Jodie.Petersen@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Graduate Paramedic Intern

Graduate Paramedic Intern \$73,409 plus penalties, Canberra (PN: 09274, several)

Gazetted: 17 November 2020

Closing Date: 10 December 2020

Details: ACT Ambulance Service (ACTAS) is seeking applications from recently graduated (or soon to graduate) paramedics to join the service in the position of Graduate Paramedic Intern. To be successful in your application you will:

Be a registered paramedic with AHPRA (or eligible to obtain registration),

Have successfully completed (or due to complete) a bachelor's degree in Paramedical Science (or equivalent) that will enable registration as a paramedic in Australia,

Be a team player capable of embracing the ACTAS leadership framework, and

Meet all criteria stated in the Position Description.

The location:

Well serviced by major shopping precincts, universities, sporting centres and an international airport, the Canberra region has everything that you need for you and your family to make yourselves at home. More than half of the ACT is protected as a nature reserve meaning that bushwalks, mountain bike trails, waterfalls, rivers and spectacular lookouts are all within easy reach of the CBD. Want to venture further afield? The hustle and bustle of Sydney, the tranquillity of the NSW south coast or the excitement of the snow country are all within easy driving distance. More information on the region can be found at <https://visitcanberra.com.au/>.

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:

Proof of holding a Class C (or equivalent) driver's licence and a demerits transcript (not older than one month old at the time of submission),

Academic transcript from a relevant qualification that will allow registration as a paramedic with AHPRA (once qualified), and

Completed Statutory Declaration and Medical Consent forms.

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. Current and former ADF members are encouraged to apply.

How to Apply: In order to apply you will need the following documents:

A current curriculum vitae (not more than two pages),

Your response to the Professional and Behavioural Capabilities within the Position Description (maximum two pages, minimum size 11 font, normal margins),

Evidence of vaccinations,

Proof of holding a Class C (or equivalent) driver's licence and a demerits transcript (not older than one month old at the time of submission),

Academic transcript from a relevant qualification that will allow registration as a paramedic with AHPRA (once qualified), and

Completed Statutory Declaration and Medical Consent forms. If you can see yourself working with ACTAS then please follow the link.

Applications should be submitted via the Apply Now button below.

Contact Officer: Barbara Stephens (02) 6207 8482 barbara.stephens@act.gov.au

Legislation, Policy and Programs

Restorative Justice Unit

Director, Restorative Justice Unit

Senior Officer Grade A \$148,991, Canberra (PN: 43800)

Gazetted: 16 November 2020

Closing Date: 30 November 2020

Details: An empathetic and self-motivated person is sought to lead the ACT's Restorative Justice Unit (RJU). This position is responsible for the effective operation of the RJ Scheme ensuring fulfilment of the purpose and aims of the *Crimes (Restorative Justice) Act 2004* and adherence to the *Crimes (Restorative Justice) Sexual and Family Violence Guidelines 2018*.

As the successful candidate, you will have a strong understanding of, and belief in restorative justice philosophy and principles and a passion for supporting the RJU team to achieve positive justice outcomes for their key stakeholders: people harmed by crime, people responsible for the commission of offences and their respective communities of care.

You will likely have an academic background in criminology or behavioural sciences that supports your understanding of criminal justice system interactions and impacts, effective assessment protocols and the value of trauma-informed practice for people affected by crime.

You will have excellent communication and negotiation skills and the ability to provide high quality advice to a diverse range of criminal justice system stakeholders, senior executives and Ministers.

You will be a person of high integrity who models and encourages accountability, humility and a commitment to human rights principles and ethical work practices. You will understand the importance of empowering others to contribute to constructive and meaningful outcomes. You will ideally be able to move from highly intuitive and creative thinking when working with the team and diverse stakeholders to logical and fine detailed work on projects, high level briefing and administrative tasks.

If you also have an enthusiasm for innovative practice and challenges you may be assured that this is a role which will provide you with strong satisfaction.

Eligibility/Other Requirements:

Background/Security clearance checks will be conducted.

Degree in criminology and/or social or behavioural sciences is highly desirable.

Experience in the field of restorative practices is highly desirable.

Current driver's licence class C is essential.

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 should submit a full written application. No more than one page per Selection Criteria which make reference to your Professional and Behavioural Capabilities. Include a current curriculum vitae with name and contact details of two referees, including your current supervisor. Include copies of any qualifications. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Amanda Lutz (02) 6207 0041 amanda.lutz@act.gov.au

Legislation, Policy and Programs

Restorative Justice Unit

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 43824)

Gazetted: 16 November 2020

Closing Date: 2 December 2020

Details: The Restorative Justice Unit is seeking an empathetic and highly motivated person with a passion for justice and people, to manage, prepare and convene complex restorative justice conferences and lead a small team of ASO 6 convenors to achieve restorative justice team goals.

The successful candidate will understand criminal justice system impacts on victims and offenders and ideally have experience in a frontline role with a criminal justice agency with experience running restorative justice or group facilitation in other agency or institutional contexts.

The successful candidate will also have some supervisory experience, supporting teams to adhere to best-practice ways of working and reaching desired outcomes. This may include experience in a youth or adult focused justice setting.

This position requires a person of high integrity who models and encourages honesty, humility and a commitment to human rights principles, ethical work-practices and understands the importance of empowering others to contribute to constructive and meaningful outcomes.

To be successful in this role the candidate will ideally have a strong depth of knowledge about gendered violence theory and practice. The person will ideally be able to move from highly intuitive and creative thinking when working with diverse clients and offence scenarios to logical and fine detailed work on assessment, project and administrative tasks.

Eligibility/Other Requirements:

A tertiary degree in criminology or behavioural sciences is highly desirable.

Qualifications in restorative justice, conflict resolution or mediation is highly desirable.

Background/Security clearance checks will be conducted.

Driver's licence is essential.

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.

Notes: This is a temporary position available from 1 February 2021 until 31 January 2022 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: Interested applicants should submit a written application (no more than one page per Selection Criteria) outlining practical experience and examples related to the role with reference to the professional and behavioural capabilities, a current curriculum vitae and the name and contact details of two referees, one of whom should be their current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda Lutz (02) 6207 0041 Amanda.Lutz@act.gov.au

Corporate

ICT CWI

Stakeholder and Project Manager

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 46404, several)

Gazetted: 12 November 2020

Closing Date: 26 November 2020

Details: ICT Capital Works and Infrastructure are seeking two motivated and enthusiastic people to fill the roles of Stakeholder and Project Manager.

The Stakeholder and Project Manager is responsible for managing and coordinating a variety of projects, such as the alternative city office accommodation project, ACT Policing (ACTP) projects, environmental contamination projects and strategic asset management. The roles require excellent stakeholder management, project management, negotiation, written and verbal communication skills, representation skills and a thorough knowledge of procurement processes.

The Stakeholder and Project Manager will have experience or knowledge in developing and executing strategies and long term plans, providing high level advice and direction and forging strong working relationships with internal and external stakeholders.

The Stakeholder and Project Manager will be self-motivated, responsive, show initiative and resilience and exercise sound judgement and have personal drive. The position needs someone who can think on their feet and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with strategic goals

The Stakeholder and Project Manager will work effectively within a team contributing for establishing positive work culture and continuous improvement of the team operation.

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

How to Apply: Please provide a two page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the position description. Please also include curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kuga Kugathas (02) 6207 1755 Kuga.Kugathas@act.gov.au

ACT Corrective Services

Executive Branch Manager, Corporate Services, ACT Corrective Services

Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E850)

Gazetted: 13 November 2020

Closing Date: 27 November 2020

Details: The Justice and Community Safety Directorate is seeking applications for an experienced senior executive to fill the role of Executive Branch Manager Corporate Services, ACT Corrective Services (ACTCS).

ACT Corrective Services, as a partner in the criminal justice system, contributes to safety through excellence in the delivery of adult correctional and community services. ACTCS Administration and Support Services Branch are responsible for providing corporate enabling functions to support operations and for strengthening organisational governance.

The Executive Branch Manager Corporate Services is responsible for providing leadership, effective management and political judgement in the delivery of administrative and support services to the agency. manage multidisciplinary corporate administrative teams, ensuring responsive service delivery to internal and external users including building organisational capability and capacity. Provide sound high-level financial advice and possess a good understanding of treasury and government processes.

Remuneration: The position attracts a remuneration package ranging from \$236,451 to \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

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

How to Apply: Interested candidates are requested to submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

All enquiries regarding this position should be directed to ACTCS Commissioner Mr Jon Peach on (02) 6207 0879 or by email to jon.peach@act.gov.au.

Major Projects Canberra

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

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

**Executive Branch Manager, Civil Project Management
Temporary Vacancy (24/12/2020 to 02/02/2021)**

Major Projects Canberra

Infrastructure Delivery Partners

Position: E668

(Remuneration equivalent to Executive Level 1.4)

Date circulated: 17 November 2020

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Major Projects Canberra is seeking a highly skilled individual to temporarily fill the role of Executive Branch Manager Civil Project Management, within the Infrastructure Delivery Partners (IDP) division.

Reporting to the Executive Group Manager IDP, you will be responsible for ensuring the efficient and effective planning, procurement and delivery of civil infrastructure projects, as well as managing the reporting aspect of ACT Government Capital Works programs, on behalf of and in partnership with partner directorates.

To be successful in this role, you will have extensive experience in civil infrastructure planning, procurement and delivery, and be able to manage Government procurement processes as well as possess strong leadership and management skills.

To apply: Interested applicants are requested to submit an EOI of no more than two pages addressing the attached selection documents, a current CV and contact details for two referees to Adrian Piani via email to

adrian.piani@act.gov.au by COB Tuesday 24 November 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 \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

Contact Officer: Adrian Piani (02) 6205 4326 adrian.piani@act.gov.au

Infrastructure Delivery Partners

Social Project Management

Project Officer

Infrastructure Officer 3 \$109,177 - \$119,846, Canberra (PN: 03260)

Gazetted: 13 November 2020

Closing Date: 27 November 2020

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

Infrastructure Delivery Partners provides:

Advice to government on Major Infrastructure projects.

Project management of the Capital Framework (TCF).

Advice and administration on Capital Works procurement.

Managing and delivering the majority of Territory funded capital works projects.

Infrastructure and capital works procurement and delivery on behalf of directorates and agencies.

Coordination of Work Health and Safety Active Certification Policy for the ACT Government construction sites; and Managing the Territory's prequalification system, and developing, implementing and managing a range of capital works-related policies.

The Infrastructure Branches of Social, Commercial and Civil provide advice to directorates and Treasury in relation to the planning and business case approval process for most of the capital works program, and deliver the design, construction and defects phases of the projects. This includes buildings such as schools, emergency services facilities and justice facilities; capital upgrades of ACT Government building assets; landscaping projects; civil works such as roads, stormwater, street-lighting; transport and works associated with land release; and health infrastructure projects such as improvements to the Canberra Hospital, community health centres and the new University of Canberra Hospital. The three branches manage approximately \$600 million of capital works each year.

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

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

Eligibility/Other Requirements:

Mandatory

hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Luigina Corich (02) 6205 0284 luigina.corich@act.gov.au

Suburban Land Agency

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

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

Program Solutions

Marketing

GIS Maps Manager

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 49660)

Gazetted: 18 November 2020

Closing Date: 2 December 2020

Details: Are you a skilled visual storyteller? Are you a creative person, love problem solving but also have a high attention to detail? Come and join the Suburban Land Agency's marketing team. We are looking for an enthusiastic GIS Maps Manager to support the agency with our geospatial and mapping needs.

We are looking for a team player who is passionate about the customer experience, making a difference and new ways of thinking. Importantly, we are looking for people who are flexible, proactive and able to establish good relationships across the agency.

The role works in a fast-paced environment and will deliver a range of geospatial data projects within a supportive and diverse team.

Eligibility/Other Requirements:

Qualifications, and or demonstrated experience in Geospatial mapping programs, with a minimum five years' experience is highly desirable;

Experience in High level of use of Adobe suite, including Photoshop and Illustrator.

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

This position requires occasional after hours and weekend work.

Immediate ability to commence.

Note: This is a temporary position available immediately until 30 June 2021. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Expressions of interest are sought from potential candidates and should include a pitch of no more than two pages outlining experience and/or ability based on the Position Description. Please also include contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josie Khng (02) 6207 3079 josie.khng@act.gov.au

Transport Canberra and City Services

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

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

Chief Operating Officer

Governance and Ministerial Services

Sustainability Facilities and Fleet

Business Support Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48320)

Gazetted: 18 November 2020

Closing Date: 2 December 2020

Details: The Building Management Services (BMS) team is responsible for providing accommodation services for the ACT Government Dickson Office Building and developing, maintaining, and implementing related facilities management policies, contracts, and programs. The BMS team is a cross-directorate team, providing facility management services to occupants of the Dickson Office Building (DOB). The section works collaboratively with all building occupants and external providers such as contractors and ACT Property Group.

We are seeking applications from highly motivated and goal orientated people to fill the role of Business Support Officer, BMS. The Business Support Officer will be responsible for providing administrative support to the BMS team, writing standard operating procedures and policies, and providing reception duties as a core part of the role. Ideally you will have the ability to deliver high quality customer service and support for staff in an activity based working environment, provide reception duties including assisting the public with a broad level of understanding of functions delivered by individual directorates, as well as queries relating to the Suburban Land Agency, manage BMS administrative tasks including onboarding and offboarding of staff, access control, key systems and end-of-trip locker systems, utilise computer programs including Microsoft Office suite, property management programs and databases to undertake and/or report on building management services as required and possess well developed writing skills as you will be required to write operating procedures and guidelines under limited supervision.

Eligibility/Other Requirements:

Qualification or experience in contract and/or property management is desirable.

First aid certificate or willingness to obtain.

Emergency Warden training or willingness to obtain.

Well-developed writing skill is desirable

Note: This is a temporary position available immediately for a period of 10 months with the possibility of permanency. This position is located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Submit a statement of no more than two pages addressing the Selection Criteria, and a curriculum vitae including the contact details of at least two referees.

If you have an interest in building management and would like to know more about the position, please contact the contact officer

Applications should be submitted via the Apply Now button below.

Contact Officer: Justin Thompson (02) 6205 0936 justin.thompson@act.gov.au

Infrastructure Delivery and Waste

ACT NoWaste

Business Analytics and Support

Business Operations Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 38604)

Gazetted: 17 November 2020

Closing Date: 24 November 2020

Details: ACT NoWaste manages contracts and service agreements for a range of waste and recycling activities to residents and businesses. These services are provided at a number of facilities across the ACT as well as residential kerbside collections. ACT NoWaste designs, commissions and manages outsourced waste and recycling services which aim to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations.

ACT NoWaste Business Analytics and Support (BAS) team is a key enabler in NoWaste and provides support, analysis and advice to ACT NoWaste by;

Ensuring NoWaste budgets are managed in the short and long term;

Providing insightful data, commercial and financial analysis for policy development, budget development, procurement, and contract management;

Ensuring data capture and reporting are streamlined whilst ensuring data accuracy and quality;

Administer business systems – Weighbridge system and Bin management system (red and yellow bins);

Ensure governance on account receivable, debt management and account payable processes;

Provide Customer support on requests for bins (red and yellow bins); and,

Provide input in to TCCS and external data reporting requirements.

The Business Operations Officer works within a small team and reports to the Assistant Director, Finance Operations. The role is responsible for managing the weighbridge system for the Branch as well as supporting other administrative and financial tasks. The primary responsibilities for this position include;

Manage the weighbridge system (Clearweigh) for all locations within the ACT;

Undertake weighbridge customer and stakeholder liaison and negotiation activities to resolve customer enquiries and complaints;

Issue weighbridge invoices and account statements, receive revenue and track payment records;

Proactively manage ACT NoWaste aged and bad debtors;

Prepare credit applications for new customers, conduct credit checks and financial referee reports for the Assistant Director's review and Delegate approval;

Review data entry by the Finance and Administration Officer for accounts payable and receivable function in the Territory's financial and procurement systems;

Support month end budgetary control activity with the Assistant Director, Business Operations,

Contribute and/or conduct data reconciliations to ensure data integrity is maintained as required;

Provide a highly professional, responsive and customer-oriented approach;

Actively participate in the analysis of ACT NoWaste business practices and procedures with a specific focus on continuous improvement and the achievement of operational and customer service excellence;

Maintain records in accordance with the *Territory Records Act 2002* and provide supporting documentation for audits; and,

Provide support and assistance to ACT NoWaste management and staff as required.

Eligibility/Other Requirements:

Qualifications relevant to the duties of the position and/or substantial work experience relevant to the position an advantage.

Experience with Microsoft Office suite of programs, including intermediate Excel.

Experience in working with multiple IT systems at once will be an advantage.

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

How to Apply: Please limit your response to 300 words per criteria.

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Demonstrated knowledge of full cycle accounting, more specifically of accounts payable and receivable.

Well-developed attention to detail, communication, liaison, and problem-solving skills.

A demonstrated understanding of and ability to use and manage information systems to deliver client services.

A demonstrated ability to work independently or as part of a team to meet deadlines within performance expectations.

A well-developed understanding of and commitment to the principles and practices of high-quality customer service.

Understanding of and commitment to public service values and the implementation of Respect, Equity and Diversity (RED), participative work practices and Health and Safety (WHS).

Applications should be submitted via the Apply Now button below.

Contact Officer: Valerie Papin (02) 6207 0342 valerie.papin@act.gov.au

City Services

City Presentation

Place Management

Contract and Programs Officer

Technical Officer Level 4 \$86,547 - \$99,051, Canberra (PN: 00537)

Gazetted: 16 November 2020

Closing Date: 30 November 2020

Details: This position involves leading a small team responsible for managing contracts and projects across a range of horticultural maintenance services and is physically based in Dickson. The successful applicant may be expected to move between several locations across the city as required to meet operational needs. City Presentation operates in an Activity Based Working environment.

Day to day activities of this position include: Procurement and Contract management; the management of Canberra's play spaces; designing and delivering projects; reviewing development applications; responding to public and ministerial enquiries; liaising with service providers, industry, government agencies and the community; and conducting field investigations relating to urban open space management.

The role is required to support a team of technical officers to provide specialist advice and to lead and manage programs and projects independently.

Eligibility/Other Requirements:

The applicant requires a high level of communication skills (oral and written), including conflict resolution and negotiation skills.

Procurement and contract management skills are also highly desirable.

Relevant tertiary qualifications, such as Contract Management, Horticulture Environmental Science or equivalent is desirable.

Fully competent in Microsoft Office suite (Word, Excel, Outlook, Powerpoint).

Qualifications and experience in playground safety are desirable.

Current manual driver's licence.

Note: This position does involve direct supervision of up to three staff. This position has moved to a new workplace designated for Activity Based Working (ABW) in 2020. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than four pages, responding to the required Selection Criteria in the Position Description and the statement of duties, a current curriculum vitae, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeffrey VanAalst (02) 6205 8257 jeffrey.vanaalst@act.gov.au

City Services

City Presentation

Licensing and Compliance

Compliance Officer - Licensing and Compliance

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 44413, several)

Gazetted: 17 November 2020

Closing Date: 20 November 2020

Details: Do you want the opportunity to work with great people in a rewarding career that shapes our City's future? Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe and easy to move around. Licensing and Compliance team (LandC) is seeking highly motivated people to join its incredible, dynamic team. LandC works within TCCS' City Presentation and is primarily responsible for regulating and licensing public unleased land.

LandC works across TCCS to assist in the investigation of breaches of legislation enforced by TCCS. LandC comprises of four teams: Land Use Licensing; Investigations; City Rangers; and the Compliance Targeting Team. These teams administer licensing and compliance activities utilising a broad range of legislation including the *Public Unleased Land Act 2013*, *Planning and Development Act 2007*, *Litter Act 2004*, *Tree Protection Act 2005* and other regulatory and compliance issues.

As authorised officers, you will effectively regulate and administer the various statutory functions for which TCCS is responsible for, which include matters relating to public safety, regulation of the use of public open space areas and actioning complaints under relevant legislation including; the *Public Unleased Land Act 2013*, *Domestic Animals Act 2000*, *Litter Act 2004*, the *Trespass on Territory Lands Act 1932* and *Uncollected Goods Act 1996*.

You will work within either the City Rangers or Compliance Targeting Teams in keeping unleased Territory land safe and amenable by responding to applications and complaints regarding moveable and fixed signs, abandoned vehicles, sharps, illegal activities, line of sight problems and use of unleased Territory land. These teams carry out targeted patrols, conduct sit offs, arrange for the removal of abandoned vehicles and collect evidence as required so that penalties and infringements can be issued.

City Rangers participate in a seven day roster, 24 hour on-call arrangement and will assist and report directly to the Ranger in Charge as required. A degree of flexibility is expected from Compliance Targeting Team officers, who may be required to work some weekends and outside core hours, reporting directly to CTT's Operations Manager. The work of the City Rangers and Compliance Targeting Teams can be challenging and is often subject to intense community scrutiny. Major challenges include the need to maintain a service ethos and a professional approach when dealing with difficult situations. In addition, the role requires the ability to understand numerous different pieces of legislation and to be able to explain the way in which they operate to other staff / members of the community, and identify circumstances in which breaches have occurred.

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

Eligibility/Other Requirements: The successful applicants must have:

Permanent Residency/Citizenship of Australia.

Driver's licence Class 'C' or higher driver's licence is essential.

This position does require a pre-employment medical check

This position does require a Working with Vulnerable People Registration.

This position does require a police criminal check.

ACT Occupational Health and Safety Construction Induction (White Card).

For the City ranger position, the ability to work after normal business hours including call-outs, weekends and public holidays on a rotating roster basis.

For the Compliance Targeting team officer, the ability to be flexible and on occasions, be willing to work outside core hours and on weekends.

Willingness to wear a uniform.

Desirable:

Demonstrated experience in working in a regulatory/compliance environment.

Certificate IV in Government Investigation or equivalent or an ability to obtain within 12 months of employment.

Current First Aid Certificate.

Experience working in a fast-paced office environment.

Excellent verbal and written communication skills.

Excellent administrative skills.

Excellent organisational skills.

Strong operational knowledge of office and field based information technology

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People

registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.
(https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.)

Successful applicants must meet suitability requirements (experience, qualifications and personal character) to be appointed as Authorised Persons under a number of Acts. These requirements include demonstrated experience, relevant qualifications (outlined under the eligibility requirements listed below), and being of good character, demonstrated through recent criminal history check not including spent convictions (undertaken as part of standard ACT Government recruitment procedures for the successful candidate); and character references.

Note: Two full-time permanent positions and one 12-month temporary position (with the possibility of extension or permanency) is being offered. Selection may be based on application and referee reports only. Interviews may be conducted via video link. An order of merit list may be established to fill future vacancies at level over the next 12 months. Please note, this position is activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Written applications are to be in the form of a two-page pitch, addressing the selection criteria, outlining how your Skills, Qualifications and Experience relate to this role and its duties, and what you will bring to the role. In your pitch you will also tell us how you meet the Behavioural Capabilities and Professional/Technical Skills and Knowledge components of the role. Please also provide a tailored curriculum vitae and the names and contact details of at least two referees who can attest to your work performance, ability and attitude (at least one of whom is to be a current or very recent supervisor). See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Matt Potter (02) 6207 2138 matt.potter@act.gov.au

City Services

City Presentation

Urban Treescapes

Design and Development Coordinator

Technical Officer Level 4 \$86,547 - \$99,051, Canberra (PN: 49653)

Gazetted: 13 November 2020

Closing Date: 27 November 2020

Details: Urban Treescapes section of TCCS is responsible for the management and maintenance of more than 766,000 trees in urban areas of Canberra.

The Design and Development Coordinator is responsible for reviewing and coordinating feedback about urban landscape development and design proposals. Typical submissions for review include; Estate Development Plans, Development Applications (DA) and pre-DA enquiries, proposed Territory Plan variations, proposed sale of unleased land, Capital Works public infrastructure development projects, green field and brown field development proposals, and utility infrastructure projects.

Applicants must be able to provide specialist technical advice about urban design options including tree and plant selection, tree protection, soft and hard landscape design and meeting design standards, and have a sound understanding of whole of life asset management.

Eligibility/Other requirements: Driver's licence is essential.

White card is essential.

Technical or tertiary qualifications in landscape architecture, town planning, project management or an associated discipline.

Notes: This is a temporary position available immediately until 30 June 2021 with a possibility of extension up to 12 months and/or permanency. This position moved to a new workplace designated for Activity Based Working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to apply: Please submit a written application of no more than four pages, responding to the required Selection Criteria in the Position Description and the statement of duties, a current curriculum vitae, and contact details of at least two referees.

Applications should be submitted via the apply now button below.

Contact Officer: Rachael Dawes (02) 6205 5263 Rachael.Dawes@act.gov.au

Transport Canberra

Transport Canberra Operations

Flexible Transport

Bus Driver-Flexible Transport

General Service Officer Level 5 \$56,595 - \$59,578, Canberra (PN: SNDF05, several)

Gazetted: 17 November 2020

Closing Date: 1 December 2020

Details: The Flexible Transport Office operates the Special Needs Transport (SNT) service and the Flexible Bus Service. SNT is responsible for providing school transport for special needs students to and from school each day, and the Flexible Bus Service provides transport for older Canberrans from medical appointments, hospitals and shopping centres. Under limited supervision, the Flexible Transport bus driver is responsible for the effective delivery of school and specialised transport services across the Territory using a fleet of wheelchair equipped mini buses. All specialised transport services are scheduled trips which requires the driver to work to tight deadlines whilst ensuring a safe journey for all passengers.

Eligibility/Other Requirements: Hold an ACT LR Class drivers' licence (or interstate equivalent)

Hold an O class drivers licence condition (or the ability to obtain)

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

Current First Aid certificate or approved equivalent; or willingness to obtain.

Ability to successfully complete all pre-employment checks, criminal history check, pre-employment medical assessment, functional driving assessment

Note: All positions are either Monday to Friday and hours consist of full-time hours 7.00am-4.00pm, part-time predominantly split shifts (morning and afternoon) and casual as required. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a written application of no more than two pages addressing your experience against the duties of the role and the Professional and Technical Skills and Behavioural Capabilities listed in the Position Description. Please also provide a current curriculum vitae, a copy of your WWVP card or receipt for a recent application for WWVP registration, a copy of your LR class licence (or interstate equivalent) and contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Kim Bryant (02) 6205 9383 kim.bryant@act.gov.au

City Services

City Presentation

Place Management

Mowing Coordinator

Technical Officer Level 4 \$86,547 - \$99,051, Canberra (PN: 25098)

Gazetted: 13 November 2020

Closing Date: 27 November 2020

Details: This position involves overseeing horticultural maintenance programs across Canberra focusing on the delivery of the Canberra wide mowing program.

Day to day activities of this position include assisting the Operational Managers and operational teams on the design and implementation of the Canberra wide mowing program. The successful Candidate will be responsible for project, procurement and contract management. They will also provide advice on the annual mowing program and asset management issues that arise, respond to public and ministerial enquiries; liaise with service providers, mowing contractors, industry, government agencies and the community.

The successful candidate will be responsible for collaborating with Operations Managers, Supervisors and the TCCS Fleet Manager in trialling and recommending replacement mowers and alternatives. This role also focuses on improvement in mower efficiencies and look at alternate practices to increase productivity to meet the business expectation.

Eligibility/Other Requirements:

Relevant tertiary qualifications, such as Contract Management, Horticulture Environmental Science or equivalent is desirable.

Workplace Health and Safety Induction (White Card) or willingness to obtain

Asbestos awareness card or a willingness to obtain

Driver's licence C Class is essential.

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

How to Apply: Please address the Selection Criteria and include a copy of your curriculum vitae along with two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tessa Roberts (02) 6207 5034 tessa.roberts@act.gov.au

Transport Canberra and Business Services

Senior Director Program Coordination

Senior Officer Grade A \$148,991, Canberra (PN: 49617)

Gazetted: 18 November 2020

Closing Date: 4 December 2020

Details: Transport Canberra is seeking a highly experienced Program Coordinator to provide strategic oversight and governance to a range of linked projects and activities occurring across Transport Canberra to deliver organisational outcomes.

The current Transport Canberra projects and activities include:

The introduction of a zero emissions fleet.

The purchase of short-term bus fleet.

The introduction of a new ticketing system, including the possibility of cashless transactions.

Working with Major Projects Canberra on the future stages of the light rail system.

The development of the Woden bus depot.

The development of the CIT/Woden Interchange.

Other system upgrades (HASTUS, MyWay, NXTBUS, Journey Planner).

Upgrades to the public transport networks and schedules, including increased weekend services and associated activities to support these upgrades – increased recruitment and training of bus drivers, shift allocation etc.

The Senior Director Program Coordination will work with considerable independence to co-ordinate and deliver projects and programs across diverse business areas in Transport Canberra and City Services and across ACT Government. Responsible for the planning, design and delivery of complex programs and projects within the parameters set by the governance board and government, the position is also responsible for developing and implementing a project methodology and governance framework to deliver organisational outcomes.

The Senior Director Program Coordination will identify synergies, risks and efficiencies and work with subject matter experts to align projects and activities accordingly. The incumbent will provide regular programme reporting to the Executive Group Manager Transport Canberra and the broader Transport Canberra and City Services executive.

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: Transport Canberra is seeking a highly experienced individual, with current membership and certification by the Australian Institute of Project Management (AIPM) or Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE) or equivalent at other nationally or internationally recognised institutions. The successful candidate will need highly developed interpersonal and negotiation skills, as well as having risk identification and management experience.

Note: This is a temporary position available for immediately for a period of two years with a possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

How to Apply: Please provide your curriculum vitae and an Expression of Interest, no longer than two pages, that demonstrates your claims against the requirements identified in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Judith Sturman (02) 6205 2639 judith.sturman@act.gov.au

Chief Operating Officer Group

People and Capability

Employee Relations

Assistant Director Employee Relations

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 36875)

Gazetted: 18 November 2020

Closing Date: 2 December 2020

Details: The Employee Relations team is seeking a Human Resource (HR) practitioner with experience in managing employment matters with specific emphasis on injury management. These matters will include the ability to liaise with Shared Services and Chief Ministers, Treasury and Economic Development Directorate on the service delivery of employee relations case matters, including referrals for injury management assistance and investigation matters. You will also be required to prepare complex correspondence, reports and other information as required, Administrative Appeals Tribunal and other industrial and employee relations forums.

Note: This is a temporary position available from 7 December 2020 up until 30 June 2021.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Ivens (02) 6205 2070 kim.iven@act.gov.au

WorkSafe ACT

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

Workplace Protection

Psychosocial

Psychosocial Inspector

Regulatory Inspector 6 \$86,547 - \$99,051, Canberra (PN: 32675)

Gazetted: 17 November 2020

Closing Date: 3 December 2020

Details: WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders with the *Work Health and Safety Act 2011 (WHS Act)* and associated legislation for Workers' Compensation and Dangerous Substances.

WorkSafe ACT is a fully independent office headed by the Work Health and Safety (WHS) Commissioner, who is the Territory's regulator. Over the next 12 months, a planned program of work will be implemented to improve our operational efficiency and effectiveness. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator.

Position Overview

The position is for a Psychosocial Inspector with the possibility of rotation through the various inspector teams within WorkSafe ACT.

We seek to improve workplace health and safety, and worker's compensation performance through regulatory and policy frameworks and the provision of evidence-based services and advice.

The Psychosocial Team is responsible for developing and implementing WHS and wellbeing strategies through the provision of expert information, advice, assistance, education and compliance and enforcement services that contribute to the reduction of harm and/or improved support for injured or ill workers in ACT workplaces.

You will need solid attention to detail and the ability to manage and complete multiple tasks in collaboration with various stakeholders including unions, industry associations and other government agencies. This role will be responsible for building trusted relationships across the Territory to ensure best practices are embedded in workplaces to increase the safety and health of workers. The work we do carries with it an obligation to act in the public interest. It requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence and trust in our work.

Eligibility/Other Requirements:

Ideal Candidate

Demonstrated high level interpersonal, consultative, written and negotiation skills and the proven ability to communicate effectively, resolve disputes and influence both staff and a wide range of internal and external stakeholders at all levels;

Demonstrated ability to apply contemporary WHS legislation and risk management principles, develop best practice approaches and provide technical leadership and advice for the reduction of workplace risks in a range of high risk workplaces;

Demonstrated highly developed analytical, conceptual and investigation skills and experience in gathering evidence, determining the circumstances and outcomes arising from complex workplace incidents, complaints and assessments and producing complex technical reports;

Work collaboratively within a team to translate strategic direction into operational goals and build a shared understanding of the link between these and core business outcomes;

While not mandatory, we are particularly interested in hearing from people with a background or focus on health and safety within various industry sectors such as health services, human rights, industrial relations, social services, occupational rehabilitation, and allied health; and

Relevant qualifications in science, applied science, health sciences, occupational rehabilitation, occupational therapy, ergonomics, human factors, social sciences, human rights, psychology, WHS and human movement or as determined by the panel is desirable.

Essential Requirements

Diploma or higher level qualification in Government (Workplace Inspection and/or Investigations), Work Health Safety or related discipline and /or required to complete within 12 months of commencement;

At least three years industry experience in a related discipline (human rights, industrial relations community/social services, allied health, health services, social science services, investigations, work health and safety or as determined by the panel);

Current driver's licence with a satisfactory safe driving record and a requirement to maintain the safe driving record throughout employment;

Participation in an afterhours on-call and telephone roster when required;

Participation in programmed after hours compliance activities when required; and

Willingness to undergo a pre-employment National Police Check.

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

How to Apply: Prepare a two-page response addressing the Selection Criteria outlined in the Ideal Candidate section above. Ensure you demonstrate that you meet the Essential Requirements listed above. Please also provide a tailored curriculum vitae and the names and contact details of at least two referees who can attest to your work performance, ability, and attitude (at least one of whom is to be a current or very recent Supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexis Wray 0466 927 213 Alexis.Wray@act.gov.au

Compliance and Enforcement

General Inspectorate

Assistant Director General Inspectorate

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 05771)

Gazetted: 16 November 2020

Closing Date: 30 November 2020

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner, who is the Territory's regulator. Over the next 12 months, a planned program of work will be implemented to improve our operational

efficiency and effectiveness. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator.

WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders with the *Work Health and Safety Act 2011 (WHS Act)* and associated legislation for Workers' Compensation, Dangerous Substances and Labour Hire Licensing.

The work we do carries with it an obligation to act in the public interest. It requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence and trust in our work. In this role you will be leading and overseeing the work and output of the general inspectors who are primarily responsible for compliance and enforcement activities under the WHS Act and DS.

You will be responsible of providing support, guidance, and advice to your team in performing regulatory activities. You will be liaising with industry representatives and other stakeholders. You will be preparing reports using WorkSafe ACT tools for senior management. You will be expected to develop strategies, work plans, and respond to incidents in accordance with WorkSafe ACT's strategic plan and Statement of Operational Intent to promote regulatory excellence for WorkSafe ACT. The work we do carries with it an obligation to act in the public interest. It requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence and trust in our work.

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. Current and former ADF members are encouraged to apply.

Eligibility/Other Requirements:

Ability to perform the functions of an authorised Inspector in accordance with relevant legislation, including completion of required mandatory training for Workers' Compensation legislation as a delegated/appointed person/Authorised officer by the WHS Commissioner.

A Certificate IV level qualification in Government Inspection, Work Health Safety and/or Investigations or related discipline and/or willingness to progress towards such a qualification is desirable but not essential.

Current unrestricted driver's licence.

Willingness to participate in an afterhours on-call and telephone roster when required.

Willingness to participate in programmed after hours compliance activities when required.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Prepare a two-page response addressing the Selection Criteria outlined in the IDEAL CANDIDATE section of the Position Description. Please ensure you demonstrate that you meet the ESSENTIAL REQUIREMENTS listed.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Curtin (02) 6207 6189 Daniel.Curtin@act.gov.au

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

Corporate

Executive

Administration Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 46486)

Gazetted: 13 November 2020

Closing Date: 27 November 2020

Details: This position provides administrative support across WorkSafe ACT. It is required to oversee and undertake various administrative tasks including the provision of advice and coordination of responses to incoming queries in accordance with policies and procedures; drafting of correspondence and the contribution to the daily administration support; assist with stakeholder engagement, the website and case management system; involvement in team meetings; overseeing the asset and fleet management functions; provision of administrative and regulatory support to agency staff; and other duties as required.

Eligibility/Other Requirements: Demonstrated experience in providing administrative support in an office environment including ability to use Microsoft Office, data bases, accurate data entry and checking, form processing and filing and basic website and case management system administration.

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

How to Apply: Prepare a two-page response addressing the Selection Criteria outlined in the 'Ideal Candidate' section of the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Craig (02) 6207 5415 andrew.craig@act.gov.au

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

APPOINTMENTS

ACT Health

Specialist Band 1 - 5 \$164,470 - \$202,960

Melinda Choy, Section 68(1), 19 November 2020

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

Kim Conway, Section 68(1), 17 November 2020

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

Adam Ebsworth, Section 68(1), 13 November 2020

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

Lucija Soldo, Section 68(1), 14 November 2020

ACT Integrity Commission

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

Tahnee Smithers, Section 68(1), 12 November 2020

Administrative Services Officer Class 2 \$57,454 - \$63,443

Jasmine Turl, Section 68(1), 16 November 2020

Canberra Health Services

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

Ronald Scott Mead: 86874234, Section 68(1), 18 January 2021

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

Elaine Adriano, Section 68(1), 19 November 2020

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

Timothy Daley, Section 68(1), 23 November 2020

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

Anu Merin Joe, Section 68(1), 19 November 2020

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

Sumit Joseph, Section 68(1), 19 November 2020

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

Frieda Koenig, Section 68(1), 14 December 2020

Allied Health Assistant 2 (Qualified) \$54,256 - \$60,406 (up to \$62,203 depending on qualification level)

Evans Mwaba, Section 68(1), 16 November 2020

Chief Minister, Treasury and Economic Development

Infrastructure Officer 2 \$86,652 - \$99,693

Eugene Dyrliw, Section 68(1), 16 November 2020

Infrastructure Officer 2 \$86,652 - \$99,693

Nikolaj Radulovich, Section 68(1), 16 November 2020

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

Jed Rainbow, Section 68(1), 23 November 2020

Senior Professional Officer (Eng and Related) A \$151,404

Robert Thompson, Section 68(1), 16 November 2020

Information Technology Officer Class 1 \$70,058 - \$79,749

Ian Urquhart, Section 68(1), 17 November 2020

Justice and Community Safety

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

Liza Holmes, Section 68(1), 19 November 2020

Health Professional Level 1 \$62,823 - \$82,307

Lauren Rissanen, Section 68(1), 19 November 2020

Senior Officer Grade A \$148,991

Jordan Saragih, Section 68(1), 18 November 2020

Major Projects Canberra

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

Shuhd Al-Sharki, Section 68(1), 18 November 2020

TRANSFERS

Canberra Health Services

Kiran Patel

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 29149) (Gazetted 17 September 2020)

Chief Operating Officer Clinical Services

Rebecca Millar

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN:17734)

Justice and Community Safety

Andrew Roe

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

Education

To: FB3 (FF 2nd Class) \$85,029

Justice and Community Safety, Canberra (PN. 49024) (Gazetted 1 January 2000)

Ieuan Wilson

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

Justice and Community Safety

To: FB2 (FF 3rd Class) \$80,899

Justice and Community Safety, Canberra (PN. 45948) (Gazetted 1 January 2000)

Karly Yates

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 47899) (Gazetted 30 September 2020)

PROMOTIONS

Canberra Health Services

Office of Deputy Chief Executive Officer

Brienne Connor

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 36840) (Gazetted 15 October 2020)

Chief Operating Officer Clinical Services

Karl Halldorf

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

Canberra Health Services

To: Medical Imaging Level 4 \$119,817

Canberra Health Services, Canberra (PN. 32444) (Gazetted 8 October 2020)

Chief Operating Officer Clinical Services

Andrea Nissen

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

Canberra Health Services

To: †Registered Nurse Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 21886) (Gazetted 15 October 2020)

Medical Services

Chloe Coffey

From: Administrative Services Officer Class 2 \$57,454 - \$63,443

Canberra Health Services

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

Canberra Health Services, Canberra (PN:36940) (Gazetted 19/03/2020)

Canberra Institute of Technology

CIT Education and Training Services

Library and Learning Services

Andrea O'Neill

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 18045) (Gazetted 23 October 2020)

Chief Minister, Treasury and Economic Development

Commercial Services and Infrastructure

Property and Venues

Venues Canberra

Andrew De Boni

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$148,991

Chief Minister, Treasury and Economic Development, Canberra (PN. 38949) (Gazetted 18 September 2020)

Revenue Management

Compliance

Prince Kurian George

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

ACT Health

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36774) (Gazetted 18 August 2020)

Corporate

Corporate Management

Governance and Audit

Simon McPhan

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 48832) (Gazetted 23 October 2020)

Education

School Performance and Improvement

Tuggeranong

Caroline Chisholm School

Joso Knezevic

From: School Assistant 2 \$48,856 - \$53,947

Education

To: School Assistant 4 \$66,371 - \$71,867

Education, Canberra (PN. 44272) (Gazetted 22 October 2020)

Environment, Planning and Sustainable Development

Planning Delivery

Impact Assessment

Bradley Maxwell

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

ACT Health

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

Environment, Planning and Sustainable Development, Canberra (PN. 43286) (Gazetted 17 September 2020)

Planning Delivery

Development Assessment

Merit Assessment

Anna Musgrove

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. 45397) (Gazetted 30 September 2020)

Justice and Community Safety

Corporate

ICT Capital Works and Infrastructure

Namasivayam Kugathas

From: Infrastructure Officer 5 \$154,786

Suburban Land Agency

To: †Infrastructure Manager/Specialist 2 \$177,833

Justice and Community Safety, Canberra (PN. 07387) (Gazetted 6 July 2020)

ACT Courts and Tribunals

ACAT

Cody Parker

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 45302) (Gazetted 17 September 2020)

Major Projects Canberra

Project Development and Support

Contracts and Prequalification

Heather Hartwig

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

Major Projects Canberra

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

Major Projects Canberra, Canberra (PN. 26951) (Gazetted 29 September 2020)