



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 03 December 2020**

## VACANCIES

### ACT Health

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

#### **Executive Group Manager, Strategic Infrastructure and Procurement Temporary Vacancy (4 January 2021 to 1 February 2021)**

##### **ACT Health Directorate**

##### **Corporate Services**

##### **Position: E1094**

##### **(Remuneration equivalent to Executive Level 2.4)**

Circulated to: ACTPS Senior Executive List

Date circulated: 3 December 2020

Strategic Infrastructure Division is responsible for Territory-wide health infrastructure policy, strategy and design, including public hospital campus planning. The division also has responsibility for ACT Health's Territory-wide property portfolio. The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven. The workplace is flexible, and output focussed with a strong culture of work/life balance coupled with the delivery of high-quality results.

As the Executive Group Manager, you will have demonstrated the ability to successfully lead teams involved with infrastructure programs. You will be an enthusiastic strategic thinker who can contribute to a positive culture, work well with a wide range of people and agencies and come to work with a positive attitude and delivery mentality.

To apply: Please provide a three page pitch against the Executive Capabilities and Duties/Responsibilities, a current curriculum vitae and contact details for two referees to Liz Lopa via email to [liz.lopa@act.gov.au](mailto:liz.lopa@act.gov.au) by COB Thursday 10 December 2021.

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 \$327,547 - \$340,747 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$264,006.

Contact Officer: Liz Lopa (02) 5124 9805 [liz.lopa@act.gov.au](mailto:liz.lopa@act.gov.au)

#### **Corporate Services**

##### **Corporate and Governance**

##### **Strategic Finance**

##### **Assistant Finance Manager**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 01768)**

Gazetted: 09 December 2020

Closing Date: 23 December 2020

**Details:** Strategic Finance is accountable for matters such as statutory reporting, internal management reporting, budget development and coordination, and ensuring ACT Health Directorate's accounting policies and procedures remain comprehensive and current. The branch is also responsible for cash management, capital accounting and reporting and is the liaison point between ACT Health and Share Services Finance for financial reporting, banking and taxation management.

The Financial Reporting Team provides strategic financial support to the Directorate, ensuring effective, efficient and accurate financial policy advice and financial reporting.

Under broad direction this position will play a key role in financial reporting with a particular focus on ledger balances, analysis, asset management and reconciliations. To be successful in this role you will have a high level of

attention to detail, including proficient spreadsheet and analysis skills, sound communication skills, including the ability to resolve problems by enlisting resources, policies and technical financial support and the ability to manage deadlines and coordinate a variety of tasks.

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 a disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

**This position requires:**

Previous experience in a finance related role.

Experience in using Microsoft Office suite applications, with intermediate excel skills and have the ability of performing basic formulas.

High level of customer service, with consistently clear oral and written communication skills.

High level of organisation skills and ability to work under pressure.

**Highly Desirable:**

A degree level qualification (or progression towards) in accounting or relevant experience in a commensurate finance officer role.

Membership/progression towards ICAANZ or CPA.

Knowledge and experience in the use of ACT Governments financial systems (e.g. Oracle, Web and Excel TM1, APIAS, etc.).

**Note:** This is a temporary position available for six months with the possibility of extension up to less than 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 written application and referee reports only.

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

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

Contact Officer: Mei Lin Lam (02) 5124 9649 MeiLin.Lam@act.gov.au

**Health Systems, Policy and Research**

**Public Health Protection and Regulation**

**Health Protection Service**

**Director, Environmental Health**

**Health Professional Level 5 \$128,286 - \$144,418, Canberra (PN: 23787, several)**

Gazetted: 09 December 2020

Closing Date: 23 December 2020

**Details:** Are you interested in helping to ensure that the ACT community is protected from public health hazards? Would you like to lead a committed team of public health officers?

ACT Health is seeking two exceptional individuals to provide leadership and expert regulatory advice. If you're one of the right people for these positions you will have qualifications and professional experience in environmental health. We are also looking for individuals with a demonstrated history of effective staff management and collaboration with government and industry stakeholders.

Both roles regularly respond to high profile and urgent public health incidents, while also providing routine regulatory oversight to public health risk activities in the ACT ensuring that businesses in the ACT can operate safely. These are fast-paced roles and every day will bring new and unexpected challenges and changing priorities. They would suit someone who can successfully lead staff through change.

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:**

Applicants must hold undergraduate degree in Applied Science (Environmental Health) or graduate diploma in Environmental Health, or equivalent qualifications that are accredited by Environmental Health Australia.

A driver's licence is required.

Successful applicants will need to undergo a pre-employment National Police Check and may require a Working with Vulnerable People Card.

**Note:** These are temporary positions available for three months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future

identical vacancies over the next 12 months. This position may be required to work after hours, weekends and on-call. Applicants should call the contact officer for advice on whether they are eligible to apply.

**How to Apply:** If you are interested in joining this dedicated 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: Jade Redfern (02) 5124 9195 [Jade.Redfern@act.gov.au](mailto:Jade.Redfern@act.gov.au)

#### **Digital Solutions Division**

#### **Technology Operations**

#### **Support and Diagnostic Systems Hub**

#### **Digital Solutions Support Team Leader**

#### **Information Technology Officer Class 2 \$86,547 - \$99,051, Canberra (PN: 49973)**

Gazetted: 08 December 2020

Closing Date: 15 December 2020

**Details:** A new opportunity exists to work in the busy and dynamic Digital Solutions Support Team. Are you interested in helping in the daily supervision of a range of Support Analysts providing ICT level 1 support services across the ACT public health system?

Digital Solutions Support is looking for a suitably qualified and enthusiastic individual to be part of a dynamic team providing support service spanning access provisioning, incident logging and troubleshooting issues.

Based in Woden, the role can also involve local client contact and support with the opportunity for flexible hours and out of hours on call rostered overtime and rostered shift-work.

The Digital Solutions Division Technology Operations Branch is responsible for the delivery and operation of technology services to ACT Health, our patients, stakeholders and partners. Our services cater to all types of technology including patient monitoring equipment, clinical business applications, critical communications and infrastructure, standard end-user equipment and services such as telephony and administrative computer applications and hardware.

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.

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

**How to Apply:** Please submit a written application of no more than 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.

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

Contact Officer: Layla Tabaja (02) 620 54199 [layla.tabaja@act.gov.au](mailto:layla.tabaja@act.gov.au)

#### **Calvary Public Hospital Bruce**

#### **Calvary Public Hospital Bruce**

#### **Emergency Department Clinical Development Nurse**

#### **Registered Nurse 4.2 \$101,412 Canberra (LP7482)**

Gazette Date: 07 December 2020

Closing Date: 16 December 2020

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

Reference Number: 14284

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

Contact Officer: Raymond Hunt (02) 6201 6695 [Raymond.Hunt@Calvary-act.com.au](mailto:Raymond.Hunt@Calvary-act.com.au)

## **Canberra Health Services**

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

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

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

#### **Mental Health Services**

##### **Forensic Psychology Registrar**

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

Gazetted: 08 December 2020

Closing Date: 24 December 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.

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 work area and position:**

Forensic Mental Health Services 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 and 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 Forensic Psychology Registrar you will be expected to conduct high quality mental health assessments and interventions under supervision with people engaged with the Forensic Mental Health Services either in custody, the courts, or the community. You will be required to provide direct clinical assessments and clinical management of people at different stages in the legal process in custody. You will deliver structured, low complexity psychological interventions to clients of FMHS and prepare professional mental health and risk assessment reports within professional scope and with regard for issues of consent and confidentiality. You will also be required to liaise actively with other stakeholders to facilitate assessments, interventions, and referrals for follow-up where appropriate. You will report to a Team Manager (Custodial or Community) and will support them via keeping

effective records and data sets and participating in quality improvement activities and other service development processes.

**Eligibility/Other Requirements:**

**Mandatory:**

Be registered or be eligible for general registration with the Psychology Board of Australia under AHPRA  
Be enrolled or eligible to enrol in a registrar program for area of practice endorsement in Forensic Psychology  
Current driver's licence.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police check.  
Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).  
Comply with CHS credentialing requirements for allied health.

**Notes:**

This is a temporary position for 24 months with the first year to be served at Health Professional Level 1 and the second year at Health Professional Level 2 in line with the Health Professionals Enterprise Agreement.  
The position holder will be supported to complete the Forensic Psychology Registrar program via rotation through the various teams of FMHS and the provision of Primary and Secondary clinical supervision by Board of Psychology Approved Supervisors.  
Selection may be based on written application and referee reports only.  
Contact Officer: Gillian Sharp (02) 5124 1813 Gillian.Sharp@act.gov.au

**Medicine**

**Cardiology**

**Graduate Cardiac Scientist (Cardiac Physiologist)**

**Health Professional Level 1 \$62,823 - \$82,307, Canberra (PN: 41621)**

Gazetted: 03 December 2020

Closing Date: 21 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**

Cardiac diagnostic services form an important part of the cardiology service to patients at Canberra Hospital. The Cardiology Department provides a suite of cardiac diagnostic testing, including, CRMD implantation and testing, cardiac electrophysiology, cardiac catheterisation laboratory procedures and non-invasive electrocardiography-based testing.

Under the direction and supervision of the Cardiac Scientists, the Cardiac Scientist (Cardiac Physiologist) is involved in the performance of invasive and non-invasive cardiology diagnostic testing. This involves CRMD implantation and testing, cardiac catheterisation laboratory procedures, exercise stress testing, Holter monitoring and ECG.

**Eligibility/Other Requirements:**

**Mandatory:**

Tertiary qualifications in Science or Applied Science.

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

**Desirable:**

Hold a current driver's licence.

A member of Professionals in Cardiac Sciences Australia (PiCSA) and/or affiliate member of Cardiac Society of Australia and New Zealand (CSANZ).

**Prior to commencement successful candidates will be required to:**

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

**Notes:**

This is a temporary position available until 30 June 2021 with possibility of extension and/or permanency.

Contact Officer: Leah Giles (02) 5124 3765 Leah.Giles@act.gov.au

**Women, Youth and Children**

**Paediatrics**

**RN3.1 Children and Adolescents Behavioural Care Specialist Nurse**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 48163)**

Gazetted: 03 December 2020

Closing Date: 21 December 2020

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**Overview of the work area and position:**

The Paediatric Service at the Centenary Hospital for Women and Children provides coordinated and integrated health services for children and young people, and their families/carers, for medical, surgical, and mental health care, up to the age of 16 years. The care provided is family centred, safe and effective.

The Paediatric 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 is a new position working across the Paediatric Service in the Division of Women Youth and Children, which will report to the Assistant Director of Nursing, Paediatrics and Neonatology.

The Children and Adolescent Behavioural Care Nurse will provide expert knowledge and skills while leading the coordination of mental health and wellbeing for children and young people receiving care in the inpatient Paediatric Service. This role will liaise with key stakeholders such as the Child and Adolescent Mental Health Service (CAMHS) and the WY&CCHP School Youth Health Nurses (SYHN) to strengthen the discharge pathway. Planning and design are underway for a six bed Adolescent Mental Health Inpatient Unit which will be integrated with the existing Adolescent Ward making a total of 14 Adolescent inpatient beds. This position will work closely with the Paediatric team to develop a model of care to ensure a seamless transition for the operationalisation of this integrated service.

**Eligibility/Other Requirements:**

**Mandatory:**

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (APHRA)  
Minimum of five years of professional Nursing practice, with at least 12 months of recent practice in an Adolescent health related field.

**Desirable:**

Previous experience providing mental health care to children and/or young people  
Post graduate qualifications in mental health nursing or equivalent field  
Hold and maintain a current driver's license.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police check.  
Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.  
Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

**Notes:**

This is a temporary position available for 12 months with the possibility of extension and/or permanency.  
Contact Officer: Alison Moore (02) 5124 7395 alison.moore@act.gov.au

**Division of Surgery**

**Intensive Care Unit**

**Clinical Care Coordinator**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 16141, Several)**

Gazetted: 07 December 2020

Closing Date: 4 January 2021

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

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

**Overview of the Work Area and Position**

The 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, Cardiothoracic Surgery and Trauma. The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching. 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. It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services. This position provides high level support in coordinating and managing the patient flow in the Intensive Care Unit to facilitate

**Eligibility/Other Requirements:**

**Mandatory:**

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

**Desirable:**

Has demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years.



Holds or progressing towards a tertiary qualification at Masters Level

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police check.

**Notes:**

There are several positions available offering both permanency and temporary, fulltime or parttime. All positions will be required to work a rotating roster with mornings, evenings, and nights weekdays and weekends.

Contact Officer: Genevieve Harrigan (02) 5124 5094 [genevieve.harrigan@act.gov.au](mailto:genevieve.harrigan@act.gov.au)

**Women, Youth and Children**

**Paediatric Endocrinology and Diabetes Service**

**Service Coordinator**

**Senior Professional Officer Grade C \$108,926 - \$117,249, Canberra (PN: 46873)**

Gazetted: 07 December 2020

Closing Date: 21 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 Paediatric Endocrinology and Diabetes Service provides coordinated and integrated care for children, young people and their families with diabetes and other endocrine conditions. It 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. Services are delivered at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre.

The Service Coordinator will provide high level leadership of a contemporary, interdisciplinary team of health professionals. This is a newly established position and provides an exciting opportunity to provide strategic leadership, establish new systems and processes and drive change under a new model of care.

The Service Coordinator will report operationally to the Director of Allied Health in the Division of Women, Youth and Children.

**Eligibility/Other Requirements:**

**Mandatory:**

Tertiary qualification in a health or related discipline and/or postgraduate qualifications in health, behavioural science or management.

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:**

Experience in paediatric diabetes management.

Hold a current driver's licence.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police check.

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

**Note:** This is a part-time temporary position available at hours 29.4 hours per week for a period of 12 months with the possibility of permanency. The full-time salary noted above will be paid pro-rata.

Contact Officer: Pip Golley (02) 5124 4236 [pip.golley@act.gov.au](mailto:pip.golley@act.gov.au)

## **Medical Imaging**

### **Nuclear Medicine**

#### **Senior Nuclear Medicine Technologist**

**Medical Imaging Level 3 \$104,068 - \$109,656 (up to \$115,093 on achieving a personal upgrade), Canberra (PN: 28505)**

Gazetted: 07 December 2020

Closing Date: 25 January 2021

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#### **Overview of the work area and position:**

The Nuclear Medicine department currently has three gamma cameras - one single head gamma camera, one dual head gamma camera with low dose SPECT/CT capability, and a state of the art dual head 16 slice SPECT/CT scanner that was commissioned in early 2019. The department also provides a Bone Mineral Density service and operates a comprehensive PET/CT facility with three uptake rooms, automatic injection system and 64 slice time of flight PET/CT scanner.

Work in the department is both challenging and rewarding, with a comprehensive range of diagnostic and therapeutic Nuclear Medicine procedures being offered. While this currently includes paediatric, oncology and cardiac studies, the department is looking to expand the services we offer including diagnostic CT with/without contrast, novel PET studies and associated Theranostic services.

This position will suit an enthusiastic Nuclear Medicine Technologist with experience in developing and promoting standards in a professional team. The successful applicant will be required to work across all areas of the Nuclear Medicine and PET section, with potential to perform diagnostic CT scans across the wider medical imaging department from time to time.

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

##### **Mandatory:**

Bachelor of Applied Science in Medical Radiation Science (Nuclear Medicine).

Be registered or be eligible for registration with the Medical Radiation Practice Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA).

Possess an appropriate ACT Radiation Licence.

##### **Desirable:**

Three+ years' experience as a Nuclear Medicine Scientist including BMD and PET experience.

Experience performing standalone diagnostic CT and eligible to obtain a diagnostic CT radiation licence.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police check.

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

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

**Note:** This position will participate in after-hours and on-call duties. As required, this position may involve performance of standalone diagnostic CT scanning across the Medical Imaging Department. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on written application and referee reports only.

Contact Officer: Ross Bevan (02) 5124 4332 [ross.bevan@act.gov.au](mailto:ross.bevan@act.gov.au)

**Infrastructure and Health Support Services**

**Operational Support Services**

**Assistant Director, Client Services**

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 19979)**

Gazetted: 07 December 2020

Closing Date: 16 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 focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

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.

Canberra Health Services 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:**

Infrastructure and Health Support Services are responsible for:

Facilities Management Maintenance

Project Delivery

Infrastructure Safety and Risk

Staff Accommodation

Operational Support Services

Fire Safety and Emergency Response

Mail Room Services

Parking

Residential Accommodation Services

Security

Switchboard

Patient Enquires

Vehicle Fleet Management

Volunteer Services

Logistic Support Services  
Domestic, Environmental and Linen Services  
Food Services  
Sterilising Services

University of Canberra Hospital Contract Management

Client Services (CS) is a business unit with Operational Support Services (OSS), and is responsible for the provision of a range of client services to support the operations across various CHS locations. The branch is committed to the CHS Vision, Role and Values.

Under limited direction from the Director, CS, you will manage the delivery of services for Patient Enquiries, Residential Accommodation Services and Volunteers Services, with support provided to Mailroom Services and Switchboard. You will be required to manage and coordinate administrative staff, provide day-to-day supervision, human resource management, financial management, and provide advice and responses to matters related to the business portfolios. The Assistant Director is expected to work collaboratively with other business units across CHS and be supportive and flexible in leading the changing priorities of the business portfolios.

The position will be based at Canberra Hospital with regular travel required to other CHS sites.

**Eligibility/Other Requirements:**

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police check.

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

**Note:**

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

Contact Officer: Robyn Jensen (02) 5124 9774 [robyn.jensen@act.gov.au](mailto:robyn.jensen@act.gov.au)

**Clinical Services**

**Deputy Director General, Chief Operating Officer**

**Executive Level 3.3 \$374,074 - \$389,348 depending on current superannuation arrangements, Canberra (PN: E619)**

Gazetted: 03 December 2020

Closing Date: 10 December 2020

**Details:** Canberra Health Services is seeking a highly skilled professional to lead the operations of Canberra Health Services (CHS), ensuring it meets its obligations to deliver exceptional health care services to the ACT and surrounding community.

The Chief Operating Officer (COO) is a critical leadership role with responsibility for ensuring efficient and patient centred delivery of health services across CHS. The incumbent provides leadership in the co-ordination of day-to-day health service operations and development and implementation of clinical quality and patient safety outcomes.

The COO plays a pivotal role in championing an exciting transformational agenda which brings exceptional and innovative health outcomes to our diverse and dispersed community and sets new standards and models of healthcare in Australia.

Reporting to the Chief Executive Officer, the COO is expected to drive access and performance through leading timely care strategies and high-level patient flow co-ordination.

Leading a motivated team, the COO is expected to achieve exceptional outcomes for patients, whilst delivering safe and cost effective services, using innovative solutions in collaboration with a range of service providers, staff and consumers.

Applications are encouraged from executives with previous experience in the health sector, strategic business management experience and the leadership, maturity and professional credibility to enable success in growing Canberra Health Services delivery of service and profile. Drive, energy, flexibility, authenticity and an engaging communication and influencing style are all important qualities being sought.

**Remuneration:** The position attracts a remuneration package ranging from \$374,074 to \$389,348 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$305,472.

**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:** Please provide an application which includes a copy of your curriculum vitae and a statement addressing your experience against the executive capabilities.

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

**Contact Officer:** Bernadette McDonald (02) 5124 4700 [bernadette.mcdonald@act.gov.au](mailto:bernadette.mcdonald@act.gov.au)

## **Rehabilitation & Community Services**

### **Qualified Dental Assistant**

**Dental Assistant Level 2 \$57,459 - \$67,185, Canberra (PN: 25920, several)**

Gazetted: 07 December 2020

Closing Date: 21 December 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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The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

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

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

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

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

### **Overview of the work area and position:**

Oral Health Services (OHS) is responsible for delivering services including dental prevention and treatment for children, targeted youth and adults of the ACT and surrounding region.

Oral health Services offers a range of dental services to the community, these include:

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.

Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Oral Health Services provides dental treatment to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra. These locations include the Belconnen Health Centre, Civic Health Centre, Phillip Health Centre, Tuggeranong Health Centre, Gungahlin Health Centre, Hume Health Centre within the Alexander Maconochie Centre and the OHS Mobile Dental Clinics, as well as the major hospitals.

The Mobile Dental clinics provide dental care to targeted access groups that include Bimberi Youth Detention Centre, the homeless, aged care facility residents and children and youth attending identified schools in the ACT.

The successful applicant will be required to work at all OHS service delivery locations.

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

#### **Mandatory:**

Certificate III in Dental assisting or equivalent

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

#### **Desirable:**

Current driver's licence

Certificate IV in Dental assisting 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).

**Notes:**

These are temporary positions available for six months with the possibility of extension

Contact Officer: Donna Butcher (02) 5124 1511 Donna.Butcher@act.gov.au

**Police and Court Drug Diversion Services**

**Alcohol and Drug Services**

**Police and Court Drug Diversion Clinician**

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 33456, several)**

Gazetted: 09 December 2020

Closing Date: 8 January 2021

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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 Alcohol and Drug Services is a part of the division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate six areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

The Alcohol and Drug Services (ADS) as part of the division of Mental Health; Justice Health; Alcohol and Drug Services provides information, advice, referral, intake, assessment, and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

The Police and Court Drug Diversion Service, ADS is an evidence-based service providing high quality care, guided by principles of harm minimisation. The Police and Court Drug Diversion Service is a multi-skilled team of health professionals and services are provided to the community both within community health centres and custodial environments.

The ADS Police and Court Drug Diversion Service is seeking health professionals to work across multiple sites and programs with clients referred by ACT Policing and ACT Courts for assessment, counselling, case management support and referral to treatment to address alcohol and drug use and associated issues. This includes providing support for these programs utilising a client-centred, stepped, integrated model of treatment. In offering client centred care, clinicians work collaboratively with clients in such a way that respects their experience, expertise, perceptions and goals.

These positions will report to the management team as part of the Police and Court Drug Diversion Service. It will involve liaison with services within the Alcohol and Other Drug (AOD) sector, Justice Services and other stakeholders.

This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, health education and counselling to clients. Experience working with clients within the judicial system is highly desirable.

All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

**Eligibility/Other Requirements:**

**Mandatory:**

**For Social Work:**

Tertiary qualification in Social Work

Eligibility for membership of the Australian Association of Social Workers

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

**For Psychology:**

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

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

**Highly Desirable:**

Psychology Board of Australia endorsement or eligibility for endorsement as Principal and/or Secondary supervisor for 4+2 Internship program.

**For Counselling**

Eligible qualification pathways

**Pathway 1**

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

(i) Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant).

**AND**

(ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course.

**OR**

(iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

**Pathway 2**

(i) Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course.

**AND**

(ii) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course.

**OR**

(iii) Three-year part-time ANZAP training in the Conversational Model.

Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

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

**Desirable:**

Current drivers licence

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police check.

Comply with Canberra Health Services credentialing for Allied Health professionals.

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

Staff not registered with APHRA be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

**Note:** These are temporary positions available for a period of six months with possibility of extension and/or permanency.

Contact Officer: Kate Gardner (02) 5124 1592 [kate.gardner@act.gov.au](mailto:kate.gardner@act.gov.au)

## **Cancer and Ambulatory Support**

### **Administration**

#### **Personal Assistant, Cancer and Ambulatory Support**

#### **Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 17602, Several)**

Gazetted: 07 December 2020

Closing Date: 21 December 2020

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

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

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

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

#### **Overview of the work area and position**

The Division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings.

Reporting to the relevant Directors, Cancer and Ambulatory Support (CAS), these positions will provide administrative support to their offices, and other members of the team as directed. You will organise and maintain appointments and meetings, draft and prepare minor correspondence as necessary, arrange meetings and secretariat for meetings. Other duties include maintaining liaison with internal and external agencies to ensure the efficient co-ordination of the sectional activities, assist with minor information gathering and project tasks as required, assist with recruitment, rosters and arranging of exams. Ability to work under limited supervision in a fast-paced environment and adapt to change is highly desirable.

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

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police check.

Hold a current driver's licence.

**Note:** The is a temporary position available for 10 months with the possibility of extension and/or permanency.

Contact Officer: Caroline McIntyre (02) 5124 8536 [caroline.mcintyre@act.gov.au](mailto:caroline.mcintyre@act.gov.au)

## **Women, Youth and Children**

### **Women's and Babies**

#### **Staff Specialist - Obstetrics and Gynaecology**

#### **Specialist Band 1 - 5 \$164,470 - \$202,960, Canberra (PN: 17596)**

Gazetted: 08 December 2020

Closing Date: 17 December 2020

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

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

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

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

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

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

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

These opportunities suit highly skilled clinicians with extensive experience in the practice of evidence-based Obstetrics and Gynaecology. The successful candidates will provide leadership, and work as a team member while demonstrating a commitment to teaching medical students, residents, registrars as well as nursing/midwifery and allied health professionals. Demonstrated commitment to all aspects of clinical governance, demonstrated high level communication and interpersonal skills and demonstrated experience conducting and leading research and audit in relevant areas of practice are essential criteria.

The Specialist will be required to manage inpatients referred to the Obstetrics and Gynaecology service at the new Centenary Hospital for Women and Children, participate on the on-call Obstetrics and Gynaecology roster, conduct outpatient clinics and contribute to the teaching program of ANU Medical School.

The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. Canberra Hospital has more than 3700 births per year and is a level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care perinatal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. The department is accredited by RANZCOG for the FRANZCOG Training Program and subspecialty training in Maternal Fetal Medicine. Canberra Hospital's Centre for Newborn Care has over 650 admissions per year.

The Department provides gynaecological services to the same region with support for gynaecological oncology from Royal Women's Hospital, Randwick. It also provides an Adolescent Gynaecology service supported by a visiting specialist from Melbourne.

The Department has a well-supported RANZCOG training programme including those rotated to other metropolitan and rural rotations. It is expected that the successful candidate participates in the training of the RANZCOG trainees. There is an active junior doctor programme which is producing quality trainees interested in continuing in Obstetrics and Gynaecology. Involvement in departmental teaching and research is encouraged and supported. There is a strong commitment to quality and audit.

Strong research links are maintained with the ANU and the University of Canberra. 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 successful applicant will have the opportunity to apply for a conjoint appointment in The Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the Health Service appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the University on academic matters and to Canberra Hospital/Health Directorate for research and clinical matters. The successful candidate is expected to contribute to the existing services and also to service development in the department. Canberra Health Services is developing the Specialty Services Plan, which is a strategic development of the services for the future. The services at CHWC are also expanding as part of the territory wide plan. As part of the expansion of services, special interests, or subspecialty interests in maternal foetal medicine and emergency gynaecology would be advantageous.

**Eligibility/Other Requirements:**

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

Be registered or eligible for registration for Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or an equivalent higher specialist qualification

Please note prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

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

Note: This is a permanent full-time or part-time position. 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.

**Salary, Remuneration and Conditions:**

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

Group Attraction and Retention Incentive: \$30,000

Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$376,455

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

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

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

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

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

Contact Officer: Dr. Natalie De Cure (02) 5124 7591 [natalie.decure@act.gov.au](mailto:natalie.decure@act.gov.au)

**Chief Operating Officer Clinical Services**

**CHS Medicine**

**Registered Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 24599)**

Gazetted: 09 December 2020

Closing Date: 23 December 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 a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Canberra 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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Six community health centres: providing a range of general and specialist health.

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**

Applications are being sought from dynamic, highly motivated and experienced nurses to work in an educational role within the Emergency Department. This challenging role requires a Registered Nurse (RN) with demonstrated expert knowledge and highly developed interpersonal skills, to undertake the responsibility of teaching and supporting nursing staff, student nurses and Defence medics in the workplace. This position entails being approachable, demonstrating excellent communication skills, having a passion for sharing knowledge and educating others. If you are committed to providing quality care, use evidence to guide your nursing practice, enjoy teaching, mentoring and supporting staff as part of your professional development we would welcome your application. Applicants will be required to demonstrate a sound knowledge of adult learning principles to support ongoing education.

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

##### **Mandatory:**

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

##### **Desirable:**

Post Graduate qualification in a critical care nursing specialty or clinical teaching

##### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing requirements for allied health.

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

##### **Notes**

This is a part-time permanent position available at 24 hours per week and the full-time salary noted above will be paid pro-rata. The successful applicants will be required to work on a roster basis, Monday to Friday, morning and evening shifts only.

Contact Officer: Andrea Willson (02) 6204 3080 [andrea.willson@act.gov.au](mailto:andrea.willson@act.gov.au)

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

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

##### **Home Assessment and Acute Response Team Register Nurse**

##### **Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 48120, several)**

Gazetted: 09 December 2020

Closing Date: 4 January 2021

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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.

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**

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

This exciting opportunity is based with the Home Assessment and Acute Response Team (HAART) a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). The ACMHS provide services for people aged over 18 years and has a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions

Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact

Provide optimal treatment for people in their homes and community as effective hospital diversion

Relevant to this position the HAART team provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

HAART operates an extended hours service, operating seven days a week and the position holder will be required to work a rotating roster including morning, evening shifts, on call arrangements and public holidays.

The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team including Nurses, Social Workers, Occupational Therapists, Psychologists, Psychiatrists and Allied Health Assistants.

This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

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

##### **Mandatory:**

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

Minimum 24 months nursing experience in a mental health related area of employment

##### **Desirable:**

Post Graduate Qualification in Mental Health Nursing or working towards such.

Hold a current driver's licence.

**Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment National Police check.

**Note:**

These are temporary positions available for six months.

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

Contact Officer: Peter Sheils (02) 5124 2212 Peter.J.Sheils@act.gov.au

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

**Justice Health Services**

**Assistant Director of Nursing, Custodial Health, Justice Health Services**

**Registered Nurse Level 4.2 \$131,034, Canberra (PN: 28555)**

Gazetted: 09 December 2020

Closing Date: 23 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.

Canberra Health Services 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:**

The Custodial Health Team is a part of the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) Division which is a contemporary evidence-based service providing high quality primary health care, within Canberra’s custodial and secure mental health environments. The service aims to provide collaborative, equitable and comprehensive health care that involves the patient and other key stakeholders and services. At this level you will provide senior leadership for the clinical and administrative operations of the Custodial Health team. This includes the day-to-day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost-effective and high quality health care services.

**Eligibility/Other Requirements:**

**Mandatory:**

Registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum 12 months leadership/management experience.

**Desirable:** Previous management experience within a health setting. Holds or is working towards post graduate management qualifications. A current driver’s licence.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police check.

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

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

**Note:** This is a temporary position available for 3 weeks with the possibility of extension.

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

Contact Officer: Dannielle Nagle (02) 5124 1811 Dannielle.Nagle@act.gov.au

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

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

#### **Home Assessment and Acute Response Team Health Professional**

#### **Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 22447)**

Gazetted: 09 December 2020

Closing Date: 4 January 2021

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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:

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 and alcohol and drug services.

#### **Overview of the Work Area and Position**

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

This exciting opportunity is based with the Home Assessment and Acute Response Team (HAART) a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). The ACMHS provide services for people aged over 18 years and has a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions

Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact

Provide optimal treatment for people in their homes and community as effective hospital diversion

Relevant to this position the HAART team provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

HAART is an extended hours service, operating seven days a week and the position holder will be required to work a rotating roster including morning, evening shifts, on call arrangements and public holidays.

The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants. This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

**Eligibility/Other Requirements:**

**Mandatory:**

**For Occupational Therapy:**

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

Eligibility for professional membership of Occupational Therapy Australia.

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

**For Psychology:**

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

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

**For Social Work:**

Degree in Social Work.

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

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

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

**Other qualifications:**

Hold a current driver's licence.

**Highly Desirable:**

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

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

**Prior to commencement successful candidates will be required to:**

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

**Note:**

This is a temporary position available for six months.

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

Contact Officer: Peter Sheils (02) 5124 2212 peter.sheils@act.gov.au

**Women, Youth and Children**

**Community Health Programs, Central Regional Team**

**School Youth Health Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 41583, several)**

Gazetted: 07 December 2020

Closing Date: 31 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 SYHN Program employs experienced adolescent health specialised Registered Nurses who provide targeted primary health care for students attending ACT Government Secondary Schools.

The program's core elements are:

Adolescent focused individual consultations

Small health promoting group work

Support for teachers to deliver the health curriculum

Support for health promotion activities within the school

The position is based in allocated ACT Government Secondary Schools, with 1 day per week working from the City Health Centre, at 1 Moore Street, Canberra City.

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

##### **Mandatory:**

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

Experience working in adolescent health.

Current driver's licence.

##### **Desirable:**

More than four years' experience working in adolescent health.

Additional qualifications in Health Promotion, Sexual Health, Mental Health and/or Adolescent Health.

##### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police check.

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

##### **Note:**

These positions are temporary positions available for six months with the possibility of extension and/or permanency. These positions may be available full or part time. Part-time hours will be paid pro-rata. This program does not provide or teach first aid, care for wounds or administer medication.

This position is under Schedule 4 of the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019.

The rate of pay is at 88% of the rate paid to an equivalent employee. This rate of pay takes into account the nurse not attending work during school stand down periods (term breaks).

Contact Officer: Claire McDonnell (02) 5124 1790 [Claire.McDonnell@act.gov.au](mailto:Claire.McDonnell@act.gov.au)

#### **Canberra Health Services**

Mental Health, Justice Health and Alcohol and Drug Services Rehabilitation and Specialty Mental Health Services  
Occupational Therapist/Psychologist/Social Worker Health Professional Level 2 \$66,988 - \$91,962 , Canberra (PN: 31464)

Closing Date: 24 December 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 a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Canberra 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.
- Five Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health.
- 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 of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services, and
- Rehabilitation and Specialty Mental Health Services

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

The AMHDS is located at the University of Canberra Hospital.

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

##### **For Occupational Therapy:**

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Be eligible for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

##### **For Psychology:**

- Be registered or eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

##### **For Social Work:**

- Hold a degree in Social Work
- Be eligible for membership of the Australian Association of Social Workers
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

##### **Other Requirements:**

- Hold a current driver's licence.

##### **Highly Desirable:**

- Previous experience working with adults with mental health issues within a rehabilitative framework.

**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).

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

#### **Education and Training Services**

##### **Student Services/Information Recognition Team**

##### **Information and Recognition Officer**

##### **Administrative Services Officer Class 2/3 \$57,454 - \$70,058, Canberra (PN: 55001, several)**

Gazetted: 04 December 2020

Closing Date: 11 December 2020

**Details:** Applications are invited to fill Information Officer roles in a dynamic team with the CIT Student Services Information and Recognition Team.

Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service in line with CIT's Client Service Standard Charter. These positions requires the ability to respond to enquiries from prospective students, students, staff and members of the public via the phone/email and live chat. The successful applicants will need to be team focussed and have the ability to work independently under supervision. They will need the skills to enter data accurately in a number of different systems. The successful applicants will assist in creating an environment that values and utilises the contribution of others.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

**Eligibility/Other Requirements:** A Certificate II in Business or Certificate III in Business Administration or equivalent would be highly desirable. Knowledge of VET education and the role CIT has in this area.

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

**How to Apply:** Please submit a two page maximum response to Selection Criteria, outlined in the attached Position Description and a copy of your current curriculum vitae. Referee reports will be required upon request.

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

**Contact Officer:** Barbara McCormack (02) 6207 3560 [barbara.mccormack@cit.edu.au](mailto:barbara.mccormack@cit.edu.au)

#### **CIT Education and Training Services**

##### **CIT Education Services**

##### **Education Quality**

##### **Online Learning Developer**

##### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 39847)**

Gazetted: 04 December 2020

Closing Date: 11 December 2020

**Details:** Are you ready to take your online learning and design skills to the next level? Canberra Institute of Technology (CIT) Education Services provides a broad range of services to lead, monitor and support educational performance for students and staff at CIT including: programs and learning (program development, education quality and online learning); and academic governance (policy and performance).

We are seeking a talented energetic team member with advanced Moodle building skills, ready to work across CIT, to support departments to develop a range of flexible and engaging student-focused learning solutions.

If you are someone who is excited about the prospect of using advanced technology to make things easier, loves to fix problems before they occur, can provide intuitive 'just in time' support to students, departments, and Education Services, then this is a great opportunity for you.

In this role, there is no time to feel bored as you will need to think outside the box and problem solve to produce content that gets results, all whilst keeping your cool!

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

**Eligibility/Other Requirements:**

**Desirable**

At least two years full time experience in a VET or higher education environment in an online learning development role.

Qualifications in graphic design, ICT, business, or education.

**Notes:** This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a one page pitch showing how and why you are best placed to meet the requirements, along with a detailed curriculum vitae (max four pages) and the names and contact details of two referees (one should be a current/recent Supervisor/Manager).

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

Contact Officer: Shari Madden (02) 6205 4148 [Shari.Madden@cit.edu.au](mailto:Shari.Madden@cit.edu.au)

**Education and Training Services**

**Library and Learning Services**

**Learning Services Librarian**

**Senior Professional Officer Grade C \$108,926 - \$117,249, Canberra (PN: 54589)**

Gazetted: 03 December 2020

Closing Date: 10 December 2020

Details: The Canberra Institute of Technology (CIT) is looking for interested applicants to fill the Learning Services Librarian position. Applicants will need to demonstrate their broad experience in planning and managing library and learning services to students, teachers, and staff. You will need to demonstrate your ability to effectively manage human and physical resources within an educational library environment. 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: An appropriate degree or equivalent which allows for professional membership of the Australian Library and Information Association (ALIA).

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

**How to Apply:** Applicants are required to address the Selection Criteria and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee's reports at a later date.

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

Contact Officer: Jaci Ganendran (02) 6205 9782 [jaci.ganendran@cit.edu.au](mailto:jaci.ganendran@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](mailto:jobs@act.gov.au)

Executive Branch Manager, Venues Canberra

Temporary Vacancy (2 January 2021 to 24 January 2021)

Chief Minister, Treasury and Economic Development Directorate

Venues Canberra

Position: E493

**(Remuneration equivalent to Executive Level 1.3)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 4 December 2020

Expressions of interest (EOI) are sought for the position of Executive Branch Manager, Venues Canberra in the Treasury Stream of CMTEDD from 2 January to 24 January 2021.

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.

To apply: Interested candidates should submit a short EOI, of no more than two pages addressing the executive capabilities, details of two referees and a current curriculum vitae to Matthew Elkins via email to

[matthew.elkins@act.gov.au](mailto:matthew.elkins@act.gov.au) by COB 11 December 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 \$236,451 - \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

Contact Officer: Matthew Elkins (02) 6256 6708 [matthew.elkins@act.gov.au](mailto:matthew.elkins@act.gov.au)

**Executive Branch Manager, Communications and Engagement**

**Temporary Vacancy (14 December 2020 to 8 January 2021)**

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

**Communications and Engagement**

**Position: E1095**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 7 December 2020

This is a great opportunity that requires a senior leader who can blend strategy with creativity. In this varied and busy role you will lead the teams responsible for campaigns focused on government priorities, the creative hub that provides digital, design and publishing services as well as content teams who manage and produce content for our WhoG channels: websites, social media and *Our Canberra*. The branch works closely with directorates and the Public Information Coordination Centre (PICC) to produce engaging content that supports the government's priorities.

The position involves direct supervision of staff and requires leadership, good judgement, relationship management, attention to detail, and strategic communications expertise.

To apply: Interested candidates should submit a one-page expression of interest outlining your interest and suitability, along with a current curriculum vitae (including the contact details of two referees) to Nicole Mahar via email to [nicole.mahar@act.gov.au](mailto:nicole.mahar@act.gov.au) by COB Wednesday 9 December 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: Nicole Mahar (02) 6205 9530 [nicole.mahar@act.gov.au](mailto:nicole.mahar@act.gov.au)

**Executive Branch Manager, People and Capability**

**Temporary Vacancy (14 December 2020 to 14 January 2021, with the possibility of extension)**

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

**Corporate**

**Position: E421**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 9 December 2020

Expressions of interest are sought for the position of Executive Branch Manager, People and Capability. This temporary vacancy is from 14 December 2020 to 14 January 2021, with the possibility of extension.

The role is responsible for overseeing all aspects of the Directorate's Human Resources (HR) function with a key focus on developing and implementing strategic initiatives to support the workforce in the delivery of the Directorate's objectives. The successful candidate will possess outstanding leadership, strategic, relationship

management, communication and change management skills with a strong background in leading strategic human resource initiatives across a complex and diverse workforce.

For further information please see the Executive Capabilities attached.

To apply: Interested candidates should submit a short EOI, of no more than one page addressing the Executive Capabilities, details of two referees and a current curriculum vitae to Steven Wright via email to [steven.wright@act.gov.au](mailto:steven.wright@act.gov.au) by COB 10 December 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: Steven Wright (02) 6207 1356 [steven.wright@act.gov.au](mailto:steven.wright@act.gov.au)

## **Shared Services ICT**

### **Technology Services**

#### **Technical Services Delivery**

##### **Senior Cloud Specialist**

##### **Senior Information Technology Officer Grade C \$108,926 - \$117,249, Canberra (PN: 14416)**

Gazetted: 07 December 2020

Closing Date: 24 December 2020

**Details:** The Technical Services Delivery team within the Technology Services branch of Shared Services ICT is responsible for the delivery of ICT Operations in supporting each ACT Government Directorate including ACT Education and CIT.

We are seeking a Senior Cloud Specialist who will bring experience and knowledge in applying Cloud technologies to client business challenges, support technical resources within the team as well as prospective partners and stakeholders in addition to providing feedback to Senior Management regarding customer experience and gathering customer feedback on new desired features and capabilities.

In this role you will be responsible for:

Develop Cloud technologies required to upload business systems and enterprise applications.

Provide support and mentoring to technical resources within the team as well as prospective partners and stakeholders.

Work as a team member, assisting to ensure that the quality of service delivered to clients meets or exceeds expectations as well as liaising with both internal clients and external suppliers to ensure services are provided to the standard required.

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:**

Advanced knowledge of ARM templates, Infrastructure as Code using managed source control services such as Azure DevOps and GIT or others.

Microsoft Azure AZ-103 or NEW AZ-104 certification highly desirable.

**Note:** This is a temporary position available for six 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:** Please submit a written response of up to two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, provide evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

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

Contact Officer: Tom Papazoglou (02) 6207 9858 [tom.papazoglou@act.gov.au](mailto:tom.papazoglou@act.gov.au)

## **Communications and Engagement**

### **Director Engagement and Outreach, Various Directorates**

#### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: TMP05\_TMP06\_TMP07)**

Gazetted: 04 December 2020

Closing Date: 3 January 2021

#### JOIN OUR TEAM

Our Communications and Engagement team allows you to:

Be part of the action. We are a fast-paced, passionate, creative team who love working in the coolest little capital in Australia.

Join the conversation. Sharing is caring. We need people who love communicating on every level.

Make a difference. We're open to new ideas, new technology and breaking through the norm.

Be challenged. Every day is different. Flexibility is a given. Multi-tasking is our middle name.

Get creative. Campaigns, content, design, digital, media, creative. We have it all.

Keep local. We are in the know and share great, local stories from all over Canberra. You really can make a difference.

Bring your journey. We welcome people from all walks of life with different ideas, experiences and backgrounds.

Get involved. Learning opportunities, social activities and mentoring are just the beginning.

#### What you will do

These positions are responsible for engagement and outreach activities and act as a key conduit and advocate for directorates and community stakeholders. They facilitate the flow of targeted information. This is achieved either by working through relevant directorate networks, by direct engagement or a mixture of both. You will advise and collaborate with key senior stakeholders.

#### What we require

A key requirement of each role is the ability to appropriately handle sensitive material with confidentiality, showing sound judgement and integrity. Well-developed persuasive and negotiation skills, as well as the ability to deliver agreed business outcomes, including the ability to take responsibility and initiate action independently.

Your success in the position will depend on your expert ability to establish meaningful networks and maintain effective and sensitive strategic business partnerships, including with internal and external stakeholders, through collaboration, engagement, responsiveness and influence.

#### COVID-19 Public Information Coordination Centre

As the ACT Government continues to respond to the COVID-19 pandemic, the need to provide timely and accurate public information is essential to ensure that all Canberrans are aware of their own responsibilities and the actions the Government is taking to support their health, wellbeing and the city's preparedness.

An exciting and important opportunity exists to join a dynamic and creative team where you will gain firsthand valuable experience in emergency communications and campaigns in the COVID-19 Public Information Coordination Centre (COVID-19 PICC).

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT Government under the emergency management framework and structure for the pandemic to lead the communication efforts relating to COVID-19, including (but not limited to) preparing for future easing of restrictions and repatriation flights as well as ongoing planning and preparation for any emerging issues. The PICC team also delivers whole of government communications, campaign and engagement activities on the public health directions, and the ACT Government's preparedness and response to the COVID-19 pandemic.

Suitable candidates from this recruitment process will be made an offer for an expected temporary position in the COVID-PICC. The 6 to 12-month temporary position will commence as soon as possible, with the possibility of extension or permanency.

There are three positions available, they are for extensive liaison with:

- (1) Community Services Directorate,
- (2) ACT Health Directorate and
- (3) Economic Development within Chief Minister, Treasury and Economic Development Directorate.

The position is based in Canberra. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment.

The PICC functions 7 days a week. In a COVID business as usual environment, flexible working arrangements with occasional out of hours and/or weekend work may be required.

In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

#### Note

The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length up to 12 months, and may have the possibility of extension or permanency.

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.

How to Apply

Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position. Please indicate in your written application which of the three above-mentioned positions you would like to be considered for.

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

Contact Officer: [WholeofGovComms\\_Admin@act.gov.au](mailto:WholeofGovComms_Admin@act.gov.au)

### **ACT Insurance Authority**

#### **Insurance and Risk Support Officer**

**Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 55835)**

Gazetted: 03 December 2020

Closing Date: 17 December 2020

**Details:** Do you have excellent organisational skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy working in a lively team, whilst also savouring the opportunities to work autonomously? Then this may well be the perfect job for you! The ACT Insurance and Risk Management Team is looking for a motivated self-starter to join their busy team!

As the Insurance and Risk Officer you will be a key member of the Insurance and Risk team, involved in the administration of the risk management training program, assist with the delivery of the ACT Government insurance program and provide support to the Insurance and Risk Manager.

You would be joining the team at an exciting time as we will be introducing a number of new processes in the insurance space and developing a program of training to support the recently released eLearning modules in the area of risk management. The role will require you to work collaboratively with internal customers (ACT Government Directorates). You will also work closely with all ACTIA staff to meet the operational objectives associated with the delivery of ACTIA functions."

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.

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

**How to Apply:** Interested applicants should provide answers outlining experience and/or abilities against the Selection Criteria and Behavioural Capabilities outlined in the Position Description along with current curriculum vitae and contact details for two referees.

***Applications should be sent to the Contact Officer.***

Contact Officer: Marion Lynch (02) 6207 0302 [Marion.Lynch@act.gov.au](mailto:Marion.Lynch@act.gov.au)

### **Economic Development**

#### **VisitCanberra**

#### **Marketing Officer**

**Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 16887)**

Gazetted: 03 December 2020

Closing Date: 21 December 2020



**Details:** As a Marketing Officer at VisitCanberra, we encourage you to grow and develop your marketing and communications skills as you contribute to the delivery of partnerships, advertising, and brand campaigns to drive the growth of Canberra as a leisure destination.

You will have opportunities to put your creativity, copywriting, and organisational skills to the test as you work alongside Campaign Managers, public relations, web, and graphic design teams to collectively execute multi-channel local, national and international campaigns and programs on time and within budget.

Your high-level organisational skills, keen attention to detail and ability to hit the ground running and effectively manage your time will be a key asset in this role as you work closely with a range of team members and internal stakeholders to support the delivery of multiple projects at a time.

Sharing success is a big thing. You will work with the market research and content teams to evaluate and prepare reports on campaigns, marketing-based partnership activity and marketing projects to help identify and celebrate our wins and guide the development of future marketing activity.

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

**Note:** This position is available for an immediate start. A merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

**How to Apply:** If this sounds like you, please send your curriculum vitae and an application. Applications should clearly address the Professional/Technical skills and Behavioural Capabilities and be no longer than three pages telling us why you are the right person for the job.

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

Contact Officer: Laura Raine (02) 6207 6626 [Laura.Raine@act.gov.au](mailto:Laura.Raine@act.gov.au)

## Shared Services

### Finance Services

### Finance Operations

### Finance Officer

#### Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 07532)

Gazetted: 04 December 2020

Closing Date: 22 December 2020

**Details:** Shared Services Finance Operations is currently seeking an enthusiastic and highly motivated individual to join their team. In this role you will be responsible for undertaking a range of support services and processing functions in a Finance Operations environment. This may include, raising and issuing invoices/credit notes, receipting, undertaking bank account reconciliations, credit card acquittals, preparation of journals, processing supplier invoices for payment and resolving routine client enquiries in a timely manner.

You will be someone who is able to work cooperatively within a team environment, have excellent communication skills, be committed to high quality customer service principles, have well developed problem solving and analytical skills and have a demonstrated ability to prioritise workloads in order to meet tight deadlines.

#### **Eligibility/Other requirements:**

Previous experience in a finance operations or accounts processing environment would be highly regarded.

**Notes:** This is a temporary position available immediately for six months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" sections and submit a personal pitch of no more than two pages, and include a current curriculum vitae.

Your personal pitch should include information that provides evidence of your suitability against the Professional and Technical Skills, and Knowledge and Behavioural requirements for this role and highlights your skills and experience in a finance operations or processing environment.

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

Contact Officer: Sharon Miller (02) 6205 0748 [Sharon.Miller@act.gov.au](mailto:Sharon.Miller@act.gov.au)



**Access Canberra**

**Construction Utilities and Environment Protection**

**Rapid Regulatory Response Team**

**Compliance Regulator**

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 25332)**

Gazetted: 03 December 2020

Closing Date: 17 December 2020

**Details:** Applications are sought to fill the permanent position of Compliance Regulator in the Rapid Regulatory Response Team. We are looking for a person with a unique combination of skills, knowledge and behaviours to fill the role of Compliance Regulator in the Rapid Regulatory Response Team. In this role you will respond to complaints received by Access Canberra in relation to building and planning matters. You will conduct complex regulatory activities to assess compliance with the relevant Acts, Regulations, and technical building requirements, as well as on-site inspections and audits.

The role requires extensive liaison and communication with a range of stakeholders, including owners of properties, construction professionals and complainants. You will assess and provide ACT building and planning legislation related advice on site to stakeholders while adhering to Access Canberra's engage and educate policy approach to resolving complaints.

Please see the attached Position Description for an outline of the position's responsibilities.

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:** Highly desirable for the role are excellent customer service skills, extensive knowledge of ACT building and planning legislation (including ACT development approval and building approval frameworks) and other relevant legislation, along with a very good understanding of Canberra building industry networks.

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

**How to Apply:** If you have read the Position Description and Selection Criteria and would like to apply for the role, please send:

your curriculum vitae

a two-page response addressing the Selection Criteria giving examples of your experience that demonstrates you can successfully perform this role (maximum of two pages)

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

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

**Access Canberra**

**Construction, Utilities and Environment Protection**

**Compliance, Monitoring and Inspections**

**Assistant Director, Compliance, Monitoring and Inspections**

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 49697)**

Gazetted: 03 December 2020

Closing Date: 17 December 2020

**Details:** You'll be working in a great team, supporting the work of Access Canberra to improve building quality within the construction industry and making a difference in our community. It requires the ability to multitask, work with tight deadlines, understand and interpret government legislation and technical building codes and engage with staff across the organisation. You will also need to demonstrate exceptional oral communication skills including the ability to stay calm under pressure in challenging scenarios. A high level of self-awareness including understanding how your behaviour and decisions effect all stakeholders involved in your decision making process is essential.

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

**Eligibility/Other Requirements:**

Relevant qualification in building and construction or knowledge in the building and planning area would be desirable.

Demonstrated experience in managing a team to conduct inspections and audits to monitor and achieve compliance within a regulatory regime.

Current driver's licence.

**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:** Applications will be assessed against the Selection Criteria of the Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. To apply please send us your two page pitch detailing your experience and qualifications and how they make you the best person for this role, your current curriculum vitae and contact details of at least two referees. If you wish to find out more about the position, please call the Contact Officer.

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

Contact Officer: Lyndell Hudson 0434 945 164 Lyndell.Hudson@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.

## Economic Development

### Events ACT

#### Senior Director, Events

#### Senior Director, Events

#### Senior Officer Grade A \$148,991, Canberra (PN: 11728)

Gazetted: 03 December 2020

Closing Date: 28 December 2020

**Details:** You will lead the charge for our small dynamic teams of talented high performing dynamos as you oversee the Event Delivery, Partnerships and Event Development teams.

Our ideal candidate will have a deep well of business and commercial acumen to draw from. You will be an expert juggler and thrive in a fast-paced work environment that understands the role our people and our culture play as the key to our success. So if you have a drive for collaboration, kicking goals and sharing success we'd love to hear from you.

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

**Note:** This is a temporary position available immediately up until 27 March 2021 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A merit pool may 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 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please provide a pitch of no more than 800 words telling us why you are the right person for the job. Applications should address the Professional/ Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description. Please also provide your curriculum vitae and the contact details of two referees who will fly the flag for you.

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

Contact Officer: Ross Triffitt (02) 6207 1383 ross.triffitt@act.gov.au

## Economic Development

### artsACT

#### Program Officer, Creative Recovery and Resilience

#### Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 43940)

Gazetted: 03 December 2020

Closing Date: 17 December 2020

**Details:** artsACT is seeking an experienced Program Officer. The successful applicant will be responsible for contributing to the creative design and implementation of the Creative Recovery and Resilience Program and assist in the development of government arts policy. The applicant will need strong program and policy skills, and a history of developing productive working relationships with internal and external stakeholders, and a desire to

work innovatively to achieve results. 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: Knowledge and understanding of arts issues, including support for artists and arts organisations within the ACT, is highly desirable.

Note: This is a temporary position available for a period of six months, with the possibility of extension up to 12 months. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is under activity-based working arrangements, including that officers do not have a designated workstation/desk. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

**How to Apply:** Applicants are asked to address the Professional/Technical Skills and Knowledge and Behavioural Capabilities located in the Position Description, and include a curriculum vitae, and contacts for two referees.

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

Contact Officer: Debbie Burkevics (02) 6207 5970 [debbie.burkevics@act.gov.au](mailto:debbie.burkevics@act.gov.au)

#### **Access Canberra**

##### **Customer Coordination**

##### **Customer Coordination**

##### **Senior Director Customer Coordination**

##### **Senior Officer Grade A \$148,991, Canberra (PN: 15397)**

Gazetted: 04 December 2020

Closing Date: 18 December 2020

**Details:** As a Senior Director you will operate with a high degree of independence and actively contribute to and participate in the leadership team of the branch and organisation. You will play a key advisory role within Access Canberra in relation to the areas within your responsibility. You will be responsible for the Access Canberra Service Centres, Land Titles and Planning and Building Services teams. Your teams comprise of 120+ staff across 6 locations and execute thousands of regulatory decisions each day. You may also be required to fulfil other roles as required, which might mean providing leadership to additional teams aligned with your skills.

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience from a Aboriginal, Torres Strait or culturally and linguistically different background, or identify as having a disability then we especially welcome your application. We will work to accommodate any adjustments required, and are proud to have a number of staff with disabilities working within our agency.

**How to Apply:** Please provide a current curriculum vitae and a written response of no more than 3 pages (font size 12, standard margin settings) that outlines your skills, knowledge and behaviour in relation to the duties/responsibilities in the attached Position Description.

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

Contact Officer: Chantel Potter (02) 6207 4780 [Chantel.Potter@act.gov.au](mailto:Chantel.Potter@act.gov.au)

#### **Access Canberra**

##### **Parking Operations and Traffic Camera Compliance**

##### **Licence Plate Recognition**

##### **License Plate Recognition Infringement Administration Officer**

##### **Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 40471, several)**

Gazetted: 04 December 2020

Closing Date: 11 December 2020

**Details:** Do you have a keen interest in road and public safety and an ability to promote this through community engagement? Do you work well in a team to achieve a common goal? Do you like working outdoors and keeping fit? If your answer is yes, you may be the person we are looking for. Access Canberra Parking Operations is seeking enthusiastic applicants to fill the role of Parking Information Officer. These roles will see you out in the field utilising the latest technology to achieve compliance in relation to road safety. The successful applicants will perform duties as an authorised parking inspector in an innovative 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:** A current driver's licence is required.

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

**How to Apply:** 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 one page, responding to the statement below, contact details of at least two referees and current curriculum vitae. The one-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.

Why you are interested in the role of Licence Plate Recognition (LPR) Infringement Administration Officer, and why you are the best person for the role?

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

Contact Officer: Isaac Hales (02) 6205 5590 [isaac.hales@act.gov.au](mailto:isaac.hales@act.gov.au)

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

## Communications and Engagement

### Assistant Director Media Liaison

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: TMP10\_TMP11)**

Gazetted: 04 December 2020

Closing Date: 3 January 2021

#### WHO WE ARE

Canberra is one of Australia's best-kept secrets. Much more than just Australia's capital – we are a young city with big plans.

The ACT Public Service offers the best of both worlds – an opportunity to work in a progressive, local team, supported by the flexibility, salary and security of working in Government.

#### JOIN OUR TEAM

Our Communications and Engagement team allows you to:

Be part of the action. We are a fast-paced, passionate, creative team who love working in the coolest little capital in Australia.

Join the conversation. Sharing is caring. We need people who love communicating on every level.

Make a difference. We're open to new ideas, new technology and breaking through the norm.

Be challenged. Every day is different. Flexibility is a given. Multi-tasking is our middle name.

Get creative. Campaigns, content, design, digital, media, creative. We have it all.

Keep local. We are in the know and share great, local stories from all over Canberra. You really can make a difference.

Bring your journey. We welcome people from all walks of life with different ideas, experiences and backgrounds.

Get involved. Learning opportunities, social activities and mentoring are just the beginning.

#### What you will do

This position is responsible for media liaison activities, and by collaborating within and across teams, for developing and implementing high quality communications as part of the overall media strategy. You will receive and respond to media enquiries, and maintain a record of media enquiries, releases and responses.

#### What we require

A key requirement of the role is the ability to appropriately handle sensitive material with confidentiality, showing sound judgement and integrity. Well-developed persuasive and negotiation skills, as well as exceptional written and verbal communication ability will enable you to succeed.

Your ability to establish and maintain effective business networks and relationships, including with the media; as well as flexibility in changing circumstances will allow you to thrive.

COVID-19 Public Information Coordination Centre

As the ACT Government continues to respond to the COVID-19 pandemic, the need to provide timely and accurate public information is essential to ensure that all Canberrans are aware of their own responsibilities and the actions the Government is taking to support their health, wellbeing and the city's preparedness.

An exciting and important opportunity exists to join a dynamic and creative team where you will gain firsthand valuable experience in emergency communications and campaigns in the COVID-19 Public Information Coordination Centre (COVID-19 PICC).

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT Government under the emergency management framework and structure for the pandemic to lead the communication efforts relating to COVID-19, including (but not limited to) preparing for future easing of restrictions and repatriation flights as well as ongoing planning and preparation for any emerging issues. The PICC team also delivers whole of government communications, campaign and engagement activities on the public health directions, and the ACT Government's preparedness and response to the COVID-19 pandemic.

A suitable candidate from this recruitment process will be made an offer for an expected temporary position in the COVID-PICC. The 6 to 12-month temporary position will commence as soon as possible, with the possibility of extension or permanency.

There are two COVID-19 PICC positions available.

The position is based in Canberra. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment.

The PICC functions 7 days a week. In a COVID business as usual environment, flexible working arrangements with occasional out of hours and/or weekend work may be required.

In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

Note

The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length up to 12 months, and may have the possibility of extension or permanency.

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.

How to Apply:

Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position.

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

Contact Officer: [WholeofGovComms\\_Admin@act.gov.au](mailto:WholeofGovComms_Admin@act.gov.au)

## **Workplace safety and industrial Relations**

### **Work Rehabilitation Program**

#### **Work Rehabilitation Program Manager**

**Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 50151)**

Gazetted: 07 December 2020

Closing Date: 21 December 2020

**Details:** The Program Manager will oversee the delivery of a program of work (Work Rehabilitation Program) to deliver better practice improvements in work rehabilitation approaches for the ACT Public Sector using established program and project methodologies and tools.

The Work Rehabilitation Program Manager will be an integral part of this program of work and will provide program leadership and oversight including ensuring alignment of projects and business as usual activities, preparing and managing program documentation, managing program risks and budget. The program manager will also develop and lead some projects and provide project management services to specialist WSIR teams undertaking components of the program. The Work Rehabilitation Program Manager will work across the WSIR Group and report to a Work Rehabilitation Program Steering Committee.

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:**

The applicant requires a high level of communication skills (oral and written), including an ability to interact efficiently and effectively with a range of internal and external stakeholders. This is a people focussed position. Qualifications in project management and/or relevant tertiary qualifications are highly desirable, but not essential. Fully competent in Microsoft Office suite (Word, Excel, Outlook, Powerpoint).

**Note:** This is a temporary position available for up to 12 months with the possibility of permanency. This position will involve direct supervision of personnel. This position has moved to a new workplace designated 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:** Please submit a written two page pitch, responding to the required Selection Criteria in the Position Description and telling us why you are the best candidate for this position, a current curriculum vitae, and contact details of at least two referees.

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

Contact Officer: Rebecca Parton (02) 6205 9482 [rebecca.parton@act.gov.au](mailto:rebecca.parton@act.gov.au)

**Access Canberra**

**Engagement, Compliance and COVID-19 Response**

**Communications and Community Education**

**Senior Director, Communications and Community Education**

**Senior Officer Grade A \$148,991, Canberra (PN: 38058)**

Gazetted: 09 December 2020

Closing Date: 23 December 2020

**Details:** Your mission, should you choose to accept it, is to apply for the role of Senior Director, Communications and Community Education, Access Canberra (Chief Minister Treasury and Economic Development Directorate)

Like Special Agent, you will be required to establish a select team of experts that can create and deliver a wide range of education materials and forums for community and industry groups that will help support Access Canberra to develop engagement and educational strategies across regulatory portfolios.

Negotiation, strategic thinking and innovation will be just some of the weapons you will need in this dynamic role, which will require presenting complex regulatory and legislative information in ways which will support Community and industry understanding and enhance compliance.

To lead this elite team of professionals you don't need to be able to rappel from a helicopter, but you will need to be highly motivated and agile, be able to juggle competing priorities and provide strategic advice to the Executive team about emerging issues in the industry.

Interested? Then get on it.... this message will self-destruct in 14 days.

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

**How to Apply:** please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the selection criteria and details of two referees, one of which should have worked **for you.**

Contact Officer: Rachael Short (02) 5124 6022 [Rachael.Short@act.gov.au](mailto:Rachael.Short@act.gov.au)

## Shared Services

### Finance Services

#### Finance Operations

##### Team Leader – Finance Operations

##### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 11307, several)**

Gazetted: 07 December 2020

Closing Date: 23 December 2020

**Details:** Shared Services Finance Operations has two vacancies for Team Leaders.

We are seeking applications from highly motivated and goal orientated people, with excellent leadership skills and the ability to work cooperatively in a team environment. You will need to demonstrate quality customer service skills together with well-developed problem solving and analytical skills.

To be successful in this role you should have a solid knowledge of finance and accounting procedures, with a detailed understanding of work practices relevant to a finance operations environment.

This role is accountable for the efficient and effective execution of assigned financial tasks to meet operational service deliverables, which requires excellent time management skills and the ability to prioritise workloads to meet tight deadlines. Attention to detail and accuracy, particularly with numerical and financial information is essential in this role.

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

**Eligibility/Other Requirements:** Previous experience in a finance operations or processing environment would be highly regarded.

**Note:** These are temporary position's available immediately for six months with possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months Selection may be made on application and referees report only.

**How to Apply:** Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" sections and submit a personal pitch of no more than two pages.

Your personal pitch should include information that provides evidence of your capabilities against the professional and technical skills and the behavioural capabilities and highlights your skills and experience in a finance operations or processing environment. A current curriculum vitae should be provided.

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

Contact Officer: Kim Platt (02) 6207 8070 kim.platt@act.gov.au

## Economic Development

### Skills Canberra

#### Analytics and Policy Services

##### Assistant Director

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 34940)**

Gazetted: 07 December 2020

Closing Date: 14 December 2020

**Details:** Skills Canberra is seeking to fill a temporarily vacant position in the Analytics and Policy Services team.

What will you do?

As Assistant Director you will manage a small team undertaking data analysis, research and consultation tasks of a complex nature encompassing a major area of Skills Canberra's operations. Your work will assist in answering critical questions for decision makers and guide allocation of training expenditure. You will also provide high level analytics support to other teams within Skills Canberra.

What you require?

You will have highly developed ability to analyse vocational education and training statistics and financial data to inform evidence-based recommendations. You will bring your high standards of customer service, together with your aptitude for cultivating productive working relationships to assisting Skills Canberra meet a range of deliverables and timelines. Your excellent ability to deliver results and behave ethically and with accountability will set you apart from the rest.

**About Skills Canberra**

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

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

**Notes:** This is a temporary position available from 4 January 2021 to 21 December 2021. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role. This position is usually in an activity-based working (ABW) environment. The successful candidate will be decided based on their application, referee reports and interview. 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 the following:

your current curriculum vitae

the names and contact details of two referees, including your current manager or supervisor

a supporting statement, of no more than 1800 words, addressing each selection criteria and providing evidence of your suitability for the role. Include examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

Shortlisted applicants will be required to provide reports from two referees prior to their interview. It is preferable that one of your referees is your current manager or supervisor. Referees must use the official referee report template found [‘here’](#).

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

Contact Officer: Anita Dolstra (02) 6205 7092 [Anita.Dolstra@act.gov.au](mailto:Anita.Dolstra@act.gov.au)

**Shared Services**

**Finance Services**

**Reporting Team**

**Accountant**

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 07004)**

Gazetted: 08 December 2020

Closing Date: 15 December 2020

**Details:** Applications are being sought from suitably experienced and qualified people to work as Accountants in a Finance Services Reporting Team in Shared Services Finance. The successful candidates will work with a team tasked with the provision of accounting and taxation services to ACT Government Directorates and Agencies. Duties include financial ledger and fixed assets register management, assisting with preparation of financial statements, and taxation duties including monthly BAS and annual FBT returns. Demonstrated technical and software skills in financial accounting are essential, as is a commitment to improving financial processes. Also required are well-developed liaison, negotiation and collaboration skills. An ability to work effectively as part of a team is important.

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:** 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 the capabilities and demonstrating your capacity to perform the duties and responsibilities of the role. Also, please supply your current curriculum vitae and the names and contact details of two referees.

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

**Contact Officer:** Mark Lapthorne (02) 6207 0564 [Mark.Lapthorne@act.gov.au](mailto:Mark.Lapthorne@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.

**Strategic Finance**

**Assistant Director**



**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 36956, several)**

Gazetted: 08 December 2020

Closing Date: 15 December 2020

**Details:** Expressions of interest (EOI) are sought for several Assistance Directors in the Budget and Reporting team. The successful applicants should demonstrate a good understanding and experience in public sector budget processes, possess a high level financial analysis skills, have good attention to detail and the ability to manage and complete multiple tasks in a timely manner in collaboration with various 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:** Tertiary Qualifications in accounting are highly desirable. Previous experience working with finance systems, in particular TM1 and Oracle, would be an advantage.

**Note:** These are temporary positions available for six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A merit pool may be established to fill future similar vacancies over the next 12 months.

Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role. 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:** Interested applicants should provide a written pitch of no more than two pages addressing the Professional and Behavioural capabilities outlined in the Position Description. A current curriculum vitae should also be provided with two referee contacts.

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

Contact Officer: Lyn Pham (02) 6205 0052 Lyn.Pham@act.gov.au

**Economic Development**

**Strategy, Policy and Coordination**

**Senior Coordination Officer**

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 40242)**

Gazetted: 08 December 2020

Closing Date: 22 December 2020

**Details:** Economic Development is seeking a Senior Coordination Officer to work within the Strategy, Policy and Coordination unit responsible for the co-ordination of all Directorate and Government business including reporting requests and the provision of high level administrative support to the team, the office, and the division.

Reporting to the Director, Strategic Coordination, your duties will include: scheduling and coordinating all office activities, briefs and correspondence; monitoring a shared inbox and allocating correspondence; maintaining registers of briefs and ministerials; records management; and secretariat support.

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

**Note:** This position is a temporary position available for six months with the possibility of extension and/or permanency. A merit pool may be created to fill identical vacancies in 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. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role.

**How to Apply:** Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae.

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

Contact Officer: Shauna Kelly (02) 6207 1266 Shauna.Kelly@act.gov.au

**Access Canberra  
Customer Coordination  
Land Titles**

**Assistant Manager**

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 42540)**

Gazetted: 08 December 2020

Closing Date: 22 December 2020

**Details:** Access Canberra is seeking a customer-focused assistant manager committed to delivering high quality customer service to all Canberrans. This is an exciting time to join the team with the commencement of Electronic Conveyancing imminent in the ACT. The role involves dealing professionally with the conveyancing industry to promote compliance with relevant land title laws through industry engagement and education as well as compliance investigations and enforcement. The successful candidate will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The successful candidate will be able to manage competing priorities, be an innovative problem solver, have excellent communication skills and the ability to lead the Land Titles team through change.

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

**Eligibility/Other Requirements:** Previous management experience is desirable.

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

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

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

Contact Officer: Sean Quinn (02) 6207 0464 [sean.quinn@act.gov.au](mailto:sean.quinn@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.

**Access Canberra  
Construction, Utilities and Environment Protection  
Utilities Technical Regulation  
Senior Legal Officer (Light Rail Regulation)**

**Legal Officer Grade 1 \$66,989 - \$134,918, Canberra (PN: 50021)**

Gazetted: 08 December 2020

Closing Date: 15 December 2020

**Details:** Utilities Technical Regulation (UTR) supports the Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of licensed and unlicensed utilities. This ensures that essential services such as electricity, gas and water are delivered to the ACT community in a safe and reliable way. Further information on UTR is available

at [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/2203/~utilities-technical-regulation](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/2203/~utilities-technical-regulation).

A dedicated Light Rail Regulatory Unit (LRRU) will provide advice to the Technical Regulator during the design, construction, commissioning and operation of Light Rail Stage 2. The LRRU is developing regulatory settings for Light Rail Stage 2. Development of these regulatory settings requires a suite of legal instruments to be developed in advance of construction. This provides a part-time opportunity for a Senior Legal Officer within UTR on a temporary basis for the duration of this project.

The successful candidate must have highly developed communication skills, with the capacity to provide accurate legal advice relating to sometimes complex engineering and regulatory issues. There is also an opportunity to support engineers and regulatory officers working on a range of other regulated utilities.

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:** Experience and/or interest regarding utility regulation or energy policy is required for this role. Previous management experience is desirable.

**Note:** This is a temporary part-time position available at 22.05 hours per week for up to six months with a possibility of extension up to 12 months. The full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only.

**How to Apply:** A two-page pitch addressing responses to Selection Criteria and curriculum vitae are sought from people who can provide advice on legal instruments developed for the next stage of the Light Rail.

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

Contact Officer: Simon Grice (02) 6205 3078 [simon.grice@act.gov.au](mailto:simon.grice@act.gov.au)

## Shared Services

### Partnership Services Group

#### Commercial Services/Record Services

#### File Management and Collections Supervisor

#### Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 22033)

Gazetted: 09 December 2020

Closing Date: 16 December 2020

**Details:** Record Services is seeking an enthusiastic and dedicated person to fill the role of File Management and Collections Supervisor.

The successful applicant will have a sound understanding of and experience in a range of records management functions and systems including sound knowledge of the *Territory Records ACT 2002* and policy frameworks governing the management of ACT Government records and information.

Demonstrated commitment to and leadership in high quality customer service and sound people management skills will be highly regarded. Further to this, the successful applicant will be managing various demands to meet agreed standards and timelines, given possible conflicting priorities and deadlines.

Provide accurate and timely information and statistics for the purposes of billing, reporting and invoicing Record Services' customers.

The successful applicant will coordinate the day-to-day running of the File Management and Collections Team including workflow and staff management in a cost recovery environment.

**Note:** This is a temporary vacancy up to three months, with the possibility of extension of up to six months. This position at times involves manual handling work and the successful candidate will be required to work onsite. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

**How to Apply:** Applicants are required to submit a personal pitch (no more than two pages) outlining their experience and/or abilities against the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description and a current curriculum vitae.

**Applications should be sent to the Contact Officer.**

Contact Officer: Daniel Walshe (02) 6207 2016 [Daniel.Walshe@act.gov.au](mailto:Daniel.Walshe@act.gov.au)

## Communications and Engagement

### Director, Content

#### Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 41355, several)

Gazetted: 09 December 2020

Closing Date: 6 January 2021

**Details:** The Australian Capital Territory Public Service (ACTPS) is committed to building an agile, responsive and innovative public service that continues to enhance its capability to deliver the ACT Government's priorities and provide effective services to the ACT community. The ACTPS workforce delivers a wide range of services to the ACT community, including health, education, planning and urban renewal, transport, law enforcement and maintenance of infrastructure.

The role of Communications and Engagement is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government.

#### What you will do

In these positions you'll be a key member of broader communications and engagement team, responsible for managing the delivery of relevant information to the community across a range of priority government and non-government channels, including the media.

You will provide advice on the most appropriate communication strategies and develop engaging, creative and well-targeted content to ensure the community is well-informed on government programs, policies and services.

You'll work collaboratively with stakeholders on identified government priorities to deliver information to the right audience and the right time.

**What you require**

You will need to draw on your extensive communications expertise and professional leadership experience to inspire your team to develop and deliver creative and meaningful content that resonates with relevant audiences. Your ability to establish and maintain effective and sensitive strategic business partnerships with senior stakeholders will be critical to your success in the role. Your persuasive negotiation skills, and exceptional written and verbal communication ability will enable you to thrive in this position.

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

**Eligibility/Other Requirements:** Relevant tertiary education qualifications such as in Communications, Marketing and/or Public Relations is highly desirable.

**Note:** There is two permanent positions within the Communications and Engagement teams of Chief Minister, Treasury and Economic Development Directorate and Community Services Directorate. The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical permanent vacancies over the next 12 months across the ACTPS. 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 attach the following to your application:

Your curriculum vitae

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position.

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

Contact Officer: Karen Stewart-Moore (02) 6205 2855 [karen.stewart-moore@act.gov.au](mailto:karen.stewart-moore@act.gov.au)

**Shared Services ICT**

**Technology Solutions Branch**

**Networks, Communications Services and ICT Facilities**

**Network Engineer**

**Information Technology Officer Class 1 \$70,058 - \$79,749, Canberra (PN: 16862)**

Gazetted: 09 December 2020

Closing Date: 16 December 2020

**Details:** Networks, Communications Services and ICT Facilities (NCSF) are seeking a motivated and enthusiastic technical officer to assist in the management of network infrastructure and responsible for providing network technical support for operational and project related activities. The role will primarily maintain the day to day operations of the ACT Government network infrastructure and the provision of new services for a diverse customer base.

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

**How to Apply:** 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](mailto:Alex.Duckworth@act.gov.au)

**Workplace Safety and Industrial Relations**

**Office of the Executive Group Manager**

**Work Rehabilitation Program Officer/Secretariat**

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 25787)**

Gazetted: 04 December 2020

Closing Date: 18 December 2020

**Details:** The Project Officer will support the delivery of a program of work (Work Rehabilitation Program) to deliver better practice improvements in work rehabilitation approaches for the ACT Public Sector using established program and project methodologies and tools.

Day to day tasks include managing and contributing to program activities, including preparing procedures, guidelines and policy documents, in a high quality and timely manner as well as providing secretariat support to the Program Steering Committee.

The Project Officer will work across the WSIR Group and report to the Work Rehabilitation Program Manager. 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:**

The applicant requires a high level of communication skills (oral and written), including an ability to interact efficiently and effectively with a range of internal and external stakeholders. This is a people focussed position. Qualifications in project management and/or relevant tertiary qualifications are highly desirable, but not essential. Fully competent in Microsoft Office suite (Word, Excel, Outlook, PowerPoint).

**Note:** This is a temporary position available for up to 12 months from January 2021 with the possibility of permanency. This position will not involve direct supervision of personnel. This position has moved to a new workplace designated 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:** Please submit a written two-page pitch, responding to the required Selection Criteria in the Position Description and telling us why you are the best candidate for this position, a current curriculum vitae, and contact details of at least two referees.

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

Contact Officer: Samantha Foster (02) 6207 6893 [samantha.foster@act.gov.au](mailto:samantha.foster@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](mailto:jobs@act.gov.au)

**Housing ACT**

**Executive**

**Executive Government and Engagement**

**Government Business Manager**

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 36469)**

Gazetted: 07 December 2020

Closing Date: 14 December 2020

**Details:** Do you like a fast-paced environment in a small and collaborative team? Do you have experience in Cabinet, Assembly and Government business? Do you strive for excellence for you and your team? If so this could be the opportunity for you!

The Executive, Government and Engagement team at Housing ACT is looking to permanently fill the Government Business Manager position.

The role provides high level support to the Director, Executive and Government including support for Budget Estimates Hearings, Annual Report Hearings and Assembly business such as question time briefs and questions on notice. We are looking for someone with excellent judgement and discretion and the ability to make strategic connections across the organisation based on a sound knowledge of the Housing ACT functions and business priorities. Quality assurance and fact checking of briefs and correspondence is a key responsibility of this role, so attention to detail is essential.

The 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.

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

**How to Apply:** Please provide a two page pitch outlining your suitability against the Selection Criteria along with a current curriculum vitae. We look forward to hearing from you.

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

Contact Officer: Kate Boljkovac (02) 6207 5105 Kate.Boljkovac@act.gov.au

## Strategic Policy

### Office for Aboriginal and Torres Strait Islander Affairs

#### Assistant Director

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 37239, several)**

Gazetted: 07 December 2020

Closing Date: 4 January 2021

**Details:** We have your next exciting career opportunity as an Assistant Director, working in a role where you will have a chance to design strategic policy and lead projects that are focussed on delivering equitable outcomes for ACT Aboriginal and Torres Strait Islander communities.

The Office for Aboriginal and Torres Strait Island Affairs (OATSIA) drives strategic policy and accountability for the *Aboriginal and Torres Strait Islander Agreement 2019-2028*, collaborating broadly across government to achieve outcomes under the Agreement.

The ideal Assistant Director will be highly skilled at using a cooperative and collaborative approach to achieve policy outcomes that have a direct impact on Aboriginal and Torres Strait Islander Communities. They will have strong analytical skills, a clear understanding of strategic governance and the ability to develop and implement policy or project plans. They will also understand and embody the values of respect, integrity, collaboration and innovation. They will be a respectful, adaptable communicator who works within cultural and community protocols to deliver results.

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:** There are several positions available to be filled through this process. The ACTPS is committed to building a culturally diverse and inclusive workplace. As part of this commitment, some of these available positions have been identified to be filled by Aboriginal and Torres Strait Islander people, confirmation of Aboriginality may be required. There are three positions available. Two positions are permanent, these roles have a strong focus on the implementation of strategic policy, requiring extensive policy writing experience. The third position is temporary for a period of six-months with the possibility of permanency. This role has a strong focus on corporate governance, stakeholder engagement and coordination, and requires extensive relationship management experience. 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:** To apply, please submit a current curriculum vitae and a statement of claims (maximum two pages), framed around the skills and capabilities listed in the Position Description, keeping in mind the duties and responsibilities of this position. It is not necessary to address each individual example. To assist you in responding to the criteria, please refer to the Manager/Expert/Specialist section of each capability of the [ACTPS Shared Capability Framework](#).

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

Contact Officer: Lisa Charles (02) 6207 9352 lisa.charles@act.gov.au

## Housing ACT

### Executive Government and Engagement

#### Strategic Engagement

#### Strategic Engagement Officer

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 43984)**

Gazetted: 03 December 2020

Closing Date: 18 December 2020

Details: Housing ACT, Executive, Government and Engagement Services is looking for a Strategic Engagement Officer to join our team. The position assists the Director, Strategic Engagement to manage the internal and external strategic engagement activities for Housing ACT, with particular focus on the Growing and Renewing Public Housing program.

With a high degree of initiative and a focus on good outcomes, you will collaborate with a range of peers and stakeholders to deliver a high volume of communication and engagement outcomes. High level written communication, liaison and negotiation skills are necessary to achieve positive outcomes across a range of responsibilities. The successful applicant will have strong organisation skills with a flexible approach to working in a dynamic environment.

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

Eligibility/Other Requirements: Desirable:

- Experience working in public sector communications and engagement roles.
- Relevant tertiary qualifications.

Note: This is a temporary position available immediately until 30 June 2021 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a two-page pitch outlining your Skills, Knowledge and Behaviours against the Eligibility Criteria. Please also include details of at least two referees and a current curriculum vitae.

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

Contact Officer: Sharni Silver (02) 6205 3188 sharni.silver@act.gov.au

### **Director of Public Prosecutions**

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

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

#### **Director of Public Prosecutions**

##### **Legal**

##### **Paralegal Grade 3**

**Paralegal Grade 3 \$74,486 - \$78,254, Canberra (PN: 35961)**

Gazetted: 09 December 2020

Closing Date: 23 December 2020

**Details:** The Office of the Director of Public Prosecutions (ACT DPP) 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 successful applicant will be a part of the Confiscation of Criminal Assets team (COCA) they will be required to perform administrative tasks and assistance in the preparation of matters. You will have the ability to undertake research and analysis and may be required to attend court.

The role requires the applicant to maintain complete confidentiality regarding the functions, roles and cases within the COCA unit. 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:** Minimum Mandatory qualification Certificate IV in Legal Services. Applicant who has obtained or who are currently enrolled in Law Degree or equivalent is exempt from the requirement to have a Certificate IV in Legal Services.

**Note:** Applicants will be notified, at the earliest, mid to late January 2021.

**How to Apply:** Please provide your curriculum vitae and your statements addressing the Selection Criteria, they should be no more than a maximum of half a page per criteria.

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

Contact Officer: David Butler (02) 6207 5399 david.butler@act.gov.au

## **ACT Director of Public Prosecutions**

### **Corporate**

#### **Corporate Admin**

##### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 44419)**

Gazetted: 04 December 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 successful applicant will be part of a small corporate team and will be required to provide a wide range of administrative support to the Corporate area in particular prepare accounts for processing using the Accounts Payable Invoice Automated System (APIAS); have the ability to learn the TM1 reporting system that supports internal and external financial reporting and budgeting, reconciliations and journals as required, prepare various financial returns, issue and reconcile subpoena monies, maintain database system and liaise with internal and external stakeholders.

This role requires you to have the ability to step into other administrative functions as required including but not limited to ordering of stationery, answering telephone calls and other enquiries, arranging travel and accommodation and records management administration.

You will need exceptional organisational skills, including the ability to effectively manage multiple tasks, determine their own priorities, and effectively meet strict deadlines in high pressure situations.

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.

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

**How to Apply:** Please provide your curriculum vitae and your Statements addressing the Selection Criteria, they should be no more than a maximum of one page per Criteria.

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

Contact Officer: Mercy Wilkie (02) 6207 5399 [Mercy.Wilkie@act.gov.au](mailto:Mercy.Wilkie@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](mailto:jobs@act.gov.au)**

### **School Performance and Improvement**

#### **South and Weston Network**

##### **Evelyn Scott School**

##### **School Receptionist**

##### **Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 49220)**

Gazetted: 09 December 2020

Closing Date: 16 December 2020

**Details:** This is an exciting opportunity to be part of establishing the ACT Education Directorate's newest school, Evelyn Scott School. If you would like to be part of establishing a warm, caring, and diverse community then we have a place on our team for you.

Evelyn Scott School is seeking an experienced, energetic, organised, and self-motivated officer to undertake the duties of Front Office Receptionist. Under the direction of the Business Manager the successful applicant will undertake a variety of tasks, providing general administrative duties; and assume responsibility of collection and recording of payments, receipting, purchasing and with a high level administrative skills with attention to detail. The successful applicant will have strong customer service and project skills and be proficient in the use of a variety of computer applications, databases, and spreadsheets with the ability to implement effective office work practices.



**Eligibility/Other Requirements:**

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

A high level of experience with the duties of the position including strong skills in communication and building relationships with staff, students and the community are highly desirable.

The Administrative Services Officer Class 3 position is required to work during stand down periods between terms to undertake duties as directed.

**Note:** This is a temporary position available from 11 January 2021 until 11 July 2021 with the possibility of permanency. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a current curriculum vitae, please submit two pages addressing the Selection Criteria, detailing your experiences, skill sets and reason for applying via <https://www.jobs.act.gov.au>. All applicants are advised to contact the Contact Officer prior to applying.

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

Contact Officer: Emma Dale 0435 132 571 [Emma.Dale@ed.act.edu.au](mailto:Emma.Dale@ed.act.edu.au)

**Service Design and Delivery**

**Digital Strategy, Services and Transformation**

**Business System Support**

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 44257, several)**

Gazetted: 09 December 2020

Closing Date: 16 December 2020

**Details:** The Education Directorate is responsible for early childhood education and care, and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education.

Our vision is that we will be a leading learning organisation where people know they matter. We focus on creating capable, resilient and active citizens by placing students at the centre, empowering learning professionals, building strong communities, and systems that support learning.

Digital Strategy, Services and Transformation (DSST) Branch provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff as well as students. This includes managing and providing advice and business and technical support on Teaching and Learning systems, Business and Administration systems, ICT programs and relevant policies and procedures.

Our ideal candidate has experience in providing administrative and ICT support, in a busy environment. The ability to delivery excellent customer service and provide day to day support across the team is critical to this role.

You will have excellent organisational skills and enjoy helping others. Ideally you will be familiar with providing first point of contact support to customers, as well as responding professionally and efficiently to general enquiries.

You will be flexible, motivated and capable of prioritising your work. Having the ability to form productive working relationships with colleagues of all levels should be one of your core professional strengths.

Our ideal candidate will take ownership of their work and will have demonstrated the ability to work productively as part of a 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.

**Eligibility other Requirements:**

Meet the eligibility requirements outlined here <https://www.jobs.act.gov.au/how-we-hire/eligibility-to-apply>

**Notes:** This is a temporary position available for an initial period of 12 months with the possibility of extension and/or permanency.

**How to Apply:**

In two pages or less please tell us:

How your skills align to this role;

What you would bring to this role, in particular what experience you could apply to this position;

Describe an achievement that you are most proud of that is relevant to this role.

Please also submit a current curriculum vitae and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. Referees will not be contacted without your knowledge.

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

Contact Officer: Nicole Black (02) 6205 2039 [Nicole.Black@act.gov.au](mailto:Nicole.Black@act.gov.au)

## **School Improvement & Performance**

### **North & Gungahlin Network**

#### **Black Mountain School**

#### **Black Mountain School Assistant 2/3**

#### **School Assistant 2/3 \$48,856 - \$59,575, Canberra (PN: 28372)**

Gazetted: 08 December 2020

Closing Date: 15 December 2020

**Details:** Black Mountain School is seeking motivated Learning Support Assistants to join our team. The successful applicants will possess a proven ability to work independently and as part of a team to provide educational support to our students.

The ability to demonstrate responsiveness to the needs of all students is essential. Learning Support Assistants work collaboratively to support teachers and the classroom team by assisting in the implementation of Individual Learning Plans, personal care routines, and educational programs. This requires a high level of flexibility and effective communication skills to meet the changing needs of students and the school.

The successful applicant will join a united school team with an embedded professional learning culture that is highly collaborative, supported by instructional leaders and educators committed to the school vision.

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 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).

**Notes:** This is a temporary position available from 27 January 2021 until 26 January 2022 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

**How to Apply:** Interested candidates are encouraged to contact the school for a brief tour and should submit an application of no more than two pages, phone contact details of two referees and a copy of their current curriculum vitae. The application should answer the five criteria outlined in the attached Position Description with examples of how the candidate's skills meet each area.

Please contact Christine Kirk at [Christine.kirk@ed.act.edu.au](mailto:Christine.kirk@ed.act.edu.au) or [Stephanie.nott@ed.act.edu.au](mailto:Stephanie.nott@ed.act.edu.au) or 6142 1400 for more information.

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

Contact Officer: Christine Kirk (02) 6142 1400 [Christine.Kirk@ed.act.edu.au](mailto:Christine.Kirk@ed.act.edu.au)

## **School Performance and Improvement**

### **North and Gungahlin Network**

#### **Campbell Primary School**

#### **Business Manager**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 35553)**

Gazetted: 08 December 2020

Closing Date: 15 December 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 Primary School is located in Canberra's Inner North, with approximately 340 students enrolled across Kindergarten to year 6, 26 teaching staff and 10 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

**Note:** This is a temporary position available until 1 October 2021 with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

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

Contact Officer: Paula Kinsman (02) 6142 3579 [Paula.Kinsman@ed.act.edu.au](mailto:Paula.Kinsman@ed.act.edu.au)

## **Business Services**

### **People and Performance**

#### **Workplace Relations**

##### **Director Workplace Relations**

**Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 36327)**

Gazetted: 07 December 2020

Closing Date: 21 December 2020

**Details:** The Director, Workplace Relations is part of the People and Performance leadership team, responsible for a HR team within the People and Performance branch. The branch is responsible for providing business focussed HR advice and support to school leaders and senior management as well as building capacity within the team that enables a partnership with the Directorate's leadership team to deliver a proactive and collaborative approach to HR.

In accordance with Directorate Policies:

Ensure effective collaboration with the People and Performance teams to assist in the delivery of the Directorate's workplace relations agenda and drive HR initiatives.

Support effective leadership of the team ensuring a results driven approach is fostered and adopted as well as the ability to lead any HR function within the branch.

Drive key workplace relations agenda items and in particular, assist in the negotiation and implementation of enterprise agreements covering all Directorate employees.

Collaborate with the HR centres of excellence and HR Business Partners to anticipate and address capability and skills gaps, workplace behaviours, performance matters.

Provide sound advice to senior executive staff and managers on a full range of workplace relations matters including (but not limited to) HR policy and process, employee relations and industrial relations.

Manage and drive best practice approaches using HR data in the application of HR within the Directorate and where appropriate/necessary, work collaboratively with ACT Government stakeholders, Directorate stakeholders and external stakeholders to continuously improve the Directorate's application of HR in a collegiate manner.

Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the directorates Work Health and Safety system.

**Eligibility/Other Requirements:**

**Desirable:**

Relevant tertiary qualifications would be an advantage; or  
Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/  
Practicing Certificate.

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

**How to Apply:** Applicants are requested to provide a copy of their curriculum vitae and responses to the Selection Criteria with no more than two pages.

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

Contact Officer: Kristine Reyes (02) 6205 9145 [Kristine.Reyes@act.gov.au](mailto:Kristine.Reyes@act.gov.au)

**School Improvement and Performance**

**South and Weston Network**

**Evelyn Scott School**

**BSO Evelyn Scott School**

**Building Service Officer 3 \$69,594 - \$73,540, Canberra (PN: 50071)**

Gazetted: 04 December 2020

Closing Date: 13 December 2020

Details: Evelyn Scott School is seeking an experienced, enthusiastic and energetic Building Services Officer (BSO) to join the Evelyn Scott School team. This is an opportunity to maintain Canberra's newest school facilities and contribute to the development and growth of the Evelyn Scott School and community. The successful applicant will be responsible for maintaining school buildings and grounds in a clean and tidy condition with a regard to health and safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements.

**Eligibility/Other Requirements:**

A pre-employment medical clearance is required prior to commencement.

Knowledge of digital technology systems, hardware, horticulture and sustainability is highly desirable.

a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

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

Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to:

[http://www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety).

An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate is desirable.

Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training.

Note: This is a temporary position available from 11 January 2021 to the 11 June 2021 with the possibility of extension or permanency.

How to Apply: Please submit a current curriculum vitae, please submit two pages addressing the Selection Criteria, detailing your experiences, skill sets and reason for applying. All applicants are advised to contact the Contact Officer prior to applying.

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

Contact Officer: Emma Dale 0435 132 571 [Emma.Dale@ed.act.edu.au](mailto:Emma.Dale@ed.act.edu.au)

**School Operations**

**South/Weston**

**Evelyn Scott School**

**Wellbeing Coach**

**Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 49593)**

Gazetted: 03 December 2020

Closing Date: 10 December 2020

Evelyn Scott School is seeking a highly skilled Wellbeing Coach with demonstrated leadership skills to join our team. This role will play an important part in the face to face services provided to students and families and will have a positive impact on student engagement and wellbeing.

The successful applicant will be an active member of the leadership team and will work alongside educators to provide high quality coaching in order to build capacity. They must have skills, experience and abilities in complex case management, disability, trauma and attachment, mental health (including suicide prevention, intervention and postvention school response and critical incident response). They must also have proven leadership in managing emotional and behaviour concerns (e.g risk assessment and PBSP development including restrictive practice).

The successful applicant will possess excellent communication, negotiation and interpersonal skills with strong capability in building connections with stakeholders and resolving conflict. An ability to use initiative and bring innovation to the role and flexibly manage competing priorities will be essential dispositions.

Our ideal applicant must also be able to work with students, families and school staff within multiple teams, negotiate to achieve shared outcomes and consistently demonstrate high level initiative, organisational and relational skill sets. Additionally, individual, family and systemic advocacy will be an asset to this role.

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

How to Apply: Provide a written response addressing the Selection Criteria outlined in the Position Description, along with a current curriculum vitae and contact details of two referees.

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

Contact Officer: Jackie Vaughan 0422 377 167 Jackie.Vaughan@ed.act.edu.au

#### **School Improvement and Performance Division**

**Caroline Chisholm School**

**Executive Teacher Wellbeing**

**School Leader C \$126,542, Canberra (PN: 13054)**

Gazetted: 03 December 2020

Closing Date: 10 December 2020

**Details:** Caroline Chisholm School are seeking a highly motivated and enthusiastic Executive Teacher to lead the senior campus wellbeing team - Connect.

Duties include, but are not limited to:

Collect, critically evaluate and interrogate school wide data and lead the implementation of data informed initiatives.

Research, implement and lead best practice in case management protocols.

Grow and maintain measurable, results driven relationships with external agencies.

Lead a multidisciplinary team to support students displaying complex and challenging behaviours.

Contribute to the development and achievement of whole school strategic goals including the quality improvement plan.

Model, build and sustain respectful relationships with all groups in the school community.

Excellent written and verbal communication skills.

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

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

**How to Apply:** Please submit your 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: Terrie McHardie (02) 6142 3550 terrie.mchardie@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 Division**

**Belconnen Network**

**Kingsford Smith School**

**School Administrative Assistant (Enrolment Officer)**

**School Assistant 2 \$48,856 - \$53,947, Canberra (PN: 26709, several)**

Gazetted: 03 December 2020

Closing Date: 10 December 2020

**Details:** Kingsford Smith School is a P – 10 School and is seeking an energetic and motivated person to join our admin team. The applicant will be responsible for a variety of administrative tasks that support the efficient, flexible and responsive front office and will contribute effectively to the efficiency of a customer focused team and demonstrate competence in managing and prioritising administrative tasks. Proficient use of IT software and equipment is required for processing school enrolments, standard correspondence, data entry, records management, photocopying, first aid and support to the school team. The applicant will also be required in assisting in the planning, preparation and/or set up of school events including open nights and parent teacher interviews.

**Note:** This is a temporary position available from 29 January 2021 until 28 January 2022 with the possibility of permanency. Selection may be based on application and referee reports only.

**How to Apply:** Application requires a written response to the Selection Criteria and a curriculum vitae to be provided as a minimum.

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

Contact Officer: Lyndsee Mahl (02) 6142 3403 [lyndsee.mahl@ed.act.edu.au](mailto:lyndsee.mahl@ed.act.edu.au)

**Environment, Planning and Sustainable Development**

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

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

**Chief Operating Officer, Business, Governance and Capability**

**Temporary Vacancy (4 January 2021 to 22 January 2021)**

**Environment, Planning and Sustainable Development Directorate**

**Business, Governance and Capability**

**Position: E558**

**(Remuneration equivalent to Executive Level 2.4)**

Circulated to: ACTPS Senior Executive List

Date circulated: 10 December 2020

The Chief Operating Officer leads the Business, Governance and Capability stream of the Environment, Planning and Sustainable Development Directorate in delivering high quality and valued services across the Directorate:

- People & Capability
- Finance, Information and Assets
- Governance, Compliance, Integrity and Legal Services

The position requires a person with exceptional leadership, strategic thinking and management skills to provide guidance and direction for the Directorate and maintain performance. Experience at an executive level in financial management, governance and people management, as well as superior skills in inter-governmental relations, stakeholder engagement, collaborative partnerships and issue management is essential.

To apply: Interested candidates should submit a one page Expression of Interest, curriculum vitae and contact details for two referees to Alex Magee via email to [alex.magee@act.gov.au](mailto:alex.magee@act.gov.au) by COB Monday 14 December 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 \$327,547 - \$340,747 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$264,006.  
Contact Officer: Alex Magee, Executive Officer to the Director-General, EPSDD (02) 6207 2136  
[alex.magee@act.gov.au](mailto:alex.magee@act.gov.au)

### **Planning, Land and Building**

#### **Land Economics, Land Strategy and Policy**

##### **Assistant Director**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 55241)**

Gazetted: 09 December 2020

Closing Date: 23 December 2020

**Details:** The Land Economics and Land Strategy Section is seeking a motivated individual to undertake quantitative data analysis and provide advice that will inform the development and monitoring of delivery of the Government's Indicative Land Release Program and preparation of the ACT Land and Property Report. The successful candidate will have experience in undertaking comprehensive research, data collection and analysis and modelling to inform land strategy and policy.

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

##### **Eligibility/Other requirements:**

Tertiary qualifications in a relevant field would be advantageous

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

**How to Apply:** Please submit a response of no more than two pages addressing the Selection Criteria in the attached Position Description. Please also submit a current curriculum vitae and details of two referees.

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

Contact Officer: Jennifer Finlay (02) 6205 5289 [Jennifer.Finlay@act.gov.au](mailto:Jennifer.Finlay@act.gov.au)

### **Business Governance and Capability**

#### **People and Capability**

##### **Senior HR Advisor - Reporting and Metrics**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48023)**

Gazetted: 04 December 2020

Closing Date: 18 December 2020

**Details:** Are you a seasoned data guru looking for an exciting opportunity to make a difference? The People and Capability Branch within Environment Planning and Sustainable Development Directorate are seeking applications from flexible, agile and pragmatic individuals who have a passion for providing evidence based, purposeful HR metrics and reporting that enhances integrity, sound administrative decision making and drives effective and positive outcomes for the business.

The Senior Advisor, Reporting and Metrics role is a critical role, creating, supporting and facilitating effective evidence based HR metrics and reporting for the business. To be successful in this role, you will have sound experience in areas such as data analysis and data reporting and with the ability to identify and implement process improvement. You will have sound communication skills and have the ability to effectively engage with stakeholders to understand business needs and find solutions to problems. We pride ourselves on continuous learning and are seeking a team member who is willing and able to contribute to the overall goals of the People and Capability Branch and the broader Directorate.

**Eligibility/Other Requirements:** Demonstrated experience in reporting and metrics, ideally with a focus on Human Resources.

**Note:** This position operates within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Due to COVID-19 restrictions, home-based work may be required.

**How to Apply:** Applications are sought from potential candidates and should include a supporting statement of no more than two (2) pages addressing the Selection Criteria and a current curriculum vitae.

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

Contact Officer: Myfanwy Greenwood (02) 6205 8496 [myfanwy.greenwood@act.gov.au](mailto:myfanwy.greenwood@act.gov.au)

**Chief Operating Officer**

**Finance, Information and Assets**

**Strategic Finance**

**Assistant Director, Finance Business Partner**

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 03048)**

Gazetted: 04 December 2020

Closing Date: 8 January 2021

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

Provision of strategic and operational financial support and advice

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

Preparation of financial performance reports for management and other key stakeholders

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

Accounts receivable and accounts payable processing

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

Preparation of the Directorate's annual financial statements.

**The Role:**

Strategic Finance, Finance Business Partners, provide Directorate managers and executive members with accurate and timely financial analysis, forecasting, reporting and budgeting information through quality financial management advice and support.

As the Finance Business Partner, you will be responsible for the successful delivery of financial outcomes and compliant financial operations. This will include budget, resource and stakeholder management as well as overall strategic financial planning across your client base.

To be a strong contender for this role, you will be a skilful communicator with a strong record in financial analysis and partnering services. You will have the capacity to communicate with influence and improve the client's financial management capabilities.

An ability to impart the vision of Strategic Finance and develop and maintain cohesion and productivity will be highly regarded.

**The Position**

Manages the client's funding composition and assist in budgeting, forecasting and reporting functions, working alongside business providing high level financial advice to support operational decisions.

Provides timely and accurate advice to line area managers and Executives on financial performance, expenditure projections and costings of specific project and budget initiatives.

Provides technical accounting directions, budgeting and financial management advice to the Manager, Internal Budgets, Reporting and Financial Systems, the Chief Finance Officer and other Directorate Executives and line area managers.

Contributes to the development and monitoring of internal budgets that meet the business needs of line areas and informs the external reporting requirements of the Directorate.

Conducts monthly account analyses and reconciliations to ensure the accuracy and integrity of the ledger's financial information resulting from daily transactional activities.

Tracks third party and or Commonwealth funded program expenditure.

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

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

**Eligibility/Other requirements:**

Tertiary qualifications in Accounting or a related field and CA/CPA qualification or progress toward same is 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. This position will be located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to Apply:** Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability against the Selection Criteria in the



attached Position Description. Contact details of at least two referees and a current curriculum vitae should also be included.

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

Contact Officer: Melissa Tetley (02) 6207 2388 [Melissa.Tetley@act.gov.au](mailto:Melissa.Tetley@act.gov.au)

## **Planning Delivery**

### **Leasing**

#### **Director, Leasing Administration**

##### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 15832)**

Gazetted: 03 December 2020

Closing Date: 11 December 2020

Details: Brief description of the Section

The Leasing Section is responsible for managing the leasehold tenure system in accordance with the *Planning and Development Act 2007*, the National Capital Plan and the Territory Plan.

The section provides a range of services to government, industry and the general community including the assessment and determination of development applications for lease variations and subsequent registration processes, unit titles, community titles, further leases, transfers, land rent payouts, concessional lease determinations and rural leasing.

Regular stakeholders for the leasing section include developers, consultants, architects, engineers, lawyers, embassies, community organisations, surveyors, Commonwealth agencies, lessees and sporting groups.

The section also assists in the delivery of future land development projects in accordance with the land release program, including review and administration of the Government's affordable housing policy in consultation with the Economic Development Directorate.

Brief description of the role and its requirements

Directors in the section work as members of an integrated leadership group in the Planning Delivery Division and have specific responsibility for the supervision of a team of officers. They lead, mentor, coach and support members of the team to ensure the effective management and support of the leasehold tenure system in the ACT subject to the obligations imposed by legislation, the Territory Plan and approved operating procedures and work instructions.

Note: This is a temporary position available immediately for a period of 12 months with the possibility of permanency. This position is being re-advertised and previous applicants need not re-apply. Selection may be based on application only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two (2) pages addressing the Selection Criteria and a current curriculum vitae.

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

Contact Officer: Jonathan Teasdale (02) 6207 0316 [jonathan.teasdale@act.gov.au](mailto:jonathan.teasdale@act.gov.au)

## **Justice and Community Safety**

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

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

### **ACT Emergency Services Agency**

#### **Risk and Planning**

##### **ESA Communications Centre**

##### **Communications Centre Reform Project Manager**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 19771)**

Gazetted: 09 December 2020

Closing Date: 16 December 2020

**Details:** Do you have experience in an Emergency Services operational and communications environment, with experience in project management? ACT Emergency Services Agency is looking for an energetic and resilient individual that likes to achieve outcomes to support implementation of our communications centre reform project.

The Agency is committed to ensuring we service our ACT community using best practice in all communications related to request for response during times of distress. If you have a commitment to servicing the community, ensuring workforce wellbeing and resilience, and best practice we would love to hear from you.

You will have a sound knowledge and understanding of emergency response within an operational context in fire and rescue. Your communications skills and ability to engage with stakeholders will be excellent as will your ability to engage with senior executives to influence positive outcomes.

**Eligibility/Other Requirements:** Experience within an operational emergency response environment such as urban fire would be an advantage. Experience in project management would also be preferred.

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

**How to Apply:** Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

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

Contact Officer: Jason Jones (02) 6207 8437 [jason.jones@act.gov.au](mailto:jason.jones@act.gov.au)

## Corporate

### People and Workplace Strategy

#### Director, Business Partnerships and Employee Relations

**Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 50083, several)**

Gazetted: 08 December 2020

Closing Date: 22 December 2020

**Details:** The People and Workplace Strategy team within Justice and Community Safety team is seeking experienced Human Resource practitioners to fill the role of Director, Business Partnerships and Employee Relations.

The successful candidates will have an expert knowledge of employment legislation, enterprise agreements and contemporary employee relations practices with the ability to comprehend the spectrum of possible outcomes in difficult people management cases.

They will also have the ability to and experience in developing and maintaining strong relationships to effectively influence decision-making with the ability deliver services which satisfies changing client requirements.

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:** Qualification or extensive experience in Human Resource Management would be an advantage.

**Note:** The positions will be available early 2021. These positions will be temporary 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. 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:** Please provide a maximum two page pitch addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Liz Beattie (02) 6205 3995 [Liz.Beattie@act.gov.au](mailto:Liz.Beattie@act.gov.au)

## **ACT Human Rights Commission**

### **President**

### **Operational and ICT Support Manager**

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 47126)**

Gazetted: 04 December 2020

Closing Date: 18 December 2020

**Details:** The Human Rights Commission is seeking an experienced, motivated and passionate person to join our Business Unit as an Operational and ICT Support Manager at the SOGC level.

Duties of the Operational and ICT Support Manager include monitoring and managing the Commission's ICT systems, including the whole of Commission database and case management system. The position is also responsible for managing administrative aspects of the Commission's operations such as website management, supply ordering, maintenance requests and security passes.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the contact officer for the role.

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

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

**How to Apply:** See the attached position description for further information about the role. Interested applicants should submit a 'pitch' of no more than two (2) pages, together with your curriculum vitae and contact details of at least two referees. Please ensure your two-page 'pitch' describes how your knowledge, experience and qualifications meet the capabilities of the role.

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

Contact Officer: Rosemary Budavari (02) 6207 0986 [rosemary.budavari@act.gov.au](mailto:rosemary.budavari@act.gov.au)

## **ACT Courts and Tribunal**

### **Corporate and Strategic Services**

### **Corporate Information and Systems**

### **Business Analyst**

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 38042)**

Gazetted: 03 December 2020

Closing Date: 17 December 2020

**Details:** At ACT Courts and Tribunal (ACTCT) we are focused on delivering business services that create positive change to business practices within our business units and for court and tribunal users.

The Integrated Courts Management System (ICMS) team is seeking an experienced, forward-thinking, customer-focused person for the position of Business Analyst to contribute to business process improvements and changes. The successful applicant will have a strong focus on delivering business solutions and be experienced in maintaining effective working relationships with stakeholders. You will need to have well-developed writing and verbal communication skills, be self-motivated, take ownership of work, and can work well within and across teams.

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 3 July 2021 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Applicants should submit a two-page pitch outlining their experience and what they can bring to the role, providing examples of their achievements related to this position. A current curriculum vitae and contact details of two referees should also be provided.

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

Contact Officer: Jacinta Smith (02) 6207 1427 [Jacinta.Smith@courts.act.gov.au](mailto:Jacinta.Smith@courts.act.gov.au)

## **Major Projects Canberra**

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

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

### **Light Rail**

#### **Project Manager Environment and Sustainability**

#### **Infrastructure Officer 3 \$109,177 - \$119,846, Canberra (PN: 50072)**

Gazetted: 09 December 2020

Closing Date: 22 January 2021

**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!

Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra.

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The Project Manager - Environment and Sustainability will report to the Design, Environment and Planning Workstream Lead, though will be also expected to liaise closely with staff and project advisors across MPC TCCS, Project Co, other Technical Advisor/s and within the ACT Government as necessary.

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 in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

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

##### **Desirable:**

a degree or diploma in a relevant technical field (Environmental Science, Engineering, Architecture, Project Management or Construction Management);

Experience in the delivery of projects using ACT Government contract forms.

**Note:** This position is temporary available for up to 5 years. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, 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: Ashley Cahif (02) 6205 1212 [Ashley.Cahif@act.gov.au](mailto:Ashley.Cahif@act.gov.au)

### **Light Rail**

#### **Senior Director Commercial**

#### **Senior Officer Grade A \$148,991, Canberra (PN: 45420)**

Gazetted: 04 December 2020

Closing Date: 7 January 2021

Details: Are you our new Senior Director Commercial?

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!

Major Projects Canberra is responsible for the planning and delivery of light rail services to the people of Canberra.

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The Light Rail Network will be implemented to reduce congestion on our roads and deliver a modern transport system that can meet the requirements of our growing, changing city.

The Senior Director Commercial Director is a full time role within the Light Rail project team, and reports to the Executive Branch Manager, Commercial, Light Rail.

The key responsibility of the Senior Director Commercial is to lead the day to day commercial management of the Light Rail project. The Commercial Director is expected to provide leadership, contribute to the management of project assignments within the Project Team, and maintain and manage business standards and documentation.

The Commercial Director is expected to liaise closely with staff and advisors across the Project Team, MPC and the ACT Government. The Commercial Director will also engage closely with contractor agencies and the Territory's delivery partners.

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

Eligibility/Other Requirements:

Desirable:

A degree or diploma in a relevant technical field of Business Administration, Contract Management, Project Management, Construction Management or Law or a related discipline (copy to be provided with application) - or demonstrated relevant equivalent experience;

Experience in delivering significant infrastructure projects especially in PPP or collaborative contracting environments; and

Experience in managing contractual documents for significant infrastructure projects.

Note: This is a temporary position available for up to five years. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural Capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Ashley Cahif (02) 6205 1212 [ashley.cahif@act.gov.au](mailto:ashley.cahif@act.gov.au)

### **Transport Canberra and City Services**

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

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

**Deputy Director-General, Transport Canberra and Business Services  
Temporary Vacancy (4 January 2021 to 22 January 2021)**

**Transport Canberra and City Services**

**Transport Canberra and Business Services**

**Position: E867**

**(Remuneration equivalent to Executive Level 3.2)**

Circulated to: ACTPS Senior Executive List

Date circulated: 4 December 2020

Reporting to the Director-General and working collaboratively with the Executive team, the Deputy Director-General is accountable for Transport Operation and Territory and Business Services which includes Yarralumla Nursery, Canberra cemeteries, Capital Linen Service and Libraries ACT.

This role will provide strategic leadership experience and an appetite for reform. Courage, tenacity and resilience will be paramount, and the successful applicant will have the ability to leverage the power of a collegiate executive group and broader government resources.

Transport Canberra, as a single transport agency brings together bus and light rail operations, community and special needs transport, active travel and public transport community coordination. The Deputy Director-General has the remit of improving public transport outcomes and delivering a vision of public transport that is convenient, efficient, affordable, reliable and integrated.

The Deputy Director-General requires a high degree of sensitivity and confidentiality, negotiation and representational skills, customer focus and the ability to meet tight deadlines. The occupant must have the skills and expertise to harness innovation and align and maintain a thorough understanding and knowledge of the ACT Government's long-term strategic ambition.

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 to Ben McHugh via email to [ben.mchugh@act.gov.au](mailto:ben.mchugh@act.gov.au) by COB Thursday 10 December 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 \$361,128 - \$375,818 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$293,809.

Contact Officer: Ben McHugh (02) 6205 4105 [ben.mchugh@act.gov.au](mailto:ben.mchugh@act.gov.au)

### **Chief Operating Officer**

#### **People and Capability**

#### **Organisational Development**

#### **Culture and Strategy Advisor**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 39530)**

Gazetted: 09 December 2020

Closing Date: 16 December 2020

**Details:** Are you a Human Resources (HR) professional with a passion for building workforce capability including performance development and employee engagement?

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.

People and Capability are seeking applications from proactive and experienced candidates to join our team as a Culture and Strategy (CS) Advisor.

In this role you will bring drive and enthusiasm to assist in the design, delivery and implementation of a range of projects and programs that are linked to the delivery of our Transport Canberra and City Services (TCCS) People Strategy and our goal of making TCCS a great place to work.

These programs include a focus on performance development; employee engagement; diversity and inclusion; reward and recognition; and workplace culture projects, aligned to the TCCS Values and ACTPS Values and Code of Conduct, to build workforce capability. Our values are Excellence, Safety, Collaboration, Respect, Innovation and Integrity.

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:**

Qualifications in Human Resources and/or Organisational Development is highly desirable.

Demonstrated knowledge and skills in strategic human resource management, government agile policy, project management and service design methodologies.

Accreditation, skills or knowledge of formal stakeholder and/or business engagement methodologies.

**Note:** This is a temporary position available immediately for three months with possibility of extension up to six months. Selection may be based on application and referee reports only. This position is based in 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 a written application of no more than two pages, responding to the Selection Criteria located in the Position Description and a current curriculum vitae.

**Applications should be sent to the Contact Officer.**

Contact Officer: Natasha Wise (02) 6207 4934 [Natasha.Wise@act.gov.au](mailto:Natasha.Wise@act.gov.au)

**Office of the Director-General  
Communications and Engagement**

**Assistant Director, Communications and Engagement**

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 50045)**

Gazetted: 07 December 2020

Closing Date: 21 December 2020

**Details:** Transport Canberra and City Services (TCCS) is looking for an experienced communications and engagement specialist to join its busy communications team.

We're looking for someone that loves the city we live in and is passionate about being a part of the services and projects that Canberrans rely on every day.

The Assistant Director of Communications and Engagement will work in a collaborative environment with project managers to lead the delivery of innovative marketing and communications campaigns, drive the use of digital channels, engage the community on issues that matter to them and proactively coordinate media opportunities.

The successful applicant must be a team player that works well under pressure in a fast-paced environment.

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

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

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

**How to Apply:** Please attach the following to your application:

Your curriculum vitae

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position.

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

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

**Transport Canberra and Business Services**

**Territory and Business Services**

**Canberra Cemeteries**

**Executive Officer**

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 39708)**

Gazetted: 07 December 2020

Closing Date: 13 December 2020

**Details:** The Cemeteries and Crematoria Authority is seeking Expressions of Interest for a temporary vacancy for the role of Executive Officer.

This position reports directly to the Chief Executive Officer (CEO) and involves the provision of administrative and secretarial services to the CEO and Authority Board. This position also acts as a liaison point with the Transport Canberra and City Services directorate and contributes to the development of policies and procedures and assists elsewhere in the organisation when and where appropriate.

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

**Eligibility/Other Requirements:** This position calls for a person who has the following skills and attributes:

The provision of professional executive secretarial and administrative support services, requiring initiative and discretion.

A demonstrated ability to plan, prioritise, coordinate and manage the workflows associated with the delivery of executive support services.

Strong oral and written communication skills, that allows you to establish and maintain relationships with people at all levels.

Proven efficiency in MS and Adobe software, correspondence tracking systems (Objective) and experience in initiating and managing associated reporting procedures and programs.

A commitment to the customer service standards of the ACT Government Service, particularly the ability to manage sensitive and confidential issues and deliver services to a wide range of customers.  
Demonstrated commitment to the implementation of the principles of workplace diversity, participative work practices and Occupational Health and Safety.

**Note:** This is a temporary position available from 14 December 2020 until 21 May 2021 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. Selection may be based on written application only.

**How to Apply:** Please submit a one page Expression of Interest, curriculum vitae and two referees to the Contact Officer.

**Applications should be sent to the Contact Officer.**

Contact Officer: Adam Gregory (02) 6207 0029 Adam.Gregory@act.gov.au

## **Strategic Transport Policy and Active Travel**

### **Strategic Policy and Customer**

### **Transport Canberra and Business**

#### **Policy Officer**

#### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 50024)**

Gazetted: 04 December 2020

Closing Date: 11 December 2020

**Details:** The Strategic Transport Policy team has responsibility for the development and delivery of transport strategy and policies for ACT Government. The team represents and advocates for the ACT's needs on a significant number of national and state / territory level forums. It also has responsibility for providing high level policy advice and secretariat services for Commonwealth-Territory coordination of transport policy related matters.

The diverse nature of activities delivered by the role include, but are not limited to, gathering, analysing and interpreting data from various sources to support the provision of evidence-based policy advice, assisting in the development and drafting of ministerial correspondence and other relevant government documentation, such as reports and briefing material. It is also an opportunity for a highly motivated candidate to develop skills in transport policies. Additionally, the role assists in managing public policy projects to support the delivery of the Territory's transport strategy objectives.

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

#### **Eligibility/Other requirements:**

Tertiary qualifications and/or work experience in policy, planning, research or another relevant professional area is highly desirable.

Experience using Excel, GIS and/or other data or statistical analysis tools is desirable

Experience using publishing software, such as Microsoft Publisher, is desirable

**Notes:** This is a temporary position available immediately until February with the possibility of permanency. Please note, this position is based in a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

**Details:** Please submit a One page pitch addressing the requirements laid out in the Position Description. Please also submit a current curriculum vitae and contact details for at least two referees

Contact Officer: Colin Maher (02) 6207 8381 colin.maher@act.gov.au

## **City Services**

### **Roads ACT**

### **Road Maintenance**

#### **Director, Program Delivery**

#### **Infrastructure Officer 4 \$129,394 - \$147,008, Canberra (PN: 46686)**

Gazetted: 04 December 2020

Closing Date: 18 December 2020

**Details:** Do you like to be busy? Do you have a commitment to delivery of services to Canberrans? Then this position might be for you.



The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

The successful candidate will plan, prioritise, program and manage the annual road maintenance program for routine, call-out and planned works on road-related infrastructure within budget.

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

**Eligibility/Other Requirements:**

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

hold a relevant building degree (civil engineering); or

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

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

**How to Apply:** Please provide a response to the "what you require" part of the position description - no more than one A4 page per dot point; two current referees; a copy of your current resume; and copies of any qualifications.

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

Contact Officer: Jennie Gilles (02) 6207 2141 [jennie.gilles@act.gov.au](mailto:jennie.gilles@act.gov.au)

## City Services

### Infrastructure Deliver and Waste

#### ACT NoWaste

##### Senior Project Officer, Asset Management

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 50036)**

Gazetted: 03 December 2020

Closing Date: 10 December 2020

**Details:** This is an exciting opportunity to join ACT NoWaste's Strategic Coordination and Planning. The Strategic Coordination and Planning section is an integral component of ACT NoWaste's commitment to driving innovation and performance in the management of waste and recycling services for the Territory.

You will work within a team that oversee management of waste infrastructure asset and you will perform asset management activities for existing assets within the ACT NoWaste portfolio. You will have responsibility for the updating of the strategic asset management plans, in and assist with implementation of an Asset Management System for ACT NoWaste assets. You will develop the plan and support whole of life asset management through monitoring, condition/end of life assessment and remediation, strategic asset maintenance planning, reporting and working with key external and internal stakeholders.

You require excellent communication skills and organisational skills, and the ability to problem solve complex issues within the delivery of waste management services and civil works.

You will be working in a diverse, inclusive, and supportive team of professionals.

**Note:** This is a temporary position available until 31 December 2021 with the possibility of permanency. Selection may be based on application and referee reports only.

**How to Apply:** Applicants are asked to supply a maximum three page pitch ("What you Require") addressing the Selection Criteria located in the Position Description, a curriculum vitae and two referees.

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

Contact Officer: Ann Denholm (02) 6205 4100 [Ann.Denholm@act.gov.au](mailto:Ann.Denholm@act.gov.au)

## City Services

### ACT NoWaste

#### Business Analytics and Support

##### Functional Improvement Analyst

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 50044)**

Gazetted: 03 December 2020

Closing Date: 10 December 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 resident (customer) support on requests for all waste collection services; and,

Provide input into TCCS and external data reporting requirements.

The Functional Improvement Analyst is responsible for identifying, analysing, developing and documenting business and operational processes and procedures. The role is cross-functional, working across business units within ACT NoWaste, as well as collaborating with teams across TCCS and other ACT Government directorates to capture intra and inter-directorate business processes.

The position is required to take a leading role in capturing, managing and improving business process knowledge in an evolving Government landscape.

The primary responsibilities for this position under supervision of the Director, Business Analytics include:

Work across TCCS business units and ACT Government directorates to identify shared or collaborative operational and/or business processes;

Conceptualise, analyse, develop and document current state and future state business processes in partnership with subject matter experts, process owners and other stakeholders;

Conduct discovery and requirements scoping sessions with both individuals and groups of subject matter experts and other stakeholders;

Develop, coordinate and manage business process artefacts such as Standard Operating Procedures (SOP), process maps and user support documentation within a digital environment;

Manage stakeholder relationships whilst upholding a collaborative, constructive and pragmatic approach to achieving outcomes;

Contribute to and provide advice on continuous process improvement; and,

Ensure consistency of style and quality of written work for the Branch.

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:** Possess relevant tertiary qualifications and/or equivalent knowledge/experience is highly desirable.

**Note:** Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. This position can be undertaken from home with approval from the manager and provided WHS guidelines are followed in the home office.

**How to Apply:** Please submit a written application addressing the Selection Criteria located in the Position Description limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Valerie Papin (02) 6207 0342 Valerie.Papin@act.gov.au

## APPOINTMENTS

### ACT Health

**Administrative Services Officer Class 2 \$57,454 - \$63,443**

Briana Knight, Section 68(1), 14 December 2020

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

Isaac Patten, Section 68(1), 1 December 2020

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

Cynthia Ryan, Section 68(1), 10 December 2020

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

Leticia Santek, Section 68(1), 7 December 2020

**Canberra Health Services**

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

Liam Byrne, Section 68(1), 07 December 2020

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

Melanie Dorrington: 86874939, Section 68(1), 14 January 2021

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

Alison Lally: 82462232, Section 68(1), 07/ December 2020

**Pharmacist Level 1 \$71,297 - \$82,307**

Caroline Abdelmasih, Section 68(1), 7 December 2020

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

Roseline Ashepet, Section 68(1), 7 December 2020

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

Kaitlyn Brown, Section 68(1), 8 December 2020

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

Melissa Calvo, Section 68(1), 8 December 2020

**Health Service Officer Level 5 \$57,039 - \$59,871**

Callum Hogan, Section 68(1), 10 December 2020

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

Cynthia Ikekwere, Section 68(1), 8 December 2020

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

Serge Kabongo Kabamba, Section 68(1), 11 January 2021

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

Sarah Manzano, Section 68(1), 1 February 2021

**Health Service Officer Level 4 \$54,896 - \$56,997**

Joseph Peter, Section 68(1), 24 December 2020

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

Luke Roberts, Section 68(1), 7 December 2020

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

Jonathon Schwartz, Section 68(1), 14 December 2020

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

Kelly Sheard, Section 68(1), 11 January 2021

**Administrative Services Officer Class 2 \$57,454 - \$63,443**

Lauren Smith, Section 68(1), 16 December 2020

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

Howard Tankai, Section 68(1), 21 January 2021

**Canberra Institute of Technology**

**Teacher Level 1 \$76,460 - \$102,020**

Jodie Bailey, Section 68(1), 4 December 2020

**Teacher Level 1 \$76,460 - \$102,020**

Lisa Burling, Section 68(1), 4 December 2020

**Teacher Level 1 \$77,492 - \$103,397**

Maria Filardo, Section 68(1), 9 December 2020

**Teacher Level 1 \$77,492 - \$103,397**

Anna Gobbo, Section 68(1), 9 December 2020

**Teacher Level 1 \$77,492 - \$103,397**

Tania Hadlow, Section 68(1), 9 December 2020

**Teacher Level 2 (EDS CIT) \$108,974 (conditions outlined in the Canberra Institute of Technology (Teaching Staff) Enterprise Agreement)**

Rebecca Hurrell, Section 68(1), 10 December 2020

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

Yoshie Lettie, Section 68(1), 3 December 2020

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

**Teacher Level 1 \$76,460 - \$102,020**

Danielle Lynch, Section 68(1), 4 December 2020

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

**Teacher Level 1 \$76,460 - \$102,020**

Anshi Reddy, Section 68(1), 4 December 2020

**General Service Officer Level 3 \$51,742 - \$53,670**

Vasa Stoyanoff, Section 68(1), 9 December 2020

**Teacher Level 1 \$76,460 - \$102,020**

Sujatha Venkataraman, Section 68(1), 4 December 2020

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

**Teacher Level 1 \$76,460 - \$102,020**

Anna Waddell, Section 68(1), 4 December 2020

**Chief Minister, Treasury and Economic Development**

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

Manasi Ahuja, Section 68(1), 4 December 2020

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

Alexander An, Section 68(1), 7 December 2020

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

Talia Backhouse, Section 68(1), 14 December 2020

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

Matthew Bailey, Section 68(1), 7 December 2020

**Professional Officer Class 1 \$61,106 - \$84,729**

Nigel Bowers, Section 68(1), 4 December 2020

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

David Briant, Section 68(1), 4 December 2020

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

Diana Busek, Section 68(1), 14 December 2020

**Public Affairs Officer 1 \$74,486 - \$85,020**

Natalie Cannon, Section 68(1), 4 December 2020

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

Layla Coleman, Section 68(1), 14 December 2020

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

Jennifer Collins, Section 68(1), 4 December 2020

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

Joshua Cox, Section 68(1), 14 December 2020

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

Amy Giggins, Section 68(1), 14 December 2020

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

Stuart Grey, Section 68(1), 10 December 2020

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

Manoj Hettige, Section 68(1), 3 December 2020

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

Joselyne Hughes, Section 68(1), 14 December 2020

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

MAN SUM Lung, Section 68(1), 14 December 2020

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

Daniel Maiden, Section 68(1), 4 December 2020

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

Alexandra Moore, Section 68(1), 14 December 2020

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

Lotta Pajala, Section 68(1), 10 December 2020

**Professional Officer Class 1 \$61,106 - \$84,729**

Mitchell Pemberton, Section 68(1), 4 December 2020

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

Rossana Sorensen, Section 68(1), 14 December 2020

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

Hannah Walker, Section 68(1), 4 December 2020

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

Dominic Zuzek, Section 68(1), 14 December 2020

**Education**

**Professional Officer Class 2 \$86,547 - \$99,051**

Brian Cropper, Section 68(1), 4 December 2020

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Madeline Howard, Section 68(1), 8 January 2021

**School Assistant 3 \$55,354 - \$59,575**

Jamilla Solomons, Section 68(1), 25 January 2021

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

Jodi Wilson, Section 68(1), 7 December 2020

**Environment, Planning and Sustainable Development**

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

Angela Crompton, Section 68(1), 4 December 2020

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

Michael Hancock, Section 68(1), 14 December 2020

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

Chang-Paul Wang, Section 68(1), 4 December 2020

**Justice and Community Safety**

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

Molly Smith, Section 68(1), 7 December 2020

**Major Projects Canberra**

**Infrastructure Officer 3 \$109,177 - \$119,846**

Benjamin Hayes, Section 68(1), 7 December 2020

**Senior Officer Grade A \$148,991**

Tania Navarro, Section 68(1), 7 December 2020

## TRANSFERS

### Environment, Planning and Sustainable Development

#### **Novella Finney**

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

Major Projects Canberra

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

Environment, Planning and Sustainable Development, Canberra (PN. 39618) (Gazetted 30 September 2020)

### Canberra Health Services

#### **Denise Riordan: 8579252**

From: Senior Specialist \$222,205

ACT Health

To: Senior Specialist \$222,205

Canberra Health Services, Canberra (PN. 03425) (Gazette 30/11/2020)

## PROMOTIONS

### Canberra Health Services

#### **Medical Services**

##### **Melissa Faehrmann**

From: Pharmacist Level 1 \$71,297 - \$82,307

Canberra Health Services

To: Pharmacist Level 2/3 \$79,458 - \$109,064 (up to \$111,914 on achieving personal upgrade)

Canberra Health Services, Canberra (PN. 28615) (Gazetted 24 September 2020)

#### **Chief Operating Officer Clinical Services**

##### **Jyothi Gadde**

From: Dental Assistant Level 2 \$58,235 - \$68,092

Canberra Health Services

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Canberra Health Services, Canberra (PN. 22972) (Gazetted 18 July 2019)

#### **Nursing and Midwifery and Patient Support Services**

##### **Daniel Howell**

From: Health Service Officer Level 3/4 \$52,460 - \$56,238

Canberra Institute of Technology

To: Health Service Officer Level 5 \$57,039 - \$59,871

Canberra Health Services, Canberra (PN. 20576) (Gazetted 2 July 2020)

### Canberra Health Services

#### **Caitlin Keil**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 21147) (Gazetted 14 September 2020)

**Chief Operating Officer Clinical Services**

**Margaret McManus**

From: Registered Nurse Level 3.2 \$122,360

Canberra Health Services

To: Registered Nurse Level 4.3 \$139,701

Canberra Health Services, Canberra (PN:16222) (Gazetted 25/06/2020)

**Medical Services**

**Jinwoo Park**

From: Pharmacist Level 1 \$71,297 - \$82,307

Canberra Health Services

To: Pharmacist Level 2/3 \$79,458 - \$109,064 (up to \$111,914 on achieving personal upgrade)

Canberra Health Services, Canberra (PN. 31663) (Gazetted 24 September 2020)

**Kristine Wright**

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

Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 22590) (Gazetted 27 August 2020)

**Clinical Services**

**Surgery**

**Anaesthesia**

**Freya Emily Aaskov: 83359317**

From: Specialist Level 1-5 \$164,470 - \$202,960

Canberra Health Services

To: Senior Specialist \$222,205

Canberra Health Services, Canberra (PN.50106) (Gazette 10 December 2020)

**Clinical Services**

**Surgery**

**Anaesthesia**

**Imran Ali: 81317009**

From: Specialist Level 1-5 \$164,470 - \$202,960

Canberra Health Services

To: Senior Specialist \$222,205

Canberra Health Services, Canberra (PN.50107) (Gazette 10 December 2020)

**Canberra Institute of Technology**

**Education and Training Services**

**Student and Academic Services**

**Education Services**

**Rebecca Seale**

From: Teacher Level 1 \$76,460 - \$102,020

Education

To: †Teacher Level 2 (EDS CIT) \$108,974 (conditions outlined in the Canberra Institute of Technology (Teaching Staff) Enterprise Agreement)

Canberra Institute of Technology, Canberra (PN. 34771) (Gazetted 11 November 2020)



**Chief Minister, Treasury and Economic Development**

**Policy and Cabinet**

**Economic and Regional Policy Branch and Social Policy Branch**

**Productivity and Regulation Reform and Social Policy**

**Joel Hankinson**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 49990) (Gazetted 2 September 2020)

**Shared Services**

**Customer Engagement Services Branch**

**Education ICT**

**Timothy Hough**

From: Information Technology Officer Class 1 \$70,058 - \$79,749

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36863) (Gazetted 29 May 2020)

**Economic Development**

**artsACT**

**Arts Programs**

**Yolande Norris**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 21712) (Gazetted 26 February 2020)

**Policy and Cabinet**

**Economic and Regional Policy Branch and Social Policy Branch**

**Productivity and Regulation Reform and Social Policy**

**Rachel Wilkie**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36548) (Gazetted 2 September 2020)

**Community Services**

**Children, Youth and Families**

**Child and Youth Protection Services**

**Bimberi Residential Services**

**Samuel Anau**

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

Community Services

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

Community Services, Canberra (PN. 21640) (Gazetted 2 October 2020)

**Children, Youth and Families**

**Child and Youth Protection Services**

**Bimberi Residential Services**

**Eirene Apineru**

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

Community Services

To: Administrative Services Officer Class 6 \$86,547 - \$99,051  
Community Services, Canberra (PN. 22795) (Gazetted 2 October 2020)

**Children, Youth and Families**  
**Child and Youth Protection Services**  
**Bimberi Residential Services**  
**Alaivaa Lauvao**

From: Administrative Services Officer Class 5 \$80,323 - \$85,020  
Community Services  
To: Administrative Services Officer Class 6 \$86,547 - \$99,051  
Community Services, Canberra (PN. 02886) (Gazetted 2 October 2020)

**Children, Youth and Families**  
**Child and Youth Protection Services**  
**Bimberi Residential Services**  
**Ling Palm**

From: Administrative Services Officer Class 5 \$80,323 - \$85,020  
Community Services  
To: Administrative Services Officer Class 6 \$86,547 - \$99,051  
Community Services, Canberra (PN. 02885) (Gazetted 2 October 2020)

**Education**

**System Policy and Reform**  
**Early Childhood Policy and Regulation**  
**Children's Education and Care Assurance**  
**Delphine Coutin**

From: Professional Officer Class 2 \$86,547 - \$99,051  
Education  
To: †Senior Officer Grade C \$108,926 - \$117,249  
Education, Canberra (PN. 14154) (Gazetted 12 October 2020)

**Environment, Planning and Sustainable Development**

**Business, Governance and Capability**  
**People and Capability**  
**Work Health Safety and Wellbeing**  
**Brett King**

From: Administrative Services Officer Class 6 \$86,547 - \$99,051  
Transport Canberra and City Services  
To: †Senior Officer Grade C \$108,926 - \$117,249  
Environment, Planning and Sustainable Development, Canberra (PN. 41726) (Gazetted 30 September 2020)

**Transport Canberra and City Services**

**Anne Breckwoldt**

From: Infrastructure Officer 3 \$109,177 - \$119,846  
Transport Canberra and City Services  
To: †Infrastructure Officer 4 \$129,394 - \$147,008  
Transport Canberra and City Services, Canberra (PN. 37062, several) (Gazetted 28 July 2020)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Transport Canberra**  
**Public Transport Operations**  
**Field Operations**  
**Matthew Lees**

From: Bus Operator \$78,412

Transport Canberra and City Services

To: †Transport Officer Grade 3 - ACTION \$103,222

Transport Canberra and City Services, Canberra (PN. P49310) (Gazetted 10 September 2019)

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

**Transport Canberra**  
**Public Transport Operations**  
**Field Operations**  
**Steven McArthur**

From: Bus Operator \$78,412

Transport Canberra and City Services

To: †Transport Officer Grade 3 - ACTION \$103,222

Transport Canberra and City Services, Canberra (PN. 49311) (Gazetted 10 September 2019)

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

**Transport Canberra**  
**Public Transport Operations**  
**Field Operations**  
**Advait Sharma**

From: Bus Operator \$78,412

Transport Canberra and City Services

To: †Transport Officer Grade 3 - ACTION \$103,222

Transport Canberra and City Services, Canberra (PN. 49312) (Gazetted 10 September 2019)

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

**Transport Canberra**  
**Public Transport Operations**  
**Field Operations**  
**Ricardo Suarez**

From: Bus Operator \$78,412

Transport Canberra and City Services

To: †Transport Officer Grade 3 - ACTION \$103,222

Transport Canberra and City Services, Canberra (PN. 49313) (Gazetted 10 September 2019)

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

**Worksafe ACT**

**Workplace Protection**  
**Worksafe Investigations**  
**Finance and Corporate**  
**Lisa Bopping**

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

Worksafe ACT

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

Worksafe ACT, Canberra (PN. 05078) (Gazetted 23 October 2020)

## **CORRIGENDA**

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

#### **Workforce Capability and Governance**

##### **Secure Local Jobs Code Branch**

Andrew Sheargold declined transfer to P42362 as notified in gazette 03/12/2020