



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 01 November 2018**

## VACANCIES

### Calvary Health Care ACT (Public)

#### Supply

##### Supply Officer

**Executive Level HSO 4.1 - HSO 4.4 \$49,958 - \$51,869, Canberra (PN: Expected)**

Gazetted: 06 November 2018

Closing Date: 14 October 2018

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

Reference Number: 20611

Contact Officer: Cobus Wentzel Gert.Wentzel@calvary-act.com.au

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

#### Clare Holland House

##### Palliative Care

##### Registrar

**Executive Level Registrar \$98,704 - 123,327, Canberra (PN: Expected)**

Gazetted: 06 November 2018

Closing Date: 18 November 2018

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

Reference Number: 20604

Contact Officer: Miffany Callan (02) 6201 6059 miffany.callan@calvary-act.com.au

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

#### Allied Health

##### Social Work and Psychology

##### Director of Social Work and Psychology

**Executive Level HP5 \$118,319 - \$133,197, Canberra (PN: Expected)**

Gazetted: 06 November 2018

Closing Date: 14 November 2018

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

Reference Number: 20569

Contact Officer: Kylee Gardiner Kylee.Gardiner@calvary-act.com.au

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

#### Pharmacy Department

##### Senior Pharmacist

**Executive Level HP3 \$96,855-\$102,055, Canberra (PN: Expected)**

Gazetted: 06 November 2018

Closing Date: 25 October 2018

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

Reference Number: 20615

Contact Officer: Emily Diprose (02) 6201 6269 emily.diprose@calvary-act.com.au

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

**Allied Health  
Physiotherapy  
Senior Therapist**

**Executive Level HP3 \$87,257 - \$91,942, Canberra (PN: Expected)**

Gazetted: 06 November 2018

Closing Date: 25 November 2018

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

Contact Officer: Jason Whittingham (02) 6201 6960 [Jason.whittingham@calvary-act.com.au](mailto:Jason.whittingham@calvary-act.com.au)

Reference Number: 20600

Applications can be forwarded to: <https://calvary.mercury.com.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)**

**Brand and Business Development**

**Marketing**

**Marketing Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35194)**

Gazetted: 07 November 2018

Closing Date: 23 November 2018

Details: Working in a busy environment the successful candidate will have the opportunity to apply creativity and design thinking to the implementation of marketing activities across traditional and digital channels; as well as undertaking key projects as directed. The successful candidate will have a deep understanding of marketing and advertising practices, be innovative and have an understanding of design thinking, have strong administrative and organisational skills, as well as excellent communication and negotiation skills. The Marketing Officer will work closely with teaching colleges and corporate divisions across CIT reporting directly to the Marketing Manager. CIT is committed to building an inclusive workplace through a culturally diverse workforce. 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 for temporary filling for a period of six months with the possibility of extension up to but not exceeding five years in total. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

Contact Officer: Rebecca Sporcic (02) 6207 4073 [rebecca.sporcic@cit.edu.au](mailto:rebecca.sporcic@cit.edu.au)

**CIT Student and Academic Services**

**CIT Student Services**

**Administrative Receptionist**

**Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 38875)**

Gazetted: 01 November 2018

Closing Date: 8 November 2018

Details: This role provides reception and administration for a multi-discipline team providing support services to students and staff. The successful applicant will have excellent communication skills and an ability to liaise effectively with internal and external clients in a confidential environment. They must be able to work and deal with complex situations, distressed students and competing priorities and be able to triage requests for services and appointments. Canberra Institute of Technology (CIT) is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Sound computing skills and ability to work with limited supervision is required.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People*

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

Note: This position will be filled at either the ASO2 or ASO3 level, dependant on the skills and experience of the successful applicant.

Contact Officer: Lisa Clarke (02) 6207 3138 [lisa.clarke@cit.edu.au](mailto:lisa.clarke@cit.edu.au)

### **Corporate Services**

#### **Corporate Services Management**

##### **Manager Governance**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 41536)**

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: Canberra Institute of Technology (CIT) is seeking to appoint a dynamic leader of Corporate Governance for a Senior Officer Grade B position, who can provide professional strategic advice on legislation, policy and procedures. This person will have experience in preparing a diverse range of sensitive and complex written material, through demonstrated research and analysis, tailored to a range of internal and external audiences. They will provide advice on legislative compliance and where required assist in the drafting of agreements. The key capabilities for this appointment include demonstrated experience in the provision of high level strategic advice and sound judgement on sensitive and complex issues. Highly developed research, analytical and conceptual skills and demonstrated experience in responding to key government legislation requests within a public sector environment. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Contact Officer: Margaret Russell (02) 6207 4213 [margaret.russell@cit.edu.au](mailto:margaret.russell@cit.edu.au)

### **CIT Corporate Services**

#### **Corporate Services Management**

##### **Manager Audit, Risk and Corporate Governance**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 55476)**

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: CIT is seeking to appoint a dynamic Manager - Senior Officer Grade C position, to manage the Audit, Risk and Finance Committee secretariat functions and to assist with other activities of the team, including: risk, fraud, policy, business continuity and conducting, monitoring and reporting of internal audits and reviews. This position requires someone with the ability to adapt and provide advice in a fast paced and ever-changing environment, assisting with the provision of assurance to our CEO, CIT Board, Audit Committee members and Executive Team. The key capabilities required for this role include excellent writing, research and analytical skills, exceptional administrative, management and organisational skills and the ability to effectively liaise and collaborate with internal and external colleagues. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Contact Officer: Margaret Russell (02) 6207 4213 [margaret.russell@cit.edu.au](mailto:margaret.russell@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)**

#### **Policy and Cabinet Division**

##### **Cabinet and Government Business Coordination**

##### **Cabinet Coordination and Support Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 32282)**

Gazetted: 07 November 2018

Closing Date: 14 November 2018

Details: The Cabinet, Assembly and Government Business team has a challenging but rewarding opportunity at the Administrative Services Officer Class 6. As Cabinet Coordination and Support Officer, you will be at the forefront of government decision making and will take responsibility for requesting, coordinating and compiling information for consideration by Cabinet Ministers. Ideal candidates will have excellent communication and liaison skills as you'll be talking to people across government to ensure timelines are well communicated and well met. These skills will be supported by demonstrated experience with Word, Excel, Outlook, PowerPoint and (ideally) HPE Content Manager Skills and great attention to detail. This diverse and interesting role is part of a high functioning team, who support each other in meeting tight timeframes and shared goals. 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.

How to apply: If this sounds like you, please outline your relevant experience and skills in a statement of no more than two pages along with your current curriculum vitae and contact details for at least two referees.

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

Contact Officer: Kate Stewart (02) 6207 6136 kate.stewart@act.gov.au

### **Shared Services ICT**

#### **Technology Services Division**

#### **ICT Security**

#### **Senior ICT Security Analyst**

#### **Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 30742)**

Gazetted: 06 November 2018

Closing Date: 20 November 2018

Details: ICT Security is looking to fill a permanent vacancy within the ICT Security Operations Team. The Security Operations unit within ICT Security is a dynamic, functionally diverse team that performs a range of functions across whole of ACT Government. These functions include investigations and forensics, vulnerability assessments and penetration testing, provision of security advice for internal stakeholders, customers and projects, and running key ICT security infrastructure like Web and Email Content Filters, Security Information and Event Management (SIEM) systems and Intrusion Prevention Systems. 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.

Contact Officer: Nathan Carriage (02) 6207 6748 nathan.carriage@act.gov.au

### **Access Canberra**

#### **Projects Governance and Support**

#### **Projects and ICT/Records Management**

#### **Project Officer**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39311)**

Gazetted: 01 November 2018

Closing Date: 8 November 2018

Details: Access Canberra is working to set a new benchmark for service delivery in the ACT - and is changing the way we do business, for the better! To support this objective the foundations of our records management will need to be both robust and flexible to meet the needs of the organisation into the future and we're about to kick off a project that will help get us there. To that end, we are putting the call out for a Project Officer to join the Records Management Team in Access Canberra. This team is taking up the challenge of a significant scope of works directed towards seeing Access Canberra take those steps necessary to become a digital-first and paperless working environment. This is an ideal role for a person who wants to develop their knowledge of project management and is excited by the opportunity to work with a number of Access Canberra's teams, who are responsible for a very diverse range of functions, to improve the way in which they go about their work. Access Canberra has adopted activity-based working (ABW) and anyone applying for this role will need to be comfortable getting out and about to meet and collaborate with our teams, wherever they are working.

If you - are interested in working as a member of a small project team that will work to achieve significant organisational objectives; are proactive, organised, dependable and able to adjust the focus of your work to meet shifts in priority; understand how customer service and clear communication from a project team supports change management processes; have an appreciation of the importance of records in the context of government but believe traditional records management approaches can be improved; are a quick learner in IT knowledge and business applications; are excited by the opportunity to work with Access Canberra's teams to make things better for our customers then this is a great opportunity for you.

Note: This is a temporary position available 22 November 2018 until 8 July 2019.

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

Suitability for this position will be assessed on your skills, knowledge and behaviour based on the Selection Criteria and duties/responsibilities set out in the Position Description. Please submit a written application, in the form of a 'pitch for the role of no more than two pages, which covers the two statements below, a current curriculum vitae, the contact details of at least two referees, and the Application Cover Sheet to jobs. 1) Detail your greatest achievements in the last five years and how they relate to this position and its duties. 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

It is recommended that you make contact with the Contact Officer, Wei Li by phone on (02) 6205 9061 to discuss the role and its responsibilities prior to submitting your application.

Contact Officer: WeiX Li (02) 6205 9061 weix.li@act.gov.au

## **Shared Services**

### **Strategic Human Resources and Corporate**

#### **Talent Management Project Co-ordinator**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 41670)**

Gazetted: 01 November 2018

Closing Date: 19 November 2018

Details: Do you have a growth mindset and a willingness to solve complex problems? Can you contribute to a range of interesting Human Resource (HR) capability-enhancing projects? You will be responsible for the planning and administration of several talent management projects. Shared Services employs about 950 staff and provides tactical and transactional holistic Information Communication technology (ICT), Finance and Human Resources services to ACT Government Directorates. The Strategic HR branch, which is based in Gungahlin, enhances the capability of employees across the organisation by providing advice and support for activities such as Workforce Planning, Recruitment Strategy, Learning and Development, Employee Relations, Change Management and Employee Engagement. What you will do: Based within the Strategic HR team, you will be responsible for the planning and administration of several recruitment-related talent management projects. This will range from assisting with the review of a behavioural capability framework; developing, drafting and maintaining Position Descriptions across the organisation and capturing and managing technical skills data on HR systems. You will need to liaise with business stakeholders to determine requirements and to ensure their satisfaction with outcomes. What we require: To be successful in the role, you should possess exceptional planning and organising skills coupled with a project management approach, in order to effectively manage multiple priorities and meet competing deadlines. The ability to analyse and consolidate information from different sources and advanced writing capability are also critical. Strong collaboration skills, with the ability to quickly establish positive working relationships and engage with a wide range of stakeholders will enable you to excel in this position. Our preferred candidate will have knowledge of contemporary talent management practices and trends and a keen interest in ICT, with the ability to quickly grasp and absorb technical terminology and concepts. 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 as soon as possible for six months.

How to Apply: Please review the attached Position Description and submit an application by emailing the following documents to jobs@act.gov.au: (1) Your current Curriculum Vitae. (2) A completed Application Coversheet. (3) A two-page written response to support your application. Please provide evidence of your suitability for the role by including answers to the following two questions. Please use the Situation, Task, Action, Result (STAR) technique to structure your answers. (1) What is the most significant project or initiative you were involved in in the last six - twelve months, what was the purpose of the project? What was your personal involvement? What was the

outcome? (Maximum 250 words). (2) What is the most complex technical written material you have produced? What was its intended result? How did you adapt your style to the audience? (Maximum 250 words)  
Contact Officer: Jennifer Jordan (02) 6205 3230 [jennifer.jordan@act.gov.au](mailto:jennifer.jordan@act.gov.au)

**Procurement, Property and Venues**

**ACT Property Group**

**Property Maintenance Services**

**Heating, Ventilation and Air Conditioning (Technician**

**General Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 26083)**

Gazetted: 06 November 2018

Closing Date: 13 November 2018

Details: We are looking for a Heating, Ventilation and Air Conditioning (HVAC) Technician to join our maintenance team, the position will provide repairs and maintenance to ACT Government owned and leased buildings. 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 successful applicant needs to have the following: Technical/trade certificate in building related work or tertiary qualifications relevant to the Building Trade; have a White Card and Asbestos Awareness Card; hold a current driver's licence or have the ability to obtain a driver's licence; it would be desirable if the successful applicant holds a truck and or forklift license as well as Knowledge of hazardous materials management/removal. 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)  
Contact Officer: Stuart Peacock (02) 6213 0712 [stuart.peacock@act.gov.au](mailto:stuart.peacock@act.gov.au)

**Economic Development**

**Innovation, Industry and Investment Branch**

**Senior Manager, Industry and Investment**

**Senior Officer Grade A \$137,415, Canberra (PN: 32697)**

Gazetted: 07 November 2018

Closing Date: 23 November 2018

Details: Applications are sought for the position of Senior Manager, Industry and Investment, in the ACT Government's Economic Development Division. As part of the Innovation, Industry and Investment team, the occupant of the position will manage a range of activities that support the ACT Government's economic diversification agenda. In particular, the occupant will have responsibility for the development of key industry sectors, including defence, space, cyber security, agri-technology and the renewable energy sector. In addition, the occupant will have responsibility for the ACT Government's investment attraction strategies and for promoting investment into the key sectors through the Priority Investment Program. Applicants should have demonstrated experience in leading and delivering economic development initiatives and managing high level partnerships with external stakeholders. In addition, the occupant will need a demonstrated capacity to contribute to and drive associated activities across the Branch. Candidates can seek further information from the Contact Officer Ian Cox. How to Apply: Interested candidates are requested to submit a Selection Criteria, providing details of relevant experience, a current Curriculum Vitae and the name and contact details for two referees.

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

Note: This is a temporary position available for a period of six months commencing 3 December 2018 with the possibility of extension and/or permanency.

Contact Officer: Ian Cox (02) 6207 2004 [ian.cox@act.gov.au](mailto:ian.cox@act.gov.au)

**Partnership Services**

**Service Centre**

**Recruitment and Information Services**

**Team Leader**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 33491)**

Gazetted: 07 November 2018

Closing Date: 21 November 2018

Details: The Service Centre has two Team Leaders in the Recruitment and HR Information Services team. Both the On Boarding Team Leader and the Careers Team Leader positions motivate and manage teams to deliver services in line with key performance indicators and support supervisors to make decisions on competing workload priorities.

Note: This is a temporary position available until February 2019 with the possibility of extension and/or permanency.

How to apply: Please provide a completed Application Coversheet; a supporting statement of no more than two pages outlining your experience and abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description, please also submit your curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Emma Georgiou (02) 6205 2860 emma.georgiou@act.gov.au

### **Economic Development**

#### **Innovation, Industry and Investment**

#### **Industry and Investment**

#### **Senior Officer- Industry and Investment**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 11207)**

Gazetted: 01 November 2018

Closing Date: 19 November 2018

Details: The Industry and Investment team is seeking applications for an experienced professional to contribute to the development and delivery of high quality industry development programs and activities for Canberra's industries of strategic importance including the defence, space, cyber security, agricultural technology and renewables industries. Being part of a small, dynamic and fast-past team environment, the successful officer will be highly motivated, reliable, flexible and committed to contributing to ACT government's economic diversification strategies. A key strength will be your outstanding interpersonal and project management skills; commitment to developing and maintaining excellent internal and external working relationships; and contributing to a workplace culture that strives for the delivery of high quality outcomes. 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.

How to Apply: Applications should address the following criteria (no more than two pages) and include a Curriculum Vitae/Resume. 1. Demonstrated experience in industry/business development and/or the delivery and implementation of key initiatives. 2. Sound communication skills both written and verbal. 3. Well-developed project management, administrative and organisational skills. 4. Understanding of both the commercial and government sectors. 5. Ability to work in a high pressure and sometimes ambiguous environment and is proactive and shows initiative. 6. A history of developing productive working relationships with internal and external stakeholders to achieve results, including a demonstrated ability to manage sensitive and confidential issues with integrity.

Contact Officer: Ilsa Embleton (02) 6207 8864 ilsa.embleton@act.gov.au

### **Economic Development**

#### **Innovation, Industry and Investment**

#### **Industry and Investment**

#### **Senior Officer - Investment Attraction and Facilitation**

#### **Senior Officer Grade C Canberra (PN: 15587)**

Gazetted: 05 November 2018

Closing Date: 21 November 2018

Details: The Innovation, Industry and Investment branch supports the Government's economic diversification objectives by supporting the growth of innovative companies, attracting investment, growing export markets and supporting key priority sectors built around Canberra's strength as a knowledge economy, including tertiary education and research, defence, space, cyber security, healthy and active living, renewable energy and agri-technology. The role is primarily focused on supporting investment attraction and facilitation initiatives. This involves contributing to collaboratively developing and implementing high quality, evidence-based investment



attraction related strategy, programs and initiatives to deliver on the ACT Government's objective of diversifying and strengthening the ACT economy. 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 Economics, Business or a related discipline is highly desirable.

How to Apply: Applications should be sent to the ACT Shared Services and include: (1) Curriculum Vitae that provides a summary of work history and qualifications. (2) A statement of no more than three pages outlining your capability to fulfil the duties and responsibilities listed in the Position Description.

Contact Officer: Sean Kelly (02) 6205 8602 [sean.kelly@act.gov.au](mailto:sean.kelly@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)**

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

#### **Child Development Service**

##### **Occupational Therapist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 36146)**

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: The Child Development Service has an expected vacancy available for Health Professional Level 3 Occupational Therapist. The Child Development Service focuses on identifying developmental delays for children 0-6 years; children 7-8 years with complex needs who have not had a previous diagnosis and autism assessment to age 12 years. The Occupational Therapist in this position will provide clinical services within a community based, multidisciplinary team within the Child Development Service. The successful staff member will provide assessments or screen children to identify those at risk of developmental delay, and support their movement through the service system.

Eligibility/Other Requirements: Essential Tertiary qualification in Occupational Therapy; Eligible for Membership of Occupational Therapy Australia; and have a current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. Full-time and part-time applicants will be considered.

Contact Officer: Tracy Power (02) 6205 1277 [tracy.power@act.gov.au](mailto:tracy.power@act.gov.au)

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

#### **Child and Youth Protection Services**

##### **Family Group Conference Facilitator**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 07366)**

Gazetted: 07 November 2018

Closing Date: 22 November 2018

Details: Child and Youth Protection Services (CYPS) are seeking Aboriginal and Torres Strait Islander people to undertake the role of Family Group Conference Facilitator. Family Group Conferencing aims to improve outcomes for families and reduce the number of Aboriginal and Torres Strait Islander children in care. Family Group Conferencing provides families and extended family with a role in decision making about their children, developing effective family plans to keep their children safe. The position is responsible for the management and facilitation of Family Group Conferences and works in collaboration with children, young people, their families, CYPS Case

Managers and relevant agencies. The position requires people with a demonstrated ability to work collaboratively in engaging with the community, a high level of cultural awareness, and relevant skills in facilitation and negotiation of complex meetings. The role works within the legislative provisions of the *Children and Young People Act 2008* and other relevant legislation to ensure outcomes are determined in the best interest of children and young people. This is an Aboriginal and Torres Strait Islander Identified position.

Eligibility/Other Requirements: Essential: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline; experience in facilitation of groups/Mediation i.e. training, chairing meetings, group counselling sessions. Proficiency in Aboriginal and Torres Strait Islander culture; at least three years practice experience working with children, young people and their carers or families; and a current driver's licence. Diploma or relevant tertiary qualifications in human services or community services is highly desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Educational, suitability and professional qualification checks may be carried out prior to employment.

Contact Officer: Jane Adams (02) 6207 3421 [cypsrecruitment@act.gov.au](mailto:cypsrecruitment@act.gov.au)

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

#### **Child and Youth Protection Services**

#### **Practice and Performance, Cultural Services Team**

#### **Family Group Conference Facilitator**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 25211)**

Gazetted: 06 November 2018

Closing Date: 22 November 2018

Details: Child and Youth Protection Services (CYPS) are seeking Aboriginal and Torres Strait Islander people to undertake the role of Family Group Conference Facilitator. Family Group Conferencing aims to improve outcomes for families and reduce the number of Aboriginal and Torres Strait Islander children in care. Family Group Conferencing provides families and extended family with a role in decision making about their children, developing effective family plans to keep their children safe. The position is responsible for the management and facilitation of Family Group Conferences and works in collaboration with children, young people, their families, CYPS Case Managers and relevant agencies. The position requires people with a demonstrated ability to work collaboratively in engaging with the community, a high level of cultural awareness, and relevant skills in facilitation and negotiation of complex meetings. The role works within the legislative provisions of the *Children and Young People Act 2008* and other relevant legislation to ensure outcomes are determined in the best interest of children and young people.

Eligibility/Other Requirements: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Experience in facilitation of groups/Mediation i.e. training, chairing meetings, group counselling sessions; proficiency in Aboriginal and Torres Strait Islander culture; at least three years practice experience working with children, young people and their carers or families; a current Driver's licence. Desirable qualifications and experience: Diploma or relevant tertiary qualifications in Human Services or Community Services is highly desirable. 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)

Contact Officer: Jane Adams (02) 6207 3421 [cypsrecruitment@act.gov.au](mailto:cypsrecruitment@act.gov.au)

### **Children Youth and Families**

#### **Child Development Service**

#### **Early Childhood Teacher**

#### **Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 36137)**

Gazetted: 05 November 2018

Closing Date: 19 November 2018

Details: The Early Childhood Teacher will be employed as a Professional Officer 2 classification to work in a community based, multidisciplinary team within the Child Development Service. They will provide interventions for families with children under school age, who are at risk of a developmental delay, including group programs. This position will work within the Child Development Service, as well as Child and Family Centres and provide outreach into schools and child care settings as required. They will be responsible for ensuring these children are linked with appropriate services and supports to assist with their development prior to beginning Kindergarten. Eligibility/Other Requirements: Relevant tertiary qualifications in Early or Primary Education; current drivers licence is highly desirable; demonstrated experience providing group programs to children under five years of age. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804) .

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency. This position is part-time at 22:03 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Melinda Connor (02) 6205 9004 melinda.connor@act.gov.au

### **Strategic Policy**

#### **Policy and Performance**

#### **Human Services Policy**

#### **Policy Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41698)**

Gazetted: 05 November 2018

Closing Date: 19 November 2018

Details: Within the ACT Government, the Human Services Policy team provides advice on a range of areas including children, young people and families, social inclusion and participation, adoption, child protection and youth justice. Our work includes implementing the National Redress Scheme and other relevant recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse, and contributing to national reform initiatives focused on children, young people and families. We are looking for a highly motivated Policy Officer with an aptitude for policy and related analysis and high-level organisational skills. The Policy Officer is required to work independently as well within and across teams to achieve results. Strong interpersonal and communication skills are required. The position will also contribute to the implementation of the National Redress Scheme, requiring sound judgement on sensitive and complex issues. The role will provide coordination, administration, and development of responses to applications under the Scheme. Experience in records management and/or responding to Freedom of Information requests, complaints, subpoenas or similar matters, would be beneficial. The role will benefit a Policy Officer who would like the opportunity to develop strategic policy skills in a high performing and collaborative team. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Degree qualified in Social Sciences/Public Policy is preferred but not essential.

Note: This is a temporary position commencing immediately for 12 months, with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only.

How to Apply: Interested applicants are asked to send a copy of their Curriculum Vitae, contact details of two referees and a two-page statement addressing the Selection Criteria (including key examples) to the Contact Officer.

Contact Officer: Sarah Anderson (02) 6207 1090 sarah.anderson@act.gov.au

### **Inclusion and Participation**

#### **Office for Women**

#### **Senior Policy Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37139, several)**

Gazetted: 05 November 2018

Closing Date: 28 November 2018

Details: We are seeking a high performing Senior Policy Officer for a position in the Office for Women, Inclusion and Participation Branch, Community Services Directorate. To be successful in this position you will have proven skills in policy development, briefing, program management, stakeholder engagement, and an ability to work to

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

Note: There are several positions available for 12 months with the possibility of extension and/or permanency. The Office for Women will consider full-time, part-time and job share applications. The hours available range from the equivalent of three to five days a week. An order of merit may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Freya O'Brien (02) 6205 8434 freya.o'brien@act.gov.au

## **Housing ACT**

### **Gateway Services**

#### **Senior Gateway Officer**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 26810)**

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: Gateway Services is the primary access point into Housing ACT and provides a range of services including the Central Access Point (shopfront services), Assessment and Support (assessment and determination of applications for social and community housing), Allocations (matching and allocation of properties against established housing needs registers) and the operational management of the Housing Asset Assistance Program (HAAP). Gateway Services is seeking an enthusiastic, flexible and motivated person who enjoys working in a busy Human Services environment delivering high quality client focused services to a diverse client group seeking housing assistance. As a Senior Gateway Officer within Gateway Services, the successful candidate will require strong engagement skills, have high level written and communication skills, the ability to liaise and engage with clients and support workers, and be able to build rapport with a range of clients and stakeholders. Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

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

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

Contact Officer: Jason Morrissey (02) 6205 2997 jason.morrissey@act.gov.au

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

## **Housing ACT**

### **Strategy and Viability**

#### **Business Solutions**

#### **Manager**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: T00403)**

Gazetted: 06 November 2018

Closing Date: 13 November 2018

Details: Housing ACT is seeking a self-directed manager to provide leadership to the newly established Business Solutions team. The team is responsible for the design, development and implementation of contemporary business and service delivery models that enable the effective and efficient delivery of client centred services delivered by the ACT Commissioner for Social Housing. The successful applicant will work to the Senior Manager, but will be expected to independently manage a range of projects for the team. Applicants with demonstrated experience in managing operational policy projects, applying human centred service design and working with operational areas to deliver organisational and cultural change are encouraged to apply.

Eligibility/Other Requirements: Qualifications in Public policy are essential. A working knowledge of the issues impacting on social housing in the ACT is also desirable.

Note: This is a temporary position available from 1 January 2019 until 2 July 2020.

Contact Officer: Anne Jenkins (02) 6205 0082 anne.jenkins@act.gov.au

**Housing ACT**

**Infrastructure and Contracts**

**Specialist Homelessness Service Delivery**

**Assistant Manager**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 23955)**

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: Housing ACT is looking for an Assistant Manager in Specialist Homelessness Service Delivery. Specialist Homelessness Service Delivery works towards high level national policy objectives with a clear focus on effecting change in the local community. Team members contribute to the ongoing development of homelessness responses in the ACT, including early intervention supports, crisis responses, and initiatives supporting social inclusion for all Canberrans.

Eligibility/Other Requirements: Relevant tertiary qualifications preferred e.g. Social Science or experience in a similar environment would be advantageous.

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

Contact Officer: Michelle Anderson (02) 6205 3305 michelle.anderson@act.gov.au

**Housing ACT**

**Strategy and Viability**

**Housing and Homelessness Strategy and Policy**

**Assistant Manager**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41677, several)**

Gazetted: 02 November 2018

Closing Date: 16 November 2018

Details: The Strategy and Viability branch of Housing ACT is seeking a number of highly motivated Assistant Managers to join the Housing and Homelessness, Strategy and Policy Team. The Housing and Homelessness, Strategy and Policy teams responsibilities include negotiating and liaising with the Commonwealth, States and Territories on national housing and homelessness outcomes and priorities; development of strategic advice on housing and homelessness policy and operational matters; housing-related policy and program development. Assistant Managers in the Housing and Homelessness, Strategy and Policy Team are responsible for achieving outcomes against business objectives. This position requires a committed and hardworking individual that has demonstrated capacity in providing high-level advice and the ability to coordinate and prepare complex policy advice. The successful candidate will report to the Manager of the section. The Community Services Directorate 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: These are temporary positions available ASAP for six months with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only.

Contact Officer: Caroline Stevens (02) 6205 4450 caroline.stevens@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)**

**System Policy and Reform**

**Planning and analytics**

**Enrolments and Planning**

**Student Projections Analyst**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41634)**

Gazetted: 06 November 2018

Closing Date: 20 November 2018

Details: Do you have a passion for population studies? Are you an expert user of Microsoft Excel? Education Directorate seeks a Data Analyst with an interest in modelling for our new Schools for Our Growing City Project. To respond to significant growth in student demand for government schools, the Project Team is responsible for the planning required to expand capacity in the sector across Canberra, focussing particularly on existing and future residential growth areas. The Student Projections Analyst will support the Senior Projections Analyst in developing and maintaining statistical models of demand for places in ACT public schools. The projections team provides the evidence to support the development of new approaches to schools planning.

Eligibility/Other Requirements: Strong statistical and ICT skills are essential. Knowledge of population modelling and an ability to explain statistics in non-technical terms are highly desirable.

Contact Officer: Justin McEvoy (02) 6205 3466 justin.mcevoy@act.gov.au

#### **Office for Schools**

##### **Tuggeranong Network**

##### **Lanyon High School**

##### **Information Technology Officer**

##### **Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 41713)**

Gazetted: 07 November 2018

Closing Date: 14 November 2018

Details: Lanyon High School is looking for a highly skilled and flexible Officer to provide information technology support to our staff and students. This position requires excellent communication skills and the ability to work effectively both independently or within a team environment.

Note: This is a permanent position part-time working 22:03 hours per week and the full-time salary noted above will be paid pro-rata. Specific working hours/days are flexible and can be negotiated with the successful candidate.

Contact Officer: Kim Rice (02) 6142 1800 kim.rice@ed.act.edu.au

#### **System Policy and Reform**

##### **Office of the Board of Senior Secondary Studies**

##### **Quality Assurance Assistant**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 00194)**

Gazetted: 02 November 2018

Closing Date: 9 November 2018

Details: The Board of Senior Secondary Studies (Board) is a statutory authority responsible for the certification of senior secondary school studies in government and non-government schools in the ACT and overseas. It operates under and is compliant with the requirements of the *Board of Senior Secondary Studies Act 1997*. The Office of the Board of Senior Secondary Studies (OBSSS) is responsible for providing high level strategic advice and recommendations to the Board based evidence gathered from research, reviews and consultations with stakeholders. The OBSSS also leads the development and implementation of the Board's strategic plan. The OBSSS leads the development and accreditation of Frameworks and courses, including vocational programs, for years 11 and 12, implements the Board's moderation procedures, oversees the development of the ACT Scaling Test, and is responsible for the technical processes involved in Year 12 and VET certification including the scaling of scores for students studying for University entrance. Administrative responsibilities related to quality assurance include; but not limited to: Administration support to the Quality Assurance Officer and to the section, use of computer technology to undertake tasks involving research, data entry and retrieval, and analysis in the preparation of reports, using the ACT Certification System (ACS) database as well as spreadsheets and PowerPoint, capacity to work independently and flexibly, knowledge of the ACT senior secondary system as well as excellent customer service. Please see attached Position Description for further information.

Eligibility/Requirements: A current driver's licence.

Note: Selection may be based on written application only.

Contact Officer: Jenny Maher-Smith (02) 6205 7163 jenny.maher-smith@act.gov.au

#### **Business Services**

##### **Governance and Community Liaison**

##### **Complaints and Liaison Unit**

**Liaison and Administration Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 38383)**

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: Are you resilient and mature? Is your telephone manner clear, re-assuring and positive? Do you have an I-can-help approach to customer service? Are you able to respond in a calm and constructive way even when people are distressed or angry? The Education Directorate's Complaints and Liaison Unit requires a full-time Liaison and Administration Officer until April 2019 who can receive and triage phone calls whilst managing applications received for home education, coordinating appointments for families to meet with Authorised Home Education Officers, coding Branch invoices, and keeping an eye on the Branch's photocopier! If you have Maze experience this would be an advantage; if not...data entry and record keeping accuracy are pivotal to the responsibilities of this role. It's a busy job, but rewarding.

Note: This is a temporary position available until April 2019 with the possibility of extension and/or permanency. Planned holidays during January 2019 can be accommodated. The hours for the position are 8:30am – 4:51pm.

How to Apply: Please ring the Contact Officer before lodging your application and then provide your Curriculum Vitae and a one page pitch outlining why you are the best person for this role.

Contact Officer: Lynda Tooth (02) 6205 8321 [lynda.tooth@act.gov.au](mailto:lynda.tooth@act.gov.au)

**Office for Schools**

**South Weston Network**

**Hughes Primary School**

**Classroom Teacher (K-6)**

**Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 08651, several)**

Gazetted: 05 November 2018

Closing Date: 19 November 2018

Details: Hughes Primary School is seeking highly motivated, dynamic educators to join our learning community. At Hughes, the curriculum is rigorous and there are high expectations regarding meeting the needs of individual learners. These positions (several available) are for innovative and motivated teachers (Kindergarten to Year 6) within a collaborative planning and team teaching model. Potential applicants should have a sound knowledge of the Australian Curriculum and be able to demonstrate their capacity to build effective relationships with students and their families. Successful applicants will be passionate educators with effective classroom pedagogy and a commitment to meeting the academic and social needs of a diverse range of learners.

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

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

Contact Officer: Nina McCabe (02) 6142 0730 [nina.mccabe@ed.act.edu.au](mailto:nina.mccabe@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.

**Office for Schools**

**South Weston Network**

**Hughes Primary School**

**Classroom Teacher - Learning Support Unit (Autism)**

**Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 03584)**

Gazetted: 05 November 2018

Closing Date: 19 November 2018

Details: Hughes Primary School is seeking a highly motivated, dynamic educator to join our learning community. At Hughes, the curriculum is rigorous and there are high expectations regarding meeting the needs of individual learners. This position is for an innovative and collaborative teacher within a Learning Support Unit (Autism) (LSUA) context. LSUAs are small classes located in mainstream schools where a flexible program is provided to meet the needs of students who are eligible under the ACT Student Disability Criteria. The successful applicant will

work in partnership with the school Disability Education Coordinator, a Learning Support Assistant, mainstream teachers (for inclusion), students and families to achieve optimal outcomes for the academic and social development for students. Applicants should have a sound knowledge of the Australian Curriculum and understand how to adjust the curriculum to meet the needs of diverse learners.

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

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

Contact Officer: Nina McCabe (02) 6142 0730 nina.mccabe@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.

#### **Office for Schools**

##### **Belconnen Network**

##### **Canberra High School**

##### **Technology Classroom Teacher**

##### **Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 06132)**

Gazetted: 06 November 2018

Closing Date: 20 November 2018

Details: Canberra High School is Year 7-10 School and operates a traditional structure. We are seeking a Classroom Teacher with specialised knowledge and skills in working with students in the Technology area with particular specialisation in wood technologies and building construction. We have a collaborative culture and strong interpersonal skills are important to liaise with our various stakeholders.

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

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

Contact Officer: Samara Chisholm (02) 6142 0800 samara.chisholm@ed.act.edu.au

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

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

##### **North Gungahlin Network**

##### **Neville Bonner Primary School**

##### **K-2 Teacher**

##### **Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 32733, several)**

Gazetted: 06 November 2018

Closing Date: 20 November 2018

Details: Neville Bonner Primary is a Preschool to Year 6 School with a growing population. We are committed to providing a welcoming, safe and nurturing environment which supports children to excel as learners. In partnership with parents and carers we endeavour to build our school as a community of learners who treat each other with respect and kindness. Our Respectful Relationships framework is fundamental to our school philosophy. The curriculum, including contemporary pedagogy, supports high quality learning programmes and outcomes for all children -focussing on their talents, aspirations and learning needs. Our school prides itself on its commitment to the Aboriginal and Torres Strait Islander perspective. We are currently seeking highly motivated K-2 Teachers with a passion for teaching and learning, and a willingness to work collaboratively in a team teaching environment. Successful applicants will see themselves as life-long learners who focus on continued development of their professional knowledge, practice and engagement.



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

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

Note: There are several permanent positions available for filling. There are also several temporary positions available 28 January 2019 until 24 January 2020.

Contact Officer: Amy Czoban (02) 6142 1201 amy.czoban@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 Operations**

### **North Gungahlin**

#### **Margaret Hendry School**

##### **Classroom Teacher**

##### **Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 41319, several)**

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: Margaret Hendry School is a new Primary to Year 6 (P-6) school located in the suburb of Taylor in Gungahlin with an enrolment capacity of 650 children. The school is a fully inclusive setting with contemporary spaces designed to facilitate flexible learning options. Staff will work collaboratively to meet the learning needs of all learners within their learning community and more broadly. The leadership team is seeking staff committed to an inquiry pedagogy with demonstrated experience in (or willingness to develop their knowledge of) designing, implementing and assessing and reporting on individualised learning experiences for all children.

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: There are several positions available and an order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Kate Woods 0466 464 276 kate.woods@ed.act.edu.au

## **Office for Schools**

### **South Weston Network**

#### **Hughes Primary School**

##### **Classroom Teacher - Japanese Teacher (60%)**

##### **Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 08805)**

Gazetted: 05 November 2018

Closing Date: 19 November 2018

Details: Hughes Primary School is seeking a highly motivated, dynamic educator to join our learning community. At Hughes, the curriculum is rigorous and there are high expectations regarding meeting the needs of individual learners. This position (part-time, 60%) is for an innovative and motivated teacher of Japanese within a collaborative Primary School setting. Potential applicants should have a sound knowledge of the Australian Curriculum (languages - Japanese) and be able to demonstrate their capacity to build effective relationships with students and their families. Successful applicants will be passionate educators with effective classroom pedagogy and a commitment to meeting the academic and social needs of a diverse range of learners (Years 3 to 6).

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

Note: This is a permanent part-time position working 22.05 hours per week, the full-time salary noted above will be paid pro rata.

Contact Officer: Nina McCabe (02) 6142 0730 nina.mccabe@ed.act.edu.au

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

### **School Performance and Improvement**

#### **North Gungahlin Network**

#### **Neville Bonner Primary School**

#### **3-6 Teacher**

#### **Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 33566, several)**

Gazetted: 06 November 2018

Closing Date: 20 November 2018

Details: Neville Bonner Primary is a Preschool to Year 6 School with a growing population. We are committed to providing a welcoming, safe and nurturing environment which supports children to excel as learners. In partnership with parents and carers we endeavour to build our school as a community of learners who treat each other with respect and kindness. Our Respectful Relationships framework is fundamental to our school philosophy. The curriculum, including contemporary pedagogy, supports high quality learning programmes and outcomes for all children -focussing on their talents, aspirations and learning needs. Our school prides itself on its commitment to the Aboriginal and Torres Strait Islander perspective. We are currently seeking highly motivated 3-6 Teachers with a passion for teaching and learning, and a willingness to work collaboratively in a team teaching environment. Successful applicants will see themselves as life-long learners who focus on continued development of their professional knowledge, practice and engagement.

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

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

Note: There are several permanent positions available for filling. There are also several temporary positions available 28 January 2019 until 24 January 2020.

Contact Officer: Amy Czoban (02) 6142 1201 amy.czoban@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**

#### **Tuggeranong Network**

#### **Lanyon High School**

#### **Administrative Coordinator**

#### **School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 38289)**

Gazetted: 02 November 2018

Closing Date: 9 November 2018

Details: Lanyon High School is seeking a dynamic individual to fill the role of administrative assistant in our busy front office reception. The successful candidate will have a high level of communication skills and the ability to work well within a team environment. This role requires data entry for school enrolments with a high level of accuracy, excellent time management skills and a positive personable approach to working in a high school environment.

Note: This is a temporary position available from 28 January 2019 to 19 August 2019 with the possibility of extension and or permanency.

Contact Officer: Deanne Barnes (02) 6142 1800 deanne.barnes@ed.act.edu.au

### **School Improvement**

#### **Performance and Improvement**

#### **Isabella Plains Early Childhood School**

**Preschool Assistant**

**School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 28768)**

Gazetted: 07 November 2018

Closing Date: 21 November 2018

Details: Isabella Plains Early Childhood School is an integrated service offering child care and preschool to year two programs located in Tuggeranong. We are looking for a dynamic person to fill the role of Preschool Assistant working as part of a larger team. The successful candidate will have a passion for working with young children in a dynamic learning environment. The role includes working alongside the Preschool Teacher to implement an effective Preschool program which is based on children's individual interests and needs. The school has a strong focus on sustainability so an interest in this area is desirable. The successful applicant will possess strong interpersonal skills and a demonstrated ability to work effectively with all members of staff, children, families and the wider school community.

Eligibility/Other Requirements: Certificate III in education required. 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)

Contact Officer: Katie Brown (02) 6142 3777 [katie.brown@ed.act.edu.au](mailto:katie.brown@ed.act.edu.au)

**North and Gungahlin Network**

**Margaret Hendry School**

**Margaret Hendry Preschool**

**Preschool Assistant**

**School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 41469, Several)**

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: Margaret Hendry School is a new P- 6 school located in the suburb of Taylor in Gungahlin. The enrolment capacity is 650 children. The school is a fully inclusive setting with contemporary spaces developed to facilitate flexible learning options. The successful applicants will be collaborative educators who seek to work as a team to engage children in their learning in partnership with families. All preschool educators will work seamlessly to establish learning environments that inspire creativity and nurture curiosity and connection to the natural environment. Demonstrated ability to work with others to implement the Early Years Learning Framework (EYLF) and collect evidence to indicate individual children's development and growth in ways that respect children's right to uninterrupted play periods are desirable.

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)

Contact Officer: Kate Woods 0466 464 276 [kate.woods@ed.act.edu.au](mailto:kate.woods@ed.act.edu.au)

**School Performance an Improvement**

**Belconnen Network**

**Kingsford Smith School**

**School Administrative Assistant (General Assistant)**

**School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 17985)**

Gazetted: 07 November 2018

Closing Date: 21 November 2018

Details: Kingsford Smith School is a Primary – 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 Information Technology (IT) software and equipment is required for preparing the school newsletter, 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.

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

### **School Performance and Improvement**

#### **Belconnen Network**

#### **Belconnen Network**

#### **School Administrative Assistant (School Secretary)**

#### **School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 15576)**

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: Kingsford Smith School is seeking applications for an experienced secretary/receptionist to be responsible for a variety of administrative tasks that support the efficient, flexible and responsive front office. The successful applicant will contribute to the efficiency of Administration for teacher workload reduction including excursion/incursion support. Demonstrate competence in managing and prioritising administrative tasks. Proficient use of IT software and equipment is required for preparing the school newsletter, standard correspondence, data entry, records management, photocopying, first aid and secretariat support to the Executive 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 1 February 2019 until 1 February 2020.

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

### **School Performance and Improvement**

#### **North and Gungahlin Network**

#### **Margaret Hendry School**

#### **Learning Support Assistant**

#### **School Assistant 2/3 \$45,058 - \$54,947, Canberra (PN: 41344, Several)**

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: Margaret Hendry School is a new P- 6 school located in the suburb of Taylor in Gungahlin. The enrolment capacity is 650 children. The school is a fully inclusive setting with contemporary spaces developed to facilitate flexible learning options. Highly skilled Learning Support Assistants are required to work collaboratively with other educators to offer personalised learning experiences and monitor growth and development of children. The successful applicant will possess strong interpersonal skills and a demonstrated ability to work effectively with all members of staff, children, families and the wider school community.

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)

Contact Officer: Kate Woods 0466 464 276 [kate.woods@ed.act.edu.au](mailto:kate.woods@ed.act.edu.au)

### **Principal - Junior Campus - Harrison School**

#### **School Leader A \$150,276 - \$180,443, Canberra (PN: 40602)**

Gazetted: 07 November 2018

Closing Date: 21 November 2018

Details: Harrison School is seeking a dynamic person to co-lead our School. The role encompasses embedding an inclusive school culture, founded in the Harrison School Values, which ensures positive outcomes for all students and managing the school within legislative requirements and in accordance with system and school board policies. As a leader of the school's Executive Team you will share accountability to improve outcomes for students, staff and Harrison community members through leading, promoting, and communicating the school vision, goals and improvement strategies in a consistent manner. The successful applicant will develop and lead the implementation of the strategic and operational plans to ensure the schools sets and achieves challenging goals and targets. You will lead a positive school culture through engaging with our school and broader community. The successful

applicant will use a coaching and mentoring model to build the capacity and effectiveness of the leadership and teaching teams; strategically manage the human, financial and physical resources of the school.

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)

Contact Officer: Judith Hamilton (02) 6205 3313 [judith.hamilton@act.gov.au](mailto:judith.hamilton@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.

### **Principal - Gungahlin College**

#### **School Leader A \$150,276 - \$180,443, Canberra (PN: 19200)**

Gazetted: 07 November 2018

Closing Date: 21 November 2018

Details: The Education Directorate is seeking an experienced, creative and innovative person to lead one of our high performing senior secondary schools. Gungahlin College is a dynamic, inspiring and nurturing learning community where staff are committed to educating students for learning in the 21st Century.

As a leader of the schools Executive team you will collaboratively develop and lead the implementation of the strategic and annual action plans. As principal, you will embed an inclusive school culture within a unique contemporary learning space that caters to a fast growing student population. The new principal will be an active member of the North/Gungahlin Network of schools.

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).

Contact Officer: Judith Hamilton (02) 6205 3313 [judith.hamilton@act.gov.au](mailto:judith.hamilton@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.

### **School Improvement**

#### **Gungahlin Network**

##### **Harrison School**

#### **Deputy Principal - Junior School (3-6)**

#### **School Leader B \$136,828, Canberra (PN: 11946)**

Gazetted: 07 November 2018

Closing Date: 21 November 2018

Details: Harrison School is seeking a dynamic person to join our leadership team where every student knows they matter and strives for success. This role encompasses leading an inclusive school culture, and moulding capable, resilient and active young adults through a dynamic approach to learning. The new Deputy Principal must establish success for the future by providing equity and access for every student, embracing diversity and enhancing outcomes. Work closely with the Principal as a leader of the school's executive team you will collaboratively develop and lead the implementation of the strategic and annual action plans. The successful applicant will use a distributive model to build the capabilities and effectiveness of the leadership and teaching teams; strategically manage the human, financial and physical resources of the school.

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).

Contact Officer: Jason Holmes (02) 6142 2200 [jason.holmes@ed.act.edu.au](mailto:jason.holmes@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 Improvement**

**Gunghalin Network**

**Harrison School**

**Deputy Principal - Senior School (7-10)**

**School Leader B \$136,828, Canberra (PN: 17579)**

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: Harrison School is seeking a dynamic person to join our Leadership team where every student knows they matter and strives for success. This role encompasses leading an inclusive school culture, and moulding capable, resilient and active young adults through a dynamic approach to learning. The new Deputy Principal must establish success for the future by providing equity and access for every student, embracing diversity and enhancing outcomes. Work closely with the Principal as a leader of the school's executive team you will collaboratively develop and lead the implementation of the strategic and annual action plans. The successful applicant will use a distributive model to build the capabilities and effectiveness of the leadership and teaching teams; strategically manage the human, financial and physical resources of the school.

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

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

Contact Officer: Jacqui Ford (02) 6142 2200 jacqui.ford@ed.act.edu.au

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

**Belconnen Network**

**Florey Primary School**

**Deputy Principal**

**School Leader B \$136,828, Canberra (PN: 04109)**

Gazetted: 02 November 2018

Closing Date: 16 November 2018

Details: Lead the current and future curriculum, pedagogy and assessment processes across the school; lead data analysis across the school to support school improvement; lead the student wellbeing team to support students with additional needs and to design implement a tier 3 intervention program. Support the Principal and leadership team in the delivery of PBL across the school; support the Principal and leadership team in the development of staff professional practice through the effective delivery of a coaching and mentoring framework. Support the Principal in the development and implementation of the school's strategic plan and annual action plan; support the Principal and leadership team in the design and delivery of the school's response to priorities identified in the ACT Government's Future of Education strategy.

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

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

Note: This is a temporary position available 27 January 2018 until 26 January 2020 with the possibility of extension for a further 12 months.

Contact Officer: Felicity Bruce (02) 6205 8011 felicity.bruce@ed.act.edu.au

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

**School Performance and Improvement**

**Belconnen Network**

**Belconnen High School**

**School Leader C- Student Services**

**School Leader C \$117,515, Canberra (PN: 13081)**

Gazetted: 02 November 2018

Closing Date: 16 November 2018

Details: Provide leadership for school-wide Student Services and the Student Services Team. Support the implementation of Project-based Learning (PBL) at the school. To Lead the Humanities Faculty through supporting staff with the on-going implementation of the Australian Curriculum and the adoption of 21st Century pedagogy and student learning. The applicant, as a member of the executive team, will provide leadership in the development, implementation and achievement of school and system priorities as a Professional Learning Communities (PLC) school.

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

Note: This is a temporary position available from 28 January 2019 until 20 December 2019.

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

Contact Officer: David McCarthy (02) 6142 1690 david.mccarthy@ed.act.edu.au

**School Performance and Improvement**

**Tuggeranong Network**

**Calwell High School**

**Executive Teacher - Student Wellbeing**

**School Leader C \$117,515, Canberra (PN: 18452)**

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: Lead and quality assure the implementation of the Directorate's Positive Behaviour for Learning framework; build staff capacity using Sentral, particularly the wellbeing modules and an ability to extract and analyse data strategically to inform wellbeing actions across the school; develop personalised learning programs aligned to student pathways for students with complex needs and challenging behaviours; build strong, quality relationships at the system, school, community and external agency levels to design and deliver successful initiatives and interventions to address student needs; develop and implement initiatives that build school-wide Indigenous cultural competence for staff, students and families; develop and implement initiatives that build school-wide Indigenous cultural competence for staff, students and families.

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).

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

Contact Officer: Bruce McCourt (02) 6142 1933 bruce.mccourt@ed.act.edu.au

**North Gungahlin**

**Amaroo School**

**School Leader C**

**School Leader C \$117,515, Canberra (PN: 31889, several)**

Gazetted: 07 November 2018

Closing Date: 21 November 2018

Details: Amaroo School is a Professional Learning Community located in Gungahlin. We are seeking a School Leader C to join our dynamic and innovative primary sector leadership team. The successful applicant will: Provide leadership to primary school staff and students with a focus on high quality pedagogy and student achievement; demonstrate strength in building effective teams and leading evidence informed improvement processes; promote and implement the school vision to enhance student engagement and well-being; contribute to creating a positive school culture with a focus on purposeful parent engagement and connecting community.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: There are several positions available.

Contact Officer: Rebecca Turner (02) 6142 1266 rebecca.turner@ed.act.edu.au

### **Office for School**

**Tuggeranong**

**Lanyon High School**

**School Leader**

**School Leader C \$117,515, Canberra (PN: 31911)**

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: Lanyon High School is committed to supporting student learning outcomes by improving the capacity of all of its staff. We are seeking a flexible and dynamic school leader of English, Humanities and Social Sciences, Japanese and English as an additional language (EAL/D). This person will also work collaboratively with the leadership team in another whole school responsibility. This may include an area such as careers and transitions, or digital pedagogies, or flexible learning options (as described in the Continuum of Education Support) or some other area of strength. They should also be able to support the overall wellbeing of students by upholding the school values of; Student empowerment, Respectful relationships, Pride in the community and Resilience.

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).

Contact Officer: Rebecca Cusick (02) 6142 1800 rebecca.cusick@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 Operations**

**North Gungahlin**

**Margaret Hendry School**

**School Leader**

**School Leader C \$117,515, Canberra (PN: 41318)**

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: Margaret Hendry School is seeking an innovative and dynamic school leader to join the leadership team. The successful applicant will demonstrate expert knowledge and proven ability to bring together a community of learners - inclusive of children, educators, families and the wider community. Demonstrated success in working alongside others to implement whole school initiatives is desirable e.g. Positive Behaviour for Learning, Cultural Integrity and Early Years Literacy Initiative. The successful applicant will be a leader of learning with a deep knowledge of curriculum and high level skills in supporting staff to implement a rigorous inquiry based personalised learning pedagogy Primary to Year 6 (P-6).



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).

Contact Officer: Kate Woods 0466 464 276 kate.woods@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.

#### **Office for Schools**

#### **Belconnen Network**

#### **Kingsford Smith School**

#### **Executive Teacher Primary**

#### **School Leader C \$117,515, Canberra (PN: 15881)**

Gazetted: 02 November 2018

Closing Date: 16 November 2018

Details: Kingsford Smith School is a P-10 school that operates as Professional Learning Community (PLC). The school is seeking a dynamic school leader with high level pedagogy and curriculum leadership skills. The successful applicant will: as a member of the Executive team, support the senior executive to achieve whole-school strategic goals and implement the school annual action plan; provide leadership and support for a teaching team to deliver a high quality program in accordance relevant learning frameworks; support staff to differentiate learning for students with a disability within an inclusive school environment including leadership and supervision of the Inclusion Support Program and Learning Support Assistants; support student social and emotional learning including leading SEL programs and liaising with community organisations to support the development of students learning; undertake an appropriate teaching load and other duties as determined by the Principal.

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

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

Contact Officer: Paul Branson (02) 6142 3399 paul.branson@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 Improvement**

#### **North Gungahlin Network**

#### **Harrison School**

#### **Executive Teacher School Connection and Engagement**

#### **School Leader C \$117,515, Canberra (PN: 28562, several)**

Gazetted: 02 November 2018

Closing Date: 16 November 2018

Details: Harrison School is a large, values based, single campus P-10 school in the Gungahlin Network that supports personalised learning through student voice, the effective use of ICT, and flexible learning options. We are seeking a School Leader C to join our dynamic and innovative leadership team in progressing the school's improvement agenda. Specifically, this position is responsible for the continued development of our Senior School (years 7-10) in the area of student wellbeing, engagement and social and emotional learning. The successful applicant will lead quality teacher practice in line with the Australian Professional Standards for Teachers, have a passion for coaching and mentoring staff and be able to plan for effective professional learning. They will also have expertise in working with the broader community to enhance the individual learning progress of students.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). Prior to commencing in this role, a current registration issued

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

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

Contact Officer: Jacqui Ford (02) 6142 2200 jacqui.ford@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.

### **Tuggeranong Network**

#### **Richardson Primary School**

##### **Executive Teacher**

##### **School Leader C \$117,515, Canberra (PN: 33723, several)**

Gazetted: 02 November 2018

Closing Date: 16 November 2018

Details: Richardson Primary School are seeking applications for an Executive Teacher - School Leader C. Duties include but limited to: Lead and teach as a member of a high performing collaborative team; lead a visible approach to learning to ensure that the focus is on student learning and high expectations; lead and implement curriculum, pedagogy and assessment to meet the learning needs of all students; lead aspects of, as well as contribute to, the development and achievement of whole-school strategic goals and the implementation of the school plan. Demonstrate outstanding interpersonal skills to establish positive relationships with students, parents, carers and staff. Actively and positively promote Richardson Primary School and ACT Public Education 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) Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Anna Wilson (02) 6142 3632 anna.wilson@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.

### **Office for Schools**

#### **Belconnen Network**

##### **Giralang Primary School**

##### **School Leader - Giralang Primary School**

##### **School Leader C \$117,515, Canberra (PN: 18448)**

Gazetted: 02 November 2018

Closing Date: 16 November 2018

Details: An exciting opportunity exists for a dynamic school leader, with Early Childhood qualifications, to join the leadership team at Giralang Primary School. The successful candidate will have excellent interpersonal skills and a strong commitment to the principles of visible learning. This position requires the school leader to be a strong advocate for inclusion and diversity coupled with the knowledge skills and understanding to progress this program at Giralang Primary School.

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

Note: This is a temporary position available 28 January 2019 until 20 December 2019.

Contact Officer: Belinda Love (02) 6142 2630 belinda.love@ed.act.edu.au

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

**School Performance and Improvement**

**North and Gungahlin Network**

**Turner Primary School**

**Executive Teacher**

**School Leader C \$117,515, Canberra (PN: 03726)**

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: Support the Principal with strategic and operational leading and managing of the school, including the implementation of the whole school plan; lead and manage a staff area team with a focus on contemporary pedagogy, curriculum, assessment and reporting; take on a coaching role within the team with a focus on innovation, reflective practices and collaborative planning and teaching. Promote a culture of inclusion and lead support for all students in line with the Turner Safe and Supportive Schools guidelines; lead and manage a curriculum area. Provide leadership in staff professional learning and practice within the framework of the school's professional learning model; work with parents and carers, cluster schools and community groups connecting with the school.

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)

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

Contact Officer: Allison Edmonds (02) 6142 2433 [allison.edmonds@ed.act.edu.au](mailto:allison.edmonds@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.

**Office for Schools**

**North Gungahlin Network**

**Margaret Hendry School**

**School Leader C**

**School Leader C \$117,515, Canberra (PN: 41318)**

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: Seeking a vibrant and dynamic School Leader C (SLC) to join the Margaret Hendry School leadership team. The successful applicant will work with the leadership team to develop shared vision and values for the school and design and implement the structures and approaches that will see this vision become a reality. The SLC will work within a professional learning community, focussing on the development of a culture of collective accountability for all students in a learning common. The SLC will support staff to work in a contemporary learning environment, demonstrating a sound understanding of the use of multiple sets of data to personalise learning for all children to achieve maximum engagement, participation and outcomes.

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).

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

Contact Officer: Kate Woods 0466 464 276 [kate.woods@ed.act.edu.au](mailto:kate.woods@ed.act.edu.au)

**System Policy and Reform**

**Enrolments and Planning**

**Projections**

**Senior Projection Analyst**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37380)**

Gazetted: 01 November 2018

Closing Date: 19 November 2018

Details: This is your chance to apply your skills in policy and data analysis to a task that is real, that is tangible, that is a true priority. The ACT Education Directorate needs to respond to growing demand for government schooling places projected to continue at a rapid pace over the next decade. We need a policy analyst with strong data literacy, able to lead our student demand modelling and able to employ that data innovatively to contribute to problem solving and options development.

Eligibility/Other Requirements: Advanced skills in Microsoft Excel are essential. Understanding of government policy development processes is highly desirable.

Contact Officer: Clara Rice (02) 6207 7580 clara.rice@act.gov.au

## **Business Services Division**

### **Strategic Finance**

#### **School Resourcing and Finance**

##### **Assistant Manager, Systems Modelling**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40944)**

Gazetted: 06 November 2018

Closing Date: 20 November 2018

Details: We are seeking a highly enthusiastic officer with strong technical and modelling skills and has the ability to implement innovative solution to complex system problems. The officer to possess strong management, administration and project management skills and is able to drive the projects under limited direction.

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

Contact Officer: Sushila Sharma (02) 6205 5452 sushila.sharma@act.gov.au

## **Office for Schools**

### **School Performance and Improvement**

#### **Isabella Plains Early Childhood School**

##### **Community Coordinator**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 16312)**

Gazetted: 07 November 2018

Closing Date: 21 November 2018

Details: Isabella Early Childhood School is seeking a dynamic individual to fill the temporary role of Community Coordinator. Isabella Plains Early Childhood School provides education and care services from birth to eight through an integrated services model. Key to this role is to implement programs to engage all within the school community, utilising a rich and diverse skill set of the school community and local community to provide inclusive opportunities for our children. The successful applicant will collaborate with the leadership team to collect and strategically analyse data around child and family engagement needs, link to services and measure impact of interventions. This position requires a person with strong interpersonal and communication skills and the ability to build partnerships with families and services.

Eligibility/Other Requirements: Highly desirable: Minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised qualification including social work, community development, health and or education. Experience working with families as part of a multidisciplinary team. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

For further information on Working with Vulnerable People registration refer to

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

Note: This is a temporary position available 29 January 2018 until 15 August 2019 with the possibility of extension.

Contact Officer: Simon Parker (02) 6142 3399 simon.parker@ed.act.edu.au

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

## **Environment, Planning and Sustainable Development**

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

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

### **Environment**

#### **Parks and Conservation Services**

#### **Fire, Forests and Roads**

#### **Senior Fire Management Officer (GIS and Spatial Systems)**

#### **Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 11664)**

Gazetted: 07 November 2018

Closing Date: 14 November 2018

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) has responsibility within the ACT for policy development relating to nature conservation, climate change, waste, heritage, planning, transport planning, energy and water, together with regulatory responsibilities for development applications. EPSDD serves the government to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community. The Parks and Conservation Service (PCS) is a branch of EPSDD with responsibility for the management of the ACT's conservation estate including Nature Reserves, National Parks, commercial softwood forests and rural lands. The management of bushfires is a core function of the Parks and Conservation Service. The position sits within the Fire, Forests and Roads Section (FFR) and is a specialised technical role responsible for developing and maintaining a range of bushfire management information systems, including GIS, and plays an integral role in the development of the EPSDD Bushfire Operations Plan (BOP).

Eligibility/Other Requirements: This position is classified as a Fire Designated Position under the ACT Public Sector Technical and Other Professional Enterprise Agreement 2013 – 2017. Bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the position. Employment will be conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available ASAP until 30 June 2019 with the possibility of extension. Selection may be based on application only.

Contact Officer: Ryan Lawrey (02) 6205 2473 [ryan.lawrey@act.gov.au](mailto:ryan.lawrey@act.gov.au)

### **Environment**

#### **Nature Conservation Policy**

#### **Conservation Research**

#### **Project Ecologist**

#### **Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 41673)**

Gazetted: 05 November 2018

Closing Date: 21 November 2018

Details: As a Professional Officer Grade 2 – Project Ecologist in the Conservation Research unit you will be responsible for the developing and delivering targeted research providing improved knowledge of the diversity and distribution of hollow dependent fauna in the forest of the ACT. This role will be responsible for: Completing a literature review into survey methods; designing a survey to detect and identify hollow dependant fauna in ACT forests; scheduling of survey fieldwork including coordinating staff and volunteers and communicating with land managers; undertaking fieldwork in remote locations including leading small field teams and applying relevant work health and safety procedures; writing technical documents such as ethics applications, survey methods and scientific reports. Managing scientific data and undertaking statistical analysis; undertake delegated responsibilities as a Conservation Officer pursuant to the *Nature Conservation Act 2014*. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Hold a current manual driver's licence. Willingness and ability to obtain a Senior First Aid Certificate; willingness and ability to work in remote locations, in adverse weather conditions and independently in the field; willingness to work at heights. A Bachelor-level university degree in a field of zoology,

environmental management or biological science, preferably including studies in ecology and conservation of terrestrial fauna and ecosystems.

Note: This is a temporary vacancy available ASAP until 30 June 2019 with the possibility of extension.

Contact Officer: Greg Baines (02) 6207 2116 greg.baines@act.gov.au

**Chief Operating Officer**

**Governance Compliance and Legal**

**Governance and Assurance**

**Audit and Risk Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 30780)**

Gazetted: 07 November 2018

Closing Date: 21 November 2018

Details: We are seeking a confident and enthusiastic individual to join our team. The successful candidate will work with the Audit and Compliance Manager to provide the secretariat function to the Directorate's Audit Committee.

This will include: Liaising with Committee members; assisting in the preparation of meeting agendas and papers; working with Executives and their teams to support effective reporting. As part of the role the successful candidate will also have the opportunity to contribute to a range of risk management and governance activities underway in the Directorate.

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

Selection may be based on application and referee reports only. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

How to Apply: Please submit a response to the Selection Criteria, your resume and the contact details for two referees.

Contact Officer: Jasminder Singh (02) 6205 3477 jasminder.singh@act.gov.au

**Chief Operating Officer**

**Governance Compliance and Legal**

**Governance and Assurance**

**Senior Policy Officer - Performance and Assurance**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41689)**

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: We are seeking a confident and enthusiastic individual to join our team and work on an exciting and challenging project that is improving the transparency and accountability of land release and development in the ACT. In this role you will work closely with stakeholders in the Directorate, the City Renewal Authority and the Suburban Land Agency to embed robust project management frameworks and compliance monitoring systems. You will bring excellent negotiation and communication skills and the ability to maintain momentum on complex and multifaceted projects. To be successful you will need a strong understanding of public sector governance and accountability requirements, how to embed these in business processes and practices and how to establish and maintain effective monitoring and assurance systems.

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

The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

How to Apply: Please submit a response to the selection criteria, your resume and the contact details for two referees.

Contact Officer: Jacqui Bear (02) 6207 0697 jacqui.bear@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 Corrective Services**

##### **Corporate Services**

##### **People and Culture Unit**

##### **Business Support Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 43039)**

Gazetted: 05 November 2018

Closing Date: 19 November 2018

Details: An opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced and highly motivated person to fill the position of Business Support Officer, in the People and Culture Unit. The successful applicant will support the People and Culture Unit in delivering all facets of recruitment for the agency, including the development and delivery of bulk recruitment plans. You will also manage and report on a variety of human resource projects, including the on-boarding and exit processes for agency staff. In addition, you will provide a responsive and efficient client service in relation to the management of the agencies human resource activities, maintaining a good understanding of, and ensuring a consistent application of, industrial agreements and policies and procedures for the agency. To be successful, you will be able to demonstrate capacity to carry out high level administrative tasks, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders. A capacity to work as part of a team and meet critical deadlines is essential.

Eligibility/Other Requirements: Relevant qualifications or equivalent experience would be desirable; familiarity with computer based applications would be an advantage; knowledge of government human resource management systems (Chris21), procedures and guidelines and an understanding of the human resource framework in the ACT Government would be an advantage; eligible persons will be required to undergo a Police Check.

How to Apply: Applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified Selection Criteria; (3) a current Curriculum Vitae; and (4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Megan Vincent (02) 6205 1754 [megan.vincent@act.gov.au](mailto:megan.vincent@act.gov.au)

#### **Public Trustee and Guardian**

##### **Financial Management Services Unit**

##### **Trust Officer**

##### **Trust Officer Level 1 \$66,025 - \$75,600, Canberra (PN: 33600)**

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: We are an ACT Government Territory Authority providing independent, professional guardianship, financial management and trustee related services. We have a vacancy in the Financial Management Services Unit for a motivated and well organised person possessing good written and oral communication skills to undertake the role of Trust Officer. We require demonstrated experience in financial/accounts management as this role assumes responsibility for the administration of matters arising from financial orders of the ACT Civil and Administrative Tribunal, ACAT, and appointments as attorney under an Enduring Power of Attorney.

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

Note: This position is offered for temporary filling for a period of three months. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards. Shortlisted applicants may be asked to provide two referee reports.  
Contact Officer: Penelope Parker (02) 6207 9800 penelope.parker@act.gov.au

## **Corrective Services**

### **Executive Unit**

#### **General Manager, Custodial Operations**

**Executive Level 2.2 \$266,202 - \$277,760 depending on current superannuation arrangements, Canberra (PN: E869)**

Gazetted: 02 November 2018

Closing Date: 16 November 2018

Details: As a visible and progressive leader of the Alexander Maconochie Centre in Canberra, and a senior, corporate executive of the Department, you have the opportunity to put your thumbprint on all aspects of the Centre, to deliver contemporary, best-practice in corrections. Embracing a spirit of collaboration, your fresh ideas and influence will be wide-reaching, with national and even global recognition.

With so many quick wins to be had and a mandate to drive re-integration and rehabilitation (whilst providing security and safety for all), you have the potential to produce something quite remarkable in the long term. Reporting to the Executive Director of Corrections, you will capitalise on a strong base to re-settle the foundations, and own and drive change across strategy, policy, people, procedures and industry development.

You will determine the strategy, set the direction and take your senior management team on a journey of leadership and hands-on development to forge one culture, build capacity and embed accountability. You will inform operational policy and implement relevant and industry-leading, management practices, attuned to the needs of ACT Corrective Services and in the unique context of oversight and Human Rights for this location. In everything you do, you will apply a pragmatic and responsive approach to stakeholders, so deep connections and relationships are built with government, industry, the community and beyond.

Transfer your operational leadership in corrections, into a vocation here. As the highly visible and influential General Manager Custodial Operations, embrace innovation, oversight and partnerships. Lead the Centre and its people into the future and deliver real benefit to society.

Remuneration: The position attracts a remuneration package ranging from \$266,202 to \$277,760 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$210,138.

Contract: The successful applicant will be engaged under a performance based contract for up to five years.

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Please apply online to [au.hudson.com](http://au.hudson.com) quoting Ref # 4B/26953 by submitting a CV and cover letter. For a confidential discussion, or to find out more, please contact REBECCA BAUER at Hudson Brisbane on (07) 3258 8305 or [rebecca.bauer@hudson.com](mailto:rebecca.bauer@hudson.com)

## **ACT Emergency Services Agency**

### **Risk and Planning**

#### **Spatial Services**

##### **Spatial Capability Administrator/Developer**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37987)**

Gazetted: 02 November 2018

Closing Date: 16 November 2018

Details: The Emergency Services Agency (ESA) is seeking to engage a Spatial Capability Administrator/Developer. This position is located within the Spatial Services section of the Risk and Planning Branch of the ESA. The successful applicant will use their specific skill set to develop, apply and operate spatial software solutions and undertake high level spatial analysis and data manipulation tasks in support of 24/7 emergency service delivery to the ACT community.

Eligibility/Other Requirements: Mandatory A Diploma/Advanced Diploma in GIS/Spatial Information Services, or equivalent level of professional training relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation, spatial solutions vendor or a registered and accredited training provider. Desirable: Experience in supporting emergency services. The successful applicant may be required to perform duty after hours or on weekends in support of operational activities. Prior to commencing in this role, a



current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)  
Contact Officer: Steve Forbes (02) 6205 5235 [steve.forbes@act.gov.au](mailto:steve.forbes@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)**

#### **Chief Operating Officer**

##### **Executive Assistant**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 38138)**

Gazetted: 02 November 2018

Closing Date: 16 November 2018

Details: Applications are sought for an experienced, highly motivated and well organised Executive Assistant to the Chief Operating Officer (COO) Division, of Transport Canberra and City Services (TCCS). This role is integral to the effective operations of the COO Group. The position is key to good coordination across six corporate branches with key responsibilities to provide high-level executive and administrative support to the COO. Working closely with the Divisional Business Manager, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the diary of the COO including appointment bookings, meetings and travel arrangements. In addition to that, the Executive Assistant will provide administrative support in preparing meeting agendas, reports, briefs as well as facilitation of ministerial correspondence. In this position you will be required to engage with a variety of stakeholders including Executives and external stakeholders so you will need to possess strong verbal and well developed writing skills. You will be highly organised, have a proven track record of working under pressure and managing changing priorities in a dynamic environment, applying judgment. You will have a thirst to learn, agility to adapt to new ways of working and a can-do attitude.

How to Apply: If this role sounds like a good fit for your skills, submit your Curriculum Vitae, the names of two referees and claims against the selection criteria in the position description - limit two pages in total.

Contact Officer: Fiona Codd (02) 6205 2588 [fiona.codd@act.gov.au](mailto:fiona.codd@act.gov.au)

#### **City Services**

##### **City Presentation**

##### **Urban Treescapes**

##### **Tree Workers**

##### **General Service Officer Level 3/4 \$47,087 - \$51,420, Canberra (PN: 25830, several)**

Gazetted: 06 November 2018

Closing Date: 22 November 2018

Details: The Urban Treescapes section within City Services is recruiting to several permanent vacancies in our Tree Operations team. We are responsible for ensuring that Canberra's urban forest contributes to Canberra being an attractive and safe city. You will work as part of a knowledgeable team to carry out tree maintenance tasks within the urban forest. In this role you are a representative of ACT Government so will not only have a passion for trees but an understanding of the importance of teamwork and great customer service. Activities include operating and working with and in close proximity to chainsaws, elevated work platforms, wood chippers and general tree pruning duties. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage women and people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

Note: These are broad banded GSO 3-4 positions. The Tree Operations team are currently working to a nine day fortnight. These positions are based at depots across Canberra and may be moved between depots as operationally required. An order of merit may be established to fill future vacancies at level over the next 12 months. A 'Come and Try Day' will be held on Thursday 15 November 2018 from 2:00pm - 4:00pm at Dickson Depot, 94 Hawdon Street Dickson (opposite the intersection with Dumaresq St) where there will be an opportunity to get on the tools and have a go at activities typically performed in these roles such as general pruning, chipper

and chainsaw operation and going up in an elevated work platform. Members of the Urban Treescapes team will be there on the day and can answer your questions about working at TCCS including working conditions, benefits and opportunities.

How to Apply: Applicants should address the attached selection criteria, provide a copy of a current resume and details of two referees. Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Contact Officer: Lachlan Taylor (02) 6207 7852 [lachlan.taylor@act.gov.au](mailto:lachlan.taylor@act.gov.au)

## **Transport Canberra**

### **Light Rail**

#### **Communications**

##### **Senior Adviser, Engagement and Communications**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38075)**

Gazetted: 05 November 2018

Closing Date: 19 November 2018

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. This role is critical to helping us deliver a light rail network for Canberra. A part of the TCCS communications team, but working very closely with the project team delivering light rail to Woden, this position is responsible for setting the strategic direction and overseeing the implementation of innovative communications and consultation for light rail planning in the ACT. In the immediate term, this position will lead high profile formal consultations including an Environmental Impact Assessment and various public engagement activities associated with the complex approval processes through the Parliamentary Triangle for the City to Woden light rail alignment. The successful candidate will be a demonstrated collaborative leader with extensive experience in managing high profile communication and engagement campaigns. They must have a sound understanding of government and governance and be able to work within a sensitive environment.

Note: This is a temporary position available until 3 December 2018 until 28 June 2019 with the possibility of extension.

Contact Officer: Edward O'Daly (02) 6205 0384 [edward.o'daly@act.gov.au](mailto:edward.o'daly@act.gov.au)

## **Suburban Land Agency**

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

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

### **Program Solutions and Business Operations**

#### **Marketing**

##### **Senior Manager, Marketing**

##### **Senior Officer Grade A \$137,415, Canberra (PN: 41664)**

Gazetted: 02 November 2018

Closing Date: 16 November 2018

Details: The Suburban Land Agency is seeking an experienced Senior Manager, Marketing to lead a team providing critical services to the Agency's Development Delivery groups in the marketing of our greenfield estates and urban redevelopment sites. This is a unique and challenging role which will see you responsible for the provision of a range of marketing services, including: Identifying and developing innovative strategic marketing and business planning activities in collaboration with other Suburban Land Agency teams; developing and executing cross channel campaigns to drive consumer awareness and engagement; overseeing the implementation of marketing activities for a range of projects, which includes managing external stakeholders such as creative agencies; providing advice, negotiating, liaising and consulting with a broad range of internal stakeholders to ensure cross-functional input into plans and budgets; and being creative and leading new concept ideas to achieve our sales forecasts. You will also play a key role in supporting the delivery of a new corporate branding strategy to drive an increased awareness of the Suburban Land Agency across the ACT and beyond in its mission to deliver 'Great places, where communities thrive'. Please

Note: The Suburban Land Agency will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Eligibility/ Other Requirements: Experience in the ACTPS or APS at Manager or Senior Officer Level would be highly regarded for this role. White Card; Current drivers licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

Contact Officer: Neil Bulless (02) 6207 0264 neil.bulless@act.gov.au

## **Sales, Marketing and Urban Projects**

### **Mingle**

#### **Community Development and Event Manager**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 18816)**

Gazetted: 06 November 2018

Closing Date: 20 November 2018

Details: Are you a self-driven person who is passionate about the Canberra community, and interested in innovative engagement delivery? As part of a vibrant team, the responsibility of Community Development and Event Manager will be to develop and implement a range of initiatives as part of the 'Mingle' Community Development Program for the Suburban Land Agency. The role requires the coordination of the program across multiple suburbs and includes community liaison, mentoring, facilitating stakeholder partnerships and event logistics. It also involves coordinating the marketing activities of the program including resident communications, digital marketing, public relations opportunities and social media. The role works in a fast-paced environment with a focus on residents and stakeholders. We are looking for a dynamic, dedicated, flexible team player who is passionate about community development, marketing and events.

Eligibility/Other Requirements: This position will be required to occasionally work after hours and on weekends and will often be required to wear a uniform. Qualifications in Community Development, Marketing, or Events; understanding of community development models such as Asset Based Community Development (ABCD); driver's licence; 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. Suburban Land Agency will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/ desk.

How to Apply: Applications are sought from potential candidates and should include a statement of no more than five pages outlining experience and/or ability against the Selection Criteria, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Jody Gleeson (02) 6205 1876 jody.gleeson@act.gov.au

## **Program Solutions and Business Operations**

### **Marketing**

#### **Senior Marketing Campaign Officer**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41691)**

Gazetted: 01 November 2018

Closing Date: 8 November 2018

Details: The Suburban Land Agency is seeking an experienced Senior Officer, Marketing to join a team providing critical services to the Agency's Development Delivery groups in the marketing of our greenfield estates and urban redevelopment sites. This is a unique and challenging role will see you providing a range of marketing services, including: Identifying and developing innovative strategic marketing and business planning activities in collaboration with other Suburban Land Agency teams; developing and executing cross channel campaigns to drive consumer awareness and engagement; overseeing the implementation of marketing activities for a range of projects, which includes managing external stakeholders such as creative agencies; providing advice, negotiating, liaising and consulting with a broad range of internal stakeholders to ensure cross-functional input into plans, budgets and project management to deliver quality outcomes; and being creative and leading new concept ideas, notably activation sites for the purpose of brand awareness and achieving sales results. You will also have a role in

supporting the delivery of a new corporate branding campaign that will drive an increased awareness of the Agency and its role in delivering 'Great places, where communities thrive'.

Eligibility/Other Requirements: Qualifications in Marketing or a related discipline. 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). Current driver's licence.

Notes: This is a temporary position available for a period of six months with the possibility of extension. The Environment, Planning and Sustainable Development Directorate along with its portfolio agency Suburban Land Agency, will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/ desk.

Contact Officer: Neil Bulless (02) 6207 0264 [neil.bulless@act.gov.au](mailto:neil.bulless@act.gov.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)**

#### **Canberra Hospital and Health Services**

##### **Deputy Director General Canberra Hospital and Health Services**

##### **Imaging**

##### **Radiologist**

##### **Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 31423, several)**

Gazetted: 08 November 2018

Closing Date: 22 November 2018

Overview of the work area and position: Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FRANZCR) or equivalent, who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency. It is expected that the applicants will have considerable experience and expertise in General radiology. Duties include provision of clinical services, participation in the on call roster, and teaching of undergraduate and postgraduate students. A commitment to teaching, research, clinical review and quality assurance is required. The Medical Imaging Department is a fully integrated facility including Breast Imaging services, MRI, CT, Ultrasound, Nuclear Medicine, PETCT and The Interventional Radiology section has two state of the art interventional suites with a complex and interesting workload. The Department has nineteen salaried staff specialists, 16 accredited Registrar training positions including one interventional fellow. 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 Clinical Director of Medical Imaging at the Canberra Hospital. 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)

The Interventional Radiology section has two state of the art interventional suites and a Sub-speciality area of expertise in interventional Radiology is highly desirable. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$330,441

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Radiologists / Physicians or equivalent specialist qualifications. Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Mark Duggan 0488 102 518 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

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

**Office Chief Psychiatrist**

**Forensic Psychiatrist**

**Staff Specialist Band 1-5**

**\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 41805)**

Gazetted: 08 November 2018

Closing Date: 22 November

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

- Rehabilitation and Specialty Services (RSS)
- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS), incorporating the Forensic Mental Health Service (FMHS)

The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for people 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 outreach and court settings.

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

- FMHS Community Outreach Service (FCOS)
- FMHS Court Assessment and Liaison (FCAL)
- FMHS at Bimberi Youth Justice Centre (FMHS BYJC)
- FMHS at Alexander Maconochie Centre (FMHS AMC)

Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) are both managed by the Justice Health Services (JHS) program and provide high quality inpatient mental health care to people from 18 to 65 years of age. The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide care and key services collaboratively involving the person and their carers. The DMHU offers 10 acute beds and 15 rehabilitation beds. The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce which provides 5 beds for community transition. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services. The Specialist / Senior Specialist position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to the Clinical Director - Justice Health, Forensic Mental Health Services through an Individual Learning and Development Plan. MHJHADS aims to be socially inclusive and operates within a recovery-focussed and/or harm minimisation approach. The successful applicant will have experience in General Psychiatry or Subspecialty areas of Psychiatry and skills relevant to both inpatient and community services, including the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance

and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$359,926

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications; and Evidence of satisfactory participation in the RANZCP Continuing Professional Development program. Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Dr Ahmed Mashhood, Clinical Director - Justice Health, Forensic Mental Health Services (02) 6205 1551 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

**Canberra Hospital and Health Services**  
**Mental Health, Justice Health and Alcohol and Drug Services**  
**Adult Community Mental Health Services**  
**Adult Community Mental Health Services**  
**Staff Specialist Band 1-5**

**\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 11301)**

Gazetted: 08 November 2018

Closing Date: 15 November 2018

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

- Rehabilitation and Specialty Services (RSS)
- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS), incorporating the Forensic Mental Health Service (FMHS)

The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for people 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 outreach and court settings.

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

- FMHS Community Outreach Service (FCOS)
- FMHS Court Assessment and Liaison (FCAL)
- FMHS at Bimberi Youth Justice Centre (FMHS BYJC)
- FMHS at Alexander Maconochie Centre (FMHS AMC)

Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) are both managed by the Justice Health Services (JHS) program and provide high quality inpatient mental health care to people from 18 to 65 years of age. The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored

treatment programs to maximise mental health care outcomes for patients. The service aims to provide care and key services collaboratively involving the person and their carers. The DMHU offers 10 acute beds and 15 rehabilitation beds. The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce which provides 5 beds for community transition. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services. The Specialist / Senior Specialist position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to the Clinical Director - Justice Health, Forensic Mental Health Services through an Individual Learning and Development Plan. MHJHADS aims to be socially inclusive and operates within a recovery-focussed and/or harm minimisation approach. The successful applicant will have experience in General Psychiatry or Subspecialty areas of Psychiatry and skills relevant to both inpatient and community services, including the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$359,926

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA). Fellowship of the Royal Australian College of General Practitioners (RACGP) or equivalent specialist qualifications; and Evidence of satisfactory participation in the RACGP Continuing Professional Development program. Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment 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 part time position at 25 hours per week.

Contact Officer: Dr Llew Lewis, Clinical Director Adult Community Mental Health Services (02) 6205 8559

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Gastroenterology and Hepatology**

#### **Gastroenterology and Hepatology**

#### **Staff Specialist Band 1-5**

#### **\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 31204)**

Gazetted: 08 November 2018

Closing Date:

Overview of the work area and position: The Gastroenterology and Hepatology Unit (GEHU) is well established with 14 consultant medical staff and Advanced Trainees. Canberra Hospital provides secondary and tertiary referral services for gastroenterology and liver disease, and is the hub for continuing medical education, quality assurance, teaching and research in these specialities within the ACT and southern NSW regions. Participation in the on call and weekend arrangements for the GEHU roster is expected. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$359,926

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Desirable: Fellowship of the Royal Australasian College of Physicians (FRACP) in Gastroenterology / Hepatology or equivalent specialist qualifications. Gastrointestinal endoscopy certification in upper and lower GI endoscopy. Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment 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 temporary part time position at 28 hours per week.

Contact Officer: Dr Vipul Aggarwal, Unit Director (02) 5124 2195 vipul.aggarwal@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

**Clinical Services**

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

**Justice Health**

**Operational Director (Dhulwa Mental Health Unit)**

**Senior Officer Grade A \$137,415, Canberra (PN: 36826)**

Gazetted: 08 November 2018

Closing Date: 22 November 2018

Details: About us: 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. Overview of the work area and position: The position holder is expected to operate within the Public Sector Management Amendment Bill 2016, the ACT Public Service Code of Conduct. The position will be accountable and responsible to the Executive Director – Mental Health, Justice Health and Alcohol and Drug Services through a Performance Management Plan. In keeping with the value of collaboration, the position will operate in partnership with other members of the executive of the Division. The Operational Director and the Clinical Director for each program area will work in collaboration to ensure high quality outcomes for the people who use the program – utilising the matrix document at Attachment A. In addition, they will work in collaboration with other program areas to ensure high quality outcomes for the people who use services from the Division.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in a relevant health discipline and proven and extensive experience in the development and management of a complex multidisciplinary health service.

Desirable: Postgraduate qualifications in management field. Prior to commencement successful candidates will be required to and undergo a pre-employment Police check.

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

Contact Officer: Katrina Bracher (02) 6205 1313 katrina.bracher@act.gov.au

**Clinical Services**

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

**Business Support Services**

**Operational Director (Adult Acute Mental Health Unit)**

**Senior Officer Grade A \$137,415, Canberra (PN: 21281)**

Gazetted: 08 November 2018

Closing Date: 22 November 2018

Details: About us: 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. Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including 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. Overview of the work area and position: This opportunity would suit a talented, highly skilled and consultative leader. The applicant should have a comprehensive understanding of mental health services and legislative underpinnings of service delivery to consumers and their families/carers. You will work closely with the Clinical Director of AAMHS and other program Directors to provide leadership and ensure high quality outcomes for the people using these services. The position holder is expected to operate within the *Public Sector Management Act 1994*, the ACT Public Service Code of Conduct. The position will be accountable and responsible to the Executive Director – Mental Health, Justice Health and Alcohol and Drug Services through a Performance Management Plan. In keeping with the value of collaboration, the position will operate in partnership with other members of the executive of the Division. The Operational Director and the Clinical Director for each program area will work in collaboration to ensure high



quality outcomes for the people who use the program. In addition, they will work in collaboration with other program areas to ensure high quality outcomes for the people who use services from the Division.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in a relevant health discipline. Desirable: Postgraduate qualifications in a management field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for 10 months.

Contact Officer: Katrina Bracher (02) 6205 1313 [katrina.bracher@act.gov.au](mailto:katrina.bracher@act.gov.au)

## **Clinical Services**

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

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

##### **Clinical Manager**

##### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 40849)**

Gazetted: 08 November 2018

Closing Date: 22 November 2018

Details: About Us: 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. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Service; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24 hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life threatening risks for people calling the service. The successful registered nursing candidate will work under the supervision of senior clinicians to conduct phone and office based triage assessments, of persons who require mental health care. This work will primarily be based in the Belconnen Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres. The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with

persons from the community. There may be some driving involved in this role and the successful candidate will be expected to work on a seven day per week shift work roster. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current Passenger Vehicle driver's licence. Desirable: Tertiary qualifications in Nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Russell Robson (02) 6205 2068 russell.robson@act.gov.au

## **Clinical Services**

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

#### **Children, Youth and Women's Health Program**

##### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22654)**

Gazetted: 08 November 2018

Closing Date: 22 November 2018

Details: About us: 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. Overview of the work area and position: MACH nurses are guided by The National Framework for Universal Child and Family Health Services (2011) whose vision is that, "all Australian children benefit from quality universal child and family health services that support their optimal health, development and wellbeing". The framework is designed to meet the needs of all Australian children within a system of universal, targeted, secondary and specialist services and has been informed by emergent research, policy and service development. Supporting families, parents and carers to build skills and confidence in their parenting role is a core element of the ACT Children and Young People Plan 2015-2025. The WYCCHP seeks to contribute to this objective by providing MACH support for families with a primary health care approach, recognising the importance of optimal health and physical and mental wellbeing of parents and other primary carers. Universal child and family health services also contribute to the health of the general population through health promotion and preventive health initiatives such as breastfeeding promotion immunisation programs, child safety and parenting support.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); current driver's licence. Desirable: Post graduate qualifications in Child and Family Health or equivalent; hold a Certificate IV in Workplace Training and Assessment or nationally recognised vocational competency units in competency assessment and work-based training; relevant tertiary qualifications are highly desirable, including midwifery, paediatrics and education. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Judith Warwick 0408 211 949 Judith.Warwick@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Acute Support**

##### **Physiotherapist**

##### **Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 41606)**

Gazetted: 08 November 2018

Closing Date: 15 November 2018

Details: About us: Canberra Health Service is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Health Service is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with Canberra Health Service's Territory Wide

Services Framework. Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. The overall functions of the physiotherapist under professional supervision include: Promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team; promoting individual or group service delivery; applying knowledge, skills, professional judgement and initiative in the delivery of routine services. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities. Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications; be registered or be eligible for registration with the Physiotherapy Board of Australia; current driver's licence. Desirable: At least three years' work experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU). Note: This is a temporary position available for a period of 12 months. This is a part-time permanent position available at 14:42 hours per week and the full-time salary noted above will be paid pro-rata. A merit list may be formed from this recruitment process to fill part time and full time vacancies in the next 12 months. The successful applicant will be required to participate in an overtime roster. Contact Officer: Kathy Terrell (02) 5124 2670 Kathy.Terrell@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Spinal Pain/Pain Management Unit**

#### **Physiotherapist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 30585)**

Gazetted: 08 November 2018

Closing Date: 15 November 2018

Details: About us: Canberra Health Services 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 provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. Canberra Health 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: CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital and Centenary Hospital for Women and Children. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. This successful candidate will work within the Pain Management Unit and Spinal Pain Service. The Pain Management Unit is a public tertiary service based at the Canberra Hospital providing multidisciplinary outpatient care for patients living with chronic pain. The Spinal Pain Service is a community based service offering comprehensive assessment and multidisciplinary care for patients with persistent spinal pain referred for specialist consultation. The Spinal Pain Service works closely with relevant specialist clinical units. The overall functions of the physiotherapist under professional supervision include: Promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team; promoting individual or group service delivery; applying knowledge, skills, professional judgement and initiative in the delivery of routine services. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities. Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications; be registered or be eligible for registration with the Physiotherapy Board of Australia; current driver's licence. Desirable: At least three years' work experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU). Note: You will be required to participate in an overtime roster. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Alison Smith (02) 5124 8705 Alison.L.Smith@act.gov.au

#### **CEO Office**

#### **Canberra Hospital Foundation**

#### **Finance Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 33196)**

Gazetted: 08 November 2018

Closing Date: 22 November 2018

Details: About us: 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. Overview of the work area and position: Canberra Hospital Foundation was launched in 2011 to support the Canberra Hospital and ACT Health Services to achieve its vision of providing a caring, world-class health and healing service for patients. An important role of the Foundation is to work with donors to direct funds to areas of need in the Canberra Hospital and ensure that funds under our stewardship are allocated according to the wishes of donors. All funds raised by the Foundation stay within Canberra to support the Canberra Hospital and local community.

Eligibility/Other Requirements: Mandatory: A current driver's licence. Desirable: A willingness to participate in fundraising activities outside core business hours including weekends. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Helen Falla (02) 6207 7123 Helen.Falla@act.gov.au

**Clinical Services**

**Women Youth and Children**

**Personal Assistant**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 29707)**

Gazetted: 08 November 2018

Closing Date: 22 November 2018

Details: About us: 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. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. CHS division of Women's, Youth and Children's provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital and health Services, Community Health Centres, client's homes, schools and Child and Family centres. Overview of the work area and position: The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised paediatric and neonatology services for the ACT and surrounding regional areas. This position is responsible for the provision of high level administrative support to the Executive Director, other related administrative duties such as preparing a range of correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests. Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across CHS. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements: Desirable: Previous experience using HP Records Manager 8 (aka. TRIM); previous experience working in the health sector. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Stephanie Edwards (02) 6174 7491 Stephanie.A.Edwards@act.gov.au

**Clinical Services**

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

**Justice Health**

**Administration Support Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 40421)**

Gazetted: 08 November 2018

Closing Date: 15 November 2018

Details: About us: 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. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for

acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services; and Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age. The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services. The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division. The personal assistant to the Operational Director of DMHU and ECU will provide high level administrative support, calendar and inbox management, assisting in the strategic and operational processes. The successful candidate will be required to work at different sites within the Operational Directors program.

Eligibility/Other Requirements: Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Deborah Plant (02) 6207 9348 Deborah.Plant@act.gov.au

## **Clinical Services**

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

#### **Child and Adolescent Mental Health Services (CAMHS)**

#### **Social Work/Psychologist/Occupational Therapist**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 14401)**

Gazetted: 08 November 2018

Closing Date: 22 November 2018

Details: About us: Canberra Health Services 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 is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with Canberra Health Service's Territory Wide Services Framework. Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include: Rehabilitation and Speciality Services; Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues. Under the direction of the Manager of CAMHS Specialist Youth Mental Health Outreach (SYMHO), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. For example, those experiencing early psychosis and those who are experiencing severe high prevalence mental illness. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise. The role will also require the team member to undertake evening and weekend work, professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service; must hold a current driver's licence. 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; must hold a current driver's licence. For Social Work: Degree in Social Work; professional membership or eligibility for membership of the Australian Association of Social Workers (AASW); applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service; registration or eligibility for registration under the *Working with Vulnerable People Act 2011*; must hold a current driver's licence. Highly desirable for all disciplines: Experience in working with children and young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of 12 months. The successful applicant must be available for evening and weekend work on a regular rostered basis and be available to work within all program areas of CAMHS as service needs arise. Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Laura Dawel (02) 6205 2090 [Laura.Dawel@act.gov.au](mailto:Laura.Dawel@act.gov.au)

## **Clinical Services**

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

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

##### **Clinical Manager (Social Worker/Occupational Therapist/Psychologist)**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 22203, several)**

Gazetted: 08 November 2018

Closing Date: 22 November 2018

Details: About us: 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. 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 peoples home. These services include: Rehabilitation and Specialty Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: The allied health temporary position is based in the Belconnen Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Allied health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. 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 Model of Care (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. 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. Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; Health Professional Level 2 (HP2): 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; HP2: 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); registration under the ACT *Working with Vulnerable People Act 2011*; HP2: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service. Current passenger vehicles driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several positions available. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Graham Twycross (02) 6205 1477 [graham.twycross@act.gov.au](mailto:graham.twycross@act.gov.au)

## **Clinical Services**

### **Pathology**

#### **Molecular Pathology**

#### **Laboratory Scientist**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 19444)**

Gazetted: 08 November 2018

Closing Date: 22 November 2018



Details: About us: ACT Health 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. Overview of the work area and position: ACT Pathology is a division of the Canberra Hospital and Health Service (CHHS) offering a diagnostic Pathology service to the ACT and surrounding region. The Molecular Pathology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Microbiology, Haematology, Immunology and Anatomical Pathology. Under direction, the successful applicant will be required to perform diagnostic procedures, investigation of new methodologies, maintenance and troubleshooting of instrumentation, performance and monitoring of Quality Control, provision of results and research.

Eligibility/Other Requirements: Mandatory: A Science Degree or equivalent relevant qualification. Desirable: Experience of one to two years working in a clinical Molecular Laboratory would be advantageous and a relevant post Graduate or professional qualification would be an advantage 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*. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: The position being recruited to will participation in shift, after-hours work and out-of-hours rosters. The successful applicant must be able to work as the sole practitioner on rostered shifts, including public holidays and overtime as required. Applicants should contact the laboratory for the details of current shifts.

Contact Officer: Jennifer Ridgway (02) 6244 3705 Jennifer.Ridgway@act.gov.au

## **Clinical Services**

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

#### **Eating Disorders Unit**

#### **Occupational Therapist/Social Worker/Psychology**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 29223)**

Gazetted: 08 November 2018

Closing Date: 22 November 2018

Details: About us: 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 Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. The CAMHS Eating Disorders Program (EDP) team is made up of multi-disciplinary mental health professionals who provide assessment and treatment within a recovery framework. This role will be to conduct assessment, provide evidence based psychological therapies to children, adolescents and adults with an eating disorder, facilitate group day program and provide support and supervision to HP1 clinicians. The role

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

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy; registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA); eligibility for professional membership of Occupational Therapy Australia; must hold a current driver's licence. For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA); must hold a current driver's licence. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers; registration or eligibility for registration under the *Working with Vulnerable People Act 2011*; must hold a current driver's licence. Highly desirable for all disciplines: Experience in working with children and young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Abby James (02) 6205 1519 Abby.James@act.gov.au

## **Clinical Services**

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

#### **Child and Adolescent Mental Health Services (CAMHS)**

#### **Social Worker/Psychologist/Occupational Therapist**

#### **Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 38020)**

Gazetted: 08 November 2018

Closing Date: 22 November 2018

Details: About us: Canberra Health Services 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 is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with Canberra Health Service's Territory Wide Services Framework. Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include: Rehabilitation and Speciality Services; Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues. Under the direction of the Manager of CAMHS Specialist Youth Mental Health Outreach (SYMHO), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. For example, those experiencing early psychosis and those who are experiencing severe high prevalence mental illness. Health Professional Officers within the unit are expected to be actively involved in

professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise. The role will also require the team member to undertake evening and weekend work, professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; must hold a current driver's licence. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia; must hold a current driver's licence. For Social Work: Degree in Social Work; professional membership of eligibility for membership of the Australian Association of Social Workers (AASW); registration under the *Working with Vulnerable People Act 2011*; must hold a current driver's licence. Highly desirable for all disciplines: Experience in working with children and young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary full-time position for 12 months. Selection may be based on written application and referee reports only. An order of merit may be established to fill future temporary/permanent vacancies at level, which may arise over the next 12 months. The successful candidate will be required to be available for evening and weekend work on a regular rostered basis and be available to work within all program areas of CAMHS as service needs arise.

Contact Officer: Laura Dawel (02) 6205 2090 [Laura.Dawel@act.gov.au](mailto:Laura.Dawel@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Canberra Sexual Health Centre**

##### **Administration Officer**

##### **Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 24873)**

Gazetted: 08 November 2018

Closing Date: 22 November 2018

Details: About us: 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 Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Canberra Sexual Health Centre (CSHC) is a free service and Canberra's leading clinic for the testing and treatment of sexually transmissible infections. As a specialist clinic, it provides confidential and high quality professional and non-judgemental care, giving the community access to the latest information, advice and treatments. Under general direction this position provides administrative support to the CSHC and staff, including development and documentation of processes, forms and databases and processing paperwork for enrolled patients, record keeping and booking patient appointments.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Rachael Naumovski (02) 6244 7046 [Rachael.Naumovski@act.gov.au](mailto:Rachael.Naumovski@act.gov.au)

**Clinical Services**

**Medicine**

**Canberra Sexual Health Centre**

**Administration Officer**

**Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 13991)**

Gazetted: 08 November 2018

Closing Date: 22 November 2018

Details: About us: 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 Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Canberra Sexual Health Centre (CSHC) is a free service and Canberra's leading clinic for the testing and treatment of sexually transmissible infections. As a specialist clinic, it provides confidential and high quality professional and non-judgemental care, giving the community access to the latest information, advice and treatments. Under general direction this position provides administrative support to the CSHC and staff, including development and documentation of processes, forms and databases and processing paperwork for enrolled patients, record keeping and booking patient appointments.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of six months with the possibility of extension. This is a part-time permanent position available at 4:00 hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on written application and referee reports only.

Contact Officer: Rachael Naumovski (02) 6244 7046 Rachael.Naumovski@act.gov.au

**Corporate**

**Health Infrastructure Services**

**Capital Project Delivery**

**Project Officer**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39646)**

Gazetted: 08 November 2018

Closing Date: 22 November 2018

Details: About us: 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 Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the

continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Health Infrastructure Services (HIS) is responsible for the project delivery, maintenance and asset management of CHS's property portfolio. Overview of the work area and position: This position will report to the Senior Manager and undertake activities to support the delivery of CHS Capital Works projects by Health Infrastructure Services (HIS). The Project Officer will be responsible for managing a number of CHS projects, ensuring that they are delivered on time and within budget, whilst minimising any delays and reductions in the services offered across the various CHS Facilities. Accurate project reporting is vital, with monthly finance and program updates required to ensure that key projects milestones and performance indicators are met. The Project Officer will be required to engage with stakeholders and manage stakeholders' expectations to deliver agreed project outcomes. When relevant, the position will utilise processes and strategies utilised by Health Infrastructure Services to facilitate quality, integrated and efficient service delivery.

Eligibility/Other Requirements: Desirable: Tertiary qualifications in Project Management or a building related discipline or a building trade qualification, and/or at least five years of building related project management experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only.

Contact Officer: James Walsh (02) 6174 7783 james.walsh@act.gov.au

## **Corporate**

### **Health Infrastructure Services**

#### **Reporting and Project Budget Coordinator**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40536)**

Gazetted: 08 November 2018

Closing Date: 22 November 2018

Details: About us: 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 Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Health Infrastructure Services (HIS) is responsible for the project delivery, maintenance and asset management of CHS property portfolio. Overview of the work area and position: Under the direction of the Senior Manager Capital Project Delivery, the Reporting and Project Budget Coordinator role is required to undertake activities that support the delivery of CHS Capital Works projects and maintenance activities by Health Infrastructure Services (HIS). The role will ensure that HIS are meeting their financial obligations and help lead and promote a positive team culture of collaboration and continuous improvement with HIS Capital Project Delivery and FM areas. The Reporting and Project Budget Coordinator is the key liaison between HIS and CHS Strategic Finance and is responsible for managing all financial and reporting aspects of the Better Infrastructure Fund (BIF) program, the annual Plant and Equipment (PandE) replacement program and assisting Facilities Management with financial management activities. Key responsibilities include: Ensuring monthly reports are completed accurately and on time; monitoring project budgets; monitoring invoicing and forecast expenditure; managing the application process for PandE funding; managing the financial closure of projects; setting up work flows for invoicing and financial reporting; budget management and reporting; financial analysis and identification of anomalies in expenditure. When relevant, the position will utilise processes and strategies established by HIS to

facilitate quality, integrated and efficient service delivery. The role will also assist in the review and establishment of new systems and processes where required.

Eligibility/Other Requirements: Desirable: Tertiary qualifications (or equivalent) in Business or Financial Management; previous experience working in an infrastructure environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: James Walsh (02) 6174 7783 James.Walsh@act.gov.au

## **Health Systems, Policy and Research**

### **System Planning and Evaluation**

#### **Recurrent Health Systems Program**

##### **Senior Project Officer**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41618, several)**

Gazetted: 08 November 2018

Closing Date: 22 November 2018

Details: About us: 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. The Health Services Program is a program management office within CHS that is focused on the planning and implementation of recurrent priorities of the Directorate. The Program is managed under a controlled governance structure and reporting discipline which provides transparency of accountability and delivery to the Director-General. The guiding principles to the Health Services Program include: Provision of a consolidated reporting mechanism for controlled and informed investment decisions in relation to the priority works program across the Directorate; establishment of a co-ordination office for the implementation of reform projects which actively contribute towards patient-centred care outcomes in efficiency improvements, patient safety and quality of service delivery; consistency in the discipline of project management, risk management, issues escalation, program reporting and financial accountability; performance data capture and reporting on the System Innovation Program achievements against the commitments for realising savings targets and service improvement initiatives; co-ordinated platform for internal and external stakeholder engagement and communications; real-time reporting on program delay, enabling early warning and mediations actions and intervention for recalibration of the controls strategies; project evaluation measures will provide feasibility inputs into the business cases in the 2018-19 Budget context. CHS is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions Overview of the work area and position: A number of time limited senior project officer positions are available to progress the work of the Care Close to Home Project. Under the supervision of the Project Manager, the Senior Project Officers carry the prime responsibility for the execution of the work under the guidance of a project owner and Executive Sponsor. They must demonstrate initiative, be highly organized, and have excellent stakeholder management and interpersonal skills in addition to relevant content expertise, particularly in clinical service reform and change management, clinical operations and/or proven project management. Project Origin: In 2017-2018, the ACT Government commissioned KPMG to conduct a comprehensive review of the Territory's Hospital in the Home (HITH) Services and provide recommendations for services into the future. The ACT Government accepted the recommendations and in the Budget announcement for 2018-19, the Minister committed funds over the next 4 years to reinvent the HITH service and integrate it with other non-hospital-based services to form a Care Close to Home system. The first phase of this initiative is to consolidate the two current HITH services into one Territory-wide service that has capability to respond more flexibly to patient needs and locations.

The positions available will form the project team for the initiative and will include significant stakeholder engagement and consultation, service planning and analysis.

Eligibility/Other Requirements: Desirable: Relevant content expertise and/or formal qualifications specific to the primary project topic; qualifications and experience in Project Management and/or clinical service reform; experience in using Microsoft Project or other project management software. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of six months with the possibility of extension. Up to three positions are anticipated of varying contract periods of six months and 12 months with a possibility of

extension. The positions are expected to be full time positions, but part-time arrangements of no less than 0.8 FTE will also be considered. Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months  
Contact Officer: Naree Stanton (02) 6205 0618 naree.stanton@act.gov.au

## **ACT Health**

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

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

### **Health Systems, Policy and Research**

#### **Health and Medical Research**

##### **Research Office**

##### **Ethics and Governance Administrator**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 18751)**

Gazetted: 08 November 2018

Closing Date: 22 November 2018

Details: About us: ACT Health 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. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Office of Research leads strategic development and management of ACT Health's research, collaborating with clinical areas and academic institutions in the conduct and translation of research into practice. Our vision is to have a world-class sustainable teaching and learning organisation that delivers cutting edge healthcare informed by research that maximises health outcomes for patients and communities. With Academic Partners, underlying the direction are five key initiatives: Effective translation from fundamental science to the clinic; grow, support and maintain the next generation of health and medical researchers; innovation and improvement of the health system through high quality health service and clinical research; growing and unlocking the health opportunities with data science and improve the investment opportunities for ACT Health innovations. Overview of the work area and position: In addition to the Executive, the Office of Research has four units: Clinical Trials Management; Research Ethics and Governance; Epidemiology, Biostatistics and Data Science; and Pre-clinical Research Services and Education Management. The Ethics and Governance Administrator role reports to the Head of the Research Ethics and Governance Office (REGO). The primary function of the position is to manage administrative processes and provide administrative support to the office including managing correspondence and financial processes. REGO is responsible for the ACT Health Human Research Ethics Committee (HREC) and its sub-committees, the Clinical Trials Committee and research governance processes. The Administrator role is a key support role within REGO. Eligibility/Other Requirements: Desirable: Knowledge of Medical Terminology. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: August Marchesi (02) 5124 7968 August.Marchesi@act.gov.au

### **Systems, Policy and Research**

#### **Public Health, Protection and Regulation**

##### **EH Food Team**

##### **Public Health Officer**

##### **Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 29630, several)**

Gazetted: 8 November 2018

Closing Date: 15 November 2018

Details: About Us: ACT Health 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. The Population Health Protection Prevention Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Protection and Prevention Division is headed by the Chief Health Officer who is appointed under the Public Health Act 1997 and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Protection Service is a risk based regulator that manages public health risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: The Health Protection Service's Environmental Health section includes a Food Safety Team and an Environment Team. The role may involve a variety of public health regulatory activities, including managing small team to deliver those functions such as inspections of food businesses and management of outbreaks or other potential public health risks. The Environmental Health section works closely with other areas of government such as Access Canberra in executing these functions. The role would suit someone with tertiary qualifications and demonstrated experience in managing small Environmental Health teams.

Eligibility/Other Requirements: Mandatory: Undergraduate degree or graduate diploma in Environmental Health that is accredited by Environmental Health Australia (EHA); or have completed tertiary studies in Applied Science in the areas of Public Health, Food Science, Environmental Science or equivalent. Equivalency of studies and training is determined by senior environmental health staff and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: There are several temporary positions available a period of six months with the possibility of extension. Applicants should call the contact officer for advice on whether they are eligible to apply. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Radomir Krsteski (02) 6205 1700 [radomir.krsteski@act.gov.au](mailto:radomir.krsteski@act.gov.au)

## APPOINTMENTS

### Chief Minister, Treasury and Economic Development

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356**

Katarzyna Bandala 836-07325, Section 68(1), 8 November 2018

#### **Senior Officer Grade B \$118,319 - \$133,197**

Tina Lee Connor 784-80614, Section 68(1), 5 November 2018

#### **Senior Officer Grade C \$100,462 - \$108,140**

Natasha Newman 796-28043, Section 68(1), 12 November 2018

### Education

#### **Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)**

Ryan Bellairs 848-79533, Section 68(1), 22 October 2018

#### **Health Professional Level 2 \$61,784 - \$84,816**

Sarah Bowman 849-12751, Section 68(1), 28 November 2018



**Allied Health Assistant 3 \$61,115 - \$67,825**

Sara-Jane Comfort 846-85296, Section 68(1), 23 October 2018

**Health Professional Level 2 \$61,784 - \$84,816**

Madison Crisp 853-54448, Section 68(1), 11 October 2018

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)**

Jessika Dethick 843-98756, Section 68(1), 11 October 2018

**Allied Health Assistant 3 \$61,115 - \$67,825**

Emily Milkovits 846-85026, Section 68(1), 11 October 2018

**Health Professional Level 2 \$61,784 - \$84,816**

Jonathan Ramke 848-79840, Section 68(1), 25 October 2018

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)**

Alicia Rose 848-82935, Section 68(1), 25 October 2018

**Health Professional Level 2 \$61,784 - \$84,816**

Kate Sanderson 848-79488, Section 68(1), 11 October 2018

**Health Professional Level 2 \$61,784 - \$84,816**

Amie Saunders 848-98611, Section 68(1), 11 October 2018

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)**

Leanne Shrapnel 848-79007, Section 68(1), 25 October 2018

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)**

Matthew Thompson 849-08920, Section 68(1), 11 October 2018

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)**

Rebecca Williams 848-91487, Section 68(1), 11 October 2018

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)**

Anna Wollstein 853-60856, Section 68(1), 26 October 2018

**Environment, Planning and Sustainable Development**

**Senior Officer Grade C \$100,462 - \$108,140**

Scott Bales 858-60826, Section 68(1), 22 November 2018

**Health**

**Administrative Services Officer Class 6 \$79,824 - \$91,356**

Alisha Chand 859-53811, Section 68(1), 8 November 2018

**Justice and Community Safety**

**Administrative Services Officer Class 3 \$60,039 - \$64,616**

Baylee Matheson 858-54725, Section 68(1), 1 November 2018

**Transport Canberra and City Services**

**Bus Operator - Training \$66,212**

Janette Cadona 858-60367, Section 68(1), 2 November 2018

**Bus Operator - Training \$66,212**

Lachlan Carnegie 858-60359, Section 68(1), 2 November 2018

**Bus Operator - Training \$66,212**

Jagpreet Mavi 858-60340, Section 68(1), 2 November 2018

**Bus Operator - Training \$66,212**

Tracy Robinson 858-60500, Section 68(1), 2 November 2018

**Administrative Services Officer Class 4 \$66,656 - \$72,175**

Kate Ross 853-47328, Section 68(1), 6 November 2018

**Professional Officer Class 1 \$56,359 - \$78,145**

Kelly Tuckerman 853-49374, Section 68(1), 2 November 2018

**Bus Operator - Training \$66,212**

Mark Wilke 858-60375, Section 68(1), 2 November 2018

**Canberra Health Services**

**Health Professional Level 2 \$61,784 - \$84,816**

Karen Clarke 853-51730, Section 68(1), 7 November 2018

**Administrative Services Officer Class 3 \$60,039 - \$64,616**

Caitlyn Clitheroe 856-73529, Section 68(1), 8 November 2018

**Registered Nurse Level 1 \$63,548 - \$84,888**

Racheal Kyereko 848-98574, Section 68(1), 1 November 2018

**Health Professional Level 4 \$100,462 - \$108,140**

Timothy Tooke 853-64208, Section 68(1), 8 November 2018

**Senior Officer Grade C \$100,462 - \$108,140**

Asif Zaidi 858-59390, Section 68(1), 12 November 2018

**TRANSFERS**

**Education**

**Kirralee Jane Larkin: 827-33813**

From: Administrative Services Officer Class 6 \$79,824 - \$91,356  
Education Directorate

To: Administrative Services Officer Class 6 \$79,824 - \$91,356  
Education, Canberra (PN. 41317) (Gazetted 20 September 2018)

**Justice and Community Safety**

**Kyle Forsyth: 848-63718**

From: Administrative Services Officer Class 6 \$79,824 - \$91,356  
Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$79,824 - \$91,356  
Justice and Community Safety, Canberra (PN. 10297) (Gazetted 26 July 2018)

**Canberra Health Services**

**Jennifer Edmestone: 748-78430**

From: Senior Officer Grade C \$100,462  
Canberra Institute of Technology

To: Senior Officer Grade C \$100,462 - \$108,140  
Canberra Health Services, Canberra (PN. 35280) (Gazetted 22 November 2018)

**PROMOTIONS**

**Canberra Institute of Technology**

**Student and Academic Services**

**Education Services**

**Kerrie Hunter: 835-79555**

From: Administrative Services Officer Class 2/3 \$52,991 - \$64,616  
CIT

To: Administrative Services Officer Class 4 \$66,656 - \$72,175  
Canberra Institute of Technology, Canberra (PN. 16460) (Gazetted 4 June 2018)

**Health, Community and Science**

**Daniel Noble: 827-15922**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175  
Canberra Institute of Technology

To: Administrative Services Officer Class 6 \$79,824 - \$91,356  
Canberra Institute of Technology, Canberra (PN. 39268) (Gazetted 15 September 2017)

**Chief Minister, Treasury and Economic Development**

**Finance and Budget Division**

**Executive**

**Liana Brozic: 848-77175**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175  
Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Chief Minister, Treasury and Economic Development, Canberra (PN. 32513) (Gazetted 14 September 2018)

**Shared Services**

**Partnership Services**

**Customer Engagement**

**Chen Chen: 848-79728**

From: Administrative Services Officer Class 6 \$79,824 - \$91,356  
Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$100,462 - \$108,140

Chief Minister, Treasury and Economic Development, Canberra (PN. 38650) (Gazetted 13 September 2018)

**Infrastructure and Capital Works  
Procurement Projects**

**George Dekantios: 835-81532**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

CMTEDD - Infrastructure and Capital Works

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 02580) (Gazetted 13 September 2018)

**Economic and Financial Group  
Financial Framework Management and Insurance**

**Insurance**

**Yanxin He: 827-42453**

From: Audit Band 1 - Auditor \$51,579 - \$76,564

ACT Audit Office

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 33684) (Gazetted 27 August 2018)

**Shared Services**

**Finance and HR Applications Support**

**HR Systems**

**Lela Newing: 261-25338**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415

Shared Services

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 36235) (Gazetted 12 July 2018)

**Access Canberra**

**Regulatory Solutions and Compliance**

**Investigations and Compliance Enforcement**

**Stephen Michael O'Rourke: 827-57065**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 33521) (Gazetted 29 August 2018)

**Access Canberra**

**Customer Coordination**

**Event and Business Coordination Team**

**Bridget Walker: 853-61250**

From: Administrative Services Officer Class 3 \$60,039 - \$64,616

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$66,656 - \$72,175

Chief Minister, Treasury and Economic Development, Canberra (PN. 37808) (Gazetted 10 September 2018)

**Access Canberra**

**Felicity Bell Burns: 81681740**

From: Senior Officer Grade C \$100,462 - \$108,140

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade A \$137,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 35718) (Gazetted 10 April 2018)

## **Community Services**

### **Housing ACT**

#### **Tenancy Operations**

##### **Allan Bondfield: 820-7138**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415

Community Services Directorate Housing ACT

To: †Administrative Services Officer Class 6 \$79,824 - \$91,356

Community Services, Canberra (PN. 24836) (Gazetted 2 August 2018)

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.

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

#### **Child and Youth Protection Services**

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

##### **Kyrsty Bowerman: 853-64929**

From: Youth Worker 1/2 \$60,039 - \$72,175

Community Services

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Community Services, Canberra (PN. 03295) (Gazetted 20 July 2018)

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

#### **Child and Youth Protection Services**

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

##### **Ling Palm: 853-7136**

From: Youth Worker 1 \$60,039 - \$64,616

CSD Bimberi Youth Justice Centre

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Community Services, Canberra (PN. 04497, several) (Gazetted 20 July 2018)

## **Education**

### **School Performance and Improvement**

#### **North and Gungahlin Network**

##### **Campbell High School**

##### **Steve Collins: 739-89825**

From: School Leader B \$136,828

Education

To: †School Leader A \$150,276 - \$180,443

Education, Canberra (PN. 01660) (Gazetted 6 August 2018)

### **School Performance and Improvement**

#### **North and Gungahlin Network**

##### **Harrison School**

##### **Jacqueline Michelle Ford: 742-48068**

From: School Leader B \$136,828

Education Directorate

To: †School Leader A \$150,276 - \$180,443

Education, Canberra (PN. 40585) (Gazetted 7 August 2018)

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.

### **People and Performance**

#### **South Canberra/Weston School Network**

##### **Telopea Park School**

**Tanya Elaine Murphy: 787-40092**

From: School Assistant 2 \$45,058 - \$49,757  
ACT Education Directorate  
To: School Assistant 4 \$61,214 - \$66,285  
Education, Canberra (PN. 38336) (Gazetted 11 September 2018)

**Business Services**

**Governance and Community Liaison**

**Governance and Legal Liaison**

**Paula Anne Murray: 848-92666**

From: Senior Officer Grade C \$100,462 - \$108,140  
Education  
To: †Senior Officer Grade B \$118,319 - \$133,197  
Education, Canberra (PN. 11810) (Gazetted 15 August 2018)

**Office for Schools**

**Tuggeranong Network**

**Taylor Primary School**

**Sharyn Leigh Widdowson: 835-39115**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175  
Education  
To: Administrative Services Officer Class 6 \$79,824 - \$91,356  
Education, Canberra (PN. 35953) (Gazetted 17 September 2018)

**Environment, Planning and Sustainable Development**

**Climate Change and Sustainability**

**Sustainability Programs**

**Household and Community**

**Toby Pearson: 827-41389**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Environment, Planning and Sustainable Development  
To: Administrative Services Officer Class 6 \$79,824 - \$91,356  
Environment, Planning and Sustainable Development, Canberra (PN. 17835) (Gazetted 11 September 2018)

**Environment**

**Parks and Conservation Services**

**Parks Reserves and Rural land**

**Kirsten Tasker: 827-49364**

From: General Service Officer Level 5/6 \$52,198 - \$57,445  
Environment, Planning and Sustainable Development  
To: Technical Officer Level 3 \$69,148 - \$78,145  
Environment, Planning and Sustainable Development, Canberra (PN. 41261) (Gazetted 30 August 2018)

**Justice and Community Safety**

**Emergency Services**

**ACT Rural Fire Service**

**Community Bushfire Protection**

**Christopher Wayne Condon: 813-00143**

From: Technical Officer Level 3 \$69,148 - \$78,145  
Environment, Planning and Sustainable Development  
To: Administrative Services Officer Class 6 \$79,824 - \$91,356  
Justice and Community Safety, Canberra (PN. 11402) (Gazetted 21 August 2018)

**ACT Corrective Services**

**Corrective Services**

**Business Services Unit**

**Liyanage Indrajith: 846-90319**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415

Justice and Community Safety

To: †Senior Officer Grade C \$100,462 - \$108,140

Justice and Community Safety, Canberra (PN. 37398) (Gazetted 22 August 2018)

**ACT Corrective Services**

**Corporate Services**

**Business Services Unit**

**Callum John McNicol: 853-71758**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415

Justice and Community Safety

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Justice and Community Safety, Canberra (PN. 37005) (Gazetted 12 September 2018)

**Transport Canberra and City Services**

**City Services**

**Capital Linen Services**

**Elba Del Carmen Araya: 786-59905**

From: Capital Linen Service Band 1 \$44,583 - \$46,370

Transport Canberra and City Services

To: Capital Linen Service Band 2 \$49,639 - \$51,466

Transport Canberra and City Services, Canberra (PN. 26484) (Gazetted 16 March 2018)

**City Services**

**Capital Linen Services**

**Robert Arthur Hamilton: 813-03045**

From: Capital Linen Service Band 1 \$44,583 - \$46,370

Transport Canberra and City Services

To: Capital Linen Service Band 2 \$49,639 - \$51,466

Transport Canberra and City Services, Canberra (PN. 26475) (Gazetted 16 March 2018)

**City Services**

**City presentation**

**Place Management**

**Danielle McMahon: 844-77083**

From: General Service Officer Level 3/4 \$47,087 - \$51,420

Transport Canberra and City Services

To: General Service Officer Level 5 \$52,198 - \$54,949

Transport Canberra and City Services, Canberra (PN. 13189) (Gazetted 20 August 2018)

**Canberra Health Services**

**Canberra Hospital and Health Services**

**Medicine**

**Acute Support Services**

**Peta Hoffmann: 845-20870**

From: Health Professional Level 2 \$61,784 - \$84,816

Canberra Health Services

To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN. 20733) (Gazetted 16 August 2018)

**Canberra Hospital and Health Services**

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

**Justice Health Services**

**Christine Keane: 853-77762**

From: Registered Nurse Level 2 \$88,249 - \$93,533

Canberra Health Services

To: †Registered Midwife Level 3.2 \$114,377

Canberra Health Services, Canberra (PN. 37268) (Gazetted 23 August 2018)

**Canberra Hospital and Health Services**

**Angela Watson: 840-51234**

From: Administrative Services Officer Class 3 \$60,039 - \$64,616

Canberra Health Services

To: Administrative Services Officer Class 4 \$66,656 - \$72,175

Canberra Health Services, Canberra (PN. 40692) (Gazetted 30 August 2018)

**ACT Health**

**Health Systems, Policy and Research**

**Alice Campbell: 833-46356**

From: Administrative Services Officer Class 6 \$79,824 - \$91,356

ACT Health

To: †Senior Officer Grade C \$100,462 - \$108,140

ACT Health, Canberra (PN. 21613) (Gazetted 19 April 2018)

**Corrigenda**

Please note the following position was advertised on the online gazette, Jobs ACT, on the 22 June 2018 and closed on the 6 August 2018. It was not included in the archive gazette of the 28 June 2018.

**Health**

**Quality, Governance and Risk**

**People and Culture**

**Employment Services**

**Team Leader**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35280)**

Jobs Website: 22 June 2018

Closing Date: 6 August 2018

Details: About us: ACT Health 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. Overview of the work area and position: The People Strategy and Services team is responsible for the strategic and operational management of the People Strategy and Services Branch, ensuring the effective and efficient operation of strategic people management advice, policy and programs across ACT Health. Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management support and advice to managers across ACT Health on all matters relating to recruitment and establishments.

Eligibility/Other Requirements: Desirable: An excellent knowledge of the e-recruitment system. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Heidi Gregson (02) 6207 7600 [heidi.gregson@act.gov.au](mailto:heidi.gregson@act.gov.au)