



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 17 January 2019**

## VACANCIES

### Calvary Health Care ACT (Public)

#### Pharmacy

##### Director of Pharmacy

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

Gazetted: 23 January 2019

Closing Date: 27 January 2019

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

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

Reference Number: 20971

Contact Officer: Professor Frank Bowden [frank.bowden@calvary-act.com.au](mailto:frank.bowden@calvary-act.com.au)

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

#### Medical Imaging Department

##### Radiographer

**Executive Level HP2 \$61,000 - \$84,816, Canberra (PN: Expected)**

Gazetted: 23 January 2019

Closing Date: 24 January 2019

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

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

Reference Number: 21020

Contact Officer: Kristine Lindner [kristine.lindner@calvary-act.com.au](mailto:kristine.lindner@calvary-act.com.au)

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)**

#### Student and Academic Services

##### Student Support

##### Psychologist/Social Worker

**Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 54345, several)**

Gazetted: 18 January 2019

Closing Date: 1 February 2019

Details: Dynamic Psychologist/Social Workers are needed to work as student counsellors with Canberra Institute of Technology, with full-time and part-time positions available. You will be consulted by a range of students with a broad variety of clinical issues. Counsellors work within the Student Support team and consult to teaching staff in relation to student matters. Significant experience in counselling is required as well as an understanding of issues in the Vocational Education and Training sector. Mandatory requirements. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability. Eligibility/Other Requirements: Tertiary qualifications in Psychology/Social work. For Psychologists: Current registration with the Australian Health Practitioner Regulatory Agency (Psychology Board of Australia). For Social Workers: Eligibility for membership of the Australian Association of Social Workers (AASW). Mandatory Qualifications and/or Registrations/Licensing Tertiary qualifications in Psychology/Social work. For Psychologists: Current registration with the Australian Health Practitioner Regulatory Agency (Psychology Board of Australia). For Social Workers: Eligibility for membership of the Australian Association of Social Workers (AASW). 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: There are two positions available for filling. One is a permanent part-time position working 22.03 hours per week and the full-time salary noted above will be paid pro rata. The other is a temporary full-time position available for a period of 12 months with the possibility of extension. These positions will include Attraction and Retention Incentives (ARIn) with enhanced pay rate of \$2000 on each incremental level. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to Apply: Please provide a resume, Application Coversheet and answers addressing the Selection Criteria. Send applications to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Maeve Castles (02) 6207 3289 [maeve.castles@cit.edu.au](mailto:maeve.castles@cit.edu.au)

### **CIT Pathways**

#### **CIT Student Support**

#### **Mentors for Apprentices**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 41215, Several)**

Gazetted: 18 January 2019

Closing Date: 25 January 2019

Details: CIT is seeking to fill temporary positions as Mentors for Apprentices in the following trades: Automotive and Metals, Building and Construction, Business Administration, Culinary, Children's Care, Electro-technology, Hair and Beauty Therapy, Horticulture and Floristry, ICT and Plumbing. Work will be offered across four term blocks of time during teaching periods up to a maximum of nine months in a year. Mentors work to assist students to increase their chance of success in their chosen field, including advice and assistance in: Planning and completing assessments; study skills; time management; understanding workplace documents and communication; listening to students' issues/concerns; and making referrals to appropriate internal and external services. 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.

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

Note: There are several positions funded for various part-time hours starting from 7:21 hours per week. There is the possibility of hours up to 36:45 per week to cover more than one trade area. The advertised salary will be paid pro-rata for part-time hours. Selection will be based on application and interview. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Applicants should provide a current Resume and address selection criteria to the maximum of three pages only.

Contact Officer: Rhonda Fuzzard (02) 6207 4914 [rhonda.fuzzard@cit.edu.au](mailto:rhonda.fuzzard@cit.edu.au)

### **Education and Training Services**

#### **CIT Student and Academic Services**

#### **Education Design and Technology**

#### **Education Advisor**

#### **Teacher Level 2 \$100,508, Canberra (PN: 34772, several)**

Gazetted: 17 January 2019

Closing Date: 24 January 2019

Detail: Canberra Institute of Technology (CIT) Education Services is seeking Education Advisors with extensive experience and knowledge of contemporary VET design and technology to support improvements at CIT. You will have the ability to lead and mentor managers, trainers and assessors in education projects promoting innovation, quality and compliance. You will apply high quality communication, presentation and influencing skills as well as the ability to model the CIT cultural traits. 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: These are for temporary positions available for a period of 12 months with the possibility of extension.

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*. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months may be temporarily or permanently filled. Selection may be based on application and referee reports only, or application and demonstration of skill.

How to Apply: Please submit an Application Coversheet and one page pitch with your Resume and the name and contact details of two referees. Send application to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Elizabeth Tomaras (02) 6207 4831 [elizabeth.tomaras@cit.edu.au](mailto:elizabeth.tomaras@cit.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. This selection process is not appealable.

### **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)**

#### **Infrastructure, Finance and Capital Works**

##### **Commercial Infrastructure and Civil Infrastructure**

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

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 10016)**

Gazetted: 17 January 2019

Closing Date: 31 January 2019

Details: Applications are sought for the role of Senior Project Support Officer to the Civil Infrastructure and Commercial Infrastructure Branches. This role provides an effective, efficient and highly professional level of project administration and coordination support to the Director Civil Infrastructure and the Director Commercial Infrastructure. The ability to prioritise and manage competing deadlines across multiple areas is essential to this role. Candidates should have demonstrated experience and understanding of the ACT Government business and administrative processes, particularly in relation to capital works procurement. Demonstrated knowledge of the Microsoft Office Suite and proficiency in Wire/Trim are also required. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for a period of six months with the possibility of extension up to less than 12 months. Selection may be based on application and referee only.

How to Apply: Interested candidates are requested to submit an application which addresses each of the capabilities required to perform the duties and responsibilities of the role. Please limit your response to each criterion to 350 words. Use examples to demonstrate how your skills, knowledge, behavioural capabilities and experience are suitable to the role. Please attach your Curriculum Vitae and the contact details of two current referees. Please also confirm your availability for the entire period of the temporary vacancy. A Position Description is attached for your information.

Contact Officer: Rebecca Power (02) 6205 4418 [rebecca.power@act.gov.au](mailto:rebecca.power@act.gov.au)

#### **Strategic Finance**

##### **Senior Finance Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37266)**

Gazetted: 17 January 2019

Closing Date: 8 February 2019

Details: We are seeking for a highly motivated Senior Finance Officer to assist in the preparation of financial reports, budget documents and provide support in accounting and financial administration. The successful applicant will have the capacity to work with large quantities of data, have good attention to detail and the ability to manage and complete multiple tasks in timely manner in collaboration with various stakeholders including members of the Chief Minister, Treasury and Economic Development Directorate Strategic Finance 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: Accounting qualifications or study towards accounting qualifications is required. Previous experience working with Finance Systems, in particular TM1, would be an advantage.

Note: This is a temporary position asap until 28 June 2019 with the possibility of extension and/or permanency up to less than 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are asked to supply a statement responding to the Selection Criteria, current resume and contact details of at least two referees. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Trang Tran (02) 6205 6841 [trang.tran@act.gov.au](mailto:trang.tran@act.gov.au)

### **Shared Services ICT**

#### **Technology Services**

#### **Technical Services Delivery**

#### **Windows Specialist**

#### **Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 31836)**

Gazetted: 18 January 2019

Closing Date: 1 February 2019

Details: Shared Services is seeking an experienced Engineer who possess strong technical and development expertise and has previously worked in a Windows server infrastructure support role, knowledge of enterprise applications and workloads, and has excellent communication skills to deliver technical support to the ACT Government directorates. The Windows Specialist is required to provide technical knowledge in applying Microsoft server-based technologies to client business challenges and contribute to the development of technical solutions within the team to ensure quality client services are delivered. 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: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description for further details about the role and the capabilities required to perform the duties and responsibilities of the position. Please submit a written response of up to two pages, contact details for at least two referees and a current Curriculum Vitae, including Application Coversheet. The response should be written in the form of a pitch, provide evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

Contact Officer: Sara Bensley (02) 6207 5074 [sara.bensley@act.gov.au](mailto:sara.bensley@act.gov.au)

### **Access Canberra**

#### **Transport Licensing**

#### **Licence and Registration**

#### **Specialist Driver Licence Officer**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 00354)**

Gazetted: 17 January 2019

Closing Date: 24 January 2019

Details: The Access Canberra Road Transport Licence and Registration Team are looking for an energetic, client focused officer to work in our team. The team works across both vehicle registration and licensing processes, with the role being responsible for processing licence disqualifications, overseeing the alcohol interlock program and other specialised driver licensing matters. The successful applicant will be expected to deliver awesome service to clients who may be both vulnerable and unfamiliar with legislative processes. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: To apply for this position please ensure you include a two page personal pitch which reflects your skills and capabilities against the Selection Criteria and the Professional and Behavioural Capabilities in the Position Description. A copy of your current Curriculum Vitae with contact details for at least two referees is required to be submitted with your application.

Contact Officer: Daniel Laundess (02) 6207 5770 daniel.laundess@act.gov.au

## **Property and Venues**

### **Venues Canberra**

#### **Exhibition Park in Canberra – EPIC Events**

##### **Event Delivery Coordinator**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 30702)**

Gazetted: 18 January 2019

Closing Date: 1 February 2019

Details: The Event Delivery Coordinator provides event administrative and operational support to the Event Delivery Manager. The position assists in ensuring that administrative and compliance requirements of events/conferences/functions hosted at Exhibition Park in Canberra (EPIC) are met and required documentation is in place. The Event Delivery Coordinator is also responsible for ensuring all operational components of events, conferences and functions hosted at EPIC are implemented in an accurate and timely manner.

Eligibility/Other Requirements: C Class driver's licence (essential) Fork Lift licence (desirable). At times this role is hands on and includes manual handling tasks requiring a basic level of physical fitness. This role is required to perform regular after hours, public holidays and weekend work in support of booked events.

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

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

How to Apply: Please provide a current resume including 2 referees, and address the required selection criteria.

Contact Officer: Ellen Way (02) 6205 5092 ellen.way@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with Collective Agreement provisions will assess all applications for this position.

## **Commercial Services and Infrastructure**

### **Property and Venues**

#### **Venues Canberra**

##### **Executive Administration Officer**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 42205)**

Gazetted: 17 January 2019

Closing Date: 31 January 2019

Details: Venues Canberra are seeking a motivated and experienced Executive Administration Officer. The preferred candidate will have a desire to learn fast, experience in providing support to senior executives and management teams, and a demonstrated capacity in liaising and working professionally with a diverse range of internal and external stakeholders. The candidate will be required to have great attention to detail with the ability to adapt to competing priorities and stay focused in a fast paced and high pressure environment. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Applicants are requested to submit an application of no more than four pages addressing the Selection Criteria, current Curriculum Vitae and completed Application Coversheet to [jobs@act.gov.au](mailto:jobs@act.gov.au).  
Contact Officer: Ahmed Khan (02) 6205 4265 [ahmed.khan@act.gov.au](mailto:ahmed.khan@act.gov.au)  
Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

**Office of the Chief Digital Officer**

**Executive Branch Manager, Data and Analytics**

**Executive Level 1.3 \$220,110 - \$229,398 depending on current superannuation arrangements, Canberra (PN: E1081)**

Gazetted: 18 January 2019

Closing Date: 4 February 2019

Details: The Office of the Chief Digital Officer is committed to using digital transformation to make a positive difference to the community. We are looking for a highly experienced and motivated person to fill the role of Executive Branch Manager, Data and Analytics. This is an exciting opportunity to build and shape a capability across government that will show the value of using data in a contemporary, privacy-centred way. You'll possess contemporary leadership and executive management skills, create productive working relationships and have a track record of delivery. You'll drive transformation and change in a complex multi-stakeholder environment. Experience or expertise across domains such as data and analytics, and/or project management is desirable. If you thrive in environments that drive change, are fast paced and challenging, this could be the job for you!

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

Remuneration: The position attracts a remuneration package ranging from \$220,110 to \$229,398 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$168,878.

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

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

How to Apply: Suitability for this position will be assessed on the fit of your skills, experience, and leadership behaviours to the position as outlined in the Position Description. Applications should include an application coversheet, a Curriculum Vitae and an address to the Selection Criteria. Please contact the Chief Digital Officer, Bettina Konti (02) 6207 2242 if you would like additional information.

Contact Officer: Bettina Konti, (02) 6207 2242 [cdo@act.gov.au](mailto:cdo@act.gov.au)

**Office of the Chief Digital Officer**

**Executive Branch Manager, Digital Initiatives**

**Executive Level 1.3 \$220,110 - \$229,398 depending on current superannuation arrangements, Canberra (PN: E1002)**

Gazetted: 17 January 2019

Closing Date: 4 February 2019

Details: The Office of the Chief Digital Officer is committed to using digital transformation to make a positive difference to the community.

We are looking for a highly experienced and motivated person to fill the role of Executive Branch Manager (Digital Initiatives). This is an exciting opportunity to work in a high-profile area with the opportunity to shape initiatives across government that will have lasting impact. You'll possess contemporary leadership and executive management skills, create productive working relationships and have a track record of delivery. You'll drive transformation and change in a complex multi-stakeholder environment. Experience or expertise across a domain such as program/project management, ICT or financial management is desirable. If you thrive in environments that drive change, are fast paced and challenging, this could be the job for you!

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

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

Remuneration: The position attracts a remuneration package ranging from \$220,110 to \$229,398 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$168,878

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

How to Apply: Suitability for this position will be assessed on the fit of your skills, experience, and leadership behaviours to the position as outlined in the Position Description. Applications should include an application coversheet, a Curriculum Vitae and an address to the Selection Criteria. Please contact, Bettina Konti (02) 6207 2242 if you would like additional information.

Contact Officer: Bettina Konti (02) 6207 2242 [cdo@act.gov.au](mailto:cdo@act.gov.au)

## **Property and Venues**

### **Venues Canberra**

#### **Director, Commercial Services**

##### **Senior Officer Grade A \$137,415, Canberra (PN: 41549)**

Gazetted: 17 January 2019

Closing Date: 18 February 2019

Details: Venues Canberra is seeking a dynamic individual to perform the duties of Commercial manager across the Venues Canberra portfolio - GIO Stadium, Exhibition Park in Canberra, Manuka Oval and Stromlo Forest Park. The successful applicant will have demonstrated experience strategic commercial management including optimisation of commercial assets and increasing sales revenue. The ability to identify, value and take to market commercial assets and strong business experience including contract law and the identification of issues and areas of improvement will be highly valued. The position reports to the Executive Branch Manager of Venues Canberra and is an integral part of the Venues Canberra senior management 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: Out of hours work and interstate travel are an essential requirement and a degree in Business or Finance is desirable.

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

How to Apply: Please supply a resume, Application Coversheet and address the Selection Criteria.

Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au). For further information, please contact the Contact Officer.

Contact Officer: Liz Clarke (02) 6207 2294 [liz.clarke@act.gov.au](mailto:liz.clarke@act.gov.au)

## **Procurement, Property and Venues**

### **Goods and Services Procurement**

#### **WhoG Contracts and Category Management Teams**

##### **Assistant Director, Contracts and Category Management**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 24339, several)**

Gazetted: 18 January 2019

Closing Date: 1 February 2019

Details: Goods and Services Procurement Branch (G&S) within Procurement ACT provides centre-led procurement advice and support services to ACT Government agencies, with a particular focus on strategic, complex, high value, high risk procurements. G&S also establishes and manages the Territory's Whole-of-Government (WhoG) arrangements and are responsible for the development, execution and management of WhoG contracts across all ACT Government Directorates. Contracts and Category Management Team (CCMT) roles include the category management of clustered WhoG contracts, market analysis, detailed procurement strategy development and execution and active contract management including performance evaluation. We are looking to fill two permanent positions, full time Assistant Director Position in the CCMT. This area manages the full procurement and contract management lifecycle respectively and offers opportunity for direct stakeholder engagement (including with industry), strategic and analytical thinking, and solution development across a variety of subject matter. Whilst we are a procurement organisation, we are looking to develop skills across a range of general areas, such as strategic and analytical thinking, leadership and staff development, project management,



communication, negotiation, written and representation skills. We want to grow our organisation. We are going through a significant program of change and looking for staff who can help. You may be a seasoned procurement or contract management professional and/or strong core skills in project management, stakeholder engagement and change management, which can be successfully applied/transferred to the strategic procurement and contract management environment. Staff management skills, strategy development and analysis are also important to the role. You will deal extensively with internal and external stakeholders, be able to quickly form positive relationships, and communicate with influence. As well as the client aspect, the daily workload involves a significant amount of documentation drafting and review across the full procurement and contract management lifecycle. You will work primarily in the context of a portfolio of contracts and will lead a small team of staff to meet work outcomes but you will also support and motivate all staff and work portfolios across the CCMT team. If you are interested in working in an organisation which makes a positive contribution and offers a diverse range of work, please read the Position Description for more details. We welcome your interest! Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: There are two full-time permanent position available. Part-time or job sharing arrangements will be considered. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: To complete your application, you must prepare responses to the Selection Criteria and upload this as part of your application along with a current Curriculum Vitae. Please send your application to [jobs@act.gov.au](mailto:jobs@act.gov.au). For further information about the position, please contact the Contact Officer.

Contact Officer: Catherine King 0402 032 943 [catherine.king@act.gov.au](mailto:catherine.king@act.gov.au)

## **Corporate**

### **Corporate Management**

#### **Corporate and Coordination Services**

##### **Team Lead, Ministerial and Coordination Services**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 30567)**

Gazetted: 23 January 2019

Closing Date: 31 January 2019

Details: Are you an innovative thinker, interested in adding value to processes, systems and teams? Do you have experience in working in ministerial or parliamentary business and are keen to lead our high-performing team? If so, then we want you!!!! Corporate Management has a short-term vacancy in the Ministerial and Coordination Services team available for immediate commencement. We are looking for individuals with relevant experience and proven success in process improvement. 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 ASAP for up to 12 months with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only.

How to Apply: A two page pitch addressing the technical requirements and behavioural capabilities of the position are sought from potential candidates and should include contact details of a referee and a current Curriculum Vitae.

Contact Officer: Imogen Davis (02) 6207 7661 [imogen.davis@act.gov.au](mailto:imogen.davis@act.gov.au)

## **Shared Services**

### **Finance and Payroll Services**

#### **Reporting**

##### **Team Leader - Finance Services**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 07040)**

Gazetted: 22 January 2019

Closing Date: 6 February 2019

Details: Applications are being sought from suitably experienced and qualified people to work as a Team Leader in a Finance Services Reporting Team in Shared Services Finance. This role is responsible for financial reporting and operational management of a team tasked with the provision of financial accounting services to ACT Government

Directorates and Agencies. Duties include financial ledger and fixed assets register management, preparation of financial statements, and taxation management, including preparation of monthly BAS and annual FBT returns. 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: Demonstrated technical and software skills in Financial Accounting are essential, as is a commitment to improving financial processes. Also required are well-developed liaison, negotiation and representational skills. The successful candidate will supervise up to four team members and report to a Senior Officer Grade B. A degree with a major in Accounting or equivalent is highly desirable, as is membership of a professional Australian Accounting Body.

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

How to Apply: Please submit a written application of no more than three pages, addressing the capabilities and demonstrating your capacity to perform the duties and responsibilities of the role. Also, please supply your current Curriculum Vitae and the names and contact details of two referees.

Contact Officer: Lindsay Shaw (02) 6205 4625 [lindsay.shaw@act.gov.au](mailto:lindsay.shaw@act.gov.au)

**Commercial Services and Infrastructure Group**  
**Procurement ACT (Goods and Services Procurement)**  
**Whole of Government Contracts and Category Management Teams**  
**Contract Manager**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 03684)**

Gazetted: 21 January 2019

Closing Date: 6 February 2019

Details: Goods and Services Procurement Branch (G&S) within Procurement ACT provides centre-led procurement advice and support services to ACT Government agencies, with a particular focus on strategic, complex, high value, high risk procurements. G&S also establishes and manages the Territory's Whole-of-Government (WhoG) arrangements and are responsible for the development, execution and management of WhoG contracts across all ACT Government Directorates. Contracts and Category Management Team roles include the category management of clustered WhoG contracts, market analysis, detailed procurement strategy development and execution and active contract management including performance evaluation. We are looking to fill a permanent, full time contract management position in the Contracts and Category Management Team. This area manages the full procurement and contract management lifecycle respectively and offers opportunity for direct stakeholder engagement (including with industry), strategic and analytical thinking, and solution development across a variety of subject matter. Whilst we are a procurement organisation, we are looking to develop skills across a range of general areas, such as strategic and analytical thinking, leadership and staff development, project management, communication, negotiation, written and representation skills. We want to grow our organisation. We are going through a significant program of change and looking for staff who can help. You may be a seasoned procurement or Contract Management professional and/or strong core skills in project management, stakeholder engagement and change management, which can be successfully applied/transferred to the strategic procurement and contract management environment. You will deal extensively with internal and external stakeholders, be able to quickly form positive relationships, and communicate with influence. As well as the client aspect, the daily workload involves a significant amount of documentation drafting and review across the full procurement and contract management lifecycle. You will work primarily in the context of a portfolio of contracts but will also support and motivate across the CCMT team. If you are interested in working in an organisation which makes a positive contribution and offers a diverse range of work, please read the Position Description for more details. We welcome your interest! 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: Part time or job sharing arrangements will be considered.

How to Apply: To complete your application, you must prepare responses to the Selection Criteria and upload this as part of your application along with a current Curriculum Vitae. Please send your application to [jobs@act.gov.au](mailto:jobs@act.gov.au). For further information about the position, please contact the Contact Officer.

Contact Officer: Catherine King 0402 032 943 [catherine.king@act.gov.au](mailto:catherine.king@act.gov.au)

**Shared Services ICT**

**Technology Services**

**Technical Services Delivery**

**Senior Windows Specialist**

**Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 16022)**

Gazetted: 18 January 2019

Closing Date: 1 February 2019

Details: Shared Services is seeking an experienced Engineer who possess strong technical and development expertise who has previously worked in a Windows server infrastructure support role, possess knowledge of enterprise applications and workloads, and has excellent communication skills to deliver a high level of technical support to the ACT Government directorates. The Senior Windows Specialist is required to provide direction and specialist knowledge in applying Microsoft server-based technologies to client business challenges, support technical resources within the team as well as prospective partners and stakeholders and provide feedback to Senior Management on the customer experience and gather feedback on new desired features and capabilities. 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: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description for further details about the role and the capabilities required to perform the duties and responsibilities of the position. Please submit a written response of up to two pages, contact details for at least two referees and a current Curriculum Vitae, including Application Coversheet. The response should be written in the form of a pitch, provide evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

Contact Officer: Sara Bensley (02) 6207 5074 sara.bensley@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)**

**Inclusion and Participation**

**Office for Women**

**Senior Policy Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36571)**

Gazetted: 18 January 2019

Closing Date: 1 February 2019

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, strong written and oral communication skills, program management, stakeholder engagement, and an ability to work to tight time frames. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please provide responses to the Selection Criteria, Application coversheet and a resume to [jobs@act.gov.au](mailto:jobs@act.gov.au)

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

## **Inclusion and Participation**

### **Office for Disability**

#### **Manager Policy and Community Engagement Office for Disability**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38970)**

Gazetted: 17 January 2019

Closing Date: 1 February 2019

Details: The role of Manager of Policy and Community Engagement in the Office for Disability supports a range of activities, functions and events that work to change the narrative about how people with disability are included in community. The role supports the development of social policy, engagement with government business and community stakeholders to create better opportunities for people with disability to contribute as full citizens. The role manages a small team and works within the Office for Disability as part of the Inclusion and Participation division of the Community Services Directorate. The successful applicant will have demonstrated experience of the current trends, practices, policies and legislation relevant to inclusion of people with disability in the community. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications are desirable but not essential.

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

How to Apply: The recruitment process will be through formal application and response to the Selection Criteria, an interview and referee reports. Please send applications to [jobs@act.gov.au](mailto:jobs@act.gov.au). Applicants are encouraged to phone the contact officer.

Contact Officer: Amanda Charles (02) 6207 5323 [amanda.charles@act.gov.au](mailto:amanda.charles@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)**

### **Service Design and Delivery**

#### **Student Engagement**

#### **Network Student Engagement Team**

#### **Speech Language Pathologist**

#### **Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 37006)**

Gazetted: 17 January 2019

Closing Date: 31 January 2019

Details: The Education Directorate has expanded their Network Student Engagement Teams (NSET) to include allied health professionals. To provide allied health support to ACT Public Schools, applications for a Part-time Health Professional Level 3 (HP3) Speech Language Pathologist are being sought. This position will work closely with schools including specialist schools to provide in-school services to assist students who require allied health support to access the school curriculum.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Speech Pathology. Eligibility for membership or registration with the appropriate professional body/bodies, refer to duty statement and 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). A minimum of three years' experience as a speech pathologist would be expected for HP3 applicants. Demonstrated experience and competence in working with students with disabilities in the areas of Augmentative and Alternative Communication (AAC) and mealtime management in educational settings will be advantageous.

Note: This is a temporary part-time position at 22:03 hours per week and is available until 19 December 2019 with the possibility of extension and/or permanency. The full-time salary noted above will be paid pro rata.

How to Apply: Please submit a brief covering letter introducing yourself along with your Curriculum Vitae and responses to the selection criteria.

Contact Officer: Rebecca Smith (02) 6207 5430 [rebecca.smith@act.gov.au](mailto:rebecca.smith@act.gov.au)

**Office for Schools**

**Tuggeranong**

**Lanyon High School**

**Lanyon High School - Visual Art and Photography**

**Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 08317)**

Gazetted: 23 January 2019

Closing Date: 4 February 2019

Details: Lanyon High School is seeking a highly motivated, dynamic Educator to join our learning community. This position is for an innovative and motivated teacher of Visual Art and Photography. 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. The successful applicant will be a passionate Educator with effective classroom pedagogy and a commitment to meeting the academic and social needs of a diverse range of learners.

How to Apply: Complete the Application Coversheet. Provide a two page statement of claims based on the Australian Professional Standards for teachers and a Curriculum Vitae.

Contact Officer: Rebecca Cusick (02) 6142 1801 rebecca.cusick@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. This selection process is not appealable.

**Office for Schools**

**Tuggeranong**

**Lanyon High School**

**Classroom Teacher - Mathematics and Science**

**Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 08626)**

Gazetted: 22 January 2019

Closing Date: 4 February 2019

Details: Lanyon High School is seeking a highly motivated, dynamic Educator to join our learning community. This position is for an innovative and motivated teacher of Mathematics and Science. 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. The successful applicant will be a passionate educator with effective classroom pedagogy and a commitment to meeting the academic and social needs of a diverse range of learners.

How to Apply: Complete Application Coversheet. Provide a two page statement of claims based on the Australian Professional Standards for teachers and a Curriculum Vitae.

Contact Officer: Rebecca Cusick (02) 6142 1801 rebecca.cusick@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. This selection process is not appealable.

**Office for Schools**

**Belconnen**

**Evatt Primary**

**Classroom Teacher, Year 3/4**

**Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 35526)**

Gazetted: 21 January 2019

Closing Date: 4 February 2019

Details: Evatt Primary School is a Preschool to Year six School in North Belconnen whose ethos is based on the education and well-being of the whole child. Our school believes in providing a safe and caring environment where all students have the opportunity to thrive and learn. We have high expectations of learning and behaviour. Our staff teach with a trauma sensitive lens. The position is for an experienced teacher ideally with an interest and passion in Science. The candidate will be working in a highly motivated team to provide targeted support across the Year 3/4 team. The applicant needs to have strong evidence based inclusive educational pedagogical beliefs. Potential applications 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.

Eligibility/Other Requirements: Training in trauma sensitive practices can be provided for the successful candidate if necessary. 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 part-time temporary position available as soon as possible for a period of one term with a possibility of extension. This part-time position is for two days per week -Monday and Tuesday only- with an immediate start. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants need to include Application Coversheet, current Curriculum Vitae and a two page document addressing the following teacher standards: Know students and how they learn; know the content and how to teach it; Plan for and implement effective teaching and learning.

Contact Officer: Susan Skinner (02) 6142 1640 [susan.skinner@ed.act.edu.au](mailto:susan.skinner@ed.act.edu.au)

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

### **Service Design and Delivery**

#### **Occupational Violence and Complex Case Management Section**

#### **Director, Occupational Violence and Complex Case Management**

#### **Health Professional Level 6 \$137,415, Canberra (PN: 42267)**

Gazetted: 18 January 2019

Closing Date: 6 February 2019

Details: The ACT Education Directorate is committed to the safety of all staff, students and visitors. As a part of its approach to supporting Work Health and Safety in schools, the Occupational Violence and Complex Case Management section works with schools to respond and plan for complex incidents with a risk management lens. These matters often involve staff and/or staff safety issues, challenging and complex behaviours of students or parents and multiple competing interests. A wide variety of stakeholders need to be considered and communicated with including students, parents, school-based and other Education Directorate staff, unions, advocates and legal representatives. The Team supports schools in meeting obligations to provide a safe working and learning environment for staff and students. The functions of the team include providing: Specialist therapeutic and behavioural support to schools in addressing staff safety and supporting students who may have challenging behaviours and complex needs; and undertaking risk management activities to support the removal or mitigation of risk at the school level. This includes undertaking risk assessments for incidents, identifying appropriate control responses and providing training for staff on implementing risk management plans and control responses; data analysis relating to occupational violence and complex behaviours; triaging and reporting of incidents; and providing expert advice to all stakeholders on appropriate responses to occupational violence and complex case management. The successful applicant will lead a small team delivering quality services to schools and other stakeholders.

Eligibility/Other Requirements: The candidate will need to possess excellent communication skills and have demonstrable relevant experience/qualifications.

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

How to Apply: Applications must include a completed Shared Services Application Coversheet including the contact details of at least two referees; written response to the Selection Criteria outlining experiences and/or ability; and current resume.

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

Contact Officer: David Jones (02) 6205 9401 [david.jones@act.gov.au](mailto:david.jones@act.gov.au)

### **Service Design and Delivery**

#### **Occupational Violence and Complex Case Management Section**

#### **Assistant Director, Occupational Violence Prevention and Complex Case Management**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 42271)**

Gazetted: 18 January 2019

Closing Date: 6 February 2019

Details: The ACT Education Directorate is committed to the safety of all staff, students and visitors. As a part of its approach to supporting Work Health and Safety in schools, the Occupational Violence and Complex Case Management section works with schools to respond and plan for complex incidents with a risk management lens. These matters often involve staff and/or staff safety issues, challenging and complex behaviours of students or parents and multiple competing interests. A wide variety of stakeholders need to be considered and communicated with including students, parents, school-based and other Education Directorate staff, unions, advocates and legal representatives. The Team supports schools in meeting obligations to provide a safe working and learning environment for staff and students. The functions of the team include providing: Specialist therapeutic and behavioural support to schools in addressing staff safety and supporting students who may have challenging behaviours and complex needs; and undertaking risk management activities to support the removal or mitigation of risk at the school level. This includes undertaking risk assessments for incidents, identifying appropriate control responses and providing training for staff on implementing risk management plans and control responses; data analysis relating to occupational violence and complex behaviours; triaging and reporting of incidents; and providing expert advice to all stakeholders on appropriate responses to occupational violence and complex case management. The successful applicant will work as part of a small team delivering quality services to schools and other stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The candidate will need to possess excellent communication skills and have demonstrable relevant experience/qualifications.

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

How to Apply: Applications must include a completed Shared Services Application Coversheet including the contact details of at least two referees; written response to the Selection Criteria outlining experiences and/or ability; and current resume.

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

Contact Officer: David Jones (02) 6205 9401 [david.jones@act.gov.au](mailto:david.jones@act.gov.au)

### **Service Design and Delivery**

#### **Occupational Violence and Complex Case Management Section**

#### **Manager Occupational Violence and Complex Case Management**

#### **Health Professional Level 4/Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 42272, several)**

Gazetted: 18 January 2019

Closing Date: 6 February 2019

Details: The ACT Education Directorate is committed to the safety of all staff, students and visitors. As a part of its approach to supporting Work Health and Safety in schools, the Occupational Violence and Complex Case Management section works with schools to respond and plan for complex incidents with a risk management lens. These matters often involve staff and/or staff safety issues, challenging and complex behaviours of students or parents and multiple competing interests. A wide variety of stakeholders need to be considered and communicated with including students, parents, school-based and other Education Directorate staff, unions, advocates and legal representatives. The Team supports schools in meeting obligations to provide a safe working and learning environment for staff and students. The functions of the team include providing: Specialist therapeutic and behavioural support to schools in addressing staff safety and supporting students who may have challenging behaviours and complex needs; and undertaking risk management activities to support the removal or mitigation of risk at the school level. This includes undertaking risk assessments for incidents, identifying appropriate control responses and providing training for staff on implementing risk management plans and control responses; data analysis relating to occupational violence and complex behaviours; triaging and reporting of incidents; and providing expert advice to all stakeholders on appropriate responses to occupational violence and complex case management. The successful applicant will work as part of a small team delivering quality services to schools and other stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The candidate will need to possess excellent communication skills and have demonstrable relevant experience/qualifications.



Note: This position will be filled at either the Health Professional Level 4 or Senior Officer Grade C level, dependant on the skills and experience of the successful applicant. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications must include a completed Shared Services Application Coversheet including the contact details of at least two referees; written response to the Selection Criteria outlining experiences and/or ability; and current resume.

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

Contact Officer: David Jones (02) 6205 9401 david.jones@act.gov.au

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

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

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

#### **Office of the Commissioner for Sustainability and the Environment**

##### **Project Officer - State of the Environment Report**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 13812)**

Gazetted: 18 January 2019

Closing Date: 1 February 2019

Details: Do you have a passion for the environment and sustainability, and an interest in public environmental reporting? The Office of the Commissioner for Sustainability and the Environment is seeking applications for a Project Officer to assist the preparation of the next ACT State of the Environment Report. The report is produced every four years and is tabled in the ACT Legislative Assembly. The Project Officer position will contribute to the production of the report through research on environmental and sustainability issues, development of infographics and maps, and the production of a range of reporting products including website content. Applicants should have demonstrated research and written communication skills in relation to reporting environmental and sustainability issues.

Eligibility/Other Requirements: Experience in the use of geographic information systems to produce mapping products is also required. In addition, experience in producing website content for a community audience would also be highly valued.

Note: This is a temporary position commencing as soon as possible to 25 February 2020 with a possibility of an extension. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Sean Grimes (02) 6205 1084 sean.grimes@act.gov.au

### **Environment**

#### **Conservator Liaison Officer**

##### **Senior Professional Officer Grade B \$118,319 - \$133,197, Canberra (PN: 15701)**

Gazetted: 22 January 2019

Closing Date: 30 January 2019

Details: The Conservator of Flora and Fauna is looking for a committed, enthusiastic person to lead and partner with the community to protect, conserve and enhance the biodiversity of the ACT, the foundation of Canberra's liveability. You will support the Conservator by developing and overseeing policy, program and plan preparation to conserve and enhance ACT's natural and cultural values. The successful applicant will undertake robust research and analysis, providing clear, concise and responsible advice liaising with the community and relevant stakeholders to develop pragmatic management approaches. The position requires knowledge and demonstrated experience in a diversity of environmental and land management matters for planning, leasing and development. You will have



highly developed written and oral communication skills and demonstrated experience in successfully liaising across a range of stakeholders such as government, industry, environment groups and developers in achieving whole of government outcomes. Additionally, the role will involve a range of educative and community engagement programs to enhance the community's connection with nature.

Note: This is a temporary position available for an initial period of six months with the possibility of extension up to less than 12 month and/or permanency. Selection may be based on application and referee reports only. Please note, this position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are asked to send a completed Application Coversheet, a statement addressing the Selection Criteria (limiting responses to a maximum of 350 words per criteria) and resume, listing two referees. Please email to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Ian Walker (02) 6205 9027 [ians.walker@act.gov.au](mailto:ians.walker@act.gov.au)

### **Independent Competition and Regulatory Commission**

**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)**

#### **Economic**

##### **Regulatory Analyst/Senior Regulatory Analyst**

##### **Administrative Services Officer Class 5/6 \$74,081 - \$91,356, Canberra (PN: 24846)**

Gazetted: 23 January 2019

Closing Date: 14 February 2019

Details: Are you excited by the chance to contribute to consumer welfare? Intrigued by the current issues in Australian electricity markets? The ACT's Economic Regulator—the Independent Competition and Regulatory Commission—is seeking an economic analyst to join its regulatory economics team. The team's work is diverse and challenging and contributes to promoting the well-being of the ACT community. While the main focus is electricity and water price regulation, the team also undertakes research and analysis to develop advice on a range of competition and industry issues as requested by the ACT Government. You will have experience in applying economic principles to real-world questions, strong quantitative and research skills, and experience in drafting reports and briefing papers. You have good communication skills, a professional and collaborative working style, and the ability to work effectively within a small team of economic and quantitative specialists. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Knowledge of regulatory, infrastructure and/or industry issues will be an advantage. A degree in Economics, Finance or a related discipline is essential.

Note: This position will be filled at either the ASO5 or ASO6 level, dependant on the skills and experience of the successful applicant. An order of merit will be established from this selection process and may be used to fill any future identical vacancies over the next 12 months.

How to Apply: Please send your application, including your resume, response to each of the Selection Criteria (no more than one A4 page each), and completed Application Coversheet to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Jayanthi Thennakoon (02) 6207 0694 [jayanthi.thennakoon@act.gov.au](mailto:jayanthi.thennakoon@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)**

#### **Emergency Services Agency**

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

**Project Officer - Workforce Reform**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41363)**

Gazetted: 18 January 2019

Closing Date: 31 January 2019

Details: Applications are sought from highly motivated and organised people, to fill a temporary Administrative Service Officer 6 position in the Emergency Services Agency (ESA) People and Culture Branch. The People and Culture Branch requires a Project Officer to deliver a number of workforce reforms, in particular the alignment of the current ESA workforce structure to the correct HR21 structure. The role requires a person who is highly organised and who can work independently. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: You will have a sound knowledge of how HR21 is structured and how to deliver changes within it. You will have a good working knowledge of Microsoft Excel and well developed communication skills that will allow you to engage effectively with each of the operational and non-operational branches within the ESA and HR Shared Services staff. An understanding of Kronos would also be an advantage.

Note: This is a temporary position available from the 18 February 2019 for up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a supporting statement of no more than one A4 page summarising: why you are interested in the opportunity; and what skills and attributes you would bring to the role. Please include a current resume of no more than two pages, including the names and contact details of two current referees. Should you have any questions about the position, please contact the contact officer.

Contact Officer: Christopher Bowyer (02) 6207 8176 christopher.bowyer@act.gov.au

**ACT Corrective Services**

**Community Corrections and Release Planning Programs and Reintegration**

**Programs Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 11237, Several)**

Gazetted: 22 January 2019

Closing Date: 6 February 2019

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals for the position of Programs Officer (Administrative Services Officer Class 6). These positions are based at the Alexander Maconochie Centre (AMC), in a highly skilled team committed to effective program delivery for offenders and detainees in both the community and in custody. Working closely with other Programs Officers, under the direction of a Team Leader, you will deliver therapeutic and psycho educational programs to detainees in the Alexander Maconochie Centre and offenders engaged with Community Corrections. This is a unique opportunity for the right candidates to work with challenging clients in facilitating high quality programs with a strong focus on reducing risk and encouraging rehabilitation. You will deliver programs in line with national best practice and further, you will provide professional advice, input and support in relation to all aspects of program planning and delivery within the AMC and Community Corrections. To be successful in this role you will be able to demonstrate an understanding of and commitment to, contemporary best practice in relation to program facilitation. You will also be able to demonstrate significant skill and expertise (or a capacity to quickly develop relevant skill and expertise) in trauma informed practice, research, planning, as well as well-developed group facilitation skills. You will have a proactive approach to detainee and offender management including ability to liaise with internal stakeholders and professional supervisors and be able to demonstrate an ability to compile and contribute verbal and written reports.

Eligibility/Other Requirements: Tertiary qualifications in the Psychological, Education, Social Work or Behavioural Sciences are highly desirable. The successful candidate will be required to undergo a Police check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). A current driver's licence is essential.

Note: There are temporary and permanent positions available. The temporary vacancies are available for a period of up to six months, with the possibility of extension and/or permanency. The successful candidate may have the opportunity to perform some weekend work.

How to Apply: Applicants are required to submit five items: 1) ACT Government Application Cover Sheet; 2) statement of claims against specified selection criteria; 3) a current resume; 4) the names and contact details of two referees and 5) a copy of your Driver's Licence. Please ensure you submit all five items. One of the referees should be a current supervisor. Applications to be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).  
Contact Officer: Robyn Henderson (02) 6205 0417 [robyn.henderson@act.gov.au](mailto:robyn.henderson@act.gov.au)

**Public Trustee and Guardian**

**Finance Unit**

**Finance Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 39315)**

Gazetted: 17 January 2019

Closing Date: 31 January 2019

Details: We are an independent ACT Territory Authority providing professional guardianship, financial management and trustee related services. We have a vacancy for a motivated and well organised person to fill the role of Finance Officer in our Finance Unit. The Finance Unit provides a Corporate Finance, Investment/Funds Management/Taxation and Property service to the Public Trustee and Guardian (PTG) and its clients. The successful applicant will have strong communication skills and ability to perform a range of duties including preparation of financial reports, maintaining of trust account documentation, reviewing external financial manager's accounts and assisting the Finance Director as required with the financial management of PTG. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Current drivers licence and ability to use computer applications 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: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are to address the Selection Criteria located in the selection documents, provide a current Curriculum Vitae and the names and contact of two referees.

Contact Officer: Denise Caldwell (02) 6207 9800 [denise.caldwell@act.gov.au](mailto:denise.caldwell@act.gov.au)

**Public Trustee and Guardian**

**Wills Estates and Trust Unit**

**Trust Officer**

**Trust Officer Level 1 \$66,025 - \$75,600, Canberra (PN: 40947)**

Gazetted: 17 January 2019

Closing Date: 31 January 2019

Details: We are an independent ACT Territory Authority providing professional guardianship, financial management and trustee related services. We have a permanent vacancy for a motivated and well-organised person to fill the role of Trust Officer in our Wills, Estates and Trusts Unit. The Wills, Estates and Trusts Unit provides Deceased Estate Administration, preparation of Wills and Enduring Powers of Attorney, Trust Administration and the Administration of Confiscated Criminal Assets. The successful applicant will have the ability to use sound judgement and work independently to carry out the administration of confiscated criminal assets involving the Public Trustee and Guardian (PTG) as the receiver of the restrained and controlled assets in accordance with the *Confiscation of Criminal Assets Act 2003 (the Act) ('COCA')* including but not limited to: Undertake case management responsibilities including effective file management, Liaising with the Australian Federal Police, Director of Public Prosecutions and other stakeholders as necessary including mortgagees and solicitors, Maintaining the COCA Register of Assets, Administering and conducting the COCA Bi-annual clearance, Facilitating the realisation of assets and providing the necessary stakeholders with the relevant authority to realise assets, Assist with policy analysis on matters affecting PTG's practices and procedures and Contribute to team and corporate objectives. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander

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

Eligibility/Other Requirements: A current drivers licence and ability to use computer applications 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: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are to address the Selection Criteria located in the Selection Documents, provide a current Curriculum Vitae and the names and contact of two referees.

Contact Officer: Denise Caldwell (02) 6207 9800 [denise.caldwell@act.gov.au](mailto:denise.caldwell@act.gov.au)

## **ACT Corrective Services**

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

#### **Programs and Reintegration**

##### **Manager, Reintegration**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 30868)**

Gazetted: 22 January 2019

Closing Date: 6 February 2019

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Manager, Reintegration (Senior Officer Grade B), in the Programs and Reintegration Unit. This will be a challenging and rewarding position that includes extensive stakeholder engagement and community involvement. The successful applicant will be responsible for managing the reintegrative elements of the Programs and Reintegration unit, including the Extended Throughcare Program, the Transitional Release Program and program activities within the Transitional Release Centre – focussed on supporting successful community reintegration of detainees and offenders managed by ACTCS. Further to this, you will be responsible for implementing and promoting strategies to enhance opportunities for detainee employment upon release and providing management and support to operational units, ensuring a positive approach to enhancing reintegrative activities. In addition, you will manage new projects and ongoing initiatives including the implementation and periodic review of policies, procedures, contracts, agreements and services and coordinate the implementation of quality assurance measures, compliance monitoring and risk management practices. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: Experience in liaison and negotiation with the public, private and not for profit sector is essential. Demonstrated experience and/or willingness to work with offenders and detainees is essential. Relevant tertiary qualifications and/or equivalent correctional experience are desirable. A current driver's licence 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: Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process. The successful candidate may be required to undergo a Police check.

How to Apply: Applicants are required to submit five items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection criteria; 3) a current resume; 4) the names and contact details of two referees (one should be a current Supervisor/Manager); and 5) a copy of their Driver's Licence. Please ensure you submit all five items.

Contact Officer: Anna Kirkham (02) 6205 4818 [anna.kirkham@act.gov.au](mailto:anna.kirkham@act.gov.au)

## **Transport Canberra and City Services**

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

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

**City Services**

**City Presentation**

**Executive**

**Executive Assistant**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 16494)**

Gazetted: 18 January 2019

Closing Date: 25 January 2019

Details: The Executive Branch Manager, City Presentation, is seeking an Executive Assistant to provide confidential administrative and secretarial services to the Director and the business unit. Duties include providing a high level of support in a range of activities including preparation of agendas, papers, minutes for meetings and committees. You will liaise with the Director's direct reports on a day to day basis and assist them with the management of business with minimal direction. The role requires an ability to prioritise and a high level of independence and impartiality. The ACT Public Service 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, and/or people with disability, to apply.

Note: This is a temporary position available 11 February 2019 until 9 August 2019 with the possibility of extension up to less than 12 months. This is a readvertised position. Previous applicants need not reapply and will be considered.

How to Apply: Please include an Application Coversheet, your current Curriculum Vitae and address the Selection Criteria. Please include your full name and position number in the subject of your email and send application to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Stephen Alegria (02) 6207 9833 [stephen.alegria@act.gov.au](mailto:stephen.alegria@act.gov.au)

**Transport Canberra**

**Public Transport**

**Operations**

**Bus Operator - Operations**

**Bus Operator - Training \$66,212, Canberra (PN: NDRT01, several)**

Gazetted: 21 January 2019

Closing Date: 8 March 2019

Details: DO YOU LOVE PROVIDING GREAT CUSTOMER SERVICE? ARE YOU AVAILABLE TO WORK DAYS, NIGHTS AND WEEKENDS? THEN WE WANT TO HEAR FROM YOU! Transport Canberra is establishing a pool of suitable applicants to become bus drivers to fill upcoming permanent part time vacancies over the next 12 months. To be considered for a bus driver position, you will demonstrate excellent customer service skills, have a good level of fitness, good standard of literacy and numeracy skills, a self-starter with a strong ability to adhere to tight deadlines as well as demonstrate a strong commitment to Workplace Health and Safety. Subject to successfully meeting the pre-employment requirements, successful candidates will be provided comprehensive training to operate a public transit vehicle, whilst ensuring the safe carriage of members of the public.

Eligibility/Other Requirements: To be eligible to become a Transport Canberra Bus Driver, applicants must be able to acquire a Condition "O" on their ACT drivers licence. Refer to

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/3974/kw/public](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/3974/kw/public) (NSW licence holders must also hold a NSW Public Vehicle Authority prior to commencing training). Applicants will need to successfully complete various pre-employment requirements including literacy and numeracy test, psychometric assessment, functional driving assessment, face to face interview, referee checks, a rigorous medical assessment, Police check and where necessary, obtain a minimum of Medium Rigid (MR) licence. (IMPORTANT - It is the responsibility of the applicant to obtain an MR licence prior to any offer of employment being made). 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: These positions are part-time at 20 hours per week and the full-time salary noted above will be paid pro-rata. There are Aboriginal and Torres Strait Islander Identified positions available and therefore a confirmation of Aboriginality may be requested. Non-identified positions are also available.

How to Apply: The online Bus Driver Application smart form (<https://form.act.gov.au/smartforms/form-expired.htm?formCode=1176>) is to be completed and submitted including claims against specified Selection Criteria. Applicants are required to attach the following items with the smart form: Copy of drivers licence; current

five Year Australian Driver History check (from relevant authorities, interstate or equivalent combination); current Resume; copy of current Working with Vulnerable people card or application receipt; proof of Australian Residency (for non-citizens). Please ensure all items are attached. Please note that applications will only be accepted via the online smart form. Applications may be temporarily suspended should an excessive number of applications be received. For more information and fact sheets, please go to; <https://www.transport.act.gov.au/jobs>

Contact Officer: Ian Hocking (02) 6207 7598 [ian.hocking@act.gov.au](mailto:ian.hocking@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.

### **City Services**

#### **Roads ACT**

#### **Road Maintenance**

#### **Contract Manager**

#### **Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 29018)**

Gazetted: 17 January 2019

Closing Date: 24 January 2019

Details: Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community. Within Roads ACT, Road Maintenance (RM) undertakes a diverse range of maintenance work on various ACT assets. These include roads and pavements, bridges, cycle paths, footpaths, car parks, signage, roadside furniture, street lighting, street sweeping, dams and the stormwater drainage network. Roads ACT is seeking Expressions of Interest from candidates for the Contracts Manager (Infrastructure Officer 3) position within the Road Maintenance unit. The primary responsibilities of this role is to plan and organise the infrastructure maintenance services program to ensure timeliness of service delivery and optimise efficiency and resource allocation; manage a range of contracts that enables the delivery of quality and timely services and resources; manage the operations of the section. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply

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

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 to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Brett Parsons (02) 6207 3141 [brett.parsons@act.gov.au](mailto:brett.parsons@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.

### **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)**

#### **Sales and Marketing**

#### **Marketing Campaign Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39409)**

Gazetted: 18 January 2019

Closing Date: 25 January 2019

Details: Do you love marketing? Keen for a new challenge? Come and join the Suburban Land Agency's marketing team. We are seeking an enthusiastic Marketing Campaign Officer who is a quick learner to support the marketing team in a focused approach to the marketing and sales of land in the ACT. We are looking for a flexible team player who is passionate about the customer experience, making a difference, innovative marketing ideas and new ways



of thinking. The role works in a fast-paced environment and will deliver a range of marketing activities within a supportive team.

Eligibility/Other Requirements: Experience with supplier management and creative agencies is desirable.

Note: This is a temporary position available until 7 February 2020 with the possibility of extension. This position will be required to occasionally work after hours and on weekends. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

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

Contact Officer: Claire Haining (02) 6205 5075 [claire.haining@act.gov.au](mailto:claire.haining@act.gov.au)

## **Development Delivery**

### **Urban Projects**

#### **Project Manager**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35827)**

Gazetted: 18 January 2019

Closing Date: 1 February 2019

Details: The Suburban Land Agency is responsible for the encouragement and promotion of inclusive communities, suburban development through delivering all Government land sales and acquisitions including undertaking estate development and urban renewal projects, and delivering operational effectiveness through value for money risk based practices. The ACT's land release program is one of the largest commercial valued programs in Australia.

This role will provide the opportunity for the successful applicant to be part of a team project managing and delivering the Urban Renewal land release program including procurement and management of planning, design and development of new and existing estates and single sites. This is an excellent opportunity to be part of Canberra's economic and social development while broadening your experience in land development. Candidates will be required to demonstrate capabilities in town planning, urban design, land development, feasibility, relationship management and statutory approvals.

Note: This is a temporary position available until 7 January 2020 with the possibility of extension. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide application coversheet, statement addressing the Selection Criteria (limiting responses to a maximum of 350 words per criteria) and resume.

Contact Officer: Irena Sharp (02) 6205 4044 [irena.sharp@act.gov.au](mailto:irena.sharp@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)**

### **Clinical Services**

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

#### **Justice Health Services**

#### **Clinical Nurse Consultant, Primary Health, Justice Health Services**

#### **Registered Nurse Level 3.2 \$114,377, Canberra (PN: 29880)**

Gazetted: 24 January 2019

Closing Date: 7 February 2019

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 work area and position: The Justice Health Services Primary Health Team provides high quality primary healthcare to people located within the Alexander

Maconochie Centre and the Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services. At this level you will provide senior leadership for the clinical and administrative operations of the Primary Health team. This includes the day-to-day management of human and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality health care services.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Current driver's licence; and holds or is working towards post-graduate nursing qualifications and/or has demonstrated advanced clinical knowledge, skills and experience in the area of practice. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; and 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 position available for a period of six months with the possibility of extension.

Contact Officer: Rory Maguire (02) 6207 2841 rory.maguire@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Department of Respiratory and Sleep Medicine**

##### **Asthma Educator**

##### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22515)**

Gazetted: 24 January 2019

Closing Date: 7 February 2019

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 Canberra Health Services 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. An exciting opportunity exists for an enthusiastic and suitable qualified Registered Nurse within the Department of Respiratory and Sleep Medicine. Our service delivery operates from the Canberra Hospital and Health Services campus and provides nursing services to both inpatient and outpatients for Tuberculosis (TB) case management, TB employment screening, smoking cessation, asthma education, Cystic Fibrosis and supporting the Medical Officers (MO) clinics. The primary role of this position is of an Asthma Educator as well as supporting the MO's clinics.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health practitioner Regulation Agency (AHPRA). Desirable: Holds a current licence to drive a car in Australia and holds or is progressing towards a postgraduate qualification relevant to the area would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available from March 2019 for a period of 12 months with the possibility of extension.

Contact Officer: Amor Seastres (02) 6244 2702 amor.seastres@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Medical**

##### **Acute Stroke Nurse**

##### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 42172, several)**

Gazetted: 24 January 2019

Closing Date: 7 February 2019



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 CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Acute Stroke Team aims to provide a multidisciplinary service to acute stroke patients presenting to the Emergency Department or in inpatient areas through Canberra Hospital. The team also facilitates the co-ordination of hyper acute therapies for patients referred from peripheral hospitals. The team works closely with the emergency department and medical imaging to ensure patients receive the most appropriate treatment in a safe and efficient way. The Acute Stroke Nurse (ASN) will support the medical staff in providing such care. This will involve working alongside the stroke fellow and neurology consultants in the Emergency Department (ED) or inpatient areas of Canberra Hospital, taking responsibility for organising the safe and efficient flow of patients to medical imaging for investigations and intervention and into the stroke unit.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and current driver's licence. Desirable: Post graduate studies relevant to the speciality field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Brett Jones (02) 6244 2535 [brett.jones@act.gov.au](mailto:brett.jones@act.gov.au)

## **Clinical Services**

### **Surgical Discharge Support**

#### **Surgery and Oral Health**

#### **Surgical Discharge Support, Discharge Liaison Nurse**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 29134)**

Gazetted: 24 January 2019

Closing Date: 31 January 2019

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 provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. 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 CHS which includes ensuring the delivery of CHS Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. 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. Overview of the work area and position: The Discharge Liaison Nurse (DLN), Registered Nurse Level 2 (RN2) role is an integral part of the Surgical Discharge Support Team and the division of Surgery and Oral Health and assists the surgical wards in providing positive outcomes to patients requiring complex care needs upon discharge. The DLN RN2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The DLN RN2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Three years full time post registration in Nursing and experience and demonstrated competence (knowledge, skills and attitude) within the surgical

specialties. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with CHS Occupational Assessment, Screening and Vaccination policy.  
Contact Officer: Clair Collins (02) 5124 2364 clair.collins@act.gov.au

## **Clinical Services**

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

#### **Justice Health Services**

#### **Registered Nurse, Secure Mental Health Services**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 37738, several)**

Gazetted: 24 January 2019

Closing Date: 7 February 2019

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 of CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with CHS'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 and 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, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. 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. 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; 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. At this level it is expected that you will provide high level clinical leadership and guidance to the nursing workforce, as well provide clinical support to assist in the clinical nursing care, treatment and recovery of people within a therapeutic environment. You will provide regular input into, and form an integral part of the multidisciplinary team and apply quality improvement processes to the therapy program. All team members are required to undertake professional development and supervision and participate in quality initiatives. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Current registration or eligibility for un-conditional registration, without notations or conditions on practice with the Nursing and Midwifery Board of Australia through the Australian Health Practitioner Regulation (APHRA); a minimum of three years nursing experience within a forensic or acute mental health setting; sound understanding of forensic mental health; current driver's licence. Highly Desirable: Post Graduate Qualification in Mental Health Nursing or working towards such; nursing experience with a Co-morbidity or Alcohol and Drug Service; clinical leadership experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Tash Lutz (02) 5124 1684 tash.lutz@act.gov.au

## **Clinical Services**

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

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

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

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 21514)**

Gazetted: 24 January 2019

Closing Date: 31 January 2019

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 & 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. This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to Health Professional Level 1 and Health Professional Level 2 clinicians. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia and eligibility for professional membership of Occupational Therapy Australia. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia. 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*. Mandatory for all disciplines: Must hold a driver's licence. Highly desirable for all disciplines: Experience in working with children and young people; minimum of three years (ideal five years) post qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS credentialing requirements for allied health professionals; comply with CHS Occupational Assessment, Screening and Vaccination policy; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for a period of 12 to 18 months, based at CAMHS South. Part time hours will not be considered. An order of merit will be established from this process and may be used to fill future identical full time temporary vacancies in either the North or South Community Teams within a 12 month period.

Selection may be based on written application and referee reports only.

Contact Officer: Elloise Barry (02) 6205 1469 elloise.barry@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Acute Support Service**

##### **Social Worker - Canberra Region Cancer Centre**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 27903)**

Gazetted: 24 January 2019

Closing Date: 7 February 2019

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. 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 CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with Canberra Health Services Territory Wide Services Framework. 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, 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: Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings. The Acute Support Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics. Rehabilitation Aged and Community Care team (RACC) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses. The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing. The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Social Work; Current membership or eligibility for membership of the Australian Association of Social Workers; and a minimum of 3 years (desirable 5 years) experience post qualification in Social Work. Desirable: Current driver's licence; and previous hospital or health experience. 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*. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in Canberra Health Services facilities, the person occupying

this position will be required to comply with Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: A merit list may be established to fill identical permanent, temporary and casual positions at level which may arise over the next 12 months. While the advertised position is full-time position, reduced hours may be considered. Selection may be made on written applications alone. This position(s) may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Fiona Holihan (02) 5124 2316 fiona.holihan@act.gov.au

## **Clinical Services**

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

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

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

#### **Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 22168)**

Gazetted: 24 January 2019

Closing Date: 7 February 2019

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. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services. Overview of the work area and position: An exciting opportunity exists for a Health Professional level 3 to join the Mental Health, Justice Health, Alcohol and Drug Services. The position is based with Home Assessment and Acute Response Team (HAART) a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). The team provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting. 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 responsivity and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions; clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact; provide optimal treatment for people in their homes and community as effective hospital diversion. 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. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Health Professional 1 and 2 Levels as well as students. 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 with the team 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; minimum of three years (ideal five years) post qualification. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia; minimum of three years (ideal five years) post qualification. 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; 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*; minimum of three years (ideal five years) post qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS credentialing and scope of clinical practice requirements for allied health professionals; comply with CHS occupational screening requirements related to immunisation; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for a period up to 11 months. HAART operates an extended hour's service, operating seven days a week and the position holder will be required to work a rotating roster including morning, evening shifts, on call arrangements and public holidays.

Contact Officer: Kalvinder Bains (02) 5124 9152 kalvinder.bains@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Gastroenterology and Hepatology Unit**

#### **Gastroenterology and Hepatology Nurse**

#### **Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 32297)**

Gazetted: 24 January 2019

Closing Date: 7 February 2019

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. Overview of the work area and position: The Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides a wide range of endoscopic services for both inpatients and outpatients including: gastroscopy, colonoscopy, bronchoscopy, endoscopic ultrasound and an ano-rectal manometry service. The unit performs approximately 6000 procedures per year as well as 10,000 occasions of service in the outpatient clinics. The clinics consist of inflammatory bowel disease, hepatological and general gastrointestinal conditions. The registered nurse reports to the GEHU clinical nurse consultant and is responsible for providing, contributing and supporting the delivery of best practice nursing care to patients of the GEHU. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements: 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*; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); and comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Sharon Chambers (02) 5124 3488 sharon.chambers@act.gov.au

## **Deputy Director General Clinical Services**

### **Clinical Services**

#### **Imaging**

#### **Medical Imaging Radiographer**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 19784, several)**

Gazetted: 24 January 2019

Closing Date: 7 February 2019

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. Overview of the work area and position: The Medical Imaging Department is responsible for providing quality diagnostic imaging services for patients in the ACT and surrounding region. The successful applicant will need to perform all aspects of general radiography while observing departmental protocols and radiation protection measures at all times. Participate in

the more complex procedures with the approval and supervision of the Senior Health Professional Officer in the area. Participate in weekend, out of hours and on-call rosters.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); Tertiary qualifications or equivalent in Medical Radiation Science (Radiography); and be eligible for an ACT Radiation licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in Canberra Health Services facilities, the person occupying this position will be required to comply with Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made; and comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are several permanent and casual positions available for filling. An order of merit list may be established to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Sam Wilson (02) 5124 4328 sam.wilson@act.gov.au

### **Clinical Services**

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

#### **Business Support Mental Health**

#### **Release of Information Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 10205)**

Gazetted: 24 January 2019

Closing Date: 31 January 2019

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 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. Overview of the work area and position: Reporting to the Executive Officer, this position will coordinate the release of personal health information in respect to legal statute and in accordance with the CHS *Records (Privacy and Access) Act 1997*. This position includes the provision of high quality customer service to the people who contact Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS).

Eligibility/Other Requirements: Mandatory: Must hold a driver's licence. Desirable: Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Michelle Hemming (02) 6205 5142 michelle.hemming@act.gov.au

### **Clinical Services**

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

#### **Booking and Scheduling Admin**

#### **Team Leader Outpatients**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 23874)**

Gazetted: 24 January 2019

Closing Date: 31 January 2019

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: 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 CHS, Community Health Centres, client's homes, schools and Child and Family centres. The position provides administrative and general office support to the Women Youth and Children Department with duties including booking appointments, referral management, screening telephone calls, organisational and time management skills with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS and Clinical Portal. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the Women, Youth and Children's Management team as necessary.

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

Contact Officer: Stephanie Edwards (02) 5124 7677 [stephanie.a.edwards@act.gov.au](mailto:stephanie.a.edwards@act.gov.au)

## **Clinical Services**

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

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

#### **Psychology Intern**

#### **Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 19705, several)**

Gazetted: 24 January 2019

Closing Date: 28 February 2019

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, and other community settings including people's homes. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Dhulwa Mental Health Unit; Justice Health Services; Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: An exciting opportunity exists for entry into the Psychology Internship Program for the Mental Health, Justice Health and Alcohol and Drug Services Division. The successful applicants will be employed as a Health Professional Level 1 - Intern Psychologist, to be a member of multidisciplinary mental health teams, rotating through roles in some of the services within the Division. The roles will provide a range of assessment and treatment services to assist people in the ACT that present with mental health concerns. The successful applicant will also be provided with supervision to meet Psychology Board of Australia standards for working towards general registration as a psychologist.

Eligibility/Other Requirements: Mandatory: Eligibility for Provisional Psychologist registration with the Psychology Board of Australia under the 4+2 or 5+1 pathway (to be discussed further at interview). Prior to commencement successful candidates will be required to: Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals; comply with CHS occupational screening requirements related to immunisation; undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: The role is an internship comprising a 2 - 2.5 year graduate program. Consideration for ongoing appointment is contingent upon completion of the internship program and general registration with the Psychology Board of Australia, as well as successful recruitment at the Health Professional 2 level after completion of the internship. These positions may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Kristie Thorneywork or Connie Galati (02) 5124 7295 [kristie.thorneywork@act.gov.au](mailto:kristie.thorneywork@act.gov.au) or [connie.galati@act.gov.au](mailto:connie.galati@act.gov.au)



**Clinical Services**

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

**Child and Adolescent Mental Health**

**Clinical Manager**

**Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 27102)**

Gazetted: 24 January 2019

Closing Date: 31 January 2019

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 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 & 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. This role will be to conduct assessment and clinically manage children and young people with mental health issues and to facilitate group work. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia and eligibility for professional membership of Occupational Therapy Australia. For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner and hold an area of practice endorsement in Clinical Psychology. 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*. Mandatory for all: Be available to work within all program areas of CAMHS as service needs arise; be available for weekend and on call work when necessary; must hold a driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS credentialing requirements for allied health professionals; comply with CHS Occupational Assessment, Screening and Vaccination policy; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for a period of eight months, commencing March 2019.

Selection may be based on application and referee reports only. An order of merit may be established to fill future vacancies at level over the next 12 months in either the North or South Community Teams.

Contact Officer: Eloise Barry (02) 5124 1407 [elloise.barry@act.gov.au](mailto:elloise.barry@act.gov.au)

**Clinical Services**

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

**Justice Health Services**

**Enrolled Nurse, Secure Mental Health Services**

**Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 37310, Several)**

Gazetted: 24 January 2019

Closing Date: 7 February 2019

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 of CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with CHS'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 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, 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. 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 Enrolled Nurse role at this level, is responsible for the provision of clinical nursing support, treatment and supporting recovery of individuals within an acute and therapeutic rehabilitation environment. Enrolled Nurses at this level work under the direction and supervision of the Registered Nurse, however at all times the Enrolled Nurse retains responsibility for their actions and remains accountable for providing person-centred care. Enrolled Nurses are required to undertake professional development and clinical supervision activities, participate in quality initiatives and contribute to the multidisciplinary team. The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists. Eligibility/Other Requirements: *Mandatory:* Be registered (or be eligible for registration) as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Current Driver's licence. *Desirable:* experience of working within a mental health setting. *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:* and must hold a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Note: This position(s) is required to participate in a 24/7 roster. Contact Officer: Tash Lutz (02) 5124 1684 tash.lutz@act.gov.au

**Clinical Services**

**Critical Care**

**Intensive Care Unit**

**Clinical Care Coordinator**

**Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 21144)**

Gazetted: 24 January 2019

Closing Date: 31 January 2019

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 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. The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the Deteriorating Patient Program). Overview of the work area and position: The Intensive Care Unit is a 31 bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracic care and Trauma. The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000. It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services. This position provides high level support in coordinating and managing the patient flow in the Intensive Care Unit to facilitate timely access to critical care beds. Applicants should be self-motivated and be able to work under minimal direct supervision. There is an expectation that the successful applicant will coordinate and participate in the delivery of clinical supervision as well as maintain accountability for their own practice standards, education and the guidance and development of Intensive Care Unit nursing staff.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Holds or progressing towards a tertiary qualification at Masters; has demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Genevieve Harrigan (02) 6244 2756 genevieve.harrigan@act.gov.au

**Clinical Services**

**Cancer Ambulatory and Community Health Support**

**Ambulatory Care**

**Central Health Intake, Clinical Nurse Consultant**

**Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 28276)**

Gazetted: 24 January 2019

Closing Date: 31 January 2019

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 Quality Strategy and government priorities and aligning them with Canberra Health Services Territory Wide Services Framework. CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the support functions for ambulatory and community health including the Central Intake team, central outpatients, transcription and community health centre management. The Central Health Intake (CHI) team provides a call centre, referral receipt and management and outpatient bookings services. It is a busy and dynamic service supporting over 100 clinical services, handling 20,000 calls and 3,000 referrals per month. A team of nurses and administrative staff provide a two-tiered approach to the management of referrals, screening and booking. The Clinical Nurse Consultant (CNC) will work collaboratively with the Senior Officer Grade C, CHI, in ensuring the delivery of integrated efficient intake services. The CNC will ensure the nursing team provides high value nursing input into the screening and assessment of referrals to ensure they are directed to the appropriate service in a timely manner. The CNC will also be responsible for day to day management of the team and ensuring a proactive approach to relationship management with clinical services. The role will undertake direct service provision for approximately 60% of their time.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regular Agency (AHPRA). Desirable: Holds or is progressing towards a post graduate qualification in Management and/or in a relevant clinical specialty. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Cassie Beaumont (02) 51248544 cassandra.beaumont@act.gov.au

## **Clinical Services**

### **Pathology**

#### **Pathology Admin**

#### **Executive Advisor**

### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 16389)**

Gazetted: 24 January 2019

Closing Date: 7 February 2019

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 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. ACT Pathology is a division of CHS with laboratories located at both Canberra and Calvary Hospitals operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Overview of the work area and position: The Executive Administration of ACT Pathology is responsible for the strategic and operational management of the Pathology branch of CHS, ensuring the effective and efficient operation of ACT Pathology. Under broad direction, you will play a key role in providing high level confidential administrative management support, based on prior pathology experience, knowledge and understanding, to the office of the Executive Director and Director of Operations, Pathology.

Eligibility/Other Requirements: Desirable: Highly desirable for applicant to hold tertiary qualifications in Medical laboratory Science or a Bachelor of Applied Science and desirable for applicant to hold qualifications in Business or

related discipline. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Tracey Farrar (02) 5124 2893 tracey.farrar@act.gov.au

## **Clinical Services**

### **Rehabilitation, Aged and Community Care**

#### **Allied Health**

#### **Community Care Program Physiotherapy Manager**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 28642, expected vacancy)**

Gazetted: 24 January 2019

Closing Date: 7 February 2019

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 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 CHHS is to ensure the delivery of Canberra Health Services Territory Wides Services Framework, the Canberra Health Services Quality Strategy and government priorities. 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. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population. RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Canberra Health Services is a values-led Directorate. Overview of the work area and position: Community Care Physiotherapy services are offered from community health centres and in patient homes across the ACT. The service offers assessment and interventions relating to musculoskeletal pain, soft tissue injuries, post treatment of fractures, and orthopaedic surgery. A limited home visiting domiciliary service is available for patients who are physically/medically home bound. We pride ourselves on our continual drive for high quality patient care. The manager is responsible for overseeing and achieving efficient and effective patient centred services, staffing and resource management. In this role you will be part of a friendly and engaging interprofessional management team. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

Eligibility/Other Requirements: Mandatory: Degree in Physiotherapy, or recognised equivalent; be registered with the Australian Health Practitioner Regulation Agency (AHPRA); and a current drivers licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; and comply with ACT Health Occupational Assessment, Screening and Vaccination policy. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in Canberra Health Services facilities, the person occupying this position will be required to comply with Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made.

Note: These are temporary positions available for varied lengths of time due to operational requirements. A merit list will be established to fill vacancies at level over the next 12 months.

Contact Officer: Dominic Furphy (02) 5124 1671 dominic.furphy@act.gov.au

## **Clinical Services**

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

#### **Justice Health Services**

##### **Administration and Data Manager**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37326)**

Gazetted: 24 January 2019

Closing Date: 31 January 2019

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 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. 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 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 five beds for community transition. Both units are managed by the Justice Health Services program in the Mental Health, Justice Health, Alcohol and Drug Services Division. This role will manage the day to day administration of the DMHU front office and several administration support officers, and will play a key role in liaising between CHS, the ACT Civil Administrative Tribunal (ACAT) and the Justice and Community Safety (JACS). All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements Desirable: Relevant tertiary qualifications or experience in either clinical, operational management or policy development including extensive analytical background within a health care system are highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Tash Lutz (02) 5124 1863 tash.lutz@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 Policy and Strategy**

#### **Policy, Partnerships and Programs**

##### **Executive Director and Strategic Support**

###### **Coordination/Liaison Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 17226)**

Gazetted: 24 January 2019

Closing Date: 7 February 2019

Details: About us: The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research. ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future. ACT Health has responsibility for: Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives; managing demand for and supply of health services across the territory; improving the health and

wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy; preventing, and providing a timely response to, potential public health incidents; leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers; commissioning and managing multi-million-dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups; managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities; monitoring and enforcement of public health regulations; providing public health advice. Overview of the work area and position: The Policy Partnership and Programs Branch is responsible for providing advice to ACT Health and the ACT Government to meet the health needs of the community. We do this by contributing to the creation of policy settings that ensure the right care can be accessed in the right place, in the right way, at the right time, and that people are better able to care for themselves. This includes but is not limited to, the provision of strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government and private sector stakeholders. The Office of the Executive Director and Strategic Support is responsible for: Supporting and providing advice for the Executive Director on urgent and/or sensitive matters; providing strategic health policy advice (non-operational); leading and participating in whole of government and inter-jurisdictional work programs; strategic internal and cross government relations. eg Human Services Cluster; strategic planning; government business coordination; strategic project management; change management; diary management. The Office of the Executive Director and Strategic Support works collaboratively with the Branch Operations Unit, Health Policy Unit, Mental Health Policy Unit and the Aboriginal and Torres Strait Islander Practice Centre. Eligibility/Other Requirements: Desirable: Relevant tertiary qualifications and/or experience in either clinical, operational management or policy development including analytical background within a health care system are highly desirable. 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 six months.

Contact Officer: Marc Emerson (02) 5124 9716 marc.emerson@act.gov.au

## **Health Systems Policy and Research**

### **Policy, Partnerships and Programs**

#### **Mental Health Policy**

#### **Senior Policy Officer, Mental Health**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 21613)**

Gazetted: 24 January 2019

Closing Date: 7 February 2019

Details: About us: The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research. ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future. ACT Health has responsibility for developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives; managing demand for and supply of health services across the territory; improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy; preventing, and providing a timely response to, potential public health incidents; leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers; commissioning and managing multi-million-dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups; managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities; monitoring and enforcement of public health regulations providing public health advice. Overview of the work area and position: The Policy Partnership and Programs Branch is responsible for providing advice to ACT Health and the ACT Government to meet the health needs of the community. We do this by contributing to the creation of policy settings that ensure the right care can be accessed in the right place, in the right way, at the right time, and that people are better able to care for themselves. This includes but is not limited to, the provision of strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government and private sector stakeholders. Mental Health Policy is responsible for providing strategic advice, policy development

and implementation in relation to mental health, social and emotional wellbeing, and suicide prevention. Mental Health Policy leads the Branch's engagement with the policy cycle and is the first point of response for matters referred to the Branch for action and advice for the Minister for Mental Health.

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

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

## **APPOINTMENTS**

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

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

Debbie Davis 853-46552, Section 68(1), 17 January 2019

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

Paromita Dey 843-47860, Section 68(1), 17 January 2019

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

Matthew Forman 858-52316, Section 68(1), 7 February 2019

### **Community Services**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415**

Jessica Hargreaves 858-65010, Section 68(1), 21 January 2019

### **Education**

#### **Information Technology Officer Class 2 \$79,824 - \$91,356**

Mark Bruce Searle 858-14803, Section 68(1), 21 January 2019

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

Sukardi Sukardi 836-11906, Section 68(1), 23 January 2019

#### **School Assistant 3 \$51,053 - \$54,947**

Erin Wanganeen 858-65635, Section 68(1), 30 January 2019

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

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

Joel David Hankinson 853-74086, Section 68(1), 21 January 2019

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415**

Lydia Stone 853-80005, Section 68(1), 21 January 2019

### **Independent Competition and Regulatory Commission**

#### **Senior Officer Grade A \$137,415**

Patrick Hamshere 828-46201, Section 68(1), 22 January 2019



**Justice and Community Safety**

**Correctional Officer Class 1 \$60,694 - \$72,377**

Justin Barton 858-60260, Section 68(1), 19 January 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Sarah Cooper 858-60252, Section 68(1), 19 January 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Sarah De Lisle 858-60244, Section 68(1), 19 January 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

James Fogarty 858-60236, Section 68(1), 19 January 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Natalie Ford 782-67768, Section 68(1), 19 January 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Sean Harrison 858-60199, Section 68(1), 19 January 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

James Hayes 858-60201, Section 68(1), 19 January 2019

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

Sandra Horbury 831-37095, Section 68(1), 21 January 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Damon Lewis 858-60180, Section 68(1), 19 January 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Calum Matheson 858-60068, Section 68(1), 19 January 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Rey Morelos 858-60172, Section 68(1), 19 January 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Robert Morley 858-60412, Section 68(1), 19 January 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Renee Morton 858-60084, Section 68(1), 19 January 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Amie Norris 858-60025, Section 68(1), 19 January 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Kayla Plume 858-59964, Section 68(1), 19 January 2019

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

Louise Procter 858-50839, Section 68(1), 23 January 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Morgan Pulbrook 858-59948, Section 68(1), 19 January 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Katherine Rose 858-59913, Section 68(1), 19 January 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Adam Street-McDowell 858-59905, Section 68(1), 19 January 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Stuart Sutcliffe 858-59892, Section 68(1), 19 January 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

William Sutherland 858-60666, Section 68(1), 19 January 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Ben Warner 858-60658, Section 68(1), 19 January 2019

**Transport Canberra and City Services**

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

Eugene Benson 836-14728, Section 68(1), 16 January 2019

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

Roger Francis Bone 847-04530, Section 68(1), 10 January 2019

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

Peter Brooker 858-60156, Section 68(1), 10 January 2019

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

Jonathon Corby 848-81238, Section 68(1), 10 January 2019

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

Megan Davies 858-65598, Section 68(1), 21 January 2019

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

Khi Fulthorpe 848-81406, Section 68(1), 10 January 2019

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

Aaron Greene 844-01898, Section 68(1), 14 January 2019

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

Jeromy McKay 846-89940, Section 68(1), 14 January 2019

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

Kenneth Mitchell 846-83805, Section 68(1), 14 January 2019

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

Kyie Turel 827-31332, Section 68(1), 16 January 2019

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

Rodney Wheatley 853-78319, Section 68(1), 10 January 2019

**Canberra Health Services**

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

Brennan Anderson 857-44390, Section 68(1), 24 January 2019

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

Chloe Cayirylys 845-04045, Section 68(1), 24 January 2019

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

Emily Cheney 846-98871, Section 68(1), 24 January 2019

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

Twaambo Chiyabi 861-31019, Section 68(1), 25 January 2019

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

Kirra-Lee Eldridge 848-85255, Section 68(1), 24 January 2019

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

Sian Gwynn-Jones 848-19880, Section 68(1), 24 January 2019

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

Rebecca Lee 853-64216, Section 68(1), 28 January 2019

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

Alexandra Loredana Maria 857-93547, Section 68(1), 24 January 2019

**Registered Nurse Level 3.1 \$101,175 - \$105,339**

Tara Pidgeon 858-63330, Section 68(1), 21 January 2019

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

Eliza Pollard 859-54056, Section 68(1), 24 January 2019

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

Bradley Raad 857-44411, Section 68(1), 24 January 2019

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

Emma Sheather 857-91859, Section 68(1), 21 January 2019

**Allied Health Assistant 2 \$50,040 - \$57,369**

Karen Taylor 857-94187, Section 68(1), 19 January 2019

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

Karen Taylor 858-61669, Section 68(1), 21 January 2019

**Radiation Therapist Grade 2 \$64,391 - \$88,998**

Crystal Ting 858-65977, Section 68(1), 29 January 2019

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

Rachael Weigand 848-84623, Section 68(1), 24 January 2019

## **TRANSFERS**

### **Education**

**Lianne Gyles: 799-86027**

From: School Assistant 3 \$51,053

Education

To: School Assistant 3 \$51,053 - \$54,947

Education, Canberra (PN. 41470) (Gazetted 1 November 2018)

**Ro-Berta Mende: 827-59597**

From: School Assistant 3 \$51,053 - \$54,947

Education

To: School Assistant 3 \$51,053 - \$54,947

Education, Canberra (PN. 03322) (Gazetted 29 November 2018)

**Caroline Evans: 779-15030**

From: School Assistant 3 \$51,053

Education

To: School Assistant 3 \$51,053 - \$54,947

Education, Canberra (PN. 41472) (Gazetted 1 November 2018)

**Justice and Community Safety**

**Leisa Lasker: 850-41863**

From: \$63,548 - \$84,888

Health

To: Graduate Paramedic Intern \$67,706 plus penalties

Justice and Community Safety, Canberra (PN. 41399) (Gazetted 12 April 2018)

**Canberra Health Services**

**Vicky Garling: 835-93795**

From: Health Professional Level 3 \$87,257

Community Services

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

Canberra Health Services, Canberra (PN. 16796) (Gazetted 22 November 2018)

**Kirstie Llewellyn: 838-52152**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 17042)

**Fiona Sneddon: 774-42659**

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

Canberra Health Services

To: Registered Midwife Level 2 \$88,249 - \$93,533

Canberra Health Services, Canberra (PN. 32745) (Gazetted 6 December 2018)

**PROMOTIONS**

**Canberra Institute of Technology**

**Education and Training Services**

**Technology and Design**

**Andrea Aranguiz: 816-83527**

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 35417) (Gazetted 1 January 2000)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

**Chief Minister, Treasury and Economic Development**

**Access Canberra**

**Regulatory Solutions and Compliance**

**Amne Alrifai: 853-65366**

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

ACT Health

To: †Senior Officer Grade B \$118,319 - \$133,197

Chief Minister, Treasury and Economic Development, Canberra (PN. 16232) (Gazetted 14 November 2018)

**Policy and Cabinet**

**David Clapham: 827-62294**

From: Senior Officer (Technical) Grade B \$118,319 - \$133,197

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$137,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 55383) (Gazetted 1 August 2018)

**Access Canberra**

**Daniel Curtin: 799-05637**

From: Senior Officer Grade B \$118,319 - \$133,197

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$137,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 17465) (Gazetted 10 April 2018)

**Enterprise Canberra**

**Visit Canberra/Events ACT**

**Cassie Dunchue: 853-48056**

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. 43248) (Gazetted 6 April 2018)

**Finance and Budget Division**

**Development and Infrastructure Branch**

**Meenaxshi Dyal: 779-82049**

From: Senior Officer Grade B \$118,319 - \$133,197

Justice and Community Safety

To: †Senior Officer Grade A \$137,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 43387) (Gazetted 26 June 2018)

**Economic Development**

**Finance and Business Support**

**Steven Gallace: 836-03156**

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. 41476) (Gazetted 12 November 2018)

**Economic Development**

**Finance and Business Support**

**Yanping Xiong: 820-81923**

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

Community Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 41477) (Gazetted 09 November 2018)

**Policy and Cabinet and Communications Divisions**

**Policy and Cabinet / Communications**

**Executive**

**Jessica Ann Hicks: 853-5489**

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. 34805) (Gazetted 29 November 2018)

**Access Canberra**

**Customer Coordination**

**Milos Kolundzic: 835-62702**

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. 12567) (Gazetted 1 January 2000)

This promotion is to a non-advertised vacancy and is made under Section 14 of the Public Sector Management Standards 2016.

**Workforce Capability and Governance**

**Public Sector Workplace Relations**

**Lena Lind: 853-50914**

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. 41971) (Gazetted 6 December 2018)

**Access Canberra**

**Customer Coordination**

**Leah Mokany: 827-27456**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 24278) (Gazetted 1 January 2000)

This promotion is to a non-advertised vacancy and is made under Section 14 of the Public Sector Management Standards 2016.

**Workplace Capability and Governance**

**Public Sector Management**

**Professional Standards Unit**

**Natalie Tasker: 838-42587**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$118,319 - \$133,197

Chief Minister, Treasury and Economic Development, Canberra (PN. 08511) (Gazetted 27 November 2018)

**Access Canberra**

**Customer Coordination**

**Kevin Thornhill: 836-04693**

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. 15366) (Gazetted 1 January 2000)

This promotion is to a non-advertised vacancy and is made under Section 14 of the Public Sector Management Standards 2016.

**Community Services**

**Children, Youth and Families**

**Child and Youth Protection Services**

**Bimberi Residential Services**

**Eirene Apineru: 835-63510**

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. 19582) (Gazetted 20 July 2018)

**Children Youth and Families**

**Child and Youth Protection Services**

**Practice and Performance- Assessment and Support**

**Andrei Belgun: 836-07661**

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

Community Services

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

Community Services, Canberra (PN. 11538, several) (Gazetted 5 October 2018)

**Housing ACT**

**ACT Asset Management Service**

**Business Development**

**Thomas Sauer: 846-87902**

From: Administrative Services Officer Class 1 \$47,088 - \$51,800

Community Services

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

Community Services, Canberra (PN. 42099) (Gazetted 1 January 2000)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2013-2017

**Education**

**North Gungahlin**

**Amaroo School**

**Emma Bartlett: 798-33995**

From: School Leader C \$117,515

Education

To: †School Leader B \$136,828

Education, Canberra (PN. 04108) (Gazetted 3 October 2018)

**North Gungahlin**

**Amaroo School**

**Nicole Graham: 775-68729**

From: School Leader C \$117,515

Education

To: †School Leader B \$136,828

Education, Canberra (PN. 38197) (Gazetted 3 October 2018)

**Office for Schools**

**South/Weston Network**

**Melrose High School**

**Nathan Hitchcock: 785-50512**

From: Classroom Teacher \$64,411 - \$101,821

Education

To: †School Leader C \$117,515  
Education, Canberra (PN. 12003) (Gazetted 27 November 2017)

**Environment, Planning and Sustainable Development**

**Business, Governance and Capability**

**People and Capability**

**Workplace health and safety**

**Mitch Jankuloski: 716-19310**

From: Park Ranger 1 \$60,039 - \$64,616

Environment, Planning and Sustainable Development Directorate

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

Environment, Planning and Sustainable Development, Canberra (PN. 41926) (Gazetted 4 December 2018)

**Justice and Community Safety**

**Corporate**

**Governance**

**Ministerial Services Unit**

**Isabelle Howse: 853-59935**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 11105) (Gazetted 27 November 2018)

**Emergency Services**

**ACT Fire and Rescue**

**Operations**

**Craig Perks: 754-05483**

From: FB6 (Station Officer) \$102,025

Justice and Community Safety

To: †FB7 (Commander) \$121,534

Justice and Community Safety, Canberra (PN. 47500) (Gazetted 1 January 2000)

**ACT Corrective Services**

**Custodial Operations**

**Natalie Marie Veenstra: 817-32130**

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

Justice and Community Safety

To: †Senior Officer Grade A \$137,415

Justice and Community Safety, Canberra (PN. 39808) (Gazetted 22 October 2018)

**Emergency Services**

**ACT Fire and Rescue**

**Operations**

**James Walsh: 333-69680**

From: FB6 (Station Officer) \$102,025

Justice and Community Safety

To: †FB7 (Commander) \$121,534

Justice and Community Safety, Canberra (PN. 48965) (Gazetted 1 January 2000)

**Emergency Services**

**ACT Fire and Rescue**

**Operations**



**Scott Weston: 754-05133**

From: FB6 (Station Officer) \$102,025

Justice and Community Safety

To: †FB7 (Commander) \$121,534

Justice and Community Safety, Canberra (PN. 43803) (Gazetted 1 January 2000)

**Transport Canberra and City Services**

**City Services**

**Executive**

**Kylie Louise Bailey: 736-9288**

From: Senior Officer Grade B \$118,319 - \$133,197

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$137,415

Transport Canberra and City Services, Canberra (PN. 32510) (Gazetted 21 November 2018)

**Canberra Health Services**

**Canberra Hospital and Health Services**

**Laura Hamblin: 820-78273**

From: Enrolled Nurse Level 1 \$57,635 - \$61,578

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 39473) (Gazetted 1 January 2001)

**People and Culture**

**Daniel Ingram: 788-14469**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 41960) (Gazetted 31 May 2018)

**Clinical Services**

**Rebecca Jones: 786-52375**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 17216) (Gazetted 3 May 2018)

**Canberra Hospital and Health Services**

**Courtney Mackin: 838-54027**

From: Enrolled Nurse Level 1 \$57,635 - \$61,578

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 39475) (Gazetted 31 May 2018)

**Canberra Hospital and Health Services**

**Morgane Smees: 845-19730**

From: Enrolled Nurse Level 1 \$57,635 - \$61,578

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 39478) (Gazetted 31 May 2018)