



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 04 April 2019**

## VACANCIES

### ACT Teacher Quality Institute

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)

#### **Assistant Director Strategic Data and Digital Services Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 39628)**

Gazetted: 08 April 2019

Closing Date: 22 April 2019

Details: The ACT Teacher Quality Institute is seeking applications for the position of Assistant Director Strategic Data and Digital Services. The successful candidate will have exceptional interpersonal and communication skills, sound team management skills and high-level experience in managing a range of digital reporting, business and file management systems. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: If all of this sounds like you, please submit your Application Coversheet, resume and address the Selection Criteria outlined in the position description by the due date.

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

Contact Officer: Claudia Hale (02) 6205 8207 [claudia.hale@act.gov.au](mailto:claudia.hale@act.gov.au)

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

### Calvary Health Care ACT (Public)

#### **Medical Imaging Department**

##### **Radiographer**

#### **Executive Level HP3 \$62564, Canberra (PN: expected)**

Gazetted: 10 April 2019

Closing Date: 14 April 2019

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

Reference Number: 21491

Contact Officer: Hammam Hijazi [hammam.hijazi@calvary-act.com.au](mailto:hammam.hijazi@calvary-act.com.au)

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

#### **Medical Imaging Department**

##### **Radiographer**

#### **Executive Level HP2 & HP3 \$61,784 - \$91,942, Canberra (PN: Expected)**

Gazetted: 10 April 2019

Closing Date: 22 April 2019

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

Reference Number: 21491

Contact Officer: Hammam Hijazi [hammam.hijazi@calvary-act.com.au](mailto:hammam.hijazi@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)**

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

##### **CIT Student Services**

##### **Client Service Coordinator**

##### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 55030, several)**

Gazetted: 04 April 2019

Closing Date: 11 April 2019

Details: Applications are invited to fill a Client Service Coordinator role in a dynamic team with the CIT Student Services Client Relations team to manage the day-to-day operations. This includes: first-point-of-contact for enquiries; all general counter services including taking payments and issuing student cards; enrolments and re-enrolments; specialist student services, including referrals to services and information sources; and use of the student information systems. Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service in line with CIT's Client Service Charter and Standards. The suitable candidate will be required to work with limited supervision; will be skilled in building and maintaining positive working relationships with a range of CIT staff; will have the ability to supervise and effectively manage a team, especially supporting and motivating teams to embrace challenges and change; and possess good knowledge of the Vocational Education and Training (VET) sector and the needs of students within the VET environment. 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: Educational experience, preferably in a Tertiary Education environment is highly desirable. Tertiary qualifications relevant to the position are highly desirable.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. *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, & Section 20 – Direct promotion - general and CIT Enterprise Agreements.*

How to Apply: Provide Application Coversheet, resume and provide a response to the Selection

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

Contact Officer: Meena Divakaran (02) 6207 3451 [meena.divakaran@cit.edu.au](mailto:meena.divakaran@cit.edu.au)

#### **Corporate Services**

##### **Records Management**

##### **Records Officer**

##### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 32943)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: Canberra Institute of Technology (CIT) is seeking a motivated administrative officer who has experience or the ability to quickly acquire the experience in record keeping during this time of transition from the physical environment to the digital practices which are now being introduced. CIT is required to manage records in accordance with the *ACT Territories Records Act* and records provide the evidence of business activities. Applicants would need to understand or gain an understanding of record keeping practices for current physical records assets and have the capacity to utilise the CIT Record Keeping System to keep records digitally during this time of transition and to assist CIT staff in the use of the system to manage their records digitally. 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: Applicants who have an understanding of business systems technologies and processes, have good accuracy skills and an eye for detail are encouraged to apply.

How to Apply: Please provide a statement against the Selection Criteria and a copy of your current resume with contact details for at least two referees and the Application Coversheet and send to [jobs@act.gov.au](mailto:jobs@act.gov.au).  
Contact Officer: Paul Magin (02) 6207 4901 [paul.magin@cit.edu.au](mailto:paul.magin@cit.edu.au)

**Education and Training Services**

**Student and Academic Services**

**Student Services**

**Assistant Client Service Coordinator**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 54930, several)**

Gazetted: 08 April 2019

Closing Date: 15 April 2019

Details: Applications are invited to fill the Assistant Client Service Coordinator role in a dynamic team with the Canberra Institute of Technology (CIT) Student Services Client Relations team. Under the supervision of the Client Service Coordinator, the Assistant Client Service Coordinator manages the day-to-day operations of CIT Student Services Shopfront. Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service in line with CIT's Client Service Standard Charter. With a number of teaching areas located on each CIT campus, the suitable candidate will be skilled in building and maintaining positive working relationships with a range of CIT staff. The position requires supervision of staff activities including monitoring counter duties and transactions, staff rostering and ensuring a safe environment for all staff and students. Other duties include monitoring and recommending improvements to current procedures, policies and service delivery. Sound knowledge of the student administration system admissions and enrolments and accounts receivable and receipting functions are highly desirable. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Provide resume, Application Coversheet and address the Selection Criteria. Applications to be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Meena Divakaran (02) 6207 3451 [meena.divakaran@cit.edu.au](mailto:meena.divakaran@cit.edu.au)

**Education and Training Services**

**CIT Technology and Design**

**Horticulture and Floristry**

**Technical Officer**

**Technical Officer Level 1/2 \$54,720 - \$67,825, Canberra (PN: 54867)**

Gazetted: 08 April 2019

Closing Date: 12 April 2019

Details: The department of Horticulture and Floristry at Canberra Institute of Technology (CIT) is seeking a qualified Horticulturalist to join our team and support program delivery through the preparation of classroom and practical activities, maintain the horticultural grounds by undertaking mowing, hedging, chemical application and all other horticultural duties as specified by the head of department. This position also involves the pre-approval and ordering of floristry stock and sundry supplies as well as assisting in large scale events for the horticulture and floristry department. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Technical Officer Level 1 - Qualifications and/or experience appropriate to the duties of the position. Technical Officer Level 2 - Completion of an appropriate Diploma/Associate Diploma, or equivalent, and/or relevant experience appropriate to the duties of the position.

Note: Selection may be based on application and referee reports only. This position will be filled at either the Technical Officer Level 1 or Technical Officer Level 1, dependant on the skills and experience of the successful applicant.

How to Apply: Submit an updated resume, two referees and completion of the Application Coversheet and providing a written response to Selection Criteria. Applications to be emailed to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Julie Collins (02) 6207 3024 [julie.collins@cit.edu.au](mailto:julie.collins@cit.edu.au)

## **Industry Engagement and Strategic Relations**

### **Executive Officer**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 40055)**

Gazetted: 04 April 2019

Closing Date: 11 April 2019

Details: A vacancy as an Executive Officer is available within the Office of the Executive Director, Industry Engagement and Strategic Relations for a dynamic and energetic individual to provide high level support and strategic advice to support the portfolio. You will be a results-driven individual who is seeking a challenging role. You will support the Executive Director to meet organisational objectives in a complex, high pressure and highly confidential environment. You will have experience in balancing competing interests and demands as well as coordinating and implementing strategies to achieve effective and efficient services and project outcomes. Your ability to use tact and diplomacy is paramount and you will forge strong partnerships with key internal stakeholders and subject matter experts, to engage, support and inform the decision-making of the Executive Team. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This position is for temporary filling for a period of one year, with the possibility of permanency. '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, & Section 20 – Direct promotion – general and CIT Enterprise Agreements.*'

How to Apply: Applicants are required to complete the Application Coversheet, provide a current resume and respond to the Selection Criteria outlined in the Position Description. Complete applications are to be submitted via [jobs@act.gov.au](mailto:jobs@act.gov.au).

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

## **Education and Training Services**

### **CIT Pathways College**

#### **Pathways Management**

#### **Senior Project Officer, Pre-employment Initiatives**

#### **Teacher Level 2 \$100,508, Canberra (PN: 35037)**

Gazetted: 08 April 2019

Closing Date: 15 April 2019

Details: The Canberra Institute of Technology (CIT) Pathways College is seeking applications for an experienced and enthusiastic Teacher Level Two to develop pre-employment initiatives. The successful applicant will work collaboratively with Skills Canberra, the ACT Education Directorate, Australian Apprenticeships and Traineeships Information Service (AATIS), job active providers to develop pre-employment initiatives. The primary focus will be the continued development of an Industry Pathways Course (IPC) to prepare Year 9 and 10 students for employment and inform them of the broad range of pathway options available. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Teachers in Access Education programs must have a recognised Bachelor Degree and a recognised postgraduate Adult Language, Literacy and/or Numeracy qualification and/or relevant and extensive experience in delivering adult literacy and numeracy education OR a Bachelor of Education with a Language and/or Literacy and/or Numeracy major or equivalent that includes a practicum.

Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning & Development (or equivalent).

Note: This is a temporary position available from 15 April 2019 to 31 December 2021. Selection may be based on application and referee reports only.

How to Apply: Please review the attached Position Description and submit an application by emailing the following documents to [jobs@act.gov.au](mailto:jobs@act.gov.au): a completed Application Coversheet, your current resume and a two page response to the selection criteria to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

Contact Officer: Gillian Sinclair (02) 6207 4025 [gillian.sinclair@cit.edu.au](mailto:gillian.sinclair@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.

**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)**

**Strategic Finance**

**Senior Finance Officer**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 10886)**

Gazetted: 08 April 2019

Closing Date: 24 April 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 (CMTEDD) 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 available for six months with the possibility of extension up to less than 12 months and/or permanency.

How to Apply: In two pages or less, your pitch will include your suitability and how it relates to this role and duties, and what you will bring to the role. Your current Curriculum Vitae will be part of your application and include two referees. Please also provide an Application Coversheet. To apply for this position, please email your application to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Lyn Pham (02) 6205 0052 [lyn.pham@act.gov.au](mailto:lyn.pham@act.gov.au)

**Property, Procurement and Venues**

**Venues Canberra**

**Exhibition Park in Canberra – EPIC**

**Event Delivery Manager**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 30706)**

Gazetted: 09 April 2019

Closing Date: 25 April 2019

Details: The Event Delivery Manager manages all aspects of the venue logistics for the operational planning and delivery of events, including conferences, functions, exhibitions and shows being held at Exhibition Park. The role will provide event logistical support to the client, as well as representing and promoting the venue. The role also supervises the EPIC events operations team.

Eligibility/Other Requirements: A C Class Driver's Licence is essential. Applicants must have the ability to perform regular after hours, public holidays and weekend work in support of booked events.

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

How to Apply: Please provide the Application Cover Sheet, a current resume including two referees as well as your claims against each of the Selection Criteria. Please submit your application to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Amal Davis (02) 6205 4948 [amal.davis@act.gov.au](mailto:amal.davis@act.gov.au)

**Shared Services**

**Customer Support Services**

**Website Developer**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 37220)**

Gazetted: 05 April 2019

Closing Date: 19 April 2019

Details: Are you a digital wiz? Do you know your way around an online content management system? Are you able to effectively manage time and prioritise? If you've answered yes to these questions, then keep reading. Customer Support Services in Shared Services is passionate about innovation and improving service delivery across the ACT Government. We're looking for a like-minded person to join our team as a hands-on Web Developer. You will make your mark through the development and management of the Shared Services website, sharing industry knowledge and showing a commitment to best development practices. Your ability to quickly establish positive working relationships and engage with a wide range of stakeholders will be a must. If this sounds like your next career move, then we'd love to hear from you. Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities of the role. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience with ServiceNow and experience in the development of forms and workflows is desirable.

How to Apply: If you think you're up for it, please send us your Curriculum Vitae, Application Coversheet and a pitch on why you think you're the best person for the job. The pitch should be no more than two pages.

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

Contact Officer: Cynthia Chen (02) 6207 8934 [cynthia.chen@act.gov.au](mailto:cynthia.chen@act.gov.au)

## **Revenue Management Division**

### **Office of the Commissioner**

#### **Executive Support Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 03662)**

Gazetted: 04 April 2019

Closing Date: 11 April 2019

Details: The ACT Revenue Office is seeking an enthusiastic and highly capable applicant to fill the position of Executive Support Officer. The person we are looking for will have excellent records management, organisation and administrative skills, and the ability to work independently and as part of a small team. The position provides assistance to the Executive Officer in the delivery of operational administrative support to the Commissioner for ACT Revenue, Directors and staff of the ACT Revenue Office. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available as soon as possible until 10 January 2020. Part-time hours will be considered and the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only.

How to Apply: Applications should be a maximum of two pages and should address the capabilities listed under the "What you Require" section of the selection document. A current Curriculum Vitae and completed Application Coversheet should also be provided.

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

Contact Officer: MaryJane Lalliard (02) 6205 8796 [maryjane.lalliard@act.gov.au](mailto:maryjane.lalliard@act.gov.au)

## **Access Canberra**

### **Project Governance and Support**

#### **Finance and Budget**

#### **Senior Finance Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 05506)**

Gazetted: 05 April 2019

Closing Date: 19 April 2019

Details: Access Canberra is seeking applications from self-motivated finance professionals who have a proven track record of effectively managing month end processes, preparing financial reporting and analysis and are committed to providing high quality customer service. The successful candidate will be able to build successful working relationships with cost centre managers, provide high quality outputs and work collaboratively within a small

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: Tertiary Qualifications in accounting or a related field is highly desirable.

Note: This is a temporary position available asap for six months with possible extension. Selection may be based on application and referee reports only. This position is for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written application, of no more than two pages detailing why you are the best person for the job, include the contact details of at least two referees and your current Curriculum Vitae.

Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au). Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description.

Contact Officer: Bei Hu (02) 6205 2870 [bei.hu@act.gov.au](mailto:bei.hu@act.gov.au)

**Shared Services ICT Security  
Cyber Strategy and Governance  
Business Support Officer**

**Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 39761)**

Gazetted: 04 April 2019

Closing Date: 11 April 2019

Details: Cyber Security is seeking a self-motivated and adaptable Administrative Services Officer Class 5 - Business Support Officer. You will have effective communication skills, and have good work management and organisational skills including the ability to effectively manage your own workload. You will be working independently and as part of a team to deliver high quality service to clients in Shared Services and directorates. 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 as soon as possible until 30 June 2019 with the possibility of extension up to less than 12 months or permanency. 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: Applications should include a supporting statement or pitch of no more than two pages outlining your qualifications and experience against the required capabilities. Please also provide contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Caley Callahan (02) 6207 1145 [caley.callahan@act.gov.au](mailto:caley.callahan@act.gov.au)

**Corporate**

**Corporate Management  
Reporting and Information Management  
Senior Records Management Officer**

**Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 43226)**

Gazetted: 09 April 2019

Closing Date: 25 April 2019

Details: Corporate Management, Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an experienced and enthusiastic Senior Records Officer to join our Records Management team. We are seeking someone with a sound working knowledge of recordkeeping requirements and who is proficient in Government records management principles, practices and tools. The role is responsible in coordinating the success of a sentencing project, so you will have proven records appraisal and sentencing skills, be self-motivated and able to use your initiative to solve problems while leading a sentencing team. A good customer service focus, along with an understanding in the importance of attention to detail around the controlling of government records, is vital. Ideally, you will have a knowledge of government administrative practice and have strong research skills. You will need to demonstrate that you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. 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 until October 2020, with the possibility of extension and/or permanency.

Selection may be based on application and referee reports only

How to Apply: Candidates should submit a supporting statement outlining their experience and suitability against the Selection Criteria. Please attach a current resume which includes qualifications, employment history and the contact details for at least two referees as well as an Application Coversheet.

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

Contact Officer: Lynda Weller (02) 6205 3955 [lynda.weller@act.gov.au](mailto:lynda.weller@act.gov.au)

## **Access Canberra**

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

#### **Operation Bedrock**

##### **Project Officer**

##### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 42501)**

Gazetted: 10 April 2019

Closing Date: 17 April 2019

Details: Are you an organised dynamic individual with an analytical mindset? Do you think outside the box? Can you help us on our journey to good governance? Then this Project Officer role is for you! Access Canberra is working to set a new benchmark for service delivery in the ACT - and is changing the way we do business, for the better! To support this objective Access Canberra's governance needs to be both robust and flexible if it is to meet the needs of the organisation into the future and continue to provide a sound platform that supports the variety of regulatory services and functions we provide. Operation Bedrock is a fast-paced project-based team within the Projects, Governance and Support Division, focussed on delivering multiple governance projects across Access Canberra. We are looking for someone who: Has knowledge or experience in, or can easily grasp, the concepts of governance and compliance frameworks and can provide advice in line with existing governance frameworks and legislation; with guidance, undertake detailed analysis of Access Canberra governance practices, identify gaps, and suggest solutions in line with Access Canberra objectives; excels at Excel, and can use their analytical skills to capture and report on data; can effectively communicate to a variety of stakeholders - from writing reports and surveying staff, to engaging with teams and presenting at our Steering Committee; and is a team player, self-driven, and confident in engaging with people; Access Canberra has adopted Activity Based Working (ABW) and applicants for this position will need to have a flexible work approach and be comfortable getting out and about and working with our teams, in whichever location they operate. Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the attached Position Description. 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 until 30 June 2019. Selection may be based on application and referee reports only. This position works in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is available to ACT Public Service employees only.

How to Apply: If this sounds like a role you could sink your teeth into, please submit a written application, of no more than two pages, responding to the two statements below, contact details of at least two referees and current curriculum vitae. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 1) Detail your greatest achievements in the last five years and how they relate to this position and its duties. 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Cheryl Sizer (02) 6205 4421 [cheryl.sizer@act.gov.au](mailto:cheryl.sizer@act.gov.au)

**Corporate**

**Corporate Management**

**Reporting and Information Management**

**Records Management Officer**

**Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 43233, several)**

Gazetted: 09 April 2019

Closing Date: 25 April 2019

Details: Corporate Management, Chief Minister, Treasury and Economic Development Directorate (CMTEDD) are seeking experienced and enthusiastic Records Officers to join our Records Management team. We are seeking applicants with a sound working knowledge of recordkeeping requirements and who are proficient in Government records management principles, practices and tools. Successful candidates will have proven records appraisal and sentencing skills, be self-motivated and able to use their initiative to solve problems. A good customer service focus, along with an understanding in the importance of attention to detail around the controlling of government records, is vital. 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 until October 2020, with the possibility of extension and/or permanency.

Applicants are required to be able to work in a manual handling environment. Selection may be based on application and referee reports only.

How to Apply: Candidates should submit a supporting statement outlining their experience and suitability against the Selection Criteria. Please attach a current resume which includes qualifications, employment history and the contact details for at least two referees as well as an Application Coversheet.

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

Contact Officer: Lynda Weller (02) 6205 3955 [lynda.weller@act.gov.au](mailto:lynda.weller@act.gov.au)

**Access Canberra**

**Licensing and Registration**

**Licence and Registration Administration**

**Senior Medical Review Officer**

**Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 12565)**

Gazetted: 08 April 2019

Closing Date: 22 April 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 complex medical assessments for ACT licence holders. The successful applicant will be expected to deliver awesome service to clients who may be both vulnerable and unfamiliar with legislative processes. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for a period of six months with the possibility of extension up to less than 12 months and/or permanency.

How to Apply: To apply for this position please ensure you include a two page personal pitch that 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 along with an Application Coversheet. All applications should be sent to:

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

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

**Access Canberra**

**Environment Protection Authority**

**Environment Protection Officer**

**Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 02638)**

Gazetted: 10 April 2019

Closing Date: 24 April 2019

Details: Are you looking for an opportunity to kick off your career in environment protection in the public service? Do you have a passion for the environment and regulation? Then a role in our team might be just what you are looking for. The Environment Protection Authority (EPA) is the primary environmental regulator for the ACT. Our Mission is to protect and enhance the well-being of the environment and community as the ACT's primary environmental regulator. Our Vision is a sustainable environment for future generations. In this role you will learn about the risk/harm principle of regulation which helps to protect our environment. You will review applications, undertake inspections and compliance activities and make recommendations relating to applications for approvals and licenses. If this sounds like a role for you call the contact officer and apply. The EPA is responsible for a range of environment protection issues including air and water quality, hazardous materials, contaminated sites and environmental noise. We administer the *Environment Protection Act 1997*, *Water Resources Act 2004*, *Clinical Waste Act 1990* and *Lakes Act 1970*. Please review the Position Description for details about this role and its duties/responsibilities.

Note: This is a temporary position available for a period of up to less than 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: Your application will be assessed against the skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. To apply, please ring the contact officer for a chat and then send us: your two page pitch giving us examples that show you have the skills, knowledge and behaviours making you the best person for this role; an Application Coversheet; your current Curriculum Vitae and contact details of at least two referees. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Narelle Sargent (02) 6207 5782 [narelle.sargent@act.gov.au](mailto:narelle.sargent@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.

**Commercial Services and Infrastructure  
Infrastructure Finance and Capital Works  
Receptionist**

**Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 29536)**

Gazetted: 08 April 2019

Closing Date: 15 April 2019

Details: The Infrastructure Finance and Capital Works division is looking for an adaptable, motivated and organised person to join our team in the Receptionist role. The successful applicant will have demonstrated experience in working individually and collaboratively in a small team in a fast paced environment, ability to prioritise workloads and work as a positive and proactive member of the workplace, have competency in the Microsoft Office Suite and Records Management Systems. The successful applicant will be required to liaise with a range of stakeholders across ACT government. 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 a period of six months with the possibility of extension.

Selection may be based on application and referee reports only.

How to Apply: A written application of no more than two pages, addressing the Selection Criteria, along with your current Curriculum Vitae, listing two referees and their contact details. Applications should be sent to [job@act.gov.au](mailto:job@act.gov.au)

Contact Officer: Shonade Ceccato (02) 6207 2371 [shonade.ceccato@act.gov.au](mailto:shonade.ceccato@act.gov.au)

**Office of the Under Treasurer  
Economic Budget and Industrial Relations  
Executive Officer**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 33132)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: Applications are sought for an experienced, highly motivated and well organised Executive Officer to the Deputy Under Treasurer, Economic Budget and Industrial Relations (EBIR), ACT Treasury. We are looking for a dynamic Executive Officer to manage productive relationships with a range of stakeholders in a complex and fast-paced environment to support the seamless delivery of business support services. The position oversees systems and work practices to support timeliness, high quality and consistency in services' delivered, and liaises with technical specialists to support and manage financial, Information Communication Technology (ICT) and resource and personnel management practices and procedures for the Executive. The Executive Officer requires excellent liaison and engagement skills with demonstrated capacity to work with internal and external stakeholders at all levels, and to establish and maintain high quality and productive relationships. An ability to draw together appropriate technical information and expertise, superior judgement and discretion, and the ability to assess and escalate risk is also required. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: 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/designated desk.

How to Apply: Please review the attached Position Description and apply by emailing the following documents to [jobs@act.gov.au](mailto:jobs@act.gov.au); a completed Application Coversheet; your current resume; the name and contact details of two referees and a two-page written response to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities as required. For further information about the position, please contact the Contact Officer.

Contact Officer: Stephen Miners (02) 6207 5071 [stephen.miners@act.gov.au](mailto:stephen.miners@act.gov.au)

## **Access Canberra**

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

#### **Accommodation and Business Services Assistant Director**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 36585)**

Gazetted: 08 April 2019

Closing Date: 22 April 2019

Details: If you pride yourself on your ability to engage with change projects, enjoy working with people to achieve outcomes and relish the prospect of negotiating "win – win" outcomes, we'd love to hear from you. Access Canberra has adopted Activity Based Working (ABW) and is looking for a capable Accommodation and Business Services Assistant Director who will be comfortable getting out and about, is willing to engage and collaborate with our teams- wherever they are working- and has the ability to adapt and respond to opportunities or issues as they arise. We are looking for a person who will engage genuinely with our teams, wants to "make things better", is comfortable leading change and responds positively to challenges. Access Canberra values highly committed problem solvers who take pride in getting things done. Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the attached Position Description. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This position is in an activity-based working (ABW) environment. Officers do not have a designated workstation/desk and may work across multiple locations.

How to Apply: If this sounds like a role you could sink your teeth into, please submit a written application, of no more than two pages, responding to the two statements below, contact details of at least two referees and current Curriculum Vitae. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. Please address the following two statements in your pitch; 1) detail your greatest achievements in the last five years and how they relate to this position and its duties. 2) outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Cheryl Sizer (02) 6205 4421 [cheryl.sizer@act.gov.au](mailto:cheryl.sizer@act.gov.au)

**Shared Services**

**Strategic Business**

**ICT Commercial Services**

**Senior ICT Contract Manager**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 36276)**

Gazetted: 09 April 2019

Closing Date: 25 April 2019

Details: Shared Services Information Communication Technology (ICT) Strategic Business is seeking a highly motivated Senior Contract Manager to contribute to a multi-disciplinary team. You will be a self-starter who accepts challenges and takes responsibility for delivering outcomes. This role requires a commercial focus, ability to identify opportunities for innovation, and is responsible for providing advice to all levels of management. You will be responsible for administering existing and delivering new Whole of Government ICT contracts for the ACT Government. 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: The focus of this position has changed slightly, and as a result is being re-advertised. If your application was previously unsuccessful, carefully review the Position Description and only resubmit an application if you meet the updated requirements for the role.

How to Apply: Please review the attached Position Description and submit an application by emailing the following documents to [jobs@act.gov.au](mailto:jobs@act.gov.au): a completed Application Coversheet; your current resume; a two-page written response to support your application. Please provide evidence of your suitability for the role by including examples from your past experience, which clearly demonstrate your relevant skills, knowledge and behavioural capabilities. Contact Officer: Arnie Kapcejevs (02) 6207 7327 [arnie.kapcejevs@act.gov.au](mailto:arnie.kapcejevs@act.gov.au)

**Access Canberra**

**Projects, Governance and Support**

**Operation Bedrock**

**Project Officer**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 21766)**

Gazetted: 10 April 2019

Closing Date: 17 April 2019

Details: Are you an organised dynamic individual with an analytical mindset? Do you think outside the box? Can you help us on our journey to good governance? Then this Project Officer role is for you! Access Canberra is working to set a new benchmark for service delivery in the ACT - and is changing the way we do business, for the better! To support this objective Access Canberra's governance needs to be both robust and flexible if it is to meet the needs of the organisation into the future and continue to provide a sound platform that supports the variety of regulatory services and functions we provide. Operation Bedrock is a fast-paced project-based team within the Projects, Governance and Support Division, focussed on delivering multiple governance projects across Access Canberra. We are looking for someone who: Has knowledge and experience in the concepts of governance and compliance frameworks and can provide advice in line with existing governance frameworks and legislation; can undertake detailed analysis of Access Canberra governance practices, identify gaps, and suggest solutions in line with Access Canberra objectives; excels at Excel, and can use their analytical skills to capture and report on data; can effectively communicate to a variety of stakeholders - from writing reports and surveying staff, to engaging with teams and presenting at our Steering Committee; and is a team player, self-driven, and confident in engaging with people; Access Canberra has adopted Activity Based Working (ABW) and applicants for this position will need to have a flexible work approach and be comfortable getting out and about and working with our teams, in whichever location they operate. Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the attached Position Description. 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 until 30 June 2019. 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 is in an activity-based working (ABW) environment.

Under ABW arrangements, officers do not have a designated workstation/desk. Selection may be based on application and referee reports only. This position is available to ACT Public Service employees only. How to Apply: If this sounds like a role you could sink your teeth into, please submit a written application, of no more than two pages, responding to the two statements below, contact details of at least two referees and current curriculum vitae. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 1) Detail your greatest achievements in the last five years and how they relate to this position and its duties. 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Cheryl Sizer (02) 6205 4421 [cheryl.sizer@act.gov.au](mailto:cheryl.sizer@act.gov.au)

## **Shared Services**

### **Strategic Finance**

#### **Senior Assets Accountant**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 39841)**

Gazetted: 05 April 2019

Closing Date: 19 April 2019

Details: Do you want to make a difference to the ACT Government? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. As a Senior Assets Accountant, you will be responsible for the reporting of financial and non-financial information associated with the management of assets and capital projects; manage Shared Services fixed asset register process and the financial reporting of capital projects, projects closure and project budgeting; work closely with internal stakeholders to evaluate and review the Shared Services asset management and related policies and procedures. Ideally, you will have a financial background and will need to demonstrate that you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. You will need to be able to use the Microsoft Office suite competently, in particular Excel features and formulas to deliver this role. We want an innovative, forward thinking professional who enjoys problem solving, understands assets information and how issues integrate. Your enthusiasm, professionalism, analytical skills and forensic potential as well as your ability to manage and prioritise workloads will ensure your suitability for the role. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in Accounting, Commerce, Finance or a related field is a compulsory requirement, and membership and professional accreditation or progress thereto of a peak Australian accounting body such as NIAA, ASCPA or ICA are desirable. Current Baseline Security Clearance or ability to obtain and hold a Baseline Security Clearance is mandatory.

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

How to Apply: Please submit your current resume, setting out relevant personal particulars, employment history, qualifications and experience (no more than four to six pages). Please include an Application Coversheet and a two-page expression of interest to describe your relevant skills, experience and suitability for the position of Senior Assets Accountant. Applicants should take into account the stated Position Requirements/Duties, Technical Knowledge and Behavioural Capabilities as described in the Position Description to tell us why your skills, knowledge and experience make you the best person for the job. You should include specific examples of your work where possible.

Contact Officer: Nam Tran (02) 6205 2518 [nam.tran@act.gov.au](mailto:nam.tran@act.gov.au)

## **Shared Services Finance and Payroll Services**

### **Accounts Processing - General Finance**

#### **Accounts Officer - Banking**

**Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 07192)**

Gazetted: 8 April 2019

Closing Date: 15 April 2019

Details: Do you enjoy preparing Bank Reconciliations? Based within the Finance and Payroll business unit within Shared Services at Gungahlin, this role is accountable for the efficient and effective execution and administration of assigned financial transactions, such as bank transactions and reconciliations and other processing activities to meet the operational service delivery. You will be responsible for the preparation and completion of accurate and timely bank reconciliations, including credit card reconciliations and acquittals. You will be expected to identify discrepancies and initiate actions to correct these errors. To be successful in the role, you should have a solid knowledge of finance and accounting procedures, with a detailed understanding of banking principles. Your skills on a financial processing system and your strong attention to detail and commitment to quality, particularly with numerical and financial information, will enable you to excel in this position. Your analytical and problem resolution skills will set you up for success. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for a period of three months with the possibility of extension up to less than 12 months and/or permanency.

How to apply: Please review the attached Position Description and submit an application by emailing the following documents: 1) Your current resume; 2) a completed Application Coversheet; 3) a two-page written response to support your application. Please provide evidence of your suitability for the role by including examples of your bank reconciliation experience, particularly where you have resolved discrepancies. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

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

**Commercial Services and Infrastructure  
Infrastructure Finance and Capital Works  
Receptionist**

**Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 29536)**

Gazette Date: 08 April 2019

Closing Date: 15 April 2019

Details: The Infrastructure Finance and Capital Works division is looking for an adaptable, motivated and organised person to join our team in the Receptionist role. The successful applicant will have demonstrated experience in working individually and collaboratively in a small team in a fast paced environment, ability to prioritise workloads and work as a positive and proactive member of the workplace, have competency in the Microsoft Office Suite and Records Management Systems. The successful applicant will be required to liaise with a range of stakeholders across ACT government. 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 a period of six months with the possibility of extension.

Selection may be based on application and referee reports only.

How to Apply: A written application of no more than two pages, addressing the selection criteria, along with your current Curriculum Vitae, listing two referees and their contact details. Applications should be sent to [job@act.gov.au](mailto:job@act.gov.au)

Contact Officer: Shonade Ceccato (02) 6207 2371 [shonade.ceccato@act.gov.au](mailto:shonade.ceccato@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)**

**Corporate Services  
People Management**

## **Executive**

### **Coordination Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 37814)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: Corporate Services are seeking a Coordination Officer to support the Director and Senior Managers of the People Management Branch. We are seeking a high performing person who is organised, shows initiative and can work in a dynamic and cohesive team. You will be able to manage competing priorities and oversee the work flow of the People Management Branch. This will include coordinating the timely delivery of projects and responses to requests, such as Freedom of Information, Ministerial and Reportable Conduct. This role will also be a key contact for supporting the coordination of annual reports and budget estimates for the directorate. The role of Coordination Officer is a role that is key to the branch working cohesively to achieve and deliver outcomes for the Community Services Directorate and its staff. If you like to be challenged with interesting and fulfilling work, then we would love to hear from you. Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

How to Apply: Please prepare responses to the Selection Criteria and submit to [jobs@act.gov.au](mailto:jobs@act.gov.au) along with a current Curriculum Vitae and contact details of at least two referees.

Contact Officer: Leanne Green (02) 6205 3711 [leanne.green@act.gov.au](mailto:leanne.green@act.gov.au)

## **Housing ACT**

### **Strategy and Viability**

#### **Housing and Homelessness Strategy and Policy**

##### **Senior Policy Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 35674)**

Gazetted: 05 April 2019

Closing Date: 19 April 2019

Details: Applications are sought for a Senior Policy Officer in the Housing and Homelessness Strategy and Policy team within Housing ACT. The role will require you to work as part of a small team to contribute to housing and homelessness policy, assist in preparing briefing material for the directorate and government, undertake social housing policy research, liaise regularly with government, community and public housing tenants, and provide secretariat support for Housing ACT's Tenant's Consultative Group. The successful candidate will need to display a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline will be highly regarded. Knowledge of or experience in the fields of Human Services policy, including housing and homelessness, including national, state and local government responsibilities and interactions will be highly regarded.

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

How to Apply: Please submit your claims against the Selection Criteria along with Application Coversheet, Curriculum Vitae and contact details of at least two referees to [jobs@act.gov](mailto:jobs@act.gov).

Contact Officer: Caroline Stevens (02) 6205 4450 [caroline.stevens@act.gov.au](mailto:caroline.stevens@act.gov.au)

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

## **Housing ACT**

### **Infrastructure and Contracts**

#### **Contract Management Team**

##### **Senior Contract Manager**

#### **Senior Officer Grade A \$143,116, Canberra (PN: 17967)**

Gazetted: 09 April 2019

Closing Date: 16 April 2019



Details: Housing ACT is a division of the Community Services Directorate (CSD). It is responsible for the provision and management of public housing services and delivery and management of homelessness services in the Territory. The major form of housing assistance is the provision of rental accommodation at a discounted rent. In addition to the tenancy management services, Housing ACT provides housing policy and asset management services, including the sale, purchase, construction and redevelopment of properties. Asset management services for the repair, maintenance and upgrade of the public housing properties are delivered through the Total Facilities Management contract. Supporting these activities are business services, including business development, finance and executive support arrangements. Housing ACT also coordinates comprehensive support services and community participation programs for its tenants. The Senior Contract Manager leads the Contract Management team and is responsible for developing the annual capital program in the context of the ACT Housing Strategy and the Public Housing Asset Management Strategy. The position is part of Housing ACT's senior management team and works closely with various teams throughout Housing ACT to make a significant contribution to the strategic direction and management of the public housing portfolio. The position occupant will manage the strategic direction of the team and deliver outcomes consistent with Total Facilities Management Contract within a human services environment.

Note: This is a temporary position available as soon as possible for six months with the possibility of extension of up to less than 12 months and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please provide a written response to the Selection Criteria, a current Curriculum Vitae including the contact details of at least two referees and a completed Application Coversheet to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Catherine Loft (02) 6207 4592 [catherine.loft@act.gov.au](mailto:catherine.loft@act.gov.au)

## **Office of the Director-General**

### **Organisational Governance**

#### **Directorate Liaison Officer**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 24173)**

Gazetted: 10 April 2019

Closing Date: 24 April 2019

Details: Community Services Directorate is looking for an experienced senior officer to undertake the role of Directorate Liaison Officer (DLO). The position currently supports Ministers who have responsibilities for the following portfolios: Aboriginal and Torres Strait Islander Affairs; Disability; Children, Youth and Families; Community Services and Facilities and Multicultural Affairs. The DLO will facilitate and support direct communications and advice between the Directorate and the Ministers' Office. The DLO is also the first point of contact for Directorate staff with enquiries relating to ministerial correspondence or briefing requirements. The DLO will provide specialist assistance in matters relating to the Legislative Assembly, Government business and constituent meetings and functions and must be able to liaise with community members regarding their concerns and provide guidance on these matters to Directorate Executive and Ministerial staff. The successful applicant will be required to demonstrate a high level of sensitivity, confidentiality and a flexible approach to tight deadlines. The DLO reports to the Senior Manager, Organisational Governance on Government business matters and the Executive Officer to the Director-General on sensitive matters, such as child protection. Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: This is a temporary position available for up to twelve months. Selection may be based on application and referee reports only.

How to apply: Interested candidates should submit an Application Coversheet and a two page statement which demonstrates relevant skills and experience against the Selection Criteria. Please also include a current Curriculum Vitae and contact details of at least two current referees. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

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

## **Children, Youth and Families**

### **Business Support**

#### **Community Engagement and Client Services**

#### **Community Engagement and Client Services Officer**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 23374)**

Gazetted: 05 April 2019

Closing Date: 22 April 2019

Details: The Community Engagement and Client Services role is responsible for the coordination, administration, and development of responses and resolution of complaints in alignment with the Community Services Directorate policy. Essential requirements are a good knowledge of child protection and youth justice legislation and policy in the ACT, the ability to analyse systemic issues and provide advice to the Executive. The position will also undertake strategic policy development as part of quality improvement. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

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: Interested applicants should submit an Application Coversheet, written application addressing the Selection Criteria, and current Curriculum Vitae listing two referees to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Marina Beanland (02) 6207 5329 [marina.beanland@act.gov.au](mailto:marina.beanland@act.gov.au)

**Director of Public Prosecutions**

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

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

**Corporate**

**Corporate Administration**

**Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 39655)**

Gazetted: 09 April 2019

Closing Date: 16 April 2019

Details: The successful applicant will be part of a small corporate team and will be required to provide a wide range of administrative support to the Corporate area in particular prepare accounts for processing using the Accounts Payable Invoice Automated System (APIAS); have the ability to learn the TM1 reporting system that supports internal and external financial reporting and budgeting, reconciliations and journals as required, prepare various financial returns, issue and reconcile subpoena monies, maintain database system and liaise with internal and external stakeholders. This role requires you to have the ability to step into other administrative functions as required including but not limited to ordering of stationery, answering telephone calls and other enquiries; arranging travel and accommodation and records management administration. The successful applicant will need exceptional organisational skills, including the ability to effectively manage multiple tasks, determine their own priorities, and effectively meet strict deadlines in high pressure situations. The ACT Office of the Director of Public Prosecutions supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The successful applicant will be required to undergo a pre-employment Police check.

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

How to Apply: Please send a current resume, completed Application Coversheet and response to the Selection Criteria (maximum two pages) to [jobs@act.gov.au](mailto:jobs@act.gov.au)

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

## Education

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>  
Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

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

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

#### **Curtin Primary School**

#### **Administrative Services Officer**

#### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 43047)**

Gazetted: 09 April 2019

Closing Date: 23 April 2019

Details: Curtin Primary School is seeking a high performing individual to permanently fill the role of Administrative Services Officer. The successful applicant will proactively support the Principal and the school by effectively managing correspondence, appointments, phone calls and undertaking other administrative tasks. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment with competing demands.

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)

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

How to Apply: To ensure the selection panel can view your application, all documents must be saved in Microsoft Word Formats (.docx.doc). Other formats may not be readable on ACTPS computers, requiring documents to be converted and resubmitted. All applications, including Application Coversheet, your written response to Selection Criteria, resume and Referee Reports should be sent to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Colleen Myburgh (02) 6142 2570 [colleen.myburgh@ed.act.edu.au](mailto:colleen.myburgh@ed.act.edu.au)

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

### **School Performance and Improvement**

#### **Tuggeranong**

#### **Theodore Primary School**

#### **Classroom Teacher (3-6)**

#### **Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 01836, several)**

Gazetted: 10 April 2019

Closing Date: 22 April 2019

Details: Theodore Primary School is a Preschool - 6 school with approximately 400 students. We encourage energetic teachers who would like to join us on our journey to implement Positive Behaviours for Learning across the school. Theodore Primary has a strong commitment to improving literacy and numeracy skills for all students and providing a positive approach to student learning and wellbeing. Theodore has a one to one Google Chrome program for students in years three to six. We operate as a Professional Learning Community and highly value collaborative teaching and learning.

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

Note: This is a temporary position available from 29 April 2019 to 19 December 2019 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: All applicants are to provide a Curriculum Vitae, Application Coversheet and response to the Australian Professional Standards for Teachers provided in the application package with reference to the job description.

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

Contact Officer: Debbie Martens (02) 6142 3100 [debbie.martens@ed.act.edu.au](mailto:debbie.martens@ed.act.edu.au)

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

### **School Performance and Improvement**

#### **North Gungahlin Network**

##### **Harrison School**

##### **Laboratory Assistant**

##### **School Assistant 3 \$53,171 - \$57,225, Canberra (PN: 26740)**

Gazetted: 10 April 2019

Closing Date: 24 April 2019

Details: Provide technical and procedural advice to teachers in regards to the implementation of science educational programs. Under general direction assist teachers in the preparation of classroom activities within a classroom setting at Harrison School years P – 10.

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

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

How to Apply: Please provide resume, Application Coversheet and Selection Criteria, and include two written referee reports against the selection criteria.

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

Contact Officer: Debbie Carne (02) 614 22200 [debbie.carne@ed.act.edu.au](mailto:debbie.carne@ed.act.edu.au)

### **School Performance and Improvement**

#### **Tuggeranong Network**

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

##### **Building Service Officer**

##### **Building Service Officer 1 \$49,040 - \$53,553, Canberra (PN: 03509)**

Gazetted: 09 April 2019

Closing Date: 23 April 2019

Details: Lanyon High School is seeking a highly enthusiastic person with a broad set of skills for the position of Building Services Officer. The successful applicant will play an integral role in the school community. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

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

Mandatory Asbestos Awareness Training or ability to obtain prior to commencement.

Note: This is a temporary position available until 19 July 2019 with the possibility of extension. Selection may be based on application and referee reports only.

How to apply: Please send a Curriculum Vitae, Application Coversheet and a response to the Selection Criteria to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Jade Uttley (02) 6142 1802 [jade.uttley@ed.act.edu.au](mailto:jade.uttley@ed.act.edu.au)

### **School Performance and Improvement**

#### **School Improvement**

##### **Operational Services**

##### **Director School Operational Services**

##### **Senior Officer Grade A \$143,116, Canberra (PN: 35185)**

Gazetted: 05 April 2019

Closing Date: 22 April 2019

Details: The School Operational Services team comprises the Principal Executive Services and Incident Management teams. The Principal Executive Services team provides advice and support to Principals and schools across daily school operations, Education Directorate policy and procedures, student related appeals and internal redirection for more specific advice. Team functions also include Principal recruitment; the management of overseas travel requests and overseas excursions; financial management for the School Improvement Branch; Ministerial advice, communications and briefings; support of the Directors, School Improvement and liaison and written communication with schools and other branches within the Education Support Office. The Incident Management team is a newly established function that will lead the Directorate's response to serious and critical incidents occurring in schools, including the coordination of Directorate resources, communications and reporting. The Incident Management team engages in continuous improvement of incident policies and procedures and undertakes ongoing planning based on support and prevention. The Incident Management team liaises with schools and Directorate staff to ensure accurate and timely advice is provided to senior officers and the Minister about events that have potential to cause disruption to delivery of education services for individual and/or schools; events that involve health or emergency services; or dangerous situations for schools. 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 should provide a Curriculum Vitae, Application Coversheet, two referee reports and responses to the Selection Criteria to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Sue Norton (02) 6205 3313 [sue.norton@act.gov.au](mailto:sue.norton@act.gov.au)

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

### **School Performance and Improvement**

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

##### **Black Mountain School**

##### **School Leader B Black Mountain School**

##### **School Leader B \$136,828, Canberra (PN: 04051)**

Gazetted: 10 April 2019

Closing Date: 24 April 2019

Details: Black Mountain School is seeking an Expression of Interest for a School Leader B from motivated individuals with a passion for special education and leadership to join our team for Term 2 with a possibility of extension. The person we are looking for will have a demonstrated ability embed school wide initiatives, respond to challenging situations, make decisions in line with school policy, and communicate effectively.

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

Note: This is a temporary position available from 29 April 2019 until 21 July 2019. Selection may be based on application and referee reports only. This position is available to ACT Public Service employees only.

How to Apply: Applicants need to submit an Expression of Interest comprising a current Curriculum Vitae and supporting statement of two pages. The supporting statement should address the capabilities listed below and be written with a focus on the job description specified for the position; Leading teaching and learning, Developing self and others and Leading the management of the school.

Contact Officer: James Malone 0430 685 559 [james.malone@ed.act.edu.au](mailto:james.malone@ed.act.edu.au)

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

### **School Performance and Improvement**

#### **South and Western Network**

##### **Mawson Primary School**

**Deputy Principal - Mawson Primary School  
School Leader B \$136,828, Canberra (PN: 15955)**

Gazetted: 08 April 2019

Closing Date: 2 May 2019

Details: Mawson Primary School was built in 1968 and is located in the Woden Valley. The school celebrated its 50th anniversary in 2019. Mawson Primary School operates with classes from Preschool to Year 6 and offers two specialised programs: the Mandarin Immersion Program (MIP) and Environment Centre Sustainability Program as part of teacher release. In 2019 the school's Priority Enrolment Area (PEA) includes Isaacs, Mawson, and O'Malley and Phillip. Enrolments have grown steadily over the last few years and are close to 500 in 2019. The student's population comprises 62% EALD learners, so TESOL qualifications are highly desirable. Mawson Primary School is seeking a Deputy Principal to work with the Principal to inspire staff and students towards the best possible learning outcomes and well-being. The successful candidate will articulate and model high standards of professional engagement. You will be highly skilled at establishing and maintaining professional relationships and structures with a focus on continuous improvement. You will work closely with the Principal and other members of the leadership team to support our goal of developing a high-performing team. In addition to supporting the Principal in all aspects of leadership, the Deputy Principal will have a broad portfolio of management accountabilities, including leading the unique Mandarin Immersion Program.

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

How to Apply: All applicants are to provide a Curriculum Vitae, Application Coversheet and response to the five leadership capabilities provided in the application package with reference to the job description to [jobs@act.gov.au](mailto:jobs@act.gov.au) by the due date.

Contact Officer: Elizabeth Courtois (02) 6142 2700 [elizabeth.courtois@ed.act.edu.au](mailto:elizabeth.courtois@ed.act.edu.au)

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

**Service Design and Delivery**

**Student Engagement**

**Clinical Practice**

**Senior Psychologist**

**Senior Psychologist \$127,172, Canberra (PN: 35593)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: ACT Education is seeking applications from Psychologists who have current experience and specific skills to fulfil the role of Senior Psychologist. Successful candidates will work as part of a multi-disciplinary team, utilising evidence based frameworks to support students with complex needs. The Senior Psychologist will use their psychological expertise to lead the identification and implementation of evidence based practice within a multidisciplinary team and schools; as well as supporting the professional practice of school psychologists. 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: Applicants must have: full registration as a Psychologist with the Psychology Board of Australia OR full registration as a Psychologist with the Psychology Board of Australia and Teacher registration with ACT Teacher Quality Institute. Minimum of three years' experience as a fully registered psychologist. It is desired that the candidate is a Board Approved Supervisor. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available from 06 May 2019 to 01 November 2019. Selection may be based on application and referee reports only.

How to Apply: Please submit your application addressing the Selection Criteria, a copy of your current resume, details of two referees including your current supervisor and a copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People card.

Contact Officer: Tej Kaur (02) 6205 9555 [EDUClinicalPractice@act.gov.au](mailto:EDUClinicalPractice@act.gov.au)

**Business Services Division**

**Strategic Finance and Procurement**

**Strategic Finance**

**Finance Business Partner, Education Services**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 43035)**

Gazetted: 05 April 2019

Closing Date: 19 April 2019

Details: The Strategic Finance and Procurement Branch requires a Finance Business Partner to manage the staff and resourcing of the Education Services Division to deliver high quality advice to senior staff. As part of this role, the Finance Business Partner, Education Services is responsible for the compilation of business cases as well as financial reporting requirements for the Division. The successful applicant will have excellent communication and technical accounting skills and be able to liaise with a wide range of stakeholders on a broad range of topics. They will also be able to lead a small team to find solutions to complex issues, successfully deliver projects and supporting executive and senior staff by investigating issues to allow evidence informed decisions to be made.

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

How to Apply: Applications should include: 1) an Application Coversheet; 2) a 1000 word statement of claims outlining your skills and experience taking into account the Selection Criteria; 3) a current resume. Applicants should submit their applications to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Megan Parker (02) 6205 2911 [megan.parker@act.gov.au](mailto:megan.parker@act.gov.au)

**System Policy and Reform**

**Strategic Policy and Reform**

**Assistant Director Strategic Policy**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 33845, several)**

Gazetted: 04 April 2019

Closing Date: 11 April 2019

Details: The ACT Government's vision for the Future of Education was released in August 2018. The Future of Education strategy signals a significant change in policy direction and provides the roadmap for continued investment and action for education within the ACT. An opportunity exists for a skilled leader to manage key aspects of the strategy's first phase of implementation. We are looking for two committed and hardworking individuals who have demonstrated experience in delivering program/project outcomes for government, with a strong understanding of schools and their complex business. The first role will drive legislative reform, in order that the vision within the Future of Education can be realised. The second role will lead systemic reform relating to inclusion, specifically ensuring students with a disability and their families are included in a way that successfully meets young peoples' learning needs. These two roles will continue to successfully drive ongoing stakeholder consultation and engagement throughout implementation, whilst also co-establishing with the branch an innovation function to support the Directorate's Future of Education agenda. 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. Applicants will also be encouraged to outline their experience and responsibilities in developing and maintaining an inclusive workplace.

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

How to Apply: Applicants should submit a written response to the Selection Criteria (maximum four to six pages), a current Curriculum Vitae and Application Coversheet to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Coralie McAlister (02) 6207 5520 [coralie.mcalister@act.gov.au](mailto:coralie.mcalister@act.gov.au)

**School Performance and Improvement**

**North and Canberra Gungahlin**

**Jervis Bay School**

**School leader C**

**School Leader C \$117,515, Canberra (PN: 15768)**

Gazetted: 10 April 2019

Closing Date: 24 April 2019

Details: Jervis Bay School is looking for a strong and dynamic school leader to join our small team. Experience with and passion for working with Aboriginal and Torres Strait Islander communities is essential, along with a commitment to supporting students with complex needs. The successful person will be able to establish highly effective relationships with all members of our school community including staff, parents, students and external providers. They will undertake an appropriate teaching load and other duties as determined by the principal. This is a wonderful opportunity for the right person.

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

Note: This is a temporary position available from 29 April 2019 until 20 December 2019.

How to Apply: All applicants are to provide a Curriculum Vitae, Application Coversheet and response to the five leadership capabilities provided in the application package with reference to the job description to [jobs@act.gov.au](mailto:jobs@act.gov.au) by the due date.

Contact Officer: Lana Read (02) 6142 0490 [lane.read@ed.act.edu.au](mailto:lane.read@ed.act.edu.au)

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

**School Performance and Improvement**

**North and Gungahlin Network**

**Harrison School**

**School Leader C Team Leader**

**School Leader C \$117,515, Canberra (PN: 23393, several)**

Gazetted: 09 April 2019

Closing Date: 26 April 2019

Details: Harrison School is a large, values based, single campus Preschool-10 school in the Gungahlin Network that supports personalised learning through student voice and the effective use of ICT. We are committed to developing independent, creative, problem solving, reflective learners who can communicate and collaborate on a global stage. We focus on building positive relationships that underpin collaboration, differentiation, inclusivity and the provision of effective learning opportunities for our whole community. We are seeking a School Leader C to join our dynamic and innovative leadership team in progressing the school's improvement agenda. Specifically, the position is responsible for leading a large primary school teaching team. The successful applicant will lead quality teacher practice in line with the Australian Professional Standards for Teachers, have a passion for coaching and mentoring staff and be able to plan for effective professional learning. They will also have expertise in working with the broader community to enhance the individual learning progress of students.

Eligibility/Other Requirements: 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).

How to Apply: All applicants are to provide a Curriculum Vitae, Application Coversheet and response to the five leadership capabilities provided in the application package with reference to the job description to [jobs@act.gov.au](mailto:jobs@act.gov.au) by the due date.

Contact Officer: Daniel Breen (02) 6142 2200 [daniel.breen@ed.act.edu.au](mailto:daniel.breen@ed.act.edu.au)



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

**School Performance and Improvement  
Office of the Deputy Director General  
Strategic Implementation Team  
Manager**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 43174)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: An exciting opportunity exists for an experienced Senior Officer C to fill the role of Manager, Strategic Implementation team in the ACT Education Directorate. The Strategic Implementation Team is responsible for driving and embedding the directorate's Strategic Plan 2018-2021: A Leading Learning Organisation. The Manager will provide leadership and support for business units responsible for delivering key initiatives under the Strategic Plan. The successful applicant will have experience in strategic planning, organisational change management, and relationship building to ensure effective outcomes. The successful applicant will display high levels of respect, integrity, collaboration and innovation in the work place and have a commitment to ongoing learning and reflection. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available from 6 May 2019 until 1 May 2020.

How to Apply: Please provide a resume and statement of response against each of the Selection Criteria, demonstrating how you will bring the public sector values into the role. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Nicole Moore (02) 6205 4999 [nicole.moore@act.gov.au](mailto:nicole.moore@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.

**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 Director- General  
Engagement and Executive Support  
Communications**

**Communications Officer**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 15470)**

Gazetted: 09 April 2019

Closing Date: 23 April 2019

Details: Like working in a dynamic environment where you are encouraged to test new ideas? An opportunity exists for a highly motivated Communications Officer to be a part of the Environment, Planning and Sustainable Development team. On any given day you could be organising a media launch with one of our Ministers' offices, pitching a story to a journalist, preparing a communication strategy for a new service, implementing a marketing campaign or creating digital content including social media. The successful candidate will be able to further their experience through working with multiple line areas who each have a role in making Canberra a better place to live. If you are creative, enjoy communicating with people and want to get a range of experiences, this job may be for you.

Eligibility/Other Requirements: Degree or Diploma in Communications, Public Relations, Journalism or related discipline and/or demonstrated experience in public relations, media environment or market research is essential. A current driver's licence is also required.

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: Please email to [jobs@act.gov.au](mailto:jobs@act.gov.au): an Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Geoff Virtue (02) 6205 0312 [geoff.virtue@act.gov.au](mailto:geoff.virtue@act.gov.au)

**Office of Director-General  
Engagement and Executive Support  
Government Services  
Manager, Government Business**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 43127)**

Gazetted: 09 April 2019

Closing Date: 16 April 2019

Details: Are you a talented juggler? Can you motivate your staff and support your customers? Well, have we got the gig for you. Exceptional skills in balancing the flow of business in Environment, Planning and Sustainable Development Directorate's (EPSDD) huge Cabinet and Assembly program is just part of the talent required! The Environment, Planning and Sustainable Development Directorate is seeking a highly motivated, experienced manager to lead the operations of its fast-paced, Government Services Team! If you have strong communication skills, attention to detail, knowledge of government business processes and an understanding of service delivery for not one, but seven Ministers, then this job is for you!

Eligibility/Other Requirements: Proficiency in use of Objective, knowledge of Cabinet and Assembly processes.

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

How to Apply: Please demonstrate, in no more than two pages, how you address the Selection Criteria and why you are a good fit for the role. We encourage you to be creative with your pitch! Send your pitch along with the Application Coversheet and a current Curriculum Vitae to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Laura Marcantonio (02) 6207 8263 [laura.marcantonio@act.gov.au](mailto:laura.marcantonio@act.gov.au)

**Sustainability and the Built Environment  
Urban Renewal**

**Asbestos Response Taskforce**

**Senior Manager - Communications and Reporting**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 35057)**

Gazetted: 05 April 2019

Closing Date: 12 April 2019

Details: The Asbestos Response Taskforce within the Urban Renewal Branch of the Environment, Planning and Sustainable Development Directorate is seeking interest from suitably qualified applicants for the temporary vacancy of Senior Manager – Communications and Reporting. This position is responsible for; planning and overseeing the delivery of activities that support the communications and engagement functions for the Asbestos Response Taskforce; managing a wide variety of reporting obligations; and coordinating government business on behalf of the Taskforce. The successful applicant will be comfortable working in a regularly changing environment addressing complex and sensitive issues.

Note: This is a temporary position available from 30 April 2019 until 30 December 2020 with the possibility of 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: Applicants are asked to supply an Application Coversheet, a written application of no more than two pages, addressing the Selection Criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Lynette Marsh (02) 6205 8592 [lynette.marsh@act.gov.au](mailto:lynette.marsh@act.gov.au)

**Business, Governance and Capability**

**Finance, Information and Assets**

**Property, Security and Facilities**

**Corporate Services Assistant Manager**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 43157)**

Gazetted: 09 April 2019

Closing Date: 23 April 2019

Details: Are you a strategic thinker and results driven individual? Are you able to manage a range of competing issues and priorities "faster than a speeding bullet" (so to speak), readily identify the synergies and challenges across a range of corporate services including procurement, facilities management and accommodation services, emergency management, fleet management, sustainability management and security. You'll bring your leadership skills, stakeholder engagement and change management skills to the table, and with minimal direction be able to hit the ground running, making a valuable contribution to high performance, continuous improvement and business transformation across a range of corporate and enabling services. Environment, Planning and Sustainable Development 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 until 30 June 2019, with a possible extension for up to 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to supply an Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Geoff Standard (02) 6207 7472 [geoff.stannard@act.gov.au](mailto:geoff.stannard@act.gov.au)

**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>**

**Quality, Safety and Governance**

**Quality, Safety and Governance Executive**

**CSQU Executive**

**Medical Director Patient Safety and Quality Improvement**

**Staff Specialist Band 1-5**

**\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 31876)**

Gazetted: 11 April 2019

Closing Date: 25 April 2019

Overview of the work area and position: The Quality, Safety, Innovation and Improvement Division supports the delivery of Canberra Health Services' strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements. The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement, as well as providing strategic frameworks in quality, governance and risk across Canberra Health Services. This is achieved through: Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation. Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement. Branches within the Quality, Safety, Innovation and Improvement Division are: Clinical Effectiveness, Patient Safety, Patient Experience, and Governance. As part of the Quality, Safety, Innovation and Improvement division the Medical Director will be responsible for providing high level expertise, vision, leadership and direction to ensure that clinical and/or operational effectiveness, quality outcomes, patient safety and patient/family experience are improved. As a key

leadership position within Canberra Health Services the successful applicant will be required to work collaboratively with executive directors and senior clinical leaders in supporting, establishing, directing and managing the Clinical Governance function to promote and support patient safety and clinical excellence across Canberra Health Services. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,494 - \$359,948

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Eligibility to apply for academic standing in the Australian University Medical School. Proven understanding of patient safety, quality improvement, methodologies, tools and techniques. Desirable: Specialist fellowship in Australia or equivalent specialist qualifications. Practical experience in clinical governance at a senior level in a health organisation. Detailed understanding of leadership, risk management, strategic direction-setting and the challenges facing modern healthcare service delivery. Extensive knowledge and experience in best-practice and contemporary management. Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

Note: This is a permanent part time position at 24 hours per week with opportunities for joint appointments in clinical specialty areas.

Contact Officer: Denise Lamb, Executive Director, Quality, Safety, Innovation and Improvement, Canberra Health Services (02) 5124 9549 Applications can be forwarded to: Apply online at

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

#### **Clinical Service**

#### **Medical Services**

#### **Sexual Health**

#### **SRMO/Registrar**

**SRMO/Registrar \$87410-\$123327, Canberra (PN: TBA)**

Gazetted: 11 April 2019

Closing Date:

Applications are sought for employment from May 2019 to 2 February 2020. This position is suitable for general training or for accredited Advanced Training with the Chapter of Sexual Health Physicians, RACP. Canberra Sexual Health Centre is based at Canberra Hospital. We provide clinic-based care for sexual health and HIV patients as well as an outreach program in non-clinical settings. We have a strong philosophy of teamwork, evidence based practice and continuing professional development, which is supported by a weekly in-service program. The sexual health medicine registrar provides both walk-in and booked clinics for patients with a diverse range of sexual health and HIV related conditions and concerns, provides occasional inpatient consultation and responds to GP enquiries. There is the opportunity to undertake HIV prescriber (\$100) training and to gain experience with public health aspects of sexual health medicine. Participation in teaching and research is encouraged. The clinic is an RACP accredited site for advanced training in sexual health medicine.

Eligibility/Other Requirements: Medical practitioner with General Registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Contact Officer: Dr Sarah Martin 51242184 Sarah.Martin@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment>

#### **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)**

#### **Corporate**

#### **Governance**

#### **Ministerial Services Unit**

### **Delegations Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 37930)**

Gazetted: 10 April 2019

Closing Date: 24 April 2019

Details: The Delegations Officer provides strategic, operational and administrative support to establish and maintain Director-General and ministerial delegations. The Delegations Officer is required to exercise a considerable degree of independence, engage in continual problem solving, complex and sensitive issues management and consistently exercise sound judgment. The Delegations Officer will undertake Cabinet and ministerial processes, liaising with various senior stakeholders across the ACT Government, whilst maintaining a high level of confidentiality and discretion. The role is required to respond quickly to business needs and adhere to tight timeframes. This position also provides support on an as-needs basis as a JACS Directorate Liaison Officer.

Eligibility/Other Requirements: An understanding of Cabinet, Ministerial, Legislative Assembly and machinery of government processes would be an advantage and ability to manage sensitive and classified information in accordance with the Protective Security Policy Framework (PSPF). Legal and Project Management qualifications are desirable.

Note: This is a temporary position available for a period of six months with the possibility of extension up to less than 12 months and/or permanency.

How to Apply: Please submit your Selection Criteria of no more than two pages, Application Coversheet, current Curriculum Vitae and the name and contact details of two referees to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Chris Bartram (02) 6207 8098 [chris.bartram@act.gov.au](mailto:chris.bartram@act.gov.au)

### **ACT Corrective Services**

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

#### **Community Operations**

#### **Probation and Parole Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 12675, several)**

Gazetted: 10 April 2019

Closing Date: 22 April 2019

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Community Corrections and Release Planning as a Probation and Parole Officer (PPO). A career as a PPO is unlike any other in the public service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement and monitor case management plans that aim to reduce the potential for reoffending. You will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community based offender management programs. As a PPO you will be required to provide written and verbal reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention. To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds. 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 working with offenders and relevant tertiary qualifications are highly desirable. Eligible candidates will be required to undergo a criminal history check. A Certificate IV in Correctional Practice or the ability to achieve this qualification within 12 months of commencing employment. Must complete designated ACTCS PPO suite of training programs within 12 months of commencing employment. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence, and a willingness/ability to drive within ACT, is essential. Current registration issued under the *Working with Vulnerable People Act 2011* is essential

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 (one should be a current Supervisor/Manager); and (5) a copy of your current driver's licence. Please ensure you submit all five items.

Contact Officer: Melissa Butler (02) 6207 9717 [melissa.butler@act.gov.au](mailto:melissa.butler@act.gov.au)

**ACT Corrective Services**

**Community Corrections and Release Planning**

**Community Operations**

**Indigenous Probation and Parole Officer**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 46200)**

Gazetted: 10 April 2019

Closing Date: 22 April 2019

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Community Corrections and Release Planning as an Indigenous Probation and Parole Officer (PPO). A career as a PPO is unlike any other in the public service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement and monitor case management plans that aim to reduce the potential for reoffending. You will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community based offender management programs. As a PPO you will be required to provide written and verbal reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention. To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds.

Eligibility/Other Requirements: This is a designated position and is only open to Aboriginal and Torres Strait Islander people. Aboriginal or Torres Strait Islander ancestry is considered essential (*s42, Discrimination Act 1991*). Experience working with offenders and relevant tertiary qualifications are highly desirable. Understanding of and sensitivity to Aboriginal and Torres Strait Islander cultural issues and issues relevant to other minority groups is essential. A Certificate IV in Correctional Practice (Community) or the ability to achieve this qualification within 12 months of commencing employment. Completion of designated ACTCS PPO suite of training programs within 12 months of commencing employment. Eligible candidates will be required to undergo a criminal history check. Applicants will be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence is essential. Current registration issued under the *Working with Vulnerable People Act 2011* is essential.

How to Apply: 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 your current driver's licence. Please ensure you submit all five items.

Contact Officer: Melissa Butler (02) 6207 9717 [melissa.butler@act.gov.au](mailto:melissa.butler@act.gov.au)

**ACT Government Solicitor**

**Property and Commercial**

**Government Solicitor**

**Government Solicitor 4 \$165,740 - \$184,063, Canberra (PN: 34664, several)**

Gazetted: 10 April 2019

Closing Date: 25 April 2019

Details: The ACT Government Solicitor is seeking expressions of interest for a dynamic new in-house legal role in the Suburban Land Agency. The Suburban Land Agency is a statutory authority responsible for delivering the ACT Government's suburban development program, including urban renewal in established town centres. It also has responsibility to encourage and promote urban renewal outside declared urban renewal precincts, and to contribute to the growth and diversification of the Territory's economy and social and environment sustainability. The successful candidate will provide leadership in the delivery of legal services to the Agency and work closely with the ACT Government Solicitor and the Agency's external legal services providers. The role provides an excellent opportunity for a senior practitioner looking for a challenging, diverse and interesting in-house role. The core work of the Agency concerns Territory property matters however it is intended that the responsibilities of the successful candidate will cover the full scope of the Agency's operations. The ideal person will have significant experience in a property or land development environment, with a strong commercial focus. Experience in Territory property law is desirable. The successful candidate will have the following primary responsibilities:

- advising on complex legal questions and on legal aspects of proposed policies; •advising on the legal aspects of Suburban Land Agency procurements;
- advising on Territory legislation relevant to the Suburban Land Agency;
- advising on, and where beneficial participating in, complex commercial negotiations; •provision of probity advice and guidance;
- conducting a first review of any proposed new requests for legal advice, including briefing the relevant legal service providers with the new instructions and monitoring the ongoing provision of legal matters;
- ensuring all necessary reporting of major or urgent/sensitive matters is maintained to the executive of the Suburban Land Agency, together with other routine reporting obligations;
- routinely briefing the Board of the Suburban Land Agency on current legal questions; •provision of internal training or information sessions to staff; and
- working closely with Suburban Land Agency staff on day to day legal matters. For more information on the Suburban Land Agency please see [www.suburbanland.act.gov.au](http://www.suburbanland.act.gov.au).

Eligibility/Other requirements: Applicants must be admitted (or eligible for admission within three months of commencement) as an Australian legal practitioner with at least five (5+) years of post-admission experience.

Note: This is a temporary position with the possibility permanency. The successful applicant must be available to commence in their new role within six weeks of acceptance of offer. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide a two page pitch demonstrating their ability and experience to perform the role including the behavioural capabilities. The behavioural capabilities can be found in the position description. Applications should also provide a completed Application Coversheet with their pitch and a current Resume including the details of two referees.

Contact Officer: Maria Batzogiannis (02) 6205 3734 [maria.batzogiannis@act.gov.au](mailto:maria.batzogiannis@act.gov.au)

## **Legislation Policy and Programs**

### **Civil Law**

#### **Senior Manager**

#### **Senior Officer Grade A \$143,116, Canberra (PN: 38163)**

Gazetted: 08 April 2019

Closing Date: 22 April 2019

Details: Legislation, Policy and Programs is seeking a highly motivated person to manage the Human Rights and Social Policy Unit in the Civil Law team. The Civil Law team provides policy advice and project management to the Directorate on a broad range of civil and administrative law topics. The Human Rights and Social Policy Unit delivers legislation and policy projects on a broad range of human rights-related issues (e.g. discrimination, elder abuse, LGBTIQ rights, privacy, adoption, freedom of information, victims of crime and disability). It also scrutinises draft legislation for compatibility with human rights and provides advice and education to ACT Government Directorates on human rights obligations. The Senior Manager, Human Rights and Social Policy provides high-level management of the Unit and is responsible for individually delivering critical legislation projects and briefings. The key duties and responsibilities include: Provide overall strategic leadership of the Human Rights and Social Policy Unit; manage work planning and facilitate skills development for all team members; ensure high quality scrutiny, advice and education is provided so as to promote a culture of awareness and respect for human rights within Government; ensure timely delivery of policy and legislative projects; and represent Legislation, Policy and Programs at Executive level meetings, stakeholder meetings, and on inter-directorate and inter-governmental projects. The successful applicant will have a strong understanding of human rights in both policy and operational contexts, and a track record of developing or influencing policy at a managerial level. This is an opportunity to lead a busy team that makes a significant contribution to the Government's human rights, diversity and social inclusion agenda.

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: Interested applicants should submit an Application Coversheet, written application addressing the Selection Criteria limiting responses to 350 words per criteria, and current Curriculum Vitae listing two referees to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Daniel Ng (02) 6207 0674 [daniel.ng@act.gov.au](mailto:daniel.ng@act.gov.au)

**Corporate**

**Office of the Chief Operating Officer**

**Communications, Engagement and Media**

**Director, Communications, Engagement and Media**

**Senior Officer Grade A \$143,116, Canberra (PN: 43152)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: The Justice and Community Safety Directorate's Communications, Engagement and Media unit leads the directorate's efforts to deliver high quality communications and engagement opportunities, to ensure the community is informed and engaged, as well as responding to media outlets and the creation of media material during Legislative Assembly sitting periods. The Director Communications, Engagement and Media coordinates and facilitates the directorate's communications, engagement, media and public information activities. This includes the provision of high quality and responsive public information for government initiatives, and acting as media spokesperson when required and working collaboratively with Statutory Office Holders. Responsible for communications for the directorate, the Director, Communications, Engagement and Media will have oversight of strategic and operational communications, public information and media services for business units as diverse as legislation, policy and parliamentary drafting through to corrective services and the ACT Courts and Tribunal. The position requires outstanding leadership, relationship management, strategic, and communications skills. Additionally, this position requires a good understanding of ACT Government processes and reporting frameworks, and very strong organisational skills. The successful candidate will possess strong stakeholder engagement abilities and highly effective collaboration skills.

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

How to Apply: Please submit your Application Coversheet, a one to two page pitch addressing the Professional/Technical Skills and Behavioural Capabilities, a current Curriculum Vitae and the name and contact details of two referees.

Contact Officer: Moira Crowhurst (02) 6207 8420 moira.crowhurst@act.gov.au

**Corporate**

**People and Workplace Strategy**

**Safety Health and Wellbeing**

**Manager, Safety Health and Wellbeing**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 11102)**

Gazetted: 05 April 2019

Closing Date: 19 April 2019

Details: The Manager of the Safety Health and Wellbeing Team provides specialist advice in fostering and maintaining a safety and wellbeing culture by assisting and supporting the Directorate's with the Work, Health and Safety (WHS) Management System, wellbeing initiatives and activities. The occupant will provide operational assistance, advice and support to the Directorate's Senior Leadership group and line managers in the management of Safety, Health and Wellbeing. To be successful in this role, you will need to be highly organised, self-motivated, proactive and responsive to business needs and requirements. You will show initiative and possess sound judgement to develop productive working relationships with a range of internal and external stakeholders.

Eligibility/Other Requirements: Mandatory tertiary qualifications in Work, Health and Safety with five or more years in operational experience. Desirable - Lead auditor WHS Management Systems and/or Certificate IV in Training and Assessment.

How to Apply: Please provide your resume, Application Coversheet and a two page pitch addressing the Selection Criteria. In your pitch, you will tell us how you meet the Behavioural Capabilities, Professional/Technical skills and knowledge components of the role. All applications are to be sent to jobs@act.gov.au

Contact Officer: Virginia Hayward (02) 6205 5132 virginia.hayward@act.gov.au

**Legislation, Policy and Programs**

**Road Safety and Transport Regulation**

**Manager**



**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 03234, several)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: Legislation, Policy and Programs is seeking applications for two highly motivated Managers to head up Road Safety in the Road Safety and Transport Regulation Group and Crime Prevention within the Justice Planning and Safety Planning Group. Managers are responsible for delivering or overseeing programs and policy projects and providing high quality, strategic advice to Ministers and Government. Key duties and responsibilities include; providing strategic leadership and developing team capacity; ensuring timely delivery of outcomes in relation to a range of projects falling broadly within the Government's objectives; representing Legislation, Policy and Programs at Executive level meetings, stakeholder meetings, and on inter-directorate and inter-governmental projects. The Manager, Road Safety is responsible for coordinating, managing and implementing the ACT Government's Road Safety Strategy and other road safety policy and programs. This includes strategic management and oversight of the ACT Road Safety Action Plan 2016-2020. Examples of work currently being progressed include reviewing the ACT's Graduated Licensing Scheme, evaluating road safety programs including road safety cameras, evaluating safe system compliance, managing the ACT Road Safety Community Grants Program, developing and implementing road safety awareness and media campaigns and managing several consultancy projects. The Manager, Crime Prevention is responsible for coordinating crime prevention policy, numerous crime prevention activities and ongoing programs, including the Property Crime Prevention Strategy. The position is also responsible for overseeing the development of a Charter of Victims' Rights in the ACT and the Policing Agreement for the provisions of policing services to the ACT.

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

How to Apply: Please provide a current resume, the name and contact details of two referees, and a supporting statement of up to two pages outlining practical experience and examples related to the role, with reference to the Selection Criteria. Any queries with regard to the position can be forwarded to Dr Kim Hosking in Road Safety and Transport Regulation at kim.hosking@act.gov.au on (02) 6207 2619 or the Contact Officer Andrew McIntosh in Justice Planning and Safety Programs.

Contact Officer: Andrew McIntosh (02) 6207 0550 [andrew.mcIntosh@act.gov.au](mailto:andrew.mcIntosh@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)**

**Transport Canberra**

**Public Transport Operations**

**Fleet Services**

**Heavy Vehicle Mechanic**

**TGSO5/TGSO6/TGSO7 Workshop Staff \$72,077 - \$81,212, Canberra (PN: I16008, expected vacancy)**

Gazetted: 04 April 2019

Closing Date: 18 April 2019

Details: Transport Canberra has expected vacancies for full-time and casual Heavy Vehicle Mechanic positions at both North and South Depots. The successful applicants will be required to undertake maintenance and/or repair activities to the full range of Fleet vehicles. This position is required to prioritise work activities to ensure that peak vehicle availability is met, liaising with other work groups and/or individuals to ensure tasks are completed within a designated timeframe. Provide assistance with projects, including modification programs and actively assist in the training and development of apprentices and staff. Successful applicants will actively participate in all rostered shifts, from early morning to late at night. 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.

Eligibility/Other Requirements: Relevant trade qualifications and/or certificates are mandatory. Possession of a current motor vehicle licence and the ability to obtain and hold a Transport Canberra yard licence. Work rostered

shifts, from early morning to late at night. Successful applicants may be subject to successfully completing a language, literacy and numeracy test, pre-employment medical and Police Consent form.

Note: These positions are generic across the Transport Canberra's fleet services team and applicants may be required to rotate within Transport Canberra to any designated location as directed. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are required to submit three items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; maximum of 300 words per criteria 3) a current resume submitted to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Paul Mascord (02) 6205 8278 [paul.mascord@act.gov.au](mailto:paul.mascord@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**

#### **Libraries ACT**

#### **Public Libraries**

#### **Library Services Officer**

#### **Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 11848, several)**

Gazetted: 08 April 2019

Closing Date: 22 April 2019

Details: Libraries ACT is an organisation focussed on providing excellent customer services across all Library Branches. Applicants must be confident, outgoing and believe in providing high level customer service to the Canberra community. This position promotes library services by facilitating children's, digital and adult programs in branch. It is pivotal in the daily branch operations and will take ownership of end-to-end customer service and resolution of customer queries and complaints. The successful applicant will work well in teams and enjoy being in a busy and dynamic environment. This position does act as Officer in Charge for short periods. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Prior to commencing in this role, 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 WWVP card is a requirement of this role as delivering children's programs is a core responsibility of the Library Services Officer position.

Note: Libraries ACT does operate seven days a week so this position is required to work weekdays and weekends on a fortnightly roster. 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 completed Selection Criteria (addressing all questions individually), Application Coversheet and resume to [jobs@act.gov.au](mailto:jobs@act.gov.au). Applicants are encouraged to phone the Contact Officer.

Contact Officer: Holly Hart (02) 6207 5107 [holly.hart@act.gov.au](mailto:holly.hart@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**

#### **Libraries ACT**

#### **Public Libraries**

#### **Casual Library Services Officer**

#### **Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: C09140, several)**

Gazetted: 08 April 2019

Closing Date: 22 April 2019

Details: Libraries ACT is an organisation focussed on providing excellent customer services across all Library Branches. Applicants must be confident, outgoing and believe in providing high level customer service to the Canberra community. This position promotes library services by facilitating children's, digital and adult programs in branch. It is pivotal in the daily branch operations and will take ownership of end-to-end customer service and resolution of customer queries and complaints. This position does act as Officer in Charge for short periods. Applicants must work well in teams and enjoy being in a busy and dynamic environment.

Eligibility/Other Requirements: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). A WWVP card is a requirement of this role as delivering children's programs is a core responsibility of the Library Services Officer position.

Note: These are casual positions commencing as soon as possible with a one year contract with the possibility of extension up to two years. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Libraries ACT does operate seven days a week so these positions are required to be available to work at least four full days a week, one of these being a weekend day.

How to Apply: Please provide cover page, completed Selection Criteria and resume to [jobs@act.gov.au](mailto:jobs@act.gov.au). Applicants are encouraged to phone the Contact Officer.

Contact Officer: Holly Hart (02) 6207 5107 [holly.hart@act.gov.au](mailto:holly.hart@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**

#### **Libraries ACT**

#### **Public Libraries**

#### **Casual Librarian**

#### **Professional Officer Class 1 \$56,359 - \$78,145, Canberra (PN: C09976, several)**

Gazetted: 09 April 2019

Closing Date: 23 April 2019

Details: Libraries ACT is looking for Librarians to join our organisation on a casual basis. The organisation is focussed on providing excellent customer services across all library branches. Applicants must be confident, outgoing and believe in providing high level customer service to the Canberra community. These positions promote library services, acts as Officer in Charge and is pivotal in the daily branch operations. The successful applicants will take ownership of end-to-end customer service and resolution of customer queries and complaints. They will enjoy managing teams in a busy and dynamic public library environment.

Eligibility/Other Requirements: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to

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

Note: These are casual contracts available for a year long contract with the option of another year extension if operationally needed. Libraries ACT does operate seven days a week so this position is required to have some flexibility in regards to availability. 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 send through your Application Coversheet, completed Selection Criteria and resume to [jobs@act.gov.au](mailto:jobs@act.gov.au). Please contact the contact officer for more details.

Contact Officer: Holly Hart (02) 6207 5107 [holly.hart@act.gov.au](mailto:holly.hart@act.gov.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.

### **Suburban Land Agency**

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

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

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

#### **Media and Stakeholder**

#### **Media and Communications Manager**

#### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 55376)**

Gazetted: 04 April 2019

Closing Date: 19 April 2019

Details: Bring your big ideas and passion for media and communications to the Suburban Land Agency. We are looking for a proactive and enthusiastic Media and Communications Manager to focus on our land development projects and community activities. As part of this team, you'll play a key role in helping the Suburban Land Agency execute its strategies in media, communication, engagement and brand awareness. What we are looking for a strategic thinker; a writer who can create great content and stories, and has an eye for detail; someone with excellent interpersonal skills who can create and build relationships and partnerships with key contacts – a people person; an organised person who can multi-task and work under pressure – and quickly; a team player – this role will support the whole Agency so will need to enjoy working as part of a larger team; a 'can do' attitude to support the opportunities that come with media and communications, sometimes when we least expect it; someone who is available and willing to manage media at events and launches – even on the morning breakfast shows; a creative and innovative person who can think outside the box. Proven experience in communications, exceptional oral, written and interpersonal skills, and an interest in and understanding of local political issues.

Eligibility/Other Requirements: Tertiary qualifications in Public Relations, Communications, Digital Media or Journalism; or equivalent Government senior level experience would be considered an advantage; White Card; drivers licence; Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: After hours and weekend work may be required. 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: Applications are sought from potential candidates and should include a statement outlining experience and/or ability against the Selection Criteria, contact details of at least two referees and a current Curriculum Vitae.

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

#### **Office of the Chief Executive Officer**

#### **Office of the Chief Executive**

#### **Business Manager**

#### **Senior Officer Grade A \$143,116, Canberra (PN: 41575)**

Gazetted: 11 April 2019

Closing Date: 25 April 2019

Details: About us

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

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

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

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

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

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

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

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

Overview of the work area and position

Located on the Canberra Hospital campus, the Office of the Chief Executive will provide strategic support to the Chief Executive Officer, undertake high level coordination, liaison, research and reporting and provision of advice on specific issues. The Office currently consists of a Business Manager, Executive Officer and Executive Assistant. The primary purpose of the position of Business Manager, Office of the Chief Executive is to coordinate, drive and deliver work undertaken by the Chief Executive and their office. The position is accountable for the preparation and coordination of high level advice in relation to the delivery of the Directorate's and Chief Executive's priorities across the whole of Canberra Health Services.

In ensuring that the Directorate's strategic direction is being delivered, the role will be key in building and maintaining close relationships with senior executives, across Canberra Health Services and other Directorates to support the effective and timely delivery of work.

Eligibility/Other Requirements:

Desirable:

Previous experience supporting the delivery of business services within the health sector.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Have current registration issued under the *ACT Working with Vulnerable People Act 2011*.

Contact Officer: Bernadette McDonald (02) 6207 9532 bernadette.mcdonald@act.gov.au

## **Clinical Services**

### **Cancer, Ambulatory and Community Health Support**

#### **Walk-in-Centres Gungahlin, Tuggeranong and Weston**

#### **Clinical Nurse Manager**

#### **Registered Nurse Level 3.2 \$119,122, Canberra (PN: 40333)**

Gazetted: 11 April 2019

Closing Date: 25 April 2019

Details: About us:

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

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

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

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

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

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

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

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

Overview of the work area and position:

The Walk-in Centres (WiC) are a primary health service staffed with Advance Practice Nurses and Nurse Practitioners providing episodic care for minor injury and illness to the ACT community and surrounds. The Clinical Nurse Manager (CNM) and nursing staff provide care to clients using their advanced clinical assessment skills supported by protocols and medication standing orders. The CNM role is a composite role with clinical and managerial responsibilities.

Eligibility/Other Requirements:

Mandatory:

Registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

Post graduate tertiary Nursing qualification in acute and/or primary care area relevant to a WiC.  
Demonstrated extensive clinical experience in a WiC or relevant acute/primary care area with transferrable knowledge and skills.

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*.

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

Contact Officer: Sashika Maddock (02) 5124 5180 sashika.maddock@act.gov.au

## **Clinical Services**

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

#### **Department of Neonatology**

#### **Special Care Clinical Nurse Manager**

#### **Registered Nurse Level 3.2 \$119,122, Canberra (PN: 31201)**

Gazetted: 11 April 2019

Closing Date: 9 May 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 Canberra Health Service's 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 Division of Women, Youth and Children (WYC) offers a range of primary, secondary and tertiary services across the acute and community based sectors. The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised maternity and neonatology services for the ACT and surrounding regional areas. As Clinical Nurse Manager you will be leading an exceptional team of neonatal nurses who are passionate about striving to improve outcomes for all neonates and their families.

The Department of Neonatology is a tertiary level 6 neonatal service for the ACT and Southern NSW including Intensive Care (NICU), Special Care (SCN) and the retrieval service (ACT NETS). The department is supported by an extensive team of expert clinicians including our unique early discharge program (Neonatal and Parent Support Service), Growth and Development follow up program as well as a Neonatal Lactation Consultant, Neonatal Care Coordinator and an award winning nurse led research team. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Reporting to the Assistant Director of Nursing (Neonatology and Paediatrics) the Clinical Nurse Manager will provide nursing leadership and support staff of the Special Care Nursery Unit to achieve excellence in clinical practice, working collaboratively with the multidisciplinary team and consumers.

Eligibility/Other Requirements

Mandatory:

Registered or eligible for registration as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)

Desirable:

Post graduate qualification in Neonatal Nursing

Post graduate qualification in Management and/or Leadership.

Prior to commencement successful candidates will be required to:  
Undergo a pre-employment Police check  
Comply with CHS Occupational Assessment, Screening and Vaccination policy  
Contact Officer: Alison Moore (02) 5124 7395 alison.moore@ed.act.edu.au

## **Clinical Services**

### **Cancer Ambulatory and Community Health Support**

#### **BreastScreen ACT**

#### **Nurse Counsellor**

#### **Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 28729, several)**

Gazetted: 11 April 2019

Closing Date: 25 April 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

The Cancer and Ambulatory Services Division 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 administration support to Ambulatory services throughout Canberra Health Services.

BreastScreen ACT is part of the BreastScreen Australia screening program. The Service offers free breast screening to women aged 40 years and over living in the ACT. The Program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All administrative support and assessment clinics are carried out in the Canberra city clinic.

We have an opportunity for two highly skilled and motivated individuals to work as members of a multidisciplinary team in accordance with the aims and objectives of the National BreastScreen Program. The principle duties include direct clinical services to women, counselling and referral of women to promote best practice outcomes.

Other duties include data management and participation in quality and health education/promotion projects.

The successful applicants will have demonstrated high-level communication skills and the ability to provide professional leadership. Relevant work experience in women's health or breast cancer nursing is essential.

Eligibility/Other Requirements

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), Holds or is working towards tertiary qualifications (or equivalent) in Women's Health and/or Breast Cancer Nursing.

Desirable:

Tertiary qualifications and/or relevant experience in counselling,

Must hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check,

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

Note

The part-time positions will be paid pro-rata to the full-time salary noted above. Selection may be based on application and referee reports only.

Contact Officer: Yvonne Epping (02) 5124 1826 yvonne.epping@act.gov.au

## **Clinical Services**

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

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

##### **Registered Midwife**

##### **Registered Midwife Level 2 \$91,910 - \$97,413, Canberra (PN: 30903, several)**

Gazetted: 11 April 2019

Closing Date: 25 April 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's 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 Centenary Hospital for Women's and Children's (CHWC) is seeking experienced midwives to work in their maternity department in permanent and temporary contracts, full time and part time welcome; as well as casual contracts.

The CHWC is a Tertiary Referral centre caring for women and babies with complex needs.

We would like to hear from registered midwives with experience to work with well women and babies, as well as women and babies with complex needs, in the maternity unit across antenatal ward, Birthing Suite and Postnatal Ward. If you would like to join our team of midwives we would love to hear from you.

Eligibility/Other Requirements:

Mandatory:

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

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

Contact Officer: Josephine Forrest (02) 6207 9977 josephine.forrest@act.gov.au

## **Clinical Services**

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

#### **Women and Babies**



## **Registered Midwife**

### **Registered Midwife Level 2 \$91,910 - \$97,413, Canberra (PN: 22871, several)**

Gazetted: 11 April 2019

Closing Date: 18 April 2019

Details: About us:

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

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

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

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

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

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

The CHS division of Women, Youth and Children, provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital, Centenary Hospital for Women and Children and health Services, Community Health Centres, client's homes, schools and Child and Family centres.

Overview of the work area and position:

The Maternity and Gynaecology Outpatient Department includes Maternity Assessment Unit, Early Pregnancy Assessment Unit, Fetal Medicine Unit, Antenatal Clinics, Childbirth Education, Midcall and the Gynaecology Clinic. Registered Midwives employed in this unit have the opportunity to work across the continuum of pregnancy and offer care in the hospital, community centers and in women's homes.

Eligibility/Other Requirements:

Mandatory:

Be registered as a Midwife with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

Demonstrate a commitment to working across all services offered in Maternity and Gynaecology Outpatients.

Please note 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*.

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

Note:

These are temporary positions available for a period of six to twelve months.

Contact Officer: Emmalee Hamilton (02) 5124 7368 emmalee.hamilton@act.gov.au

## **Clinical Services**

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

#### **Central Regional Team**

#### **Healthcare Access At School**

### **Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 01261)**

Gazetted: 11 April 2019

Closing Date: 18 April 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: Healthcare Access At School (HAAS) provides nurse-led care to students with complex or invasive health care needs while they are at any ACT Government school from pre-school through

to college. This is collaboration between CHS and the Education Directorate. The Register Nurse (RN) completes a full health needs assessment and develops a healthcare plan in partnership with the parents and other health providers as needed. School staff are then trained in the health tasks that are required in order for the student to attend school safely and are assessed by the RN as competent. The RN provides ongoing support to the student, school and parents. Your acute paediatric background will be necessary to complete the health needs and risk assessment. Your primary health knowledge will be required to advocate for and to ensure that safe supports for the child or young person in the school setting are in place.

This is an opportunity to use your valuable knowledge and skills in a different way; one that has a long lasting beneficial outcome for children and young people living with complex health conditions, their families, and their schools. The HAAS team is positive and dynamic, and you will be welcomed and well supported as you learn the role.

Eligibility/Other Requirements:

Mandatory:

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

Current driver's licence

Desirable:

Paediatric qualifications and/or extensive experience in this specialist area

Experience working in schools

Please note 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 01 August 2019 to 01 November 2019 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Carolyn Thomas (02) 5124 1631 carolyn.thomas@act.gov.au

## **Clinical Services**

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

#### **Rehabilitation and Specialty Mental Health**

#### **Older Persons Community Mental Health Team, Registered Nurse**

#### **Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 23288)**

Gazetted: 11 April 2019

Closing Date: 18 April 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'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, 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) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in

partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Rehabilitation and Specialty 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: The Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of three sub-teams, the Assessment Team, the Clinical Management Team and the Intensive Treatment Service.

The Assessment Team is responsible for the management of referrals, providing initial assessments, clarification of treatment goals and short term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission.

This is a clinical position that will sit within any the three sub teams providing direct person-centered care. At this level the Registered Nurse Level 2 (RN2) will provide mental health services to people who present with moderately complex mental health conditions, including the provision of sound assessment, recovery planning, clinical coordination and therapeutic interventions to achieve sound outcomes for people. The RN2 will contribute their expertise to the multidisciplinary team, provide supervision to staff at Levels RN1 and participate in quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).  
Must hold a current driver's licence.

Desirable:

Post Graduate qualifications in Mental Health Nursing, or working towards.

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 13 July 2019 to 31 March 2020.

Contact Officer: Kylie Henson (02) 6205 1957 [kylie.henson@act.gov.au](mailto:kylie.henson@act.gov.au)

## **Office of Research and Education**

### **Clinical Trials Staff**

#### **Clinical Trials Co-ordinator, Medical Oncology**

**Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 42567, several)**

Gazetted: 11 April 2019

Closing Date: 18 April 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 a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

The Office of Research leads strategic development and management of Canberra Health Services' research, collaborating with clinical areas and academic institutions in the conduct and translation of research into practice. Our vision is to have a world-class sustainable teaching and learning organisation that delivers cutting edge

healthcare informed by research that maximises health outcomes for patients and communities. With Academic Partners, underlying the direction are five key initiatives;  
Effective translation from fundamental science to the clinic;  
Grow, support and maintain the next generation of health and medical researchers;  
Innovation and improvement of the health system through high quality health service and clinical research;  
Growing and unlocking the health opportunities with data science and  
Improve the investment opportunities for Canberra Health Services innovations.

#### Overview of the Work Area and Position

The Clinical Trials Co-ordinators provide key support to and coordination of clinical research projects undertaken by the Medical Oncology Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of novel therapies in Phase 3, 2 and 1 Trials in the fields of malignant and benign Medical Oncology. The main responsibilities of the Clinical Trials Co-ordinators will be to act as “key” person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff. They will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Director of Medical Oncology Clinical Trials, the Clinical Medical Oncologists and the Clinical Trials Manager.

#### Eligibility/Other Requirements:

##### Mandatory:

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

##### Desirable:

Academic knowledge or practical experience of clinical trials coordination.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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 12 months, with the possibility of extension. The option to work part-time will be considered.

Contact Officer: Katherine Johnson (02) 5124 2811 [katherine.johnson@act.gov.au](mailto:katherine.johnson@act.gov.au)

## Clinical Services

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

#### Adult Mental Health Services

##### Discharge Liaison Nurse

##### Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 42415)

Gazetted: 11 April 2019

Closing Date: 25 April 2019

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

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

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

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

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

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

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) provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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 Discharge Liaison Nurse (DLN) is a key position in the Adult Mental Health Unit responsible for ensuring that a person's discharge plan is coordinated and communicated across all appropriate service professionals, cares, significant others and the person concerned.

The Adult Mental Health Unit is part of the Adult Acute Mental Health Services and can accommodate up to 40 people with a range of acute mental health conditions and disorders.

Discharge planning commences at the point of admission and identifies with the treating team what is required to promote a safe and timely discharge for the person.

Planning for discharge will be structured around the person's Estimated Discharge Date (EDD). The DLN role is responsible for ensuring that the EDD is recorded, accurate, and meaningful and updated when required. Any variations to planned discharge, including barriers to discharge are communicated to other health professionals and alternatives to treatment, care and discharge planning is discussed and implemented.

The position will work as part of the multi-disciplinary team to deliver quality person-centred care within a recovery framework and improve the person's experience of mental health services and improve patient flow across the whole of health service.

The successful applicant will be expected to combine their clinical skill set as well as expanding knowledge within the DLN role.

Successful applicants will be required to work business hours Monday to Friday. This is a full time position and part-time does not meet operational requirements.

Eligibility/Other Requirements:

Mandatory:

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

A minimum of two years' experience as a Registered Nurse

Desirable:

Experience working within a mental health inpatient setting or an environment where the care of people with mental health needs or problems are addressed within a recovery oriented framework.

Experience working in a Discharge Liaison role in a similar environment

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 up to six months with the possibility of extension and/or permanency.

Contact Officer: Monique Fielder (02) 5124 5453 monique.t.fielder@act.gov.au

## **Clinical Services**

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

#### **Allied Health**

##### **Physiotherapist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 27461)**

Gazetted: 11 April 2019

Closing Date: 25 April 2019

Details: About us

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

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

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

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

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

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

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 Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre at Kambah. Our staff are committed to the delivery of health services that reflect CHS'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 CHS's network of health facilities designed to meet the needs of our ageing and growing population.

A number of RACS services work collaboratively with the individuals, his/her carers and other services within and external to CHS.

Overview of the work area and position

The Transitional Therapy and Care Program (TTCP) is based at University of Canberra Hospital, Bruce. TTCP is a short-term program that aims to optimise the functioning and independence of older people post discharge from hospital. The program is for a maximum of 12 weeks and is provided either in a 15 bed low level care facility, located in Red Hill or in the client's home. Clients vary in their medical conditions and may include those with orthopaedic conditions, neurological conditions, complex medical conditions and the frail aged.

The Senior Physiotherapist is an important leadership role within the TTCP Allied Health team and is responsible for the coordination and provision of day-to-day physiotherapy services within TTCP. This involves the provision of clinical assessments and interventions to facilitate positive client outcomes. The Senior Physiotherapist is responsible for providing professional supervision and support to other Physiotherapists, Allied Health Assistants and students

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications (or equivalent) in Physiotherapy

Registered (or eligible for registration) with the Physiotherapy Board of Australia, Australian Health Practitioner's Regulatory Agency (AHPRA)

Desirable:

Previous experience working in the rehabilitation and aged-care sector.

Current 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. 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 CHS facilities, the person occupying this position will be required to comply with CHS credentialing requirements for allied health professionals. Initial credentialing is completed following a pre- offer for a position, prior to any employment being made.

Comply with CHS Occupational Assessment, Screening and Vaccination policy  
Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*  
Contact Officer: Johanna Hunter (02) 5124 8383 johanna.hunter@act.gov.au

## **Clinical Services**

### **Women Youth and Children**

#### **Women and Babies**

##### **Registered Midwife**

##### **Registered Midwife Level 2 \$91,910 - \$97,413, Canberra (PN: 23513, several)**

Gazetted: 11 April 2019

Closing Date: 18 April 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 (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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

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

The Centenary Hospital for Women and Children is a tertiary centre for the ACT and surrounding regional areas, providing specialised maternity care to all risk women and babies. The service provides a Midwifery Group Practice continuity model providing continuity of midwifery care to 30% of the hospitals birthing women. The continuity teams - both 'low' and 'all risk' are based in the hospitals Birth Centre and women - may be allocated to birth in the Birth Centre or on the hospitals main Birthing service. The program also currently offers publically funded homebirth to women meeting eligibility requirements. The advertised position is for midwives to provide continuity of midwifery care to three-four women per month throughout pregnancy, birth and the postnatal period. These positions are temporary contracts - to cover periods of short term leave and provide an exciting opportunity for experienced midwives wishing to experience working in a Midwifery Group Practice model.

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

###### **Mandatory:**

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

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

- Completion of Midwifery Practice Review or equivalent

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment Police check.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

###### **Notes**

There are several temporary fulltime and part-time positions available. These positions range from 24-38 hours per week and from three - six months in duration.

Contact Officer: Christine Fowler 0478 407 586 christine.fowler@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Chronic Disease**

#### **Dietitian**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 33410)**

Gazetted: 11 April 2019

Closing Date: 2 May 2019

Details: About us

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

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

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

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

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

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

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

Overview of the work area and position:

The position entails working as part of a Chronic Disease Management inter-disciplinary team to promote positive patient outcomes through the provision of high quality clinical services, case management, health promotion and quality improvement activities and education.

Clinical service delivery may include group and individual therapy for people with morbid obesity.

Interventions provided by the Dietitian within the service may include counselling to improve diet quality, placing patients on closely monitored Very Low Energy Diets, supporting pharmacotherapy and guiding diet post bariatric surgery.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Nutrition and Dietetics and eligibility for membership of the Dietitian's Association of Australia

Current driver's licence

Prior to commencement successful candidates will be required to:

undergo a pre-employment Police check;

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

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

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 from June 2019 to end May 2020 with the possibility of extension. This position is full-time but part-time will be considered and the full-time salary noted above will be paid pro rata.

Selection for the position may be based on application and referee reports only.

Contact Officer: Ana O'Rourke (02) 5124 1465 ana.o'rourke@act.gov.au

**Health Systems Policy and Research**

**Health System Planning and Evaluation**

**Territory Wide Service Framework**

**Executive Assistant**

**Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 27560)**

Gazetted: 11 April 2019

Closing Date: 25 April 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 the Work Area and Position**

The Health System Planning and Evaluation Branch sits within the Health System Policy and Research Group, and is led by the Executive Group Manager, Health System Planning and Evaluation.

The Health System Planning and Evaluation Branch works across the ACT health sector with public, private and non-government service providers and consumers to:

Identify health service needs

Undertake analysis of health status information, service activity, clinical trends and technology mapping to inform future services and capital planning

Drive major service redesign initiatives across the territory, and

Provide project support across the ACT Health Directorate.

The Executive Assistant is responsible for providing high level administrative support to the Executive Group Manager, Health System Planning and Evaluation. The Executive Assistant reports to and works closely with the Executive Officer to ensure the smooth and efficient operations of the branch and Executive office.

This position will also be required to provide administrative support to the broader branch, as agreed with the Executive Group Manager.

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

**Eligibility/Other Requirements:**

**Desirable:**

Previous experience in utilising HPE Content Manager – formerly TRIM.

Previous experience in providing high level support to an Executive Director, Executive Group Manager or equivalent.

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

Undergo a pre-employment Police check.

Contact Officer: Liza Marando (02) 5124 9908 liza.marando@act.gov.au

**Clinical Services**

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

**Adult Community Mental Health Services**

**Clinical Manager**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 19711)**

Gazetted: 11 April 2019

Closing Date: 18 April 2019

**Details:** About us:

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

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

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

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

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

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in

partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

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 allied health position is based in the City Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Allied health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care (MoC) which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

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

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

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

The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community. There may be some driving involved in this role. This work will primarily be based in the City Community Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

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

Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

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

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

**Eligibility/Other Requirements:**

**For Occupational Therapy:**

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

Eligibility for professional membership of Occupational Therapy Australia

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

**For Psychology:**

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

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

**For Social Work:**

Degree in Social Work

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

Registration under the ACT Working with Vulnerable People Act 2011

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

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals,  
Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases,  
Undergo a pre-employment Police check.  
Current Passenger Vehicles Driver's License  
Contact Officer: Jonathan Amirthanathan (02) 6205 1338 jonathan.amirthanathan@act.gov.au

## **Clinical Services**

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

#### **Justice Health Services**

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

##### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 14464)**

Gazetted: 11 April 2019

Closing Date: 18 April 2019

Details: About us

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

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

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

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

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

Forensic Mental Health Services is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services.

The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings.

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

FMHS Community Outreach Service (FCOS)

FMHS Court Assessment and Liaison (FCAL)

FMHS Bimberi Youth Justice Centre (FMHS BYJC)

FMHS at Alexander Maconochie Centre (FMHS AMC)

Fixed Threat Assessment Team (FTAT)

At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process.

Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

Qualifications and experience

Mandatory:

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy

Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current driver's license

For Psychology:

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

Must hold a current driver's licence

Highly Desirable:

Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

Registration or eligibility for registration under the Working with Vulnerable People Act 2011

Must hold a current driver's license

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

Undergo a pre-employment Police check.

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

Comply with CHS credentialing and scope of clinical practice requirements for Allied Health Professionals.

Registered under the *Working with Vulnerable People Act 2011*.

Note

This position maybe required to participate in overtime, on call and/or rotation roster.

Contact Officer: Tegan Murray (02) 5124 1842 [tegan.murray@act.gov.au](mailto:tegan.murray@act.gov.au)

## **Clinical Services**

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

#### **Withdrawal Service**

#### **Registered Nurse**

#### **Registered Nurse Level 1 \$66,185 - \$88,410, Canberra (PN: 28396)**

Gazetted: 11 April 2019

Closing Date: 25 April 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 the Work Area and Position](#)

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporates 6 areas including:

[Opioid Treatment Services](#)

[Medical Services](#)

[Consultation and Liaison Service](#)

10 bed Inpatient Withdrawal Service  
Police and Court Drug Diversion Service  
Counselling and Treatment Services

The Opioid Treatment Service pharmacotherapy program provides opiate substitution treatment to people in the ACT.

The Withdrawal Service provides a secure and supportive environment for safe, medically supervised withdrawal from alcohol and other drugs.

Consultation and Liaison Service provides assessment, support and referral for clients who have been admitted to CH who also have an alcohol and/or drug issue.

Alcohol and Drug Services provides information, advice, referral, intake, assessment and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

Under supervision of the Team Leader, the Registered Nurse role at this level is responsible for the provision of provide sound clinical services and interventions to clients of Alcohol and Drug Services. This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies The Registered Nurse position is supported by a cohesive and multi-disciplinary team  
Eligibility/Other Requirements

Mandatory:

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

Desirable:

Post graduate qualifications (or working towards) in relevant field.

Current Driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note

This position maybe required to participate in overtime, and/or rotation roster. Recruitment may be based on application only.

Contact Officer: Sally Bilington (02) 6174 7966 sally.bilington@act.gov.au

## **Clinical Services**

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

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

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

#### **Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 19389)**

Gazetted: 11 April 2019

Closing Date: 25 April 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) 5124 1099 michelle.hemming@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Acute Support**

#### **Speech Pathology Administration Assistant**

#### **Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 30618)**

Gazetted: 11 April 2019

Closing Date: 25 April 2019

Details: About us:

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

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

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

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

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

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

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

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

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.

Overview of the work area and position:

Under general direction you will be required to provide administrative support to the departments of Physiotherapy and Exercise Physiology. You will provide administrative support and functions, and will be required to assist in booking and scheduling processes within these two departments.

Eligibility/Other Requirements:

Medical Terminology desirable

Previous experience in a health care setting

Prior to commencement successful candidates will be required to:

undergo a pre-employment Police check.

Contact Officer: Tim Tooke (02) 5124 2193 tim.tooke@act.gov.au

**Clinical Services**

**Medicine**

**Chronic Disease**

**Support Officer, Obesity Management Service**

**Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 10763)**

Gazetted: 11 April 2019

Closing Date: 2 May 2019

Details: About us:

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

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

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

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

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

Overview of the work area and position:

A temporary full-time position for an Administration Officer (ASO3) is available with the Chronic Disease Management team to support the Obesity Management Service (OMS). Located in the Belconnen Community Health Centre, the OMS is a community based service which aims to support adults with morbid obesity to improve their health and wellbeing. The OMS is led by a physician and the team includes Registered Nurses, Dietitians, Psychologists, Exercise Physiologists and the OMS Coordinator who this position reports to.

The successful applicant will have experience in working in a health service, sound administration skills, excellent communication skills, and the ability to work flexibly within a multidisciplinary team. This is an excellent opportunity to be part of the ongoing development of an exciting service.

Eligibility/Other Requirements:

Desirable:

A background in health service administration is desirable including experience with ACT Health information systems (for example ACTPAS).

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

Note:

This is a temporary full-time position available for approximately 12 months with the possibility of extension. Part-time hours will be considered and the full-time salary noted above will be paid pro rata. Selection may be based on written application and referee reports only.

Contact Officer: Ana O'Rourke (02) 5124 1465 ana.o'rourke@act.gov.au

**Clinical Services**

**Deputy Director General Clinical Services**

**Imaging**

**Medical Imaging Radiographer**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 12876, several)**

Gazetted: 11 April 2019

Closing Date: 25 April 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.

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).
- 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.
- 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. These positions may require weekend, out of hours and on-call rosters. Selection may be based on written applications only.

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

**Clinical Services**

**Allied Health Services**

**Exercise Physiology**

**Exercise Physiologist**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 11940)**

Gazetted: 11 April 2019

Closing Date: 25 April 2019

Details: About us

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

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

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

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

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

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

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

Overview of the work area and position

The Exercise Physiology Department is based within Acute Allied Health Services and provides Exercise Physiology services to a range of clients in an inpatient and outpatient setting. The Exercise Physiology Department specialises in the provision of clinical exercise prescription and lifestyle modification for individuals with chronic disease



and/or injury. The department also provides support to the School Kids Intervention Program, Cardiac Rehabilitation and Heart Function Rehabilitation Programs.

Our Exercise Physiologists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high-quality patient centred care.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

The overall functions of the Exercise Physiologist under professional supervision include:

Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

Clinical supervision, and professional development is provided through the department, supervision support, and informal and formal professional development opportunities.

Eligibility/Other Requirements:

Mandatory

Exercise/Sports Science Degree or equivalent qualification from a recognised tertiary institution

Current accreditation with Exercise and Sports Science Australia (ESSA)

Current driver's licence

At least one year of full-time equivalent work 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*.

comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals 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 10 months with the possibility of extension. An order of merit may be established to fill future temporary vacancies at level within the next 12 months from this process. Part-time hours may be considered and the full-time salary noted above will be paid pro rata. You may be required to participate in an overtime roster. Applicants are encouraged to make contact with the contact officer prior to submitting an application.

Contact Officer: Tarryn Mair (02) 5124 3616 tarryn.mair@act.gov.au

## **Infrastructure Management and Maintenance**

### **Operational Support**

#### **Security and Emergency Preparation**

##### **Security Supervisor**

##### **Health Service Officer Level 7 \$59,230 - \$62,549, Canberra (PN: 42247, several)**

Gazetted: 11 April 2019

Closing Date: 25 April 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 Health Services 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 Canberra Health Service's 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:

The Infrastructure Management and Maintenance Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. The Security Services section is embedded within this Division.

Security Services mission is to provide to all personnel, the necessary climate and mechanisms that will enable staff, patients and visitors at Canberra Health Services' facilities to go about their daily activities without fear or intimidation by preventing crime and disruption and protecting persons and property.

As a Security Supervisor you will ensure a safe and secure environment is maintained for staff and consumers at Canberra Hospital, the Dhulwa Mental Health Unit and non-acute sites by providing incident response, proactive Security functions and enforcement of Canberra Health Services policy and directives.

Eligibility/Other Requirements:

Mandatory:

Possess a Certificate II in Security Operations and ACT Security Licence

Possess an unencumbered driver licence

Be prepared to wear a uniform and work a shift roster, weekends, public holidays or night shifts at any Canberra Health Services worksite on an 'as needs' basis

Be able to complete a continuous 500m run comprising a series of five 100m laps, with stair ascent and descent of 10 steps at the end of each lap, and a 20m dummy drag, in under 5 minutes on an annual basis

Desirable:

Possess a Certificate III in Security Operations

Possess a sound understanding of providing security services in a healthcare setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

Contact Officer: Chris Mooney (02) 5214 9701 [chris.mooney@act.gov.au](mailto:chris.mooney@act.gov.au)

## **Clinical Services**

### **Medical Services**

#### **Pharmacy Department**

##### **Intern Pharmacist**

**Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 38827, several)**

Gazetted: 11 April 2019

Closing Date: 25 April 2019

Details: About us

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

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

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

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

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

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

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

The Medical Services division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services, and encompasses a mix of disciplines, including:

Pharmacy.

Health Care Technology Management.

Pathology.

Medical Imaging.

Overview of the work area and position

The CHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff.

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Support and Operations the pharmacy technicians will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centered service.

The pharmacy team charter is *“Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community”*

Under the direction and guidance from the Clinical Lead for Education and Training, the Intern Pharmacist role is primarily responsible for the provision of a range of pharmacy services, on weekends and after hours as rostered. The hospital has multiple site locations and all Pharmacy staff are required to work at both The Canberra Hospital (TCH) and UCPH (University of Canberra Public Hospital) sites as rostered.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Pharmacy.

Eligible for provisional registration with Australian Health Practitioner Regulation Agency (AHPRA).

Eligible to enrol in and Intern Training Program accredited by the Australia Pharmacy Council.

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

Undergo a pre-employment Police check.

Be registered under the Working for Vulnerable People Act.

Comply with ACT Health credentialing requirements for allied health professionals.

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

Note:

These are temporary positions available for a period of 14 months. Successful applicants will be expected to sit for their written AHPRA exams and oral AHPRA exams at the earliest scheduled session where they have met the practice hour requirements.

Contact Officer: Jessica Barnard (02) 5124 2121 [jessica.m.barnard@act.gov.au](mailto:jessica.m.barnard@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Chronic Disease**

##### **Clinical Manager, Chronic Disease Management**

**Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 19272)**

Gazetted: 11 April 2019

Closing Date: 25 April 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 ACT Health’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 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

The Canberra Health Services Division of Medicine provides a range of specialist medical, nursing and allied health services. A strong emphasis is placed 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 Clinical Manager position, in close collaboration with the Chronic Disease Management Medical Director, oversees the professional and operational delivery of chronic disease management services delivered by the program, and influences chronic disease management improvement across ACT Health.

Eligibility/Other Requirements:

*Mandatory:*

Tertiary qualifications (or equivalent) in an Allied Health Profession.

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); or if from a profession that is not AHPRA regulated, be eligible for membership of relevant professional association.

*Desirable:*

Previous experience in a leadership and/or management role in a health profession.

Current Driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals

Obtain a compliance certificate for OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases

Note

This full time temporary position is available until 12 July 2019 with the possibility of extension and/or permanency. This position is Selection for the position may be based on application and referee reports only.

Contact Officer: Paul Dugdale (02) 5124 3609 paul.dugdale@act.gov.au

## **Clinical Services**

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

#### **Clinical Support and Projects**

##### **Access and Operations Coordinator**

**Registered Nurse Level 3.1 \$105,372 - \$109,709, Canberra (PN: 42275, several)**

Gazetted: 11 April 2019

Closing Date: 25 April 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 the work area and position

The Division of Women, Youth and Children offers a range of primary, secondary and tertiary services across the acute and community based sectors.

The Centenary Hospital for Women and Children (CHWC) is a tertiary centre for the ACT and surrounding regional areas. CHWC provides care to women and children across maternity, gynaecology, paediatric and neonatology services. The Access and Operations Coordinator (AOC) is a new and innovative position and will be responsible for the coordination and management of clinical requirements, access, flow and leadership after hours to facilitate capacity across CHWC clinical areas. This role provides operational support to assist with escalation of unplanned flow and access to CHWC in collaboration with the Clinical Nurse/Midwife Managers and team leaders. This position provides a central point of contact for escalation within CHWC. The role works closely with the Canberra

Health Services Access Unit and After Hours Hospital Resource Office to collaborate and coordinate flow and implement escalation policies as required during periods of high demand.

Reporting to the Assistant Director of Nursing and Midwifery (Clinical Support), the role contributes to the provision of safe effective care through coordinating responses to manage patient flow issues.

Eligibility/Other Requirements:

Mandatory

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

Desirable:

Post graduate qualification in a relevant nursing or midwifery field

Holding or working towards a higher degree in a relevant field.

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

Undergo a pre-employment Police check,

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

Note:

These are full-time positions however part-time hours will be considered and the full-time salary noted above will be paid pro rata. These roles operate seven days per week, morning and evening shifts.

Contact Officer: Donna Cleary (02) 5124 7575 donna.cleary@act.gov.au

## **Clinical Services**

### **Clinical Support Service**

#### **Pharmacy - Canberra Hospital**

#### **Oncology Pharmacist**

#### **Health Professional Level 4 \$100,462 - \$108,140 (This position attracts an Attraction and Retention Incentive ), Canberra (PN: 24088)**

Gazetted: 11 April 2019

Closing Date: 25 April 2019

Details: About us

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

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

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

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

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

The Pharmacy Department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within Canberra Hospital and Health Services (CHHS). The following areas are included within this Division:

Pharmacy

Biomedical Engineering

Medical Physics and Radiation Engineering

Nursing Operational Support

Clinical Records

Overview of the work area and position

The Canberra Health Services Pharmacy Department have a dynamic, talented team of approximately 90 staff, including: pharmacists, technicians and administration staff. The pharmacy department provides a range of operational and clinical services to inpatients and outpatients in a number of specialised services.

Working within the Oncology team, the Oncology Pharmacy – Senior Clinical and Manufacturing Pharmacist will lead, co-ordinate and manage a team of pharmacists and technicians to deliver safe and efficient oncology services across the Canberra Health Services.

The pharmacy team charter is “Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community”

#### Work Level Standards Principles

This position works closely with the CHARM Pharmacist, Deputy Director of Operations (Oncology and Haematology), Senior HP3 Pharmacists, rotational pharmacists, technicians, nursing and medical staff.

Responsibilities include a range of pharmacy services on weekends, public holidays, after hours and on-call as rostered.

#### Eligibility/Other Requirements

##### *Mandatory:*

Be registered (or eligible to be registered) as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA)

Postgraduate qualifications in either of the following: Clinical Pharmacy, Compounding pharmacy, Oncology/Haematology, Management, Education or working towards with extensive clinical oncology/haematology pharmacist experience deemed equivalent.

##### *Desirable:*

Society of Hospital Pharmacists of Australia (SHPA) membership

Membership linked to area of speciality (e.g. Clinical Oncology Society of Australia (COSA), ISOP, HOPA etc.)

Publication in peer review journals

Project management and/or research experience

Seven years' experience working in hospital pharmacy

Ability to act as a CHARM™ oncology information management system super user

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*

Work across multiply CHHS locations

Comply with CHS credentialing requirements for allied health professionals

Comply with CHS Occupational Assessment, Screening and Vaccination policy

##### *Note:*

Salary \$106,670-\$114,836 (inclusive of base salary \$100,462-\$108,140 and Attraction and Retention Incentive (\$6,208-\$6,696)).

Contact Officer: Sheridan Briggs (02) 5124 2121 [sheridan.briggs@act.gov.au](mailto:sheridan.briggs@act.gov.au)

## **ACT Health**

**Selection documentation for the following positions may be downloaded from**

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

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

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

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

### **Health Protection Services**

### **Project Officer**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 29627)**

Gazetted: 11 April 2019

Closing Date: 18 April 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:

Public Health, Protection and Regulation (PHPR)

The Public Health, Protection and Regulation Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report.

The Public Health Regulation and Projects (PHRAP) section is responsible for the development and implementation of a wide range of policy and regulation items relating to environmental health e.g. food safety, recreational water quality, insanitary conditions, tobacco control and smoke-free, e cigarettes and other matters that may impact upon public health.

In undertaking such a broad body of work, the PHRAP section engages in a number of activities including the development of public information, policy and legislation, consultation material, Ministerial briefings and contributing to related national public health initiatives. PHRAP also regulates health care facility licenses in the ACT and provides policy support to Communicable Disease Control, Environmental Health and Pharmaceutical Services Section.

Desirable skills include previous experience with policy development (particularly in public health, legislative and/or regulatory environments), experience in drafting Government correspondence, the ability to produce accurate work within tight deadlines and a capacity to liaise effectively with a range of internal and external stakeholders.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Science and/or Health related field.

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 with the possibility of extension.

Contact Officer: Chris Kelly (02) 5124 9059 [chris.kelly@act.gov.au](mailto:chris.kelly@act.gov.au)

## **Office of the Deputy Director-General, Health System, Policy and Research**

**Executive**

**Executive Support Officer**

**Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 42851)**

Gazetted: 11 April 2019

Closing Date: 25 April 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, and

Providing public health advice.

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.

Overview of the work area and position

The Health Systems, Policy and Research Group is responsible for all strategic health policy, program and quality strategy functions within the ACT Health Directorate. The Group leads the population health, protection and prevention functions to improve health outcomes for the ACT community. The Group has a significant focus on health and medical research, professional leadership and education to support the delivery of research-led, evidence based, high quality health care for the ACT.

The Deputy Director-General, Health Systems, Policy and Research oversees and manages the functions within the Group. The Deputy Director-General is supported by a Senior Manager, Business Manager, Executive Officer and Personal Assistant. As the Executive Support Officer, you will work closely with the Business Manager and Executive Officer to manage the day to day operations and workflow of the office. The main duties of the role will include management of the shared Outlook inbox, allocating and tracking tasks assigned to Divisions. It is expected that you will use your initiative to ensure that issues with meeting critical timeframes are escalated appropriately where required.

To be successful, you will have highly developed written and oral communication skills, strong organisational skills and the flexibility to work within a high paced office environment.

Eligibility/Other Requirements:

Desirable:

Previous experience in utilising Hewlett Packard Records Manager (HPRM) – formerly TRIM.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Contact Officer: Geraldine Grayland (02) 5124 9710 geraldine.grayland@act.gov.au

## **Corporate Services**

### **Digital Solutions**

#### **Office of the Chief Information Officer**

##### **Divisional Support Officer**

##### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 23004, several)**

Gazetted: 11 April 2019

Closing Date: 25 April 2019

Details: About us

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Overview of the work area and position

The Corporate Services Group performs a critical enabling function for the long term success and sustainability of the ACT Health Directorate and the ACT health system. This Group is responsible for financial planning, budgeting and reporting; commissioning and evaluating the performance of public health services; strategic human resource management; digital solutions; strategic infrastructure and procurement; service demand planning and modelling; data management and activity-based performance; governance and risk management.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities across the ACT Health Directorate and Canberra Health Services. The Digital Solutions Division is responsible for the:

Development, implementation and support of the Digital Health Strategy.

Management of technology services and projects

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

Development, implementation and maintenance of technology policies and procedures.

Ensuring information security.

Eligibility/Other Requirements

Desirable:

Experience with HP Records Manager or similar records management or workflow systems.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Contact Officer: Rebecca Heland (02) 5124 9340 rebecca.heland@act.gov.au

## **Corporate Services**

### **Digital Solutions**

#### **Technology Operations**

#### **Assistant Director, Records Management**

#### **Senior Information Technology Officer Grade B \$118,319 - \$133,197, Canberra (PN: 43159)**

Gazetted: 11 April 2019

Closing Date: 25 April 2019

Details: About us

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Management of technology services and projects

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

Development, implementation and maintenance of technology policies and procedures.

Ensuring information security.

The Information Management Hub is responsible for the provision of high quality administrative records management services and the development and maintenance of the ACT Health Data Repository.

Eligibility/Other Requirements

*Desirable:*

Experience in managing a back-scanning project of legacy paper records.

Formal qualifications in records management

Professional membership (ie at the level of Associate, Chartered or Fellow), or the ability to gain such membership, of Records and Information Management Professionals Australasia (RIMPA).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

## **Corporate Services**

### **Digital Solutions**

#### **Technology Operations**

#### **Medication Systems Support Nurse**

#### **Registered Nurse Level 3.1 \$105,372 - \$109,709, Canberra (PN: 35671, several)**

Gazetted: 11 April 2019

Closing Date: 25 April 2019

Details: About Us: The ACT Health Directorate is responsible for the stewardship of the health system in the ACT.

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The Medication Systems Hub administers and supports a range of medication related systems across the ACT including iDose, MedChart, Merlin and Pyxis.

As one of the Medication Systems Support Nurses, you will work as part of a team that reports to the Chief Pharmacy Information Officer, to provide system administration and support for medication systems across the Territory.

Eligibility/Other Requirements:

Desirable:

Extensive experience in the management, support and administration of Clinical ICT systems.

Recent experience working in a health environment.

Mandatory:

Current registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Contact Officer: Aimee Solomon (02) 5124 9315 aimee.solomon@act.gov.au

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

### **Policy Partnerships and Programs**

#### **Preventive and Population Health**

##### **Senior Officer, Epidemiology**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 40548)**

Gazetted: 11 April 2019

Closing Date: 18 April 2019

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Monitoring and enforcement of public health regulations,

Providing public health advice

Overview of the work area and position:

Preventive and Population Health (PPH)

Preventive and Population Health (PPH) has carriage of policy and program delivery relating to a range of issues including health promotion and preventive health. PPH also collects, analyses and disseminates information on the health status and health-related behaviours of the ACT population which can be used to monitor, evaluate and guide health service planning, policy and program development.

Epidemiology

The Epidemiology Section collects, analyses and reports on data on the health status of the ACT population. Data are used to inform and evaluate health programs, policy and planning activities. The work program is determined by national and territory legislation, health priorities and action plans.

In particular the Section:

Conducts and commissions surveys

Maintains registers/collections of health conditions and events, such as the ACT Cancer Registry and the ACT Maternal and Perinatal Data Collection

Produces and disseminates epidemiological information on the health status of people in the ACT

Develops and builds on data systems that collect population health information, including data linkage capabilities

Develops and reports on population health performance indicators

Participates in research activities and collaborations

The Epidemiology Section has responsibility for the production of the biennial Chief Health Officer's Report, which is a statutory requirement.

The Epidemiology Section is seeking an enthusiastic and motivated Senior Officer to support its current work program within the Survey Team. The successful applicant will largely be responsible for the planning and management of a population health surveillance program. The role also includes assisting with compiling health reports and indicators for web publication, managing data requests, analysing, presenting and publishing epidemiological results, including writing population health fact sheets and articles for peer-reviewed publication, preparing reports, Ministerial/Cabinet briefings and submissions and correspondence on population health issues in the ACT and other duties that support the work of the Section.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Science or Health Science or Public Health.

Desirable:

To meet the competencies required for this position, it is highly desirable that applicants have postgraduate experience in health research, social research, epidemiology or biostatistics.

Knowledge of and experience in the planning, managing and reporting of population health surveys would be an advantage.

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*.

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

Contact Officer: Ann-Maree Hughes (02) 5124 9510 ann-maree.hughes@act.gov.au

## **Corporate Services**

### **Digital Solutions**

#### **Technology Operations**

##### **Senior Data Repository Analyst**

##### **Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 43158)**

Gazetted: 11 April 2019

Closing Date: 25 April 2019

Details: About us

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Ensuring information security.

The Information Management Hub is responsible for the provision of high quality administrative records management services and the development and maintenance of the ACT Health Data Repository.

Eligibility/Other Requirements

*Highly Desirable:*

Minimum of two years of experience in data analytics and data repositories.

Minimum of two years of experience in the technology sector.

*Desirable:*

Tertiary Qualifications in Information and Communication Technology (ICT)

Experience in and/or knowledge of the Health environment including an understanding of hospital systems

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

Undergo a pre-employment Police check.

Contact Officer: Gillbert de Ruijter (02) 5124 9128 gillbert.deruijter@act.gov.au

## **APPOINTMENTS**

### **ACT Electoral Commission**

#### **Administrative Services Officer Class 5 \$77,155 - \$81,668**

Ludmila Naumann 848-77968, Section 68(1), 9 April 2019

### **Canberra Institute of Technology**

#### **Teacher Level 1 \$70,519 - \$94,094**

Lisa Tidy 821-03862, Section 68(1), 2 April 2019

Note: This appointment is to a non-advertised vacancy and is made in accordance with the Public Sector Management Standards, Section 14 – Direct Appointments of Employee General. An appointment under this section is non appellable.

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

#### **Administrative Services Officer Class 3 \$62,530 - \$67,296**

Benjamin Hobbs 853-50711, Section 68(1), 18 April 2019

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146**

Georgina McIntyre 848-22561, Section 68(1), 8 April 2019

#### **Administrative Services Officer Class 3 \$62,530 - \$67,296**

Katie Louise Voysey 858-69628, Section 68(1), 8 April 2019

#### **Administrative Services Officer Class 2 \$55,189 - \$60,941**

David West 853-50674, Section 68(1), 3 April 2019

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146**

Louise Williams 858-57002, Section 68(1), 4 April 2019

### **Community Services**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146**

Nicola Barker 858-61183, Section 68(1), 5 April 2019

#### **Senior Officer Grade C \$104,630 - \$112,626**

Erin Flynn 858-68836, Section 68(1), 12 April 2019

**Administrative Services Officer Class 5 \$77,155 - \$81,668**

Beatrice Macharia 858-68430, Section 68(1), 8 April 2019

**Education**

**Administrative Services Officer Class 6 \$83,135 - \$95,146**

Meng Wang 858-69716, Section 68(1), 4 April 2019

**Environment, Planning and Sustainable Development**

**Technical Officer Level 4 \$79,824 - \$91,356**

Karen Ikin 858-55410, Section 68(1), 4 April 2019

**Canberra Health Services**

**Registered Nurse Level 1 \$66,185 - \$88,410**

Nicole Bodo 857-44059, Section 68(1), 11 May 2019

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

Ashlee Brennan 857-43785, Section 68(1), 11 April 2019

**Registered Nurse Level 3.1 \$105,372 - \$109,709**

Erica Campbell 857-94080, Section 68(1), 5 April 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Madeleine Casey 857-43718, Section 68(1), 11 April 2019

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

Regina DeGroot 857-43670, Section 68(1), 9 April 2019

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

Carrie-Jo Gracie 857-42387, Section 68(1), 9 April 2019

**Registered Midwife Level 1 \$66,185 - \$88,410**

Andrea Hanley 857-44737, Section 68(1), 11 April 2019

**Administrative Services Officer Class 2/3 \$55,189 - \$67,296**

Ian Hawke 861-31676, Section 68(1), 4 April 2019

**Registered Nurse Level 2 \$91,910 - \$97,413**

Kathryn Hayes 858-69505, Section 68(1), 8 April 2019

**Administrative Services Officer Class 2/3 \$55,189 - \$67,296**

Kayla Konemann-Matic 858-70071, Section 68(1), 11 April 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Andrea Larsen-Tacon 857-45078, Section 68(1), 18 April 2019

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

Connor Lynch 857-45318, Section 68(1), 11 April 2019

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

Carli McIntyre 858-67729, Section 68(1), 8 April 2019

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

Jade Meehan 857-42918, Section 68(1), 9 April 2019

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

Tijana Rasic 857-44366, Section 68(1), 9 April 2019

**Administrative Services Officer Class 2/3 \$55,189 - \$67,296**

Tayysha Senthavysouk 861-30462, Section 68(1), 11 April 2019

**Administrative Services Officer Class 2/3 \$55,189 - \$67,296**

Dimity Truman 853-64152, Section 68(1), 4 April 2019

**Administrative Services Officer Class 3 \$62,530 - \$67,296**

Vanessa Louise Young 861-32687, Section 68(1), 9 April 2019

## TRANSFERS

### Chief Minister, Treasury and Economic Development

**Richard Watson: 844-00609**

From: Senior Officer Grade B \$123,227 - \$138,723

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade B \$123,227 - \$138,723

Chief Minister, Treasury and Economic Development, Canberra (PN. 42189) (Gazetted 25 January 2019)

### Canberra Health Services

**Lauren Cameron: 741-12013**

From: Dental Assistant – Qualified \$52,996 - \$61,965

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 39976) (Gazetted 10 January 2019)

**Cheryl Cuthbertson: 844-81023**

From: Registered Nurse Level 3.1 \$105,372 - \$109,709

Canberra Health Services

To: Registered Nurse Level 3.1 \$105,372 - \$109,709

Canberra Health Services, Canberra (PN. 40409) (Gazetted 7 February 2019)

**Tracy Hancock: 786-46573**

From: Registered Midwife Level 1 \$66,185

Canberra Health Services

To: Registered Midwife Level 1 \$66,185 - \$88,410

Canberra Health Services, Canberra (PN. 43285) (Gazetted 10 January 2019)

**Michelle McAlpin: 771-94464**

From: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services

To: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services, Canberra (PN. 38888) (Gazetted 14 March 2019)

**Mark Morley: 778-38290**



From: Enrolled Nurse Level 1 \$60,027 - \$64,133  
Canberra Health Services  
To: Enrolled Nurse Level 1 \$60,027 - \$64,133  
Canberra Health Services, Canberra (PN. 37310) (Gazetted 24 January 2019)

**Kelly Munstermann: 786-4910**

From: Registered Nurse Level 3.1 \$105,372 - \$109,709  
Canberra Health Services  
To: Registered Nurse Level 3.1 \$105,372 - \$109,709  
Canberra Health Services, Canberra (PN. 42274) (Gazetted 14 February 2019)

**Tomasina Purcell: 846-99559**

From: Registered Nurse Level 1 \$66,185 - \$88,410  
Canberra Health Services  
To: Registered Nurse Level 1 \$66,185 - \$88,410  
Canberra Health Services, Canberra (PN. 40711) (Gazetted 7 February 2019)

## PROMOTIONS

### Chief Minister, Treasury and Economic Development

#### Shared Services

#### Partnership Services

#### Customer Support Services

#### Donald Hage: 820-97861

From: Administrative Services Officer Class 6 \$83,135 - \$95,146  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade C \$104,630 - \$112,626  
Chief Minister, Treasury and Economic Development, Canberra (PN. 08073) (Gazetted 6 February 2019)

#### Shared Services ICT

#### Technology Services Branch

#### Service Assurance

#### Md Saleh Newaz: 846-97828

From: Administrative Services Officer Class 3 \$62,530 - \$67,296  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 4 \$69,422 - \$75,169  
Chief Minister, Treasury and Economic Development, Canberra (PN. 14574) (Gazetted 4 March 2019)

#### Shared Services ICT

#### Technology Services

#### Technical Services Delivery

#### Jason Orchard: 835-70331

From: Information Technology Officer Class 1 \$64,616 - \$73,554  
Shared Services ICT  
To: Information Technology Officer Class 2 \$79,824 - \$91,356  
Chief Minister, Treasury and Economic Development, Canberra (PN. 31814) (Gazetted 18 January 2019)

#### Shared Services

#### Finance and Payroll Services

#### Reporting

#### Riteshkumar Patel: 816-77688

From: Administrative Services Officer Class 6 \$83,135 - \$95,146  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade C \$104,630 - \$112,626

Chief Minister, Treasury and Economic Development, Canberra (PN. 11255) (Gazetted 22 January 2019)

**Policy and Cabinet**

**Cabinet, Assembly and Government Business**

**Cabinet Office**

**Lachlan Thomas: 836-02006**

From: Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$104,630 - \$112,626

Chief Minister, Treasury and Economic Development, Canberra (PN. 42347) (Gazetted 21 February 2019)

**Community Services**

**Strategic Policy**

**Policy and Performance**

**Strategic Portfolio and Data Excellence**

**Vasiliki Panayiota Bogiatzis: 835-87432**

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

Community Services

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

Community Services, Canberra (PN. 19568) (Gazetted 5 December 2018)

**Education**

**Business Services**

**People and Performance**

**Workforce Strategy**

**Heather Boreham: 853-50797**

From: School Assistant 2/3 \$46,929 - \$57,225

Education

To: School Assistant 3 \$53,171 - \$57,225

Education, Canberra (PN. 42103) (Effective 11 April 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

**Justice and Community Safety**

**ACT Corrective Services**

**Community Correction and Release Planning**

**Community Operations**

**Ellen Grieves: 846-89131**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Justice and Community Safety

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Justice and Community Safety, Canberra (PN. 35666) (Gazetted 17 December 2018)

**ACT Corrective Services**

**Corporate Services**

**People and Culture**

**Richard Palic: 713-72653**

From: Senior Officer Grade C \$104,630 - \$112,626

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$123,227 - \$138,723

Justice and Community Safety, Canberra (PN. 38315) (Gazetted 14 February 2019)

**ACT Corrective Services**

**Community Correction and Release Planning**

**Community Operations**

**Alison Wrigley: 853-29816**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Justice and Community Safety

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Justice and Community Safety, Canberra (PN. 48985) (Gazetted 17 December 2018)

**Transport Canberra and City Services**

**Transport Canberra**

**Public Transport Operations**

**Fleet Services**

**Kevin Ross Hawthorn: 836-02989**

From: General Service Officer Level 5-7 \$54,363 - \$65,144

Transport Canberra and City Services

To: †EGSO9.1 – EGSO9.7 \$83,111 - \$93,924

Transport Canberra and City Services, Canberra (PN. NMW002) (Gazetted 7 February 2019)

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

**Canberra Health Services**

**Mary Borrman: 755-62016**

From: Registered Midwife Level 2 \$91,910 - \$97,413

Canberra Health Services

To: †Registered Nurse Level 3.1 \$105,372 - \$109,709

Canberra Health Services, Canberra (PN. 42278) (Gazetted 14 February 2019)

**Kathleen Brown: 260-54189**

From: Registered Midwife Level 2 \$91,910 - \$97,413

Canberra Health Services

To: †Registered Nurse Level 3.1 \$105,372 - \$109,709

Canberra Health Services, Canberra (PN. 42277) (Gazetted 14 February 2019)

**Clinical Services**

**Helen Cutler: 820-98100**

From: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services

To: †Registered Nurse Level 3.1 \$105,372 - \$109,709

Canberra Health Services, Canberra (PN. 42555) (Gazetted 7 March 2019)

**Clinical Services**

**Lorraine Dwyer: 771-97235**

From: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services

To: †Registered Nurse Level 3.1 \$105,372 - \$109,709

Canberra Health Services, Canberra (PN. 33487) (Gazetted 7 February 2019)

**Canberra Hospital and Health Services**

**Ruth Evans: 813-00602**

From: Registered Nurse Level 2 \$91,910 - \$97,413  
Canberra Health Services  
To: †Registered Nurse Level 3.1 \$105,372 - \$109,709  
Canberra Health Services, Canberra (PN. 41233) (Gazetted 7 March 2019)

**Canberra Hospital and Health Services**

**Kellie Hamilton: 858-56536**

From: Registered Midwife Level 1 \$66,185 - \$88,410  
Canberra Health Services  
To: Registered Midwife Level 2 \$91,910 - \$97,413  
Canberra Health Services, Canberra (PN. 33257) (Gazetted 27 September 2018)

**Canberra Hospital and Health Services**

**Jonathan Hardy: 858-20128**

From: Registered Nurse Level 1 \$66,185 - \$88,410  
Canberra Health Services  
To: Registered Nurse Level 2 \$91,910 - \$97,413  
Canberra Health Services, Canberra (PN. 41608) (Gazetted 7 March 2019)

**Canberra Hospital and Health Services**

**Genevieve Harrigan: 840-51090**

From: Registered Nurse Level 2 \$91,910 - \$97,413  
Calvary Health Care ACT (Public)  
To: †Registered Nurse Level 3.2 \$119,122  
Canberra Health Services, Canberra (PN. 19373) (Gazetted 1 November 2018)

**Canberra Hospital and Health Services**

**Jitesh John: 843-9978**

From: Registered Nurse Level 1 \$66,185 - \$88,410  
Canberra Health Services  
To: Registered Nurse Level 2 \$91,910 - \$97,413  
Canberra Health Services, Canberra (PN. 37273) (Gazetted 24 January 2019)

**Canberra Hospital and Health Services**

**Maydelon Maamo: 853-42180**

From: Registered Nurse Level 1 \$66,185 - \$88,410  
Canberra Health Services  
To: Registered Nurse Level 2 \$91,910 - \$97,413  
Canberra Health Services, Canberra (PN. 41016) (Gazetted 24 January 2019)

**Danielle Mackay: 795-66495**

From: Registered Nurse Level 2 \$91,910 - \$97,413  
Canberra Health Services  
To: †Registered Nurse Level 3.1 \$105,372 - \$109,709  
Canberra Health Services, Canberra (PN. 42275) (Gazetted 14 February 2019)

**Canberra Hospital and Health Services**

**Steven Niovanni: 846-99399**

From: Administrative Services Officer Class 2/3 \$55,189 - \$67,296  
Canberra Health Services  
To: Administrative Services Officer Class 4 \$69,422 - \$75,169  
Canberra Health Services, Canberra (PN. 29045) (Gazetted 28 February 2019)

**Canberra Hospital and Health Services**

**Kellie Noffke: 260-97154**

From: Registered Nurse Level 4.3 \$136,004

Canberra Health Services

To: †Registered Nurse Level 5.5 \$162,540

Canberra Health Services, Canberra (PN. 15569) (Gazetted 23 November 2017)

**Canberra Hospital and Health Services**

**Claire Robinson: 857-93002**

From: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services

To: †Registered Nurse Level 3.1 \$105,372 - \$109,709

Canberra Health Services, Canberra (PN. 41918) (Gazetted 31 January 2019)

**Canberra Hospital and Health Services**

**Abhisekh Silwal: 848-83866**

From: Registered Nurse Level 1 \$66,185 - \$88,410

Canberra Health Services

To: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services, Canberra (PN. 37275) (Gazetted 24 January 2019)

**Clinical Services**

**Katina Smith: 786-45693**

From: Registered Nurse Level 1 \$66,185 - \$88,410

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 16196) (Gazetted 11 October 2018)

**Canberra Hospital and Health Services**

**Jinto Varghese: 853-42172**

From: Registered Nurse Level 1 \$66,185 - \$88,410

Canberra Health Services

To: Registered Midwife Level 2 \$91,910 - \$97,413

Canberra Health Services, Canberra (PN. 37278) (Gazetted 24 January 2019)

**Clinical Services**

**Catherine Whitehead: 858-52690**

From: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services

To: †Registered Nurse Level 3.1 \$105,372 - \$109,709

Canberra Health Services, Canberra (PN. 40410) (Gazetted 18 April 2019)

**Canberra Health Services**

**Clinical Services**

**Rachel Lee: 82782754**

From: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services

To: Registered Nurse Level 3.1 \$105,372 - \$109,709

Canberra Health Services, Canberra (PN: 33759) (Gazetted 7 February 2019)

**ACT Health**

**Jonas Allen: 821-16137**

From: Administrative Services Officer Class 6 \$83,135 - \$95,146

ACT Health

To: †Senior Officer Grade C \$104,630 - \$112,626

ACT Health, Canberra (PN. 38712) (Gazetted 28 February 2019)

**ACT Health Directorate**

**Jacob Fell: 836-14349**

From: Senior Officer Grade C \$104,630 - \$112,626

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$143,116

ACT Health, Canberra (PN. 17413) (Gazetted 28 February 2019)